

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

EXECUTIVE COMMITTEE MEETING

Wednesday, June 25, 2014

A meeting of the ASCIP Executive Committee was held on Wednesday, June 25, 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
Mr. Vahe Markarian, Member
Mr. Kris Olafsson, Member
Ms. Barbara Ott, Alternate
Dr. Joanne Schultz, Alternate
Ms. Ann Sparks, Member

Members Absent

Mr. Rick Bagley, Alternate
Ms. Claudia Delgado, Alternate
Ms. Teresa Dreyfuss, Alternate
Ms. Mays Kakish, Alternate
Ms. Karen Kimmel, Alternate
Ms. Janece Maez, Member
Ms. Thuy Nguyen, Alternate
Dr. Nancy Nien, Alternate
Ms. Cheryl Plotkin, Member
Ms. Andrea Reynolds, Alternate
Mr. Fred Williams, 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

President Fine announced that Robert Feldhake has another commitment and recommended the agenda be reorder to allow him to present his items earlier on the agenda.

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

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

IV. Minutes of the Regular Executive Committee Meeting of May 29, 2014

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Olafsson and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of May 29, 2014, were approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

V. PUBLIC COMMENTS – President Fine

There were no attendees from the public.

VI. PRESIDENT’S REPORT –President Fine

Vice President Kelsch provided the President’s report. She reported the Personnel & Compensation Committee met on June 4 and reviewed and discussed employee compensation, benefits and other personnel matters. She also noted the Committee recommended approval of the proposed employee compensation and benefits as presented later in the agenda.

VII. COMMITTEE REPORTS

A. HEALTH BENEFITS COMMITTEE – Dan Sanger

Dan Sanger reported in place of the Health Benefits Committee Chair who was not in attendance. He reported the Health Benefits Committee met on June 17, and discussed various changes to health benefits plans.

B. CLAIMS/COVERAGE COMMITTEE – Chair Cano

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

VIII. TREASURER’S REPORT –Mr. Vinke

Mr. Vinke submitted the Treasurer’s report for the period ending May 31, 2014, requesting the Executive Committee receive and file. In addition, Mr. Vinke highlighted ASCIP expenditures, members’ contributions, and cash balances.

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

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

IX. STAFF REPORTS

CHIEF EXECUTIVE OFFICER – Fritz J. Heirich

Mr. Heirich reported on the membership distribution by category. In addition, he commented on how the membership is represented on the board and the number of members who participate in voting.

SR. DIRECTOR, MEMBER SERVICES – Nancy Anderson

Ms. Anderson reported that the latest ASCIP Newsletter was distributed. She also commented that we are moving forward with the website redesign and are on target to release in the summer.

X. BOARD MEMBER COMMENTS

There were no board member comments.

XI. CONSENT ITEMS

- A. Executive Committee Calendar for FY 2014/15
- B. Reappointment of Standing ASCIP Committee Members
- C. Approval of Attendance at Professional Conferences
- D. Disposal of Damaged, Obsolete or Unserviceable ASCIP Property
- E. Approval of Receipt of Risk Management Deposit Funds
- F. Approval of Extension of Master Service Agreements (No Changes)

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

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

XII. ACTION ITEMS

A. Adoption of ASCIP Bylaws

The Executive Committee adopted the final draft of the ASCIP Bylaws.

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

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

B. Conversion of CalPERS Employee Contribution Funding

1. Adoption of Resolution for Employer Paid Member Contributions

2. Approve Amendment #2 to Chief Executive Officer Agreement

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Jones and **CARRIED**, Item #XII.B.1 and Item #XIIB.2 were approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

C. Certification of Election for ASCIP Committee Members

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

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Johnston and **CARRIED**, Item #XII.C was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)
Abstentions: (0)

D. Appointment of Executive Committee Alternates

The Executive Committee appointed alternates to serve through June 30, 2015.

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

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks
Nay: (0)
Abstentions: (0)

E. Appointment of Ad Hoc Nominating Committee

The Executive Committee appointed Committee Members Cano, Sparks and Olafsson to the Ad Hoc Nominating Committee.

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

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks
Nay: (0)
Abstentions: (0)

F. Approval of 2014/15 Insurance/Reinsurance Purchases

The Executive Committee approved the purchase of the insurance/reinsurance for excess workers' compensation, cyber liability, underground storage tank and flood.

On **MOTION** of Ms. Kelsch, **SECONDED** by Ms. Jones and **CARRIED**, Item #XII.F was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks
Nay: (0)
Abstentions: (0)

G. Approve Vision Plan Change

The Executive Committee approved the increase to the vision PPO frame allowance to \$140 effective October 1, 2014, as recommended by the Health Benefits Committee.

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Vinke and **CARRIED**, Item #XII.G was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks
Nay: (0)
Abstentions: (0)

H. Approve Risk Control Grant Program Procedures

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

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks
Nay: (0)
Abstentions: (0)

I. Approval of Amended and Revised Master Service Agreements and Contracts:

1. Executive Environmental
2. Poms & Associates
3. MPR+ Strategic Communications
4. Athens Administrators
5. York Risk Services Group
6. McCarthy Designs
7. Compass Professional Health Services

On **MOTION** of Ms. Sparks, **SECONDED** by Ms. Cano and **CARRIED**, Item #XII.I.1 through Item #XII.I.7 were approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks
Nay: (0)
Abstentions: (0)

J. Approval of New Master Service Agreements:

1. Boretti, Inc.
2. T. Brooks & Associates
3. Environmental & Occupational Risk Management, Inc.
4. Barney & Barney
5. Dion Strategic Consultants & Actuaries

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Johnston and **CARRIED**, Item #XII.J.1 through Item #XII.J.5 were approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

K. Approval of 2013/14 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. Kelsch and **CARRIED**, Item #XII.K was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

L. Approval of 2014/15 Employee Benefit Plans

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Markarian and **CARRIED**, Item #XII.L was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

M. Approval of Operating Budget for FY 2014/15

The Executive Committee adopted the final Operating Budget for FY 2014/15 as proposed.

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

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

XIII. ADJOURNMENT TO CLOSED SESSION – 11:25 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. Elijah Allen vs. Moreno Valley Unified School District

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

- C. Chief Executive Officer Performance Evaluation

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

XIV. RETURN TO OPEN SESSION

By order of GENERAL CONSENSUS, the Executive Committee returned to Open Session at 11:50 a.m.

XV. ACTION ITEMS

- A. Approval and Ratification of Public Salary Schedule

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Kelsch and **CARRIED**, Item #XV.A was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

- B. Conversion of CalPERS Employee Contribution Funding

1. Approval of Changes in Position Salary & Ranges

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Johnston and **CARRIED**, Item #XV.B.1 was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

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C. Approval of New Position – Sr. Risk Services Consultant

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Cano and **CARRIED**, Item #XV.C was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

D. Approval of Employee Compensation Budget for FY 2014/15

On **MOTION** of Ms. Kelsch, **SECONDED** by Ms. Cano and **CARRIED**, Item #XV.D was approved as presented.

Aye: (10)-Fine, Kelsch, Vinke, Cano, Didion, Johnston, Jones, Markarian, Olafsson, Sparks

Nay: (0)

Abstentions: (0)

XVI. FUTURE MEETINGS

- August 28, 2014 – Executive Committee
- September 11, 2014 – Health Benefits Committee
- September 11, 2014 – Finance Committee
- September 25, 2014 – Claims/Coverage Committee
- September 25, 2014 – Executive Committee

XVII. ADJOURNMENT

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 12:10 p.m.

The next regular meeting of the Executive Committee will be held on Thursday, August 28, 2014, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.