

**APPROVED MINUTES  
ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS  
(ASCIP)**

**EXECUTIVE COMMITTEE MEETING**

**Thursday, May 29, 2014**

A meeting of the ASCIP Executive Committee was held on Thursday, May 29, 2014, at 10:00 a.m. at ASCIP Office, 16550 Bloomfield Avenue, Cerritos, California 90703.

**I. CALL TO ORDER –President Fine**

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 10:00 a.m. by President Fine.

**II. ROLL CALL - Clerk of the Executive Committee**

**Members Present**

Mr. Michael Fine, President  
Ms. Corinne Kelsch, Vice President  
Mr. John Vinke, Treasurer  
Ms. Lydia Cano, Member  
Mr. John Didion, Member  
Mr. Phil Hillman, Alternate  
Ms. Susan Hume, Alternate  
Mr. Michael Johnston, Member  
Ms. Angela Jones, Member  
Ms. Janece Maez, Member  
Mr. Vahe Markarian, Member  
Mr. Kris Olafsson, Member  
Ms. Barbara Ott, Alternate  
Mr. Fred Williams, Member

**Members Absent**

Mr. Rick Bagley, Alternate  
Ms. Claudia Delgadillo, Alternate  
Ms. Teresa Dreyfuss, Alternate  
Ms. Mays Kakish, Alternate  
Ms. Karen Kimmel, Alternate  
Ms. Thuy Nguyen, Alternate  
Dr. Nancy Nien, Alternate  
Ms. Cheryl Plotkin, Member  
Ms. Andrea Reynolds, Alternate  
Dr. Joanne Schultz, Alternate  
Ms. Ann Sparks, Member

**Others Present**

Ms. Nancy Anderson  
Ms. Veronica Campos  
Mr. John Chino  
Mr. Reshan Cooray  
Ms. Coni Hernandez  
Mr. Kevin Hobby  
Mr. Jonathan Lackey  
Mr. Russell O'Donnell  
Mr. Brian Pelham  
Mr. Dan Sanger  
Ms. Lynn Truong  
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

**III. APPROVAL OF AGENDA – President Fine**

Mr. Heirich commented that Item #XIV.A on the agenda should read 2014/15 Property and Liability Reinsurance.

On **MOTION** of Mr. Vinke, **SECONDED** by Ms. Kelsch, and **CARRIED**, the Agenda was approved as amended.

**ASCIP Executive Committee Meeting**  
**Approved Minutes – May 29, 2014**  
**Page 2**

Aye: Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Maez, Markarian, Olafsson, Williams  
Nay: 0  
Abstentions: 0

**IV. Minutes of the Regular Executive Committee Meeting of April 25, 2014**

Ms. Williams reported that the Minutes should be corrected to reflect that there were no abstentions on all votes and to delete the reference of absences.

On **MOTION** of Mr. Olafsson, **SECONDED** by Mr. Johnston and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of April 25, 2014, were approved as amended.

Aye: Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Maez, Markarian, Olafsson, Williams  
Nay: 0  
Abstentions: 0

**V. PUBLIC COMMENTS – President Fine**

There were no attendees from the public.

**VI. PRESIDENT’S REPORT – President Fine**

President Fine reported that he would forego a President’s report.

**VII. COMMITTEE REPORTS**

**A. RISK CONTROL COMMITTEE – Chair Ott**

Chair Ott reported that the Risk Control Committee met on May 15, 2014 and reviewed ASCIP’s contracted risk management, loss control, and training services. She reported the Committee had an extended discussion related to the new training platform provided by In2Vate and migration from the previous platform, Syntrio. The Committee also reviewed the risk control budget and recommended it be approved by the Executive Committee.

**B. FINANCE/INVESTMENT COMMITTEE – Chair Olafsson**

Chair Olafsson reported that the Finance/Investment Committee met on May 22, and recommend the approval of the following:

Action items included:

- Investment Policy
- 2014 First Quarter Investment Summary Report

The Committee also reviewed the preliminary 2014/15 budget and recommended it be approved by the Executive Committee.

**C. CLAIMS/COVERAGE COMMITTEE – Chair Cano**

Chair Cano reported that the Claims/Coverage Committee met earlier in the morning and reviewed a number of claims in Closed Session and gave direction to staff regarding approvals and recommendations. Additionally, the Committee reviewed the property/liability and workers' compensation trends.

**VIII. TREASURER'S REPORT –Mr. Vinke**

Mr. Vinke submitted the Treasurer's report for the period ending April 30, 2014, requesting the Executive Committee receive and file. In addition, Mr. Vinke highlighted ASCIP expenditures, members' contributions, and cash balances.

On **MOTION** of Mr. Vinke, **SECONDED** by Mr. Olafsson, and **CARRIED**, Item #VIII was approved as presented.

Aye: Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Maez, Markarian, Olafsson, Williams  
Nay: 0  
Abstentions: 0

**IX. CHIEF EXECUTIVE OFFICER'S REPORT – Fritz J. Heirich, CEO**

Mr. Heirich reported on the operational activities since the last Committee meeting. His report included comments regarding the membership retention and he recommended retention of a consultant to assist with rating and underwriting activities.

**X. SCHOOLS EXCESS LIABILITY FUND (SELF) REPORT – Ms. Anderson**

There was no report.

**XI. BOARD MEMBER COMMENTS**

There were no board member comments.

**XII. CONSENT ITEMS**

**A. Approval of Investment Policy**

B. ASCIP 2014 First Quarter Investment Summary Report

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Johnston and **CARRIED**, Item #XII.A through Item #XII.B were approved as presented.

Aye: Fine, Kelsch, Vinke, Didion, Johnston, Jones, Maez, Markarian, Olafsson, Williams  
Nay: 0  
Abstentions: 0

**XIII. INFORMATION AND DISCUSSION ITEMS**

A. Proposed Revisions to Bylaws

The Executive Committee discussed the proposed revision to the ASCIP Bylaws and identified two changes: to replace the reference to the County attendance report in Article IV with a reference to the District's attendance and to make the terminology in Article VII more consistent with accounting principles. The Committee recommended the final Bylaws be brought forward to the next meeting for adoption.

B. Reinsurance Marketing Report

Mr. John Chino presented the results and recommendations for ASCIP's liability reinsurance purchase for 2014/15 and renewal options for property, equipment breakdown, crime, and ancillary coverages.

**XIV ACTION ITEMS**

A. 2014/15 Property/Liability Reinsurance

The Executive Committee approved the purchase of the property and liability reinsurance and ancillary coverages for 2014/15 as presented.

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Johnston and **CARRIED**, Item #XIV.A was approved as presented.

Aye: Fine, Kelsch, Vinke, Didion, Johnston, Jones, Maez, Markarian, Olafsson, Williams  
Nay: 0  
Abstentions: 0

B. New ASCIP Member Application

The Executive Committee approved the proposal for Anaheim City School District to join ASCIP and participate in the property/liability and workers' compensation programs effective July 1, 2014 as presented.

**ASCIP Executive Committee Meeting**  
**Approved Minutes – May 29, 2014**  
**Page 5**

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Jones and **CARRIED**, Item #XIV.B was approved as presented.

Aye: Fine, Kelsch, Vinke, Didion, Johnston, Jones, Maez, Markarian, Olafsson, Williams  
Nay: 0  
Abstentions: 0

C. ASCIP Employee Handbook

The Executive Committee approved the proposed employee handbook effective July 1, 2014.

On **MOTION** of Mr. Markarian, **SECONDED** by Mr. Johnston and **CARRIED**, Item #XIV.C was approved as presented.

Aye: Fine, Kelsch, Vinke, Didion, Johnston, Jones, Maez, Markarian, Olafsson, Williams  
Nay: 0  
Abstentions: 0

D. Master Service Agreement: Horizon Intertainment, LLC.

The Executive Committee approved the Master Service Agreement with Horizon Intertainment for a 27-month period.

On **MOTION** of Ms. Maez, **SECONDED** by Mr. Markarian and **CARRIED**, Item #XIV.D was approved as presented.

Aye: Fine, Kelsch, Vinke, Didion, Johnston, Jones, Maez, Markarian, Olafsson, Williams  
Nay: 0  
Abstentions: 0

**XIV. ADJOURNMENT TO CLOSED SESSION – 11:52 a.m.**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned to Closed Session for discussion of the following matters.

A. Summary of Open Claims Reported to ASCIP's excess insurers and reinsurers: SELF, MARP, Markel, and Brit

This item was for information only. No action was taken.

B. Chief Executive Officer Performance Evaluation

This item was for discussion only. No action was taken.

**XV. RETURN TO OPEN SESSION**

By order of **GENERAL CONSENSUS**, the Executive Committee returned to Open Session at 12:20 p.m.

**XVII. FUTURE MEETINGS**

**XVIII. ADJOURNMENT**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 12:20 p.m.

The next regular meeting of the Executive Committee will be held on Wednesday June 25, 2014, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.