



Strategic Planning Retreat

Friday, October 28, 2016

9:00-2:30PM

Minutes

The meeting was called to order at 9:23 am by Board President, Candi Clark. The following participants were in attendance:

Candi Clark
Raul Parungao
Allan Garde
Annette Heldman
Akur Varadajan

The items for discussion were:

JPA Brand

JPA Value

- Member Buy-in
- Member Participation
- Education of Board
- Member Outreach
- Best practices Rewards

Procedure/Policy Development

- Contract Review
- Facility Use Handbook
- Capital Target
- Equity Policy

Trend Analysis & Program Development

- Need Joint Effort with Board Member Support
- Need Traction

Centralized Services/Service Expansion

Succession Plan/Board Transition

Kimberly reviewed the outline with the group. She indicated that her goal for the day was to develop strategies to engage Board members for enhanced participation, attendance and ultimately maximum use of resources to reduce injuries and ensure a healthy, safe work environment for all.

The Committee discussed some of the challenges facing our members and the lack of resources in all agencies. Felt resources provided by ACSIG were outstanding but connecting those resources to members was lacking. The following suggestions/strategies were suggested for the upcoming year:

- Celebrate our accomplishments – Host a holiday reception to celebrate the elimination of the deficit and use as opportunity to socialize with all Board members. Invite partners. December 16, 2016 at Strizzi's in Fremont from 4:30 – 6:30.
- Create a 1-page synopsis describing ACSIG
From that, develop “elevator speech”
- Create a list-serve linking all ACSIG Board members. This will help build the relationship between Board members and between ACSIG and Board.
- Create an illustration/example to show Board how they could save money by reducing their ex-mod by improving their claims experience. For example, if you reduced your ex-mod by X%, you could save \$. Use Fremont as an example for job shadowing/return to work. Use Albany as an example for better hiring practices.
 - “Look how you can save money”
- Begin a new level of training program. Target the training to Director level management (food service, MOT, fiscal services, special ed, etc.). This will help them learn more about the operations within their agency and introduce them to ACSIG and the world of risk management. Suggested topics:
 - How to review contracts for proper indemnification language to protect your District
 - How/Why to start a safety committee
 - Risk Management 101
 - Ed Code/Leaves

Try to schedule every 2-3 months and hold off-site. Committee felt participants will better engage when they are away from their work environment. Contact local businesses to partner (google, safeway, oracle, etc.)

- Begin an individual mentoring program. Executive Committee members reach out to a Board member and encourage their participation. Offer help and guidance.

BREAK

The Committee then reviewed trend data for ACSIG as a whole for the past 5-years. They asked if this data could be compiled for each individual District. That would help them in their District. Kimberly indicated that she would try to bring that data to each member at the November 9th Board meeting.

When looking at top job classifications in terms of severity of injuries, the JPA data showed the following:

1. Custodial	\$9,703,365	573 injuries
2. Teachers	\$6,725,264	737 injuries
3. ParaEducators	\$3,594,747	506 injuries
4. Maintenance	\$3,559,321	183 injuries
5. Food Service	\$3,436,268	264 injuries

The Committee then discussed the meaning behind these numbers. Kimberly asked each member to consider the number of employees in each job category within their District. The number of teaching staff far exceeds any other job classification yet they are not the highest severity. Additionally, consider that these are all injuries that resulted in a claim. They do not include those first aid items or those items for which no treatment was sought. The reason this is alarming is because a great many incidents are happening within the ParaEducator and Food Service staffs that never result in a claim. Examples of this are bites, kicks, scratches, etc. Kimberly cautioned the Committee that these numbers may increase because some of the ParaEducators who are with high risk students on a year to year basis may eventually file cumulative trauma claims as their bodies react to the multitude of "small" injuries.

Kimberly also indicated that she has worked with Keenan to create a 2-hour training focused specifically on those injuries resulting from students with

behavioral problems. The training is conducted in conjunction with the District Special Education department. The Keenan staff will talk about ways to keep the employee safe and the creation of a safe environment. The District staff will help employees understand how to respond physically should a child need hands-on attention. To date, very few Districts have responded to our offer of training. Some delay is caused by the Special Ed departments not knowing who ACSIG or Keenan is. Another reason is that the ParaEducators are many times only on site, working when students are at school. Because they are hourly employees, there isn't a lot of opportunity for professional development. ACSIG will reimburse each member for the 2 hours of staff time so that all can be trained.

Because this is such a rising issue for ACSIG members, Board members are being asked to help make the connection with their individual Special Ed Directors. It was also suggested that ACSIG find out when each District is developing their calendar. There may be professional development days already built into the calendar. Kimberly is going to send out a list of available trainings to CBO/HR/Ed Services of each member.

Finally, the Committee discussed succession planning. While no one announced their retirement, we were all cognizant of the fact that Boards suffer attrition and how important it is to have a knowledgeable Board. The Committee felt that through many of the initiatives already discussed, Board members could be developed and relationships built.