

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

EXECUTIVE COMMITTEE MEETING

Thursday, February 27, 2014

A meeting of the ASCIP Executive Committee was held on Thursday, February 27, 2014, at 10:00 a.m. at ASCIP Headquarters, 16550 Bloomfield Avenue, Cerritos, California 90703.

I. CALL TO ORDER – President Fine

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

II. ROLL CALL - Clerk of the Executive Committee

Members Present

Mr. Michael Fine, President
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
Ms. Cheryl Plotkin, Member
Ms. Ann Sparks, Member
Mr. Fred Williams, Member

Members Absent

Ms. Corinne Kelsch, Vice President
Mr. John Vinke, Treasurer
Mr. Rick Bagley, Alternate
Ms. Teresa Dreyfuss, Alternate
Ms. Mays Kakish, Alternate
Ms. Karen Kimmel, Alternate
Ms. Thuy Nguyen, Alternate
Dr. Nancy Nien, Alternate
Ms. Andrea Reynolds, Alternate
Ms. Joanne Schutlz, Alternate

Others Present

Ms. Nancy Anderson
Mr. Rolando Cardenas
Mr. Reshan Cooray
Mr. Robert Feldhake, Esq.
Ms. Coni Hernandez
Mr. Kevin Hobby
Mr. Jonathan Lackey
Mr. Anthony Nahale
Mr. Russell O'Donnell
Mr. Brian Pelham
Mr. Martin Ronquillo
Mr. Dan Sanger
Ms. Lynn Truong
Mr. Gregory Valentine
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

III. APPROVAL OF AGENDA – President Fine

The Executive Committee pulled Item #XII.D, Executive Committee Calendar for Fiscal Year 2014/15 from consent and placed in the action items for discussion/action.

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

Aye: Fine
Cano
Didion
Hume
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

IV. Minutes of the Regular Executive Committee Meeting of January 23, 2014

Mr. Feldhake recommended the Minutes of the January 23, 2014 Executive Committee meeting be amended to reflect the votes of the Executive Committee members.

On **MOTION** of Ms. Sparks, **SECONDED** by Ms. Jones and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of January 23, 2014, were approved as amended.

Aye: Fine
Cano
Didion
Hume
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

V. PUBLIC COMMENTS – President Fine

There were no attendees from the public.

VI. PRESIDENT’S REPORT – President Fine

VII. COMMITTEE REPORTS

A. FINANCE/INVESTMENT COMMITTEE – Chair Olafsson

Chair Olafsson reported that the Finance/Investment Committee met on February 13, 2014 and recommend the approval of the following:

Action items included:

- Finance/Investment Committee Policy
- 2013 Fourth Quarter Investment Summary Report
- Aon Contract

B. 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. She reported that the Committee gave direction to staff regarding approvals and recommendations.

VIII. TREASURER’S REPORT – Ms. Truong

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

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

Aye: Fine
Cano
Didion
Hume
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

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

Mr. Heirich commented on the Executive Committee Roster and recommended if there were any changes to let staff know. Additionally, Mr. Heirich commented on the development of rates, reinsurance and excess insurance for the 2014/15 program year.

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

Ms. Anderson provided an update on SELF's activities.

XI. BOARD MEMBER COMMENTS

There were no board member comments.

XII. CONSENT ITEMS

- A. ASCIP 2013 Fourth Quarter Investment Summary Report
- B. Approval of Finance/Investment Committee Policy
- C. Approval of Aon Contract

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

Aye: Fine
Cano
Didion
Hume
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

XIII ACTION ITEMS

- A. Appointment of Executive Committee Alternate

- 1. Charter School Governance Category

The Executive Committee appointed Ms. Claudia Delgadillo at Vaughn Next Century Learning Center to the alternate seat through June 30, 2014.

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

Aye: Fine
Cano

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Didion
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Plotkin
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B. Adoption of Health Benefits Rate Ranges for Coverage Year 2014/15

Mr. Sanger provided an overview of the 2014/15 rate ranges for the self-insured and flex funded medical, dental and vision plans. The Executive Committee approved the rate ranges for the health benefit programs as presented.

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

Aye: Fine
Cano
Didion
Hume
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

C. Adoption of Workers' Compensation Rates for Coverage Year 2014/15

Mr. O'Donnell announced that there will be no increase to the workers' compensation program first dollar rate for the 2014/15 coverage year. The Executive Committee approved the first dollar rate for the workers' compensation program as presented.

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

Aye: Fine
Cano

Didion
Hume
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

D. Adoption of Property/Liability Rates for Coverage Year 2014/15

The Executive Committee adopted the 2014/15 calculated rates for the core program as presented.

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

Aye: Fine
Cano
Didion
Hume
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

E. Claims Management Information System

The Executive Committee authorized staff to proceed with negotiating and executing a licensing agreement with Origami Risk.

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

Aye: Fine
Cano
Didion
Johnston
Jones
Maez

Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

F. Risk Control Grant Applications

Chair Nahale provided an overview of the two grant applications. The Executive Committee approved funding for the two grant applications as recommended by the Risk Control Committee.

On **MOTION** of Mr. Williams, **SECONDED** by Ms. Jones and **CARRIED**, Item #XIII.F was approved as presented.

Aye: Fine
Cano
Didion
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Sparks
Williams

G. Executive Committee Calendar for Fiscal Year 2014/15

The Executive Committee reviewed the proposed Executive Committee calendar for fiscal year 2014/15 and recommended staff bring the final meeting schedule to the June Executive Committee meeting for approval.

XIV. ADJOURNMENT TO CLOSED SESSION – 11:55 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
- B. Claims for Review/Action/Information
 - 1. Michael Ramsey vs. Saddleback Valley Unified School District

On **MOTION** of Mr. Williams, **SECONDED** by Ms. Jones, and **CARRIED**, the Executive Committee took action in Closed Session on Michael Ramsey vs. Saddleback Valley Unified School District.

Aye: Fine
Cano
Didion
Johnston
Jones
Maez
Markarian
Olafsson
Ott
Plotkin
Williams

2. James Mastrilli vs. Capistrano Unified School District

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

XV. RETURN TO OPEN SESSION

By order of GENERAL CONSENSUS, the Executive Committee returned to Open Session at 12:21 p.m. President Fine announced that the Executive Committee took action in closed session on Item XIV.B.1.

XVI. INFORMATION AND DISCUSSION ITEMS

A. 2013/14 Strategic Planning Meeting

Mr. Heirich presented the proposed agenda for the 2014/15 Strategic Planning Meeting.

B. ASCIP Employee Handbook

Mr. Heirich provided an overview of the proposed changes to the employee handbook and requested the committee member's review and provide feedback in advance of the next scheduled committee meetings.

C. ASCIP Staffing Report

Mr. Heirich provided a status report on ASCIP staffing.

XVII. FUTURE MEETINGS

Ms. Williams announced that the next Executive Committee meeting will be Friday, April 25, 2014, at the Island Hotel in Newport Beach.

XVIII. ADJOURNMENT

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 12:35 p.m.

The next regular meeting of the Executive Committee will be held on Friday, April 25, 2014, at the Island Hotel, 690 Newport Center Drive, Newport Beach, CA 92660.