

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

EXECUTIVE COMMITTEE MEETING

Thursday, February 25, 2016

A meeting of the ASCIP Executive Committee was held on Thursday, February 25, 2016, at 10:00 a.m. at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, California 90703 and by teleconference.

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

Ms. Corinne Kelsch, President
(via teleconference)
Mr. John Vinke, Vice President
(via teleconference)
Mr. Kris Olafsson, Treasurer
Ms. Lydia Cano, 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. Barbara Ott, Alternate
(via teleconference)
Dr. Joanne Schultz, Alternate
Mr. Jeff Starr, Alternate
Ms. Yumi Takahashi, Alternate
Mr. Fred Williams, Member

Members/Alternates Absent

Mr. Luis Camarena, Alternate
Mr. Michael Clear, Alternate
Ms. Teresa Dreyfuss, Alternate
Mr. John Didion, Member
Ms. Kathy Everhart, Member
Ms. Karen Kimmel, Alternate
Ms. Janece Maez, Member
Ms. Thuy Nguyen, Alternate
Dr. Stefanie Phillips, Alternate
Ms. Andrea Reynolds, Alternate
Ms. Ann Sparks, Member
Ms. Irene Sumida, Alternate

Others Present

Ms. Nancy Anderson
Mr. Stephan Birgel
Ms. Kimberley Cantrell
Mr. John Chino
(via teleconference)
Mr. Reshan Cooray
Ms. Nidra Kumaradas
Mr. Jonathan Lackey
Mr. Russell O'Donnell
Mr. Dan Sanger
Ms. Lynn Truong
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

III. APPROVAL OF AGENDA – President Kelsch

On **MOTION** of Ms. Cano, **SECONDED** by Ms. Jones, and **CARRIED**, the Agenda was approved as presented.

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr, Vinke, Williams

Nay: (0)

Abstentions: (0)

IV. Minutes of the Regular Executive Committee Meeting of January 28, 2016

On **MOTION** of Mr. Vinke, **SECONDED** by Ms. Jones and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of January 28, 2016, were approved as presented.

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr, Vinke, Williams

Nay: (0)

Abstentions: (0)

V. PUBLIC COMMENTS – President Kelsch

There were no attendees from the public.

VI. REPORTS/PRESENTATIONS/DISCUSSION

A. Financial Report

Treasurer Olafsson highlighted ASCIP expenditures, members' contributions, and cash balances as of January 31, 2016.

B. Committee Reports

1. Claims/Coverage Committee

Ms. Cano reported that the Claims/Coverage Committee met this morning and reviewed eight claims and gave direction to staff. The Committee also reviewed a new MSA which is on today's agenda.

2. Health Benefits Committee

Mr. Sanger reported that he had conducting health screens for two member districts and would discuss the other items later on the agenda today.

C. Chief Executive Officer

Mr. Heirich reported that we are actively responding to request for both information and quotes regarding membership and participation in our various programs. Additionally, he reported on the progress of the goals and objectives in the financial management area and that he would be revisiting the other topics at future meetings.

D. Board Member & Alternate Comments

There were no comments from the board members or alternates.

VII. CONSENT ITEMS

A. Health Benefits Program:

1. Approve Renewal of Contract: Compass Professional Health Services
2. Approval of Expansion of Coverage: Hearing Aids

B. Approval of Keynote Speaker Engagement

C. ASCIP Investment Summary Report: Quarter Ending December 31, 2015

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

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr, Vinke, Williams

Nay: (0)

Abstentions: (0)

VIII. ACTION ITEMS

A. Approval of Program Rates for 2016-17

1. Property & Liability Program

The Executive Committee adopted the 2016-17 calculated rates for the core program as presented.

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

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr,
Vinke, Williams

Nay: (0)

Abstentions: (0)

2. Workers' Compensation Program

The Executive Committee approved a flat renewal for the first dollar rate for the workers' compensation program as presented.

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Cano and **CARRIED**, Item #VIII.A.2 was approved as presented.

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr,
Vinke, Williams

Nay: (0)

Abstentions: (0)

B. Approval of Property & Liability Program Coverage Enhancements

The Executive Committee approved the addition of builders risk for contractor's insurable interest, student accident insurance and defense cost reimbursement coverage to ASCIP's 2016-17 Property & Liability program.

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

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr,
Vinke, Williams

Nay: (0)

Abstentions: (0)

C. Approval of Master Service Agreement: David Donn Consulting, Inc.

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

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr,
Vinke, Williams

Nay: (0)

Abstentions: (0)

D. Approval of Deferred Compensation Plan Procedure

The Executive Committee approved a one-time balancing payment to the Chief Executive Officer due to the IRS limitation effective in 2015. The Executive Committee also approved an internal control procedure relating to alternative means of meeting ASCIP's compensation obligations due to unforeseen changes in recent and future IRS regulations. Additionally, the Chief Financial Officer was authorized to do an annual examination and issue a balancing payment, disclosing to the Executive Committee for review and ratification.

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

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr, Vinke, Williams
Nay: (0)
Abstentions: (0)

IX. ADJOURNMENT TO CLOSED SESSION – 12:11 p.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. Serpa/Fox 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 Serpa/Fox vs. Clovis Unified School District. Committee Member Johnston abstained.

Aye: (12) –Cano, Hillman, Hume, Johnston, Jones, Kelsch, Nien, Olafsson, Schultz, Starr, Vinke, Williams
Nay: (0)
Abstentions: (0)

2. Tewell vs. Hawthorne School District

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 12:16 p.m.

XIII. FUTURE MEETINGS

March 4, 2016 – Annual Membership Meeting
March 23, 2016 – Claims/Coverage Committee
March 23, 2016 – Risk Control Committee
April 28, 2016 – Executive Committee

XIV. ADJOURNMENT

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 12:17 p.m.

The next regular meeting of the Executive Committee will be held on Thursday, April 28, 2016, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.