

Alameda County Schools Insurance Group (ACSIG)

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

MINUTES

Executive Committee

**Date:** Thursday, May 19, 2022

**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 9:31 AM**
2. **Roll call**

**Executive Committee Members**

Annette Heldman President New Haven USD

Susan Kinder Vice Present Livermore Valley Joint 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

Michael Clark Guest Keenan & Associates

Laurena Grabert Guest SETECH

Cary Allison Guest Morgan Stanley

1. **Acceptance of the Agenda**

It was moved by Kevin Collins and seconded by Jackie Kim to approve the agenda as presented.

Ayes: Heldman, Kinder, 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 9:32am

1. **Settlement Notification**

* Claim Numbers:

|  |  |
| --- | --- |
| Diaz | 584973 |
| Nguyen | 567167 |
| Walker | 574997 |
| Lozano | 582302 |
| Ynzunza | 546986 |
| Anaya | 587224 |
| Bagaoisan | 547091 |
| Cabrera | 582619 |

1. **Settlement Authorization**

* Claims Numbers:

|  |  |
| --- | --- |
| Souza (Siegfried) | 2207076 |

1. **Executive Director Evaluation**

The Executive Committee discussed the Executive Director’s Annual Job Performance Review with all positive feedback.

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 9:50am.

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 2207076.

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

Ayes: Heldman, Kinder, 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 meeting minutes from February 17, 2022.

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: Kinder

**General**

1. **Executive Committee Membership**

The Executive Committee has suggested recruiting Pleasanton USD to the Executive Committee. Livermore JUSD, New Haven USD and San Leandro USD has agreed to continue sitting on the committee.

1. **Third Quarter Investment Report**

Cary Allison from Morgan Stanley reviewed the 2021/22 third quarter investment report with the Executive Committee.

***Table

Description automatically generated***

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

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Third Quarter Financial Report**

Laurena Grabert from SETECH presented the 2021/2022 third quarter financial report.

Table

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It was moved by Kevin Collins and seconded by Susan Kinder to recommend approval of the third quarter financial report as presented to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Budget 2022/2023**

The Executive Director reviewed the 2022/23 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 with a correction of line item: Claims Paid for workers compensation $1.2M to $1M on page 60 of the agenda packet

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **SETECH Contract Renewal**

The Executive Director reviewed the renewal contract with SETECH.

It was moved by Susan Kinder and seconded by Kevin Collins to recommend approval of contract to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **ACSIG Salaries & Benefits**

The Executive Director presented a wage classification study for all ACSIG positions. The Executive Committee agreed to hold a sub-committee meeting to further discuss and have a proposal to present to the Full Board.

1. **Executive Director Job Description**

The Executive Director presented the job description of the role of ACSIG’s Executive Director with the Executive Committee.

1. **ACSIG Meetings**

The Executive Director discussed with the Executive Committee on preference for future meetings. The Committee agreed to hold our Fall Full Board meeting in person and the rest of them virtually.

It was moved by Susan Kinder and seconded by Candi Clark to recommend approval of future meetings to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Meeting Calendar**

The Executive Committee reviewed the 2022/23 draft meeting calendar.

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

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **CAJPA Fall Conference 2022**

2022 CAJPA Fall Conference held September 13 -16, 2022 in South Lake Tahoe.

**Workers Compensation**

1. **Claims Audit**

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

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

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **EAP Update**

The Executive Director reviewed the utilization of the EAP with the Executive Committee. Implementation has been slow due to the current remote working environment and direct access to employees for program introduction. With that said, those who have utilized the services have given very positive feedback.

1. **COVID Claims Update**

The Claims manager provided an update regarding open COVID claims.

1. **Special Education Claims**

The Risk Management Analyst reviewed the special education claims with the Executive Committee.

1. **Work Force Age Report**

The Risk Management Analyst reviewed the work force age report with the Executive Committee.

***Recommendation: For discussion***

1. **Post Offer-Pre Placement Program Results**

The Executive Director reviewed the post offer-pre placement program results with the Executive Committee.

1. **Skechers Incident at Dublin USD**

The Executive Director updated the Committee about the workers compensation shoe program gift card incident that happened at Dublin USD.

**Dental**

1. **Dental Program & Rates 2022/2023**

The Executive Director presented the 2022/2023 Dental Rate recommendations to the Executive Committee. The recommendation is for a flat renewal with the addition of 2 enhancements including D&P maximum waiver and cone beam CT scans.

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

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

**Vision**

1. **Vision Program & Rates 2022/2023**

The Executive Director presented the 2022/23 Vision rates with a recommendation of a flat renewal with the addition of 2 enhancements including updated open access schedule (out of network reimbursements) and UV protection lens.

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

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

**Property & Liability**

1. **Property & Liability Rates 2022/2023**

The Executive Director presented the 2022/23 Property and Liability rates.

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

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **P&L Actuarial Study**

The Executive Director presented the P&L actuarial study.

It was moved by Susan Kinder and seconded by Jackie Kim to recommend approval of the P&L Actuarial Study to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, 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 Kevin Collins and seconded by Susan Kinder to recommend approval of the PLCA Amendment to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Loss Control Agreement**

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

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

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

**Administrative**

1. **Dispute Resolution Policy**

The Executive Committee conducted the annual review of the Dispute Resolution policy and found no changes necessary.

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

Ayes: Heldman, Kinder, Clark, Kim, 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 Candi Clark and seconded by Kevin Collins to recommend approval the Underwriting Policy as presented to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, 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 Candi Clark and seconded by Kevin Collins to recommend approval the Investment Policy as presented to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, 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 Candi Clark and seconded by Kevin Collins to recommend approval of the Conflict of Interest Code as presented to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, 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 Candi Clark and seconded by Kevin Collins to recommend approval the Authorization of Signatures as presented to the Full Board.

Ayes: Heldman, Kinder, Clark, Kim, 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 and found no changes necessary.

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

Ayes: Heldman, Kinder, Clark, Kim, Collins

Nays: None

Abstain: None

1. **Future Planning**
2. **This meeting was adjourned by Annette Heldman at 12:11PM**



**LOCATION CALL- IN SHEET**

**ALAMEDA COUNTY SCHOOLS INSURANCE GROUP**

**EXECUTIVE COMMITTEE MEETING**  May 19, 2022 9:30 AM

Join Zoom Meeting

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

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

This meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Members of the public may address the Committee from any teleconference location shown below:

**Alameda County Office of Education** 313 W Winton Ave. Hayward, CA 94544 Dr. Candi Clark (510) 670-4218

**Albany Unified School District** 819 Bancroft Way Berkeley, CA 94710 Jackie Kim (510) 558-3751

**Livermore Unified School District** 685 East Jack London Blvd. Livermore, CA 94501 Susan Kinder (925) 606-3255

**New Haven Unified School District** 34200 Alvarado-Niles Rd. Union City, CA 94587 Annette Heldman (510) 471-1100 ext 60413

**Piedmont Unified School District** 760 Magnolia Ave Piedmont, CA 94611 Ruth Alahydoian (510) 594-2608

**San Leandro Unified School District** 835 E 14th St San Leandro, CA 94577 Kevin Collins (510) 667-3504