



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

**Time: Thursday, August 26, 2021, 10:00 A.M.**

**Webinar Meeting Location: Pursuant to State of California Executive Order N-29-20**

**Log-In Information – Copy and Paste into your internet browser:**

<https://zoom.us/j/93690534904?pwd=MUK4OFI3UTNGamRCcmI0MExoRzFMZz09>

**Dial by your location**

**Meeting ID: 936 9053 4904**

**Passcode: 000820**

**Find your local number: <https://zoom.us/j/93690534904?pwd=MUK4OFI3UTNGamRCcmI0MExoRzFMZz09>**

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**MEMBERS**

Phil Hillman, President  
Susan Hume, Treasurer

Ontario-Montclair School District  
Bonita Unified School District

Tim Corcoran  
Clark Hampton  
Michael Johnston  
Tien Phan  
Andrea Reynolds  
David Riddick  
Cheryl Sullivan  
Yumi Takahashi  
Dean West  
Fred Williams  
Connie Wu

Grossmont-Cuyamaca Community College District  
Capistrano Unified School District  
Clovis Unified School District  
Santa Clara County Schools' Insurance Group  
Lowell Joint School District  
Fenton Charter Public Schools  
Valley Insurance Program JPA  
Long Beach Unified School District  
Orange County Department of Education  
North Orange County Community College District  
Monrovia Unified School District

**ALTERNATES**

Cameron Abbott  
Christina Aragon  
Marc Chaldu  
Ryan DiGiulio  
Ruben Frutos  
Kevin Jamero  
Gretchen Janson  
Rick Jensen  
Jason Johnson  
Karen Kimmel  
Anthony Nahale  
Lisa Shoemaker  
Anthony Soria

Sierra Joint Community College District  
Downey Unified School District  
Covina-Valley Unified School District  
Unified Schools Insurance Program JPA  
Paramount Unified School District  
Whittier Union High School District  
Lawndale Elementary School District  
Unified Schools Insurance Program JPA  
Hermosa Beach City School District  
Las Virgenes Unified School District  
Norwalk-La Mirada Unified School District  
Claremont Unified School District  
Tustin Unified School District

**EX OFFICIO**

Fritz J. Heirich

Chief Executive Officer

**ASCIP STAFF**

Stephan Birgel

Chief Claims Officer, Property & Liability

Jeff Grubbs

Chief Operations/Financial Officer

Dan Sanger

Executive Director, Health Benefits

Marco Guardi

Managing Director, Risk Services

Martha Espinoza

Senior Director, Risk Services

**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 – July 1, 2021**

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. President's Report

President Hillman

B. Treasurers Report

Treasurer Hume

C. Committee Chair Reports

1. Finance Committee

Chair Hume

2. Risk Control Committee

Chair Nahale

3. Claims & Coverage Committee

Chair Hillman

D. Chief Executive Officer Report

Fritz J. Heirich

E. Board Member & Alternate Comments

**VII. INFORMATION ITEMS**

A. Cyber Coverage Update

Marco Guardi/Fritz J. Heirich

B. Learning Management System Update

Marco Guardi/Martha Espinoza

**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. Investment Performance Report as of June 30, 2021

- B. Amendment to Temporary Unused Vacation Sell-Back Policy
- C. Approve Appointment of Health Benefits Chair & Co-Chair
- D. Approve Appointment of Advisory Committee Members
- E. Ratify Vendor Schedule of Agreements for 2-4 Contracting and Authority Policy

**IX. ACTION REQUESTED**

- A. Governance: Fritz J. Heirich
  - 1. Election of ASCIP Officers for 2021-22
- B. Approve New Master Service Agreement: Marco Guardi
  - 1. Diversified Risk Management Services
- C. Approve Proposed Revision to Investment Policy and a New Custodial Account for the Health Benefits Portfolio Jeff Grubbs

**X. DISCUSSION ITEMS**

- A. 12610 Park Plaza Drive, Cerritos, CA, Bacon Commercial Real Estate and BCRE-CTC Office 1 LP of proposed ASCIP purchase of improved real property with ASCIP negotiator, Jeff Grubbs, CFO Jeff Grubbs

**XI. CLOSED SESSION – LITIGATION AND/OR REAL PROPERTY**

“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, AND 54957, 54957(B), AND 54957.6 – PERSONNEL, LITIGATION AND/OR REAL PROPERTY”

- A. 12610 Park Plaza Drive, Cerritos, CA, Bacon Commercial Real Estate and BCRE-CTC Office 1 LP. Executive Committee discussion with ASCIP negotiator, Jeff Grubbs, CFO, regarding price and terms of payment issues for the purchase, sale, exchange, or lease of real property by and for ASCIP (Discussion/Action) Jeff Grubbs
- B. Open Large Reserve Claims (Information Only) Stephan Birgel
- C. Claims for Review /Action/Information (Government Code §54956.95) Stephan Birgel
  - 1. Jane Doe vs. Berkeley Unified School District (Discussion/Action)
  - 2. Jane PE Doe vs. Bonita Unified School District (Discussion/Action)
  - 3. Jane RM Doe vs. Lawndale Elementary School District (Discussion/Action)
  - 4. Lopez vs. El Monte City School District (Discussion/Action)
  - 5. S.B., a minor vs. Ocean View School District (Discussion/Action)
  - 6. Villagomez vs. Long Beach Unified School District (Discussion/Action)
  - 7. El Monte Union High School District (Discussion/Action)

**RETURN TO OPEN SESSION**

(Announcement of Action Taken in Closed Session as Necessary)

**XII. FUTURE MEETINGS**

September 30, 2021: Claims & Coverage Committee  
Executive Committee

**XIII. ADJOURNMENT**

The next regular meeting of the Executive Committee will be held on Thursday, September 30, 2021.

**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