

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

**EXECUTIVE COMMITTEE MEETING**

**Thursday, September 24, 2015**

A meeting of the ASCIP Executive Committee was held on Thursday, September 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 10:14 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  
Ms. Lydia Cano, Member  
Mr. Michael Clear, Alternate  
Mr. John Didion, Member  
Ms. Kathy Everhart, Member  
Mr. Phil Hillman, Alternate  
Ms. Susan Hume, Alternate  
Ms. Angela Jones, Member  
Ms. Karen Kimmel, Alternate  
Mr. Vahe Markarian, Member  
Ms. Barbara Ott, Alternate  
Dr. Stefanie Phillips, Alternate  
Ms. Andrea Reynolds, Alternate  
Ms. Ann Sparks, Member  
Mr. Jeff Starr, Alternate  
Ms. Yumi Takahashi, Alternate  
Mr. Fred Williams, Member

**Members/Alternates Absent**

Ms. Teresa Dreyfuss, Alternate  
Mr. Michael Johnston, Member  
Ms. Janece Maez, Member  
Ms. Thuy Nguyen, Alternate  
Dr. Nancy Nien, Member  
Dr. Joanne Schultz, Alternate  
Ms. Irene Sumida, Alternate

**Others Present**

Mr. Douglas R. Alliston  
Ms. Nancy Anderson  
Mr. Stephan Birgel  
Mr. Reshan Cooray  
Ms. Martha Espinoza  
Mr. Robert Feldhake, Esq.  
Ms. Nidra Kumaradas  
Mr. Jonathan Lackey  
Mr. Russell O'Donnell  
Ms. Nora Roque  
Mr. Dan Sanger  
Mr. Jason Spencer  
Ms. Lynn Truong  
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

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

The Agenda for the Executive Committee was amended unanimously to move Item #IX.A, Approval of Member Request for Change in Coverage following the Public Comments, and

the addition of Item #XII.A, Approval of Employee Termination, for discussion and/or action to report on recent developments which arose following the posting of the Agenda and which required Executive Committee action at this meeting.

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

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams  
Nay: (0)  
Abstentions: (0)

**IV. Minutes of the Regular Executive Committee Meeting of August 27, 2015**

Ms. Ott commented that the Minutes should be corrected to reflect that the salutation for Jean Aldrette should be Ms. instead of Mr. on page 4.

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Cano and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of August 27, 2015, were approved as corrected.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams  
Nay: (0)  
Abstentions: (0)

**V. PUBLIC COMMENTS – President Kelsch**

There were no attendees from the public.

**IX. ACTION ITEMS**

**A. Approval of Member Request for Change in Coverage**

Representatives from Inglewood Unified School District were in attendance and addressed the Executive Committee regarding extending a limited amount of coverage for property and employment practices liability claims.

After a lengthy discussion, the Executive Committee authorized staff and ASCIP's General Counsel to address the request of the District and consider the terms of, and prepare as appropriate an endorsement of limited coverage for employment practices liability claims, a request for modification as to property insurance having been withdrawn, to then address at the November 2015 meeting, and at the further request of the District agreed to carry over the late notice and withdrawal request of Inglewood Unified School District from ASCIP to the November meeting of the Executive Committee.

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

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

## **VI. REPORTS/PRESENTATIONS/DISCUSSION**

### **A. Chair Report**

President Kelsch welcomed Ms. Yumi Takahashi to the Executive Committee and commented on the recent CAJPA Conference.

### **B. Financial Report**

Treasurer Olafsson highlighted ASCIP expenditures, members' contributions, and cash balances for the months of July and August 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. The Committee also reviewed the claims trends for property/liability and workers' compensation.

#### **2. Health Benefits Committee**

Chair Vinke reported that the Health Benefits Committee met and had a very productive meeting. Dan Sanger has vetted five firms to assist member districts with their ACA compliance. He also commented that ASCIP has put together an ACA webinar to review these five firms and encouraged everyone to attend on Monday.

### **D. Staff Reports**

#### **1. Chief Executive Officer**

Mr. Heirich reported that given the length of our earlier discussion that he would forgo a report.

### **E. Board Member/Alternate Comments**

There were no board member/alternate comments.

**VII. CONSENT REQUESTED**

- A. Certification of Signatures for 2015/16
- B. ASCIP 2015 Second Quarter Investment Summary Report
- C. Ratification of ASCIP Support for School Business Management Certificate Program
- D. Ratification of Amendment to CEO Agreement and Adopt Board Resolution
- E. Approve Revisions to Travel & Expense Reimbursement Policy

On **MOTION** of Ms. Reynolds, **SECONDED** by Mr. Olafsson and **CARRIED**, Item #VII.A through Item #VII.E were approved as presented.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams  
Nay: (0)  
Abstentions: (0)

**VIII. INFORMATION AND DISCUSSION ITEMS**

- A. OCIP Program Unaudited Financial Statements as of June 30, 2015

Ms. Truong provided an overview of the OCIP Unaudited Financial Statements as of June 30, 2015, and reported that the financial statements would be presented to the CIPA Board for approval.

- B. 2015/16 Annual Strategic Planning Meeting

Mr. Heirich provided an overview of the agenda for the one-day meeting.

- C. Risk Management Deposit Fund Policy Revisions

Mr. Heirich reported that an ad hoc committee meet in August and suggested some improvements to the Risk Management Deposit Fund Policy. Staff will have a more in-depth discussion on the suggested changes during the Strategic Planning meeting.

**IX. ACTION ITEMS**

- B. Health Benefits Program

1. Approval of Wellness & Prevention – Onsite Coaches

On **MOTION** of Mr. Markarian, **SECONDED** by Dr. Phillips and **CARRIED**, Item #IX.B.1 was approved as presented.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

2. Approval of Compass Incentives

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Vinke and **CARRIED**, Item #IX.B.2 was approved as presented.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

3. Approval of Onsite Health Screens

On **MOTION** of Ms. Reynolds, **SECONDED** by Mr. Markarian and **CARRIED**, Item #IX.B.3 was approved as presented.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

C. Approval of New Master Service Agreement:

1. Making the Right Choice

On **MOTION** of Ms. Reynolds, **SECONDED** by Dr. Phillips and **CARRIED**, Item #IX.C.1 was approved as presented.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

2. Return to Work Partners

On **MOTION** of Ms. Everhart, **SECONDED** by Ms. Cano and **CARRIED**, Item #IX.C.2 was approved as presented.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

**D. Approval of New Staff Position**

On **MOTION** of Mr. Williams, **SECONDED** by Ms. Sparks and **CARRIED**, Item #IX.D was approved as presented.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

**X. ADJOURNMENT TO CLOSED SESSION – 11:51 a.m.**

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

**A. Open Claims Reported to ASCIP’s Property & Liability Excess Insurance and Reinsurance Partners**

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

**B. Summary of Coverage Declination**

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

**C. Claims for Review/Action/Information**

**1. Chaisson vs. Amador County Unified School District**

On **MOTION** of Ms. Cano, **SECONDED** by Ms. Reynolds, and **CARRIED**, the Executive Committee took action in Closed Session on Chaisson vs. Amador County Unified School District.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

**2. Gomez vs. Alhambra Unified School District**

**3. Marin vs. Alhambra Unified School District**

5. Renero vs. Alhambra Unified School District

6. Sierra vs. Alhambra Unified School District

On **MOTION** of Ms. Cano, **SECONDED** by Mr. Markarian, and **CARRIED**, the Executive Committee took action in Closed Session on Gomez, Marin, Renero and Sierra vs. Alhambra Unified School District.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

4. Mt. SAC Track Women vs. Mt. San Antonio Community College

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Cano, and **CARRIED**, the Executive Committee took action in Closed Session on O’Loughlin vs. Berkeley Unified School District.

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips, Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

7. Tewell vs. Hawthorne School District

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

## **XI. RETURN TO OPEN SESSION**

By order of GENERAL CONSENSUS, the Executive Committee returned to Open Session at 12:12 p.m. President Kelsch announced that the Executive Committee took action in closed session on Item #X.C.1 through Item #X.C.6 in accordance with staff’s recommendation.

## **XII. ACTION ITEM - PERSONNEL**

### **A. Approval of Employee Termination**

The Executive Committee approved the termination of an ASCIP employee.

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

Aye: (14) – Cano, Clear, Didion, Everhart, Jones, Kelsch, Markarian, Olafsson, Phillips,  
Reynolds, Sparks, Takahashi, Vinke, Williams

Nay: (0)

Abstentions: (0)

**XIII. FUTURE MEETINGS**

October 14, 2015 – Risk Control Committee

October 22, 2015 – Claims/Coverage Committee

November 12, 2015 – Strategic Planning

November 13, 2015 – Executive Committee

**XIV. 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 Thursday, September 24, 2015, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.