

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

EXECUTIVE COMMITTEE MEETING

Friday, April 24, 2015

A meeting of the ASCIP Executive Committee was held on Friday, April 24, 2015, at 9:30 a.m. at the Omni Hotel & Resort, 675 L. Street, San Diego, California 92101.

I. CALL TO ORDER –President Kelsch

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 9:30 a.m. by President Kelsch.

II. ROLL CALL - Clerk of the Executive Committee

Members/Alternates Present

Ms. Corinne Kelsch, President
Mr. John Vinke, Vice President
Mr. Kris Olafsson, Treasurer
Mr. Luis Camarena, Alternate
Mr. Michael Clear, Alternate
Ms. Kathy Everhart, Alternate
Mr. Michael Fine, Member
Mr. Phil Hillman, Alternate
Ms. Susan Hume, Alternate
Mr. Michael Johnston, Member
Ms. Angela Jones, Member
Mr. Vahe Markarian, Member
Dr. Nancy Nien, Alternate
Ms. Cheryl Plotkin, Member
Ms. Andrea Reynolds, Alternate
Ms. Irene Sumida, Alternate
Mr. Fred Williams, Member

Members/Alternates Absent

Ms. Lydia Cano, Member
Mr. John Didion, Member
Ms. Teresa Dreyfuss, Alternate
Ms. Karen Kimmel, Alternate
Ms. Janece Maez, Member
Ms. Thuy Nguyen, Alternate
Ms. Barbara Ott, Alternate
Dr. Stefanie Phillips, Alternate
Dr. Joanne Schultz, Alternate
Ms. Ann Sparks, Member
Mr. Jeff Starr, Alternate

Others Present

Ms. Nancy Anderson
Mr. Stephan Birgel
Mr. John Chino
Mr. Reshan Cooray
Mr. Robert Feldhake, Esq.
Ms. Nidra Kumaradas
Mr. Jonathan Lackey
Ms. Jackie Munoz
Mr. Russell O'Donnell
Mr. Dan Sanger
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

III. APPROVAL OF AGENDA – President Kelsch

On **MOTION** of Mr. Fine, **SECONDED** by Mr. Olafsson, and **CARRIED**, the Agenda was approved as presented.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams
Nay: (0)
Abstentions: (0)

IV. Minutes of the Regular Executive Committee Meeting of February 26, 2015

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Vinke and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of February 26, 2015, were approved as presented.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams
Nay: (0)
Abstentions: (0)

V. PUBLIC COMMENTS – President Kelsch

There were no attendees from the public.

VI. PRESIDENT’S REPORT –President Kelsch

President Kelsch reported that the discussion during the strategic planning meeting went really well and we were able to provide good direction to staff. She also reported that she appreciated everyone taking time to participate in the meeting and acknowledge Michael Fine and Cheryl Plotkin for their contribution and time on the Executive Committee.

VII. COMMITTEE REPORTS

A. MARKETING/UNDERWRITING COMMITTEE – Chair Jones

Chair Jones reported that the Committee met on March 16, 2015, and reviewed the marketing activities and gave staff direction.

B. RISK CONTROL COMMITTEE – Mr. Cooray

Mr. Cooray reported that the Risk Control Committee meet last month and review the grant procedures. He also reported that the Committee had a lengthy discussion regarding the training resources that are available and a subcommittee was formed to continue to evaluate and look at alternative resources.

C. CLAIMS/COVERAGE COMMITTEE – Mr. O’Donnell

Mr. O'Donnell reported that the Claims/Coverage Committee met on March 26, 2015, and reviewed a number of claims in Closed Session and gave direction to staff regarding approvals and recommendations.

VIII. TREASURER'S REPORT –Treasurer Olafsson

Treasurer Olafsson highlighted ASCIP expenditures, members' contributions, and cash balances for the month of February and March 2015.

On **MOTION** of Mr. Johnston, **SECONDED** by Ms. Plotkin, and **CARRIED**, Item #VIII.A was approved as presented.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams
Nay: (0)
Abstentions: (0)

IX. STAFF REPORTS

CHIEF EXECUTIVE OFFICER – Fritz J. Heirich

Mr. Heirich provided a status report on the marketing prospects for 2015/16.

CHIEF OPERATING OFFICER – Russ O'Donnell

Mr. O'Donnell reported that the quarterly reports were sent out from the Origami claims system. He also reported that we have started the biannual audit of the third party administrators and a full report will provide at a later meeting.

SENIOR DIRECTOR OF MEMBER SERVICES – Nancy Anderson

Ms. Anderson reported that the website had been updated with photos from the Annual Membership meeting along with the announcement of the school talent winners.

X. BOARD MEMBER COMMENTS

There were no board member comments.

XI. CONSENT ITEMS

- A. Claims Administration Audit
- B. Approval of Master Service Agreement:
 - 1. It's Personnel Consulting

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Plotkin and **CARRIED**, Item #XI.A through Item #XI.B were approved as presented.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams
Nay: (0)
Abstentions: (0)

XII. INFORMATION AND DISCUSSION ITEMS

A. 2015/16 Property & Casualty Reinsurance Report

Mr. Chino from Arthur J. Gallagher provided a status report on the marketing and brokerage activities for the 2015/16 coverage period. This item was for discussion only. No action was taken.

B. 2015 Executive Committee Elections

Ms. Williams provided the Committee an update on the member's terms expiring June 30, 2015. This item was for information only. No action was taken.

C. ASCIP End of Year Celebration

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

XIII. ACTION ITEMS

A. Approval of Property/Liability Coverage Changes for Fiscal Year 2015/16

The Executive Committee approved the recommended changes to coverage for one current member for the 2015/16 fiscal year.

On **MOTION** of Mr. Fine, **SECONDED** by Mr. Williams and **CARRIED**, Item #XIII.A was approved as presented.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams
Nay: (0)
Abstentions: (0)

XIV. ADJOURNMENT TO CLOSED SESSION – 10:51 a.m.

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

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- 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. Claims for Review/Action/Information

1. Cushman vs. Centinela Valley Union High School District

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Plotkin, and **CARRIED**, the Executive Committee took action in Closed Session on Cushman vs. Centinela Valley Union High School District.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Reynolds Sumida, Williams
Nay: (0)
Abstentions: (0)

2. Garcia-Romero vs. Alhambra Unified School District

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Reynolds, and **CARRIED**, the Executive Committee took action in Closed Session on Garcia-Romero vs. Alhambra Unified School District.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Reynolds, Sumida, Williams
Nay: (0)
Abstentions: (0)

3. Lee-Cristaldi vs. Grossmont Cuyamaca Community College District

On **MOTION** of Mr. Williams, **SECONDED** by Mr. Fine, and **CARRIED**, the Executive Committee took action in Closed Session on Lee-Cristaldi vs. Grossmont Cuyamaca Community College District.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Reynolds, Sumida, Williams
Nay: (0)
Abstentions: (0)

4. Shang vs. Sierra Joint Community College District

On **MOTION** of Ms. Reynolds, **SECONDED** by Ms. Jones, and **CARRIED**, the Executive Committee took action in Closed Session on Shang vs. Sierra Joint Community College District.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Reynolds, Sumida, Williams
Nay: (0)
Abstentions: (0)

C. 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 11:58 a.m. President Kelsch announced that the Executive Committee took action in closed session on Item #XIV.B.2 through Item #XIV.B.4 in accordance with staff's recommendation.

XVI. FUTURE MEETINGS

May 21, 2015 – Health Benefits Committee
May 21, 2015 – Finance/Investment Committee
May 28, 2015 – Claims/Coverage Committee
May 28, 2015 – Executive Committee
June 24, 2015 – Claims/Coverage Committee
June 24, 2015 – Executive Committee

XVII. ADJOURNMENT

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 11:58 a.m.

The next regular meeting of the Executive Committee will be held on Thursday, May 28, 2015, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.