

Alameda County Schools Insurance Group (ACSIG)

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

MINUTES

Executive Committee

**Date:** Tuesday, May 16, 2023

**Time:** 2:00 PM

**Location:** Video Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/7358807014?pwd=SzJEa1BUSzNNMzBYN3VzajB2UEVPQT09>

**Meeting ID: 735 880 7014  
 Passcode: acsig23**

1. **Annette Heldman called the meeting to order 2:00PM**

**Executive Committee Members**

Annette Heldman President New Haven USD

Dr. Kevin Collins Vice President San Leandro USD

Jackie Kim Secretary Albany USD

Leigh Ann Blessing Board Member ACOE

Ruth Alahydoain Board Member Piedmont USD

Ahmad Sheikholeslami Board Member Pleasanton 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

Margot Bringas 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 as presented.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

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

No public present to comment.

**Closed Session**

Closed session began at 2:02pm

1. **Settlement Notification**

* Claim Numbers:

|  |
| --- |
| 552110, Perez |
| 559142, Sen |
| 562971, Morett |
| 573439, Bettis |
| 583767, Hamilt |
| 587448, Perez |
| 587770, Siu |
| 597561, Ramesh |

1. **Settlement Authorization**

* Claims Numbers: *None*

1. **Executive Director Evaluation**

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

**Open Session**

*Open session began at 2:04pm*

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

No public present to comment.

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

No action was taken in closed session.

1. **Approval of Minutes**

It was moved by Kevin Collins and seconded by Jackie Kim to approve the meeting minutes from February 9, 2023.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

**General**

1. **Executive Committee Membership**

The Executive Committee has suggested recruiting Alameda USD to the Executive Committee. ACOE, Piedmont USD, Pleasanton USD and San Leandro USD has agreed to continue sitting on the committee.

1. **Third Quarter Investment Report**

Mark Payne from Morgan Stanley reviewed the 2022/23 third quarter investment report with the Executive Committee.

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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, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

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 of the Investment Policy as presented to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

1. **Third Quarter Financial Report**

Laurena Grabert from SETECH presented the 2022/2023 third quarter financial report.

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Description automatically generated***

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

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

1. **Budget 2023/2024**

The Executive Director reviewed the Budget with the Executive Committee. Because there continues to be a need for trainings, there has been allocated funds to support release time for regional trainings for Special Education and Food Service staffing as well as Skechers expansion and a County-wide EAP program.

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Description automatically generated***

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

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

1. **ACSIG Salaries & Benefits**

In 2019, a formula was developed by the Executive Committee for ACSIG employee compensation increases. The formula yielded an average increase of 7.72%. 2022/2023 was the second year of the 3-year, 10%/year for the Executive Assistant to fully implement the classification study from 2021/2023. There is 1 more year remaining in that agreement. As part of the formula, 50% of the funded COLA was put on the schedule effective 7/1/2022. 3.28% was added 7/1/2022. Therefore additional increase to the salary schedule will be 4.44% (7.72-3.28). The total cost of all increases is $31,265.21.

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

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

1. **Meeting Calendar**

The Executive Committee reviewed the 2023/24 draft meeting calendar.

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

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

1. **CAJPA Fall Conference 2023**

2023 CAJPA Fall Conference held September 12 -15, 2022 in South Lake Tahoe.

**Workers Compensation**

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 Jackie Kim to recommend approval of the Run Off Claims Agreement to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

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. **EAP Contract Extension**

The Executive Director provided the proposed contract extension with Claremont. The current contract renewal is reduced to $1.20/employee/month with the stipulation that the ACSIG program will not exceed 5% utilization. This is a 3-year agreement. Should we exceed 5%, the additional utilization will be invoiced at the current rate of $1.64/employee/month.

It was moved by Kevin Collins and seconded by Ruth Alahydoian to recommend approval of the EAP Contract to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

1. **COVID Claims Update**

The Claims manager provided an update regarding open COVID claims.

1. **Claims Trends – 5 year Point in Time**

The Risk Management Analyst reviewed the current claim trends by Job Classification, Age and Month with the Executive Committee.

1. **Tail Claims Report**

The Claims manager provided an update regarding tail claims.

**Dental**

1. **Dental Program & Rates 2023/2024**

The Executive Director presented the Dental Rate recommendations with the Executive Committee. The recommendation is for a flat renewal.

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

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

1. **Dental & Vision Actuarial Study**

The Executive Director presented the Dental & Vision actuarial study.

It was moved by Kevin Collins and seconded by Leigh Ann Blessing to recommend approval of the Dental & Vision Actuarial Study to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

**Vision**

1. **Vision Program & Rates 2023/2024**

The Executive Director presented the Vision Rate recommendations with the Executive Committee. The recommendation is for a flat renewal.

It was moved by Kevin Collins and seconded by Ahmad Sheikholeslami to recommend approval of Vision Rates to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

**Property & Liability**

1. **Property & Liability Rates 2023/2024**

The Executive Director presented the 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, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

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 Ruth Alahydoian and seconded by Jackie Kim to recommend approval of the PLCA Amendment to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

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 Kevin Collins and seconded by Leigh Ann Blessing to recommend approval the Dispute Resolution policy as presented to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

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 Leigh Ann Blessing to recommend approval the Underwriting Policy as presented to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

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 Leigh Ann Blessing to recommend approval of the Conflict of Interest Code as presented to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

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 Leigh Ann Blessing to recommend approval the Authorization of Signatures as presented to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

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 Kevin Collins and seconded by Leigh Ann Blessing to recommend approval the Posting and Mailing address to the Full Board.

Ayes: Heldman, Collins, Kim, Blessing, Alahydoain, Sheikholeslami

Nays: None

Abstain: None

1. **Future Planning**
2. **This meeting was adjourned by Annette Heldman at 3:21PM**



**LOCATION CALL- IN SHEET**

**ALAMEDA COUNTY SCHOOLS INSURANCE GROUP**

**EXECUTIVE COMMITTEE MEETING**  May 16, 2023 2:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/7358807014?pwd=SzJEa1BUSzNNMzBYN3VzajB2UEVPQT09>

**Meeting ID: 735 880 7014 Passcode: acsig23**

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 Leigh Ann Blessing (510) 670-4218

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

**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

**Pleasanton Unified School District** 4665 Bernal Ave Pleasanton, CA 94566 Ahmad Sheikholeslami (925) 426-4307

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