

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

EXECUTIVE COMMITTEE MEETING

Friday, November 13, 2015

A meeting of the ASCIP Executive Committee was held on Friday, November 13, 2015, at 9:30 a.m. at the Laguna Cliffs Resort, Lantern Bay, 25135 Park Lantern, Dana Point, California 92629.

I. CALL TO ORDER –Treasurer Olafsson

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 9:34 a.m. by Treasurer Olafsson.

II. ROLL CALL - Clerk of the Executive Committee

Members/Alternates Present

Mr. Kris Olafsson, Treasurer
Mr. Michael Clear, Alternate
Mr. John Didion, Member
Mr. Phil Hillman, Alternate
Ms. Susan Hume, Alternate
Mr. Michael Johnston, Member
Ms. Angela Jones, Member
Mr. Vahe Markarian, Member
Dr. Nancy Nien, Member
Ms. Andrea Reynolds, Alternate
Ms. Ann Sparks, Member
Mr. Jeff Starr, Alternate
Ms. Irene Sumida, Alternate
Mr. Fred Williams, Member

Members/Alternates Absent

Ms. Corinne Kelsch, President
Mr. John Vinke, Vice President
Mr. Luis Camarena, Alternate
Ms. Lydia Cano, Member
Ms. Teresa Dreyfuss, Alternate
Ms. Kathy Everhart, Member
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. Yumi Takahashi, Alternate

Others Present

Ms. Nancy Anderson
Mr. Michael Bishop
Mr. Robert Feldhake, Esq.
Ms. Mays Kakish
Dr. Vincent C. Matthews
Mr. Russell O'Donnell
Mr. Dan Sanger
Ms. Lynn Truong
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

III. APPROVAL OF AGENDA – Treasurer Olafsson

The Agenda for the Executive Committee was amended unanimously to delete Item #VIII.C.1, Approval of New Master Service Agreements: Listen LP and move Item #VII.C. from Consent and place in the Action items for discussion and/or action.

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

Aye: (10) –Didion, Hillman, Johnston, Jones, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)
Abstentions: (0)

IV. Minutes of the Regular Executive Committee Meeting of September 24, 2015

On **MOTION** of Ms. Sparks, **SECONDED** by Dr. Nien and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of September 24, 2015, were approved as presented.

Aye: (10) –Didion, Hillman, Johnston, Jones, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)
Abstentions: (0)

V. PUBLIC COMMENTS – Treasurer Olafsson

Dr. Vincent C. Matthews the newly appointed State Administrator for Inglewood Unified School District introduced himself to the Executive Committee and related his background, acknowledged the past problems and continued challenges at Inglewood USD, expressed his commitment towards improving the district operationally and fiscally, and thanked ASCIP for its support and assistance to date.

VI. REPORTS/PRESENTATIONS/DISCUSSION

A. Financial Report

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

B. Committee Reports

1. Claims/Coverage Committee

Mr. O'Donnell reported that the Claims/Coverage Committee met last month and reviewed a number of claims and gave direction to staff. The Committee also reviewed the claims trends for property/liability and workers' compensation.

C. Board Member/Alternate Comments

Treasurer Olafsson thanked staff for putting together the Strategic Planning Meeting.

VII. CONSENT REQUESTED

A. Approval of Renewal Master Service Agreements:

1. Talon Companies

B. Approve Incentive Program for Member Participation in Risk Management/Loss Control Services

On **MOTION** of Dr. Nien, **SECONDED** by Mr. Johnston and **CARRIED**, Item #VII.A through Item #VII.B were approved as presented.

Aye: (10) –Didion, Hillman, Johnston, Jones, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

VIII. ACTION ITEMS

D. Annual Risk Control Report – Fiscal Year 2014-15

Treasurer Olafsson suggested that the Annual Risk Control Report be distributed to the membership to highlight the variety of services ASCIP makes available.

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

A. Appointment of Executive Committee Member/Alternate

The Executive Committee appointed Ms. Mays Kakish to the member seat and Ms. Kathy Everhart to the alternate seat.

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

Aye: (10) –Didion, Hillman, Johnston, Jones, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

B. Approval of ASCIP Support for Certified School Risk Manager Program

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

Aye: (11) –Didion, Hillman, Johnston, Jones, Kakish, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

C. Approval of New and Revised Master Service Agreements:

2. CorVel Enterprise Comp, Inc.

On **MOTION** of Mr. Johnston, **SECONDED** by Mr. Didion and **CARRIED**, Item #VIII.C.2 was approved as presented.

Aye: (11) –Didion, Hillman, Johnston, Jones, Kakish, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

IX. ADJOURNMENT TO CLOSED SESSION – 9:58 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. Claims for Review/Action/Information

1. Villagomez vs. North Orange County Community District

On **MOTION** of Mr. Didion, **SECONDED** by Dr. Nien, and **CARRIED**, the Executive Committee took action in Closed Session on Villagomez vs. North Orange County Community District.

Aye: (11) –Didion, Hillman, Johnston, Jones, Kakish, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

2. Meeting with Legal Counsel Regarding Pending (Potential) Litigation & Receipt of Claim or Potential Claim (Government Code 549956.9(b)(1))

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 11:03 p.m. Treasurer Olafsson announced that the Executive Committee took action in closed session on Item #IX.B.1 in accordance with staff's recommendation.

XI. DISCUSSION/ACTION

A. Approval of Member Request for Change in Coverage or Consent to Late Withdrawal as Member

The Executive Committee received a report on the discussions with the member, the initial Endorsements, ASCIP's Amending Endorsement draft, the District's proposed revisions. Discussed were ASCIP's efforts to assist the District as requested with a staff recommendation as to the Amending Endorsement and additional changes, but also to be responsive to the best interests of the risk sharing pool as a whole as is the charge of the Executive Committee.

The Executive Committee approved an Amending Endorsement to the 2015-16 renewal for an ASCIP member with an effective date of December 1, 2015, including changes to the notice-cure provision as requested by the District as a change, with any Amending Endorsement being subject to ASCIP's receipt of the full premium payment from the member by November 30, 2015.

The Executive Committee also approved the member request to withdraw by given notice on or before December 1, 2015.

On **MOTION** of Mr. Didion, **SECONDED** by Dr. Nien and **CARRIED**, Item #XI.A was approved as presented.

Aye: (11)–Didion, Hillman, Johnston, Jones, Kakish, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

XIII. FUTURE MEETINGS

November 19, 2015 – Risk Control Committee

November 24, 2015 – Finance/Investment Committee

December 11, 2015 – Claims/Coverage Committee

December 11, 2015 – Executive Committee

XIV. ADJOURNMENT

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 11:17 a.m.

The next regular meeting of the Executive Committee will be held on Friday, December 11, 2015, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.