

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

**EXECUTIVE COMMITTEE MEETING**

**Wednesday, June 24, 2015**

A meeting of the ASCIP Executive Committee was held on Wednesday, June 24, 2015, at 10:00 a.m. at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, California 90703.

**I. CALL TO ORDER –President Kelsch**

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 10:05 a.m. by President Kelsch.

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

**Members/Alternates Present**

Mr. John Vinke, Vice President  
Ms. Lydia Cano, Member  
Mr. Michael Clear, Alternate  
Mr. John Didion, Member  
Ms. Kathy Everhart, Alternate  
Mr. Phil Hillman, Alternate  
Ms. Susan Hume, Alternate  
Ms. Angela Jones, Member  
Ms. Janece Maez, Member  
Dr. Nancy Nien, Alternate  
Ms. Barbara Ott, Alternate  
Dr. Stefanie Phillips, Alternate  
Ms. Cheryl Plotkin, Member  
Dr. Joanne Schultz, Alternate  
Ms. Ann Sparks, Member  
Mr. Jeff Starr, Alternate  
Ms. Irene Sumida, Alternate

**Members/Alternates Absent**

Ms. Corinne Kelsch, President  
Mr. Kris Olafsson, Treasurer  
Mr. Luis Camarena, Alternate  
Ms. Teresa Dreyfuss, Alternate  
Mr. Michael Fine, Member  
Mr. Michael Johnston, Member  
Ms. Karen Kimmel, Alternate  
Mr. Vahe Markarian, Member  
Ms. Thuy Nguyen, Alternate  
Ms. Andrea Reynolds, Alternate  
Mr. Fred Williams, Member

**Others Present**

Ms. Nancy Anderson  
Mr. Stephan Birgel  
Ms. Veronica Campos  
Mr. John Chino  
Mr. Reshan Cooray  
Ms. Martha Espinoza  
Mr. Robert Feldhake, Esq.  
Ms. Lucy Gonzalez  
Mr. Kevin Hobby  
Ms. Nidra Kumaradas  
Mr. Jonathan Lackey  
Mr. Russell O'Donnell  
Ms. Lynn Truong  
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

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

The Executive Committee Agenda was amended unanimously to add for discussion and/or action Item #IX.C., Pending or Potential Litigation Relating to the Alliance of Schools for Cooperative Insurance Programs to report on recent developments that arose following the posting of the Agenda.

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

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke  
Nay: (0)  
Abstentions: (0)

**IV. Minutes of the Regular Executive Committee Meeting of May 28, 2015**

On **MOTION** of Dr. Schultz, **SECONDED** by Ms. Jones and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of May 28, 2015, were approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke  
Nay: (0)  
Abstentions: (0)

**V. PUBLIC COMMENTS – President Kelsch**

There were no attendees from the public.

**VI. REPORTS/PRESENTATIONS/DISCUSSION**

**A. Chair Report**

Vice President Vinke presented a plaque to Committee Member Plotkin for her dedicated service and contribution to the Executive Committee.

**B. Financial Report**

Ms. Truong highlighted ASCIP expenditures, members' contributions, and cash balances for the month of May 31, 2015.

**C. Committee Reports**

**1. Claims/Coverage Committee**

Chair Cano reported that the Claims/Coverage Committee met prior to this meeting, and reviewed a number of claims in Closed Session and gave direction to staff regarding approvals and recommendations.

**D. Staff Reports**

**1. Chief Executive Officer**

Mr. Heirich reported on the operational activities at fiscal year ending 2014-15. His report included comments regarding member service and recruitment, retention of staff and key business providers, and the improvements made in the Property/Liability claims operations. He also reported on his goals & priorities for 2015-16.

2. Chief Operating Officer

Mr. O'Donnell did not have a report.

3. Senior Director of Member Services

Ms. Anderson reported that SELF's renewal is in place and they have a stable program. She also reported that ASCIP recently distributed its summer newsletter and encouraged everyone to visit the website for updated news.

E. Board Member/Alternate Comments

There were no board member/alternate comments.

**XI. CONSENT ITEMS**

A. Reappointment of Standing ASCIP Committee Members

B. Approval of Attendance at Professional Conferences

C. Disposal of Damaged, Obsolete or Unserviceable ASCIP Property

D. Approval of Receipt of Risk Management Deposits

E. Adoption of Resolution to Participate in SELF's Optional Excess Liability Coverage

F. Master Service Agreement Renewals – No Significant Change in Terms, Conditions or Fees

1. Athens Administrators
2. Bay Actuarial
3. Grant Thornton
4. Joseph Majarro
5. Karen Lee
6. LACOE PeopleSoft Services
7. McCarthy Designs
8. Rivelle Consulting Services
9. Salesforce
10. Shahriari Associates
11. York Risk Services Group

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

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

### **VIII. ACTION ITEMS**

#### **A. Certification of Election for ASCIP Committee Members**

The Executive Committee certified the election results of the Executive Committee members.

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

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

#### **B. Appointment of Executive Committee Member**

The Executive Committee appointed Dr. Nancy Nien, Assistant Superintendent of Business at Downey Unified School District as an Executive Committee Member.

On **MOTION** of Ms. Cano, **SECONDED** by Dr. Schutlz and **CARRIED**, Item # VIII.B was approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

#### **C. Appointment of Executive Committee Alternates**

The Executive Committee appointed the current slate of alternates to serve through June 30, 2016.

On **MOTION** of Dr. Schultz, **SECONDED** by Ms. Jones and **CARRIED**, Item #VIII.C was approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

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D. Appointment of Ad Hoc Nominating Committee

The Executive Committee appointed Ms. Lydia Cano, Dr. Stefanie Phillips, and Ms. Ann Sparks to the Ad Hoc Nominating Committee to appoint officers for 2015-16.

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

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

E. Approval of 2015/16 Insurance/Reinsurance Purchases

The Executive Committee approved the purchase of property and liability excess/reinsurance coverages for 2015-16.

On **MOTION** of Ms. Sparks, **SECONDED** by Mr. Clear and **CARRIED**, Item #VIII.E was approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

F. Approval of Amended Master Service Agreements:

1. American Appraisal

The Executive Committee approved the renewal of the American Appraisal Associates Master Service Agreement for a three-year period.

2. Arthur J. Gallagher & Company

The Executive Committee approved the Master Service Agreement with Arthur J. Gallagher for brokerage, insurance consulting and insurance placements for a three-year period.

On **MOTION** of Ms. Cano, **SECONDED** by Mr. Clear and **CARRIED**, Item #VIII.F.1 and Item #VIII.F.2 were approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

G. Approval of New Master Service Agreements:

1. Making the Right Choice

2. Listen LP

After a lengthy discussion, the Executive Committee recommended that both of these Master Service Agreements be brought back for approval in August. The Executive Committee also recommended that a focus group be formed to provide feedback on the video content prior to releasing it to the membership.

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

H. Approval of ASCIP Membership

The Executive Committee approved Colton Joint Unified School District for ASCIP membership in the property/liability program effective July 1, 2015.

On **MOTION** of Dr. Schultz, **SECONDED** by Ms. Jones and **CARRIED**, Item #VIII.H was approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke  
Nay: (0)  
Abstentions: (0)

I. Approval of 2014-15 Retrospective Rebates for Workers' Compensation Program

The Executive Committee approved the equity rebates for the workers' compensation program and authorized the disbursement.

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

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke  
Nay: (0)  
Abstentions: (0)

J. Approval of Operating Budget for 2015-16

The Executive Committee adopted the final Operating Budget for FY 2015-16 as proposed.

On **MOTION** of Ms. Sparks, **SECONDED** by Dr. Schultz and **CARRIED**, Item #VIII.J was approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke  
Nay: (0)  
Abstentions: (0)

**K. Approval of 2015-16 Strategic Planning Meeting Facility Agreement**

The Executive Committee authorized staff to enter into an agreement with a venue to host the 2015-16 Strategic Planning meeting and gave staff authority to proceed with the details.

On **MOTION** of Ms. Jones, **SECONDED** by Dr. Schultz and **CARRIED**, Item #VIII.K was approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

**IX. ADJOURNMENT TO CLOSED SESSION – 10:42 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. Claims for Review/Action/Information**

**1. Harbottle vs. State Center Community College District**

On **MOTION** of Ms. Cano, **SECONDED** by Ms. Plotkin, and **CARRIED**, the Executive Committee took action in Closed Session on Harbottle vs. State Center Community College District.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

**2. Jun vs. Chaffey Joint Union High School District**

On **MOTION** of Mr. Didion, **SECONDED** by Dr. Schultz, and **CARRIED**, the Executive Committee took action in Closed Session on Jun vs Chaffey Joint Union High School District.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

**3. Lara vs. Clovis Unified School District**

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Cano, and **CARRIED**, the Executive Committee took action in Closed Session on Lara vs. Clovis Unified School District.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke  
Nay: (0)  
Abstentions: (0)

4. Reed vs. Inglewood Unified School District

On **MOTION** of Dr. Schultz, **SECONDED** by Ms. Cano, and **CARRIED**, the Executive Committee took action in Closed Session on Reed vs. Inglewood Unified School District.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke  
Nay: (0)  
Abstentions: (0)

5. Romo vs. Whittier Union High School District

On **MOTION** of Mr. Clear, **SECONDED** by Ms. Jones, and **CARRIED**, the Executive Committee took action in Closed Session on Romo vs. Whittier Union High School District.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke  
Nay: (0)  
Abstentions: (0)

C. Pending or Potential Litigation Relating to ASCIP

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

**X. RETURN TO OPEN SESSION**

By order of GENERAL CONSENSUS, the Executive Committee returned to Open Session at 12:14 p.m.

**XI. PERSONNEL ACTION/DISCUSSION**

A. Action Requested

1. Approval of Professional Development Loan

The Executive Committee directed the CEO to develop a policy, subject to later Committee approval.

2. Approval of Ratification of Public Salary Schedule



The Executive Committee approved and ratified ASCIP's employee salary schedule as of June 24, 2015.

On **MOTION** of Ms. Maez, **SECONDED** by Ms. Plotkin and **CARRIED**, Item #XI.A.1 and Item #XI.A.2 were approved as presented.

Aye: (11) – Cano, Clear, Didion, Everhart, Jones, Maez, Plotkin, Ott, Schultz, Sparks, Vinke

Nay: (0)

Abstentions: (0)

**B. Personnel Report**

Mr. Heirich reported on personnel and staffing matters.

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

**XII. FUTURE MEETINGS**

August 27, 2015 – Claims/Coverage Committee

August 27, 2015 – Executive Committee

**XIII. ADJOURNMENT**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 12:37 p.m.

The next regular meeting of the Executive Committee will be held on Thursday, August 27, 2015, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.