



**ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS  
EXECUTIVE COMMITTEE MEETING  
AGENDA**

**Time: Thursday, August 29, 2019; 10:00 A.M.**

**Location: ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703**

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**MEMBERS**

Corinne Kelsch, President  
Keith Butler, Vice President  
Susan Hume, Treasurer

Santa Clara County Schools' Insurance Group JPA  
Palos Verdes Peninsula Unified School District  
Bonita Unified School District

Peter Hardash  
Phil Hillman  
Mays Kakish  
Michael Johnston  
Barbara Ott  
Andrea Reynolds  
Cheryl Sullivan  
Irene Sumida  
Yumi Takahashi  
Fred Williams

Rancho Santiago Community College District  
Ontario-Montclair School District  
Riverside Unified School District  
Clovis Unified School District  
Brea Olinda Unified School District  
Lowell Joint School District  
Valley Insurance Program JPA  
Fenton Charter Public Schools  
Long Beach Unified School District  
North Orange County Community College District

**ALTERNATES**

Cameron Abbott  
Lydia Cano  
Tim Corcoran  
Clark Hampton  
Karen Kimmel  
Robert McEntire  
Monica Oviedo  
Dean West

Sierra Joint Community College District  
Baldwin Park Unified School District  
Grossmont-Cuyamaca Community College District  
Capistrano Unified School District  
Las Virgenes Unified School District  
Covina-Valley Unified School District  
Whittier Union High School District  
Orange County Department of Education

**EX OFFICIO**

Fritz J. Heirich

Chief Executive Officer

**ASCIP STAFF**

Stephan Birgel  
Reshan Cooray  
Jeff Grubbs  
Nidra Kumaradas

Chief Claims Officer, Property & Liability  
Senior Director of Risk Control  
Consulting Chief Financial Officer  
Senior Director of Workers' Compensation

**I. CALL TO ORDER**

**II. ROLL CALL – Felicia Williams, Clerk of Executive Committee**

**III. APPROVAL OF THE AGENDA**

**Action may be taken by the Executive Committee on any item listed on this Agenda.**

- A. Amendments
- B. Approval

**IV. MINUTES – June 27, 2019**

- A. Corrections
- B. Approval

**V. PUBLIC COMMENTS**

At this time, members of the public may address the Executive Committee regarding any item within the subject matter jurisdiction of the Board, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to five minutes per person and twenty minutes for all comments, unless different time limits are set by the President and subject to the approval of the Executive Committee.

**VI. REPORTS**

- A. Board President’s Report President Kelsch
- B. Treasurer’s Report Treasurer Hume
- C. Committee Chair Reports:
  - 1. Nominating Committee Chair Hillman
  - 2. Claims & Coverage Committee Chair Hardash
- D. Captive Insurance of Public Agencies CIPA Director
- E. Schools’ Excess Liability Fund SELF Board Member
- F. Chief Executive Officer Report Fritz J. Heirich
- G. Board Member & Alternate Comments

**VII. INFORMATION AND DISCUSSION ITEMS**

- A. 2019-20 Annual Strategic Planning Meeting Fritz J. Heirich

**VIII. CONSENT REQUESTED**

Any member of the Executive Committee may request that an item on Consent be pulled and placed in Action Items for discussion and/or action.

- A. ASCIP 2019 Second Quarter Investment Summary Report (Action)
- B. Approve Renewal of Master Service Agreement: (Action)
  - 1. Communication Resources for Schools
- C. Conflict of Interest Disclosure (Action)
- D. Ratify the Property Reinsurance for 2019-20 (Action)

**IX. ACTION REQUESTED**

- A. Governance: Chair Hillman
  - 1. Appointment of Executive Committee Officers
  - 2. Appointment of Executive Committee Alternates
- B. Approve the Administration of the San Gabriel JPA Fritz J. Heirich
- C. Approval of New Master Service Agreements Jeff Grubbs
  - 1. Airesprings
  - 2. Coronel Data Processing
  - 3. Concur
  - 4. OnePoint
- D. Approve Revision to Sacramento Office Lease Jeff Grubbs
- E. Ratify the Health Benefits Program Rebate & Reallocation of Funds Jeff Grubbs

**X. CLOSED SESSION**

“THE EXECUTIVE COMMITTEE WILL NOW BE MOVING INTO CLOSED SESSION. MATTERS TO BE DISCUSSED ARE THOSE PERMITTED BY GOVERNMENT CODE SECTIONS 54956.8, 54956.9, 54956.95, 54957, AND 54957.6 – PERSONNEL, LITIGATION, AND/OR REAL PROPERTY”

- A. Open Claims Reported to ASCIP’s Property & Liability and Workers’ Compensation Excess Insurance and Reinsurance Partners (Discussion/Action) Stephan Birgel
- B. Summary of Coverage Declination (Discussion/Action) Stephan Birgel
- C. Claims for Review/Action/Information (Discussion/Action) Stephan/Nidra
  - 1. Jane Doe vs. Riverside Unified School District (Discussion/Action)
  - 2. Jane R. Doe vs. Santa Ana Unified School District (Discussion/Action)
  - 3. John B. Doe, et al vs. Santa Ana Unified School District (Discussion/Action)
  - 4. John CA Doe, et al vs. Santa Ana Unified School District (Discussion/Action)
  - 5. John DC Doe, et al vs. Santa Ana Unified School District (Discussion/Action)
  - 6. John MA Doe, et al vs. Santa Ana Unified School District (Discussion/Action)
  - 7. John MW Doe, et al vs. Santa Ana Unified School District (Discussion/Action)
  - 8. John OJ Doe, et al vs. Santa Ana Unified School District (Discussion/Action)
  - 9. Nathan Kelleher vs. Saddleback Valley Unified School District (Discussion/Action)
  - 10. Cleve Pell vs. Montebello Unified School District (Discussion/Action)
  - 11. Richard Smith vs. Ontario-Montclair School District (Discussion/Action)
- D. Approve Employee Termination (Discussion/Action) Fritz J. Heirich

**XI. RETURN TO OPEN SESSION**

(Announcement of Action Taken in Closed Session as Necessary)

**XII. PERSONNEL (ACTION/REPORT/DISCUSSION)**

- A. Personnel Report (Discussion) Fritz J. Heirich
- B. Approval of Staff Positions Reclassifications (Discussion/Action):
  - 1. Senior Director of Finance Job Description Jeff Grubbs
  - 2. Senior Claims Adjuster Fritz J. Heirich
  - 3. Senior Coordinator Fritz J. Heirich

**XIII. FUTURE MEETINGS**

September 26, 2019: Claims & Coverage Committee  
Executive Committee

**XIV. ADJOURNMENT**

**Americans with Disabilities Act**

The Alliance of Schools for Cooperative Insurance Programs (ASCIP) conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of ASCIP, shall be made to: Fritz J. Heirich, Chief Executive Officer, ASCIP, 16550 Bloomfield Avenue; Cerritos, CA, (562) 404-8029.

**Public Record Inspection Location**

ASCIP, 16550 Bloomfield Avenue, Cerritos, CA 90703