

Alameda County Schools Insurance Group (ACSIG)

5776 Stoneridge Mall Rd., Suite 130 Pleasanton, CA 94588

MINUTES

Executive Committee

**Date:** Thursday, May 13, 2021

**Time:** 9:30 AM

**Location:** Video Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/7358807014?pwd=OWtmZkdmZmVwT0hCZklsNXA4RURXUT09>

**Meeting ID: 735 880 7014  
 Passcode: acsig20**

1. **Annette Heldman called the meeting to order 9:33 AM**
2. **Roll call**

**Executive Committee Members**

Annette Heldman President New Haven USD

Dr. Candi Clark Board Member ACOE

Jackie Kim Board Member Albany USD

Dr. Kevin Collins Board Member San Leandro USD

Kimberly Dennis Executive Director ACSIG

Celina Flotte Executive Assistant ACSIG

Ron Martin Guest Keenan & Associates

Tara Cooper-Salaiz Guest Keenan & Associates

Patrice Grant Guest Keenan & Associates

Dave Kundert Guest Keenan & Associates

Michael Clark Guest Keenan & Associates

Laurena Grabert Guest SETECH

Mark Payne Guest Morgan Stanley

1. **Acceptance of the Agenda**

It was moved by Kevin Collins and seconded by Jackie Kim to approve the agenda with a switch in presenting closed session Castlepoint before the Executive Director Evaluation.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Public Comment on Closed Session Agenda Items**

No public present to comment.

**Closed Session**

Closed session began at 9:36am

1. **Settlement Notification**

* Claim Numbers:

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1. **Settlement Authorization**

* Claims Numbers:

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1. **Executive Director Evaluation**

The Executive Committee discussed the Executive Director’s Annual Job Performance Review.

1. **CastlePoint Memo**

Ron Martin from Keenan and Associates discussed the CastlePoint Memo and Loss Run with the Executive Committee.

**Open Session**

Open session began at 9:48am.

1. **Public Comment on Open Session Agenda Items**

No public present to comment.

1. **Report of Action Taken in Closed Session**

Motion was moved to approve settlement authorization number 2202869.

It was moved by Kevin Collins and seconded by Candi Clark to approve the settlement authorization.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Approval of Minutes**

It was moved by Kevin Collins and seconded by Jackie Kim to approve the from February 5, 2021 and March 18, 2021 Executive Committee Meeting minutes.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**General**

1. **Third Quarter Investment Report**

Mark Payne from Morgan Stanley reviewed the 2020/21 third quarter investment report with the Executive Committee.

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It was moved by Kevin Collins and seconded by Candi Clark to recommend approval of the third quarter investment report as presented to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Third Quarter Financial Report**

Laurena Grabert from SETECH presented the 2020/2021 third quarter financial report.

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It was moved by Candi Clark and seconded by Jackie Kim to recommend approval of the third quarter financial report as presented to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Budget 2021/2022**

The Executive Director reviewed the 2021/22 Budget with the Executive Committee.

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It was moved by Kevin Collins and seconded by Candi Clark to recommend approval of the budget to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **ACSIG Salaries & Benefits**

The Executive Director opened up the discussion with the Executive Committee on how to move forward with ACSIG salary increases. There was a motion to approve a 2.5% one-time salary increase based on the base salaries for the 2021 fiscal year.

It was moved by Kevin Collins and seconded by Candi Clark to recommend approval of the salary increase to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Audit Engagement Letter**

The Executive Director presented the renewal contract with Christy White for the claims audit.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval of the audit contract to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **CAJPA Fall Conference 2021**

Dates for the 2021 CAJPA Fall Conference were given to the Executive Committee.

1. **ACSIG Fall Meetings**

The Executive Committee voted to keep the ACSIG fall meetings virtually via zoom.

1. **Meeting Calendar**

The Executive Committee reviewed the 2021/22 draft calendar with the Executive Committee.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval of the meeting calendar to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**Workers Compensation**

1. **Claims Audit**

The Executive Director reviewed the claims audit with the Executive Committee.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval of the claims audit to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Run Off Claims Agreement**

The Executive Director presented the renewal contract for Run Off Claims Administration.

It was moved by Kevin Collins and seconded by Candi Clark to recommend approval of the Run Off Claims Agreement to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

1. **EAP Update**

The Executive Director reviewed the utilization of the EAP with the Executive Committee.

1. **Official Change to Invoicing Dates**

The Executive Director reviewed the change to invoicing dates with the Executive Committee to correspond with property taxes.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval of the invoicing dates to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**Dental**

1. **Dental Rates 2021/2022**

The Executive Director presented the 2021/2022 Dental Rate recommendations to the Executive Committee. The recommendation is for a rate pass for 2021/22.

It was moved by Kevin Collins and seconded by Candi Clark to recommend approval of Dental Rates to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**Vision**

1. **Vision Rates 2021/2022**

The Executive Director presented the 2021/22 Vision rates with a recommendation of a flat renewal.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval of the Vision rates as presented to the Full Board.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**Property & Liability**

1. **Property & Liability Rates 2021/2022**

The Executive Director presented the 2021/22 Property and Liability rates.

It was moved by Jackie Kim and seconded by Kevin Collins to recommend approval of the Property & Liability rates as presented to the Full Board.

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

1. **PLCA Agreement Renewal**

The Executive Director reviewed the amendment for Property and Casualty Claims Administration Services.

It was moved by Candi Clark and seconded by Kevin Collins to recommend approval of the PLCA Amendment to the Full Board.

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

**Administrative**

1. **Dispute Resolution Policy**

The Executive Committee conducted the review of the newly implemented Dispute Resolution policy.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval the Dispute Resolution policy as presented to the Full Board.

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

1. **Underwriting Policy**

The Executive Committee conducted the annual review of the Underwriting Policy and found no changes necessary.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval the Underwriting Policy as presented to the Full Board.

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

1. **Investment Policy**

The Executive Committee conducted the annual review of the written Investment Policy and found no changes necessary.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval the Investment Policy as presented to the Full Board.

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

1. **Conflict of Interest Code**

The Executive Committee conducted the annual review of the Conflict of Interest Code and found no changes necessary.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval the Conflict of Interest Code as presented to the Full Board.

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

1. **Authorization of Signatures**

The Executive Committee conducted the annual review of the Authorization of Signatures and found no changes necessary.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval the Authorization of Signatures as presented to the Full Board.

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

1. **Posting and Mailing Address**

The Executive Committee conducted the annual review of the Posting and Mailing Address for ACSIG with a change of the posting address to be at Alameda County Office of Education at 313 W. Winton Ave Hayward, CA 94544.

It was moved by Kevin Collins and seconded by Jackie Kim to recommend approval the Posting and Mailing address to the Full Board.

1. **Future Planning**

The Executive Director discussed with the Executive Committee about plans for the strategic planning meeting. The Executive Committee would like to have this meeting in-person at an outside venue.

1. **Annette Heldman adjourned this meeting at 11:21am.**