

Executive Committee Meeting

May 9, 2019

9:30am



Alameda County Schools Insurance Group (ACSIG)
5776 Stoneridge Mall Rd., Suite 130 Pleasanton, CA 94588

AGENDA
Executive Committee

Date: Thursday, May 9, 2019
Time: 9:30 AM
Location: Alameda County Office of Education
313 W. Winton Ave.
Hayward, CA 94544

I. Call to order 9:30 AM

II. Roll call

Executive Committee Members

Annette Heldman	President	New Haven USD
Susan Kinder	Vice President	Livermore USD
Raul Parungao	Secretary	Alameda COE
Jackie Kim	Board Member	Albany USD
Suzi Chan	Board Member	Castro Valley USD
Joe Sorrera	Board Member	Dublin USD
Dr. Kevin Collins	Board Member	San Leandro USD

Kimberly Dennis	Executive Director	Alameda County Schools Insurance
Celina Flotte	Executive Assistant	Alameda County Schools Insurance

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
Cary Allison	Guest	Morgan Stanley

III. Acceptance of the Agenda

The Executive Committee will vote on the acceptance of the agenda.

IV. Public Comment on Closed Session Agenda Items

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is on the agency's agenda for that meeting. The Board of Directors allows speakers to speak on agendized and non-agendized matters under public comment. Comments are limited to no more than 3 minutes per speaker. By law, no action may be taken on any item raised during the public comment periods and matters may be referred to staff for placement on a future agenda of the Board of Directors

Closed Session

Pursuant to Government code section 54956.95, the Executive Committee is empowered to conduct a closed session to discuss matters affecting the JPA or a member of the JPA

A. Settlement Notification

- Claim Numbers:

457988 Castellanos	534762 Morales
459280 Castellanos	547613 Dominguez
497153 Weatherton	554192 Gallegos
497602 Cervantes	555389 Upsprung
523290 Amajioyi	557107 Cano
531781 Rodriguez Sparks	2203697 Sarmento

B. Settlement Authorization

- Claims Numbers: None

C. Executive Director Contract

The Executive Committee will discuss and approve the Executive Director's 2018-2020 contract.

D. CastlePoint Memo

Ron Martin from Keenan and Associates will discuss the CastlePoint Memo and Loss Run.

Open Session

V. Public Comment on Open Session Agenda Items

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is on the agency's agenda for that meeting. The Board of Directors allows speakers to speak on agendized and non-agendized matters under public comment. Comments are limited to no more than 3 minutes per speaker. By law, no action may be taken on any item raised during the public comment periods and matters may be referred to staff for placement on a future agenda of the Board of Directors

VI. Report of Action Taken in Closed Session

VII. Approval of Minutes

The Executive Committee will review/approve the meeting minutes from February 7, 2019 and April 15, 2019.

General

VIII. Investment Custodian

Cary Allison from Morgan Stanley will present the new contracts for Benefit Trust and Morgan Stanley. The Executive Committee will be asked for a recommendation to the Full Board.

Recommendation: For action

IX. Third Quarter Investment Report

Cary Allison from Morgan Stanley will review the 2018/19 third quarter investment report. The Executive Committee will be asked for a recommendation to the Full Board.

Recommendation: For action

X. Third Quarter Financial Report

Laurena Grabert from SETECH will present the 2018/2019 third quarter financials report. The Executive Committee will be asked for a recommendation to the Full Board.

Recommendation: For action

XI. Budget 2019/2020

The Executive Director will review the 2019/20 Budget. The Executive Committee will be asked for a recommendation to the Full Board.

Recommendation: For action

XII. ACSIG Salaries & Benefits

The Executive Director will present a cost of living increase proposal for the ACSIG staff.

Recommendation: For action

XIII. Security Guard Training Notification

SB1626 requires 24 hours of training for security guards. IMReady course offered June 17th, 18th and 19th in Fremont.

Information only

Workers Compensation

XIV. JPA EAP Program

The Executive Director will discuss the JPA EAP Program with the Executive Committee.
Recommendation: For action

XV. 5-year Point in Time Comparison

Michael Clark from Keenan and Associates will discuss the 5-year workers compensation claim trend.
Recommendation: For discussion

XVI. Update on Service Plan

Tara Salaiz-Cooper from Keenan and Associates will give an update on the service plan.
Recommendation: For discussion

XVII. Run Off Claims Agreement

The Executive Director will present the renewal contract for Run Off Claims Administration.
Recommendation: For action

XVIII. Actuarial Study – Ultimate Loss

The Executive Director will present the February 2019 Actuarial study of the ultimate loss of the self-insured portion of the ACSIG Workers Compensation program.
Recommendation: For action

Dental

XIX. Dental Rates 2019/2020

The Executive Director will present the 2019/2020 Dental rate recommendations. The Executive Committee will be asked to recommend approval to the Full Board.
Recommendation: For action

XX. Alliant Contract

The Executive Director will present a renewal contract with Alliant Insurance Services. The Executive Committee will be asked to recommend approval to the Full Board.
Recommendation: For action

XXI. Declare Rebate

The Executive Director will discuss the rebate within the dental program.
Recommendation: For action

XXII. Distribute Rebate

The Executive Director will discuss the distribution within the dental program.
Recommendation: For action

Vision

XXIII. Vision Rates 2019/2020

The Executive Director will present the 2019/20 Vision rate recommendations. The Executive Committee will be asked to recommend approval to the Full Board.
Recommendation: For action

Property & Liability

XXIV. Property & Liability Rates 2019/2020

The Executive Director will present the 2019/20 Property and Liability rates. The Executive Committee will be asked to recommend approval to the Full Board.
Recommendation: For action

XXV. PLCA Amendment

The Executive Director will present the amendment for Property and Casualty Claims Administration Services.
Recommendation: For action

XXVI. P&L Actuarial Study

The Executive Director will present the P&L actuarial study. The Executive Committee will be asked to recommend approval to the Full Board.
Recommendation: For action

Administrative

XXVII. Investment Policy

The Executive Committee will conduct the annual review of the written investment policy and will be asked for a recommendation to the Full Board.
Recommendation: For action

XXVIII. Conflict of Interest Code

The Executive Committee will conduct the annual review of the conflict of interest policy and will be asked for a recommendation to the Full Board.
Recommendation: For action

XXIX. Authorization of Signatures

The Executive Committee will conduct the annual review of the authorization of signatures and will be asked for a recommendation to the Full Board.
Recommendation: For action

XXX. Meeting Calendar

The Executive Committee will review the 2019/20 calendar and will be asked for a recommendation to the Full Board.
Recommendation: For action

XXXI. Posting and Mailing Address

The Executive Committee will conduct the annual review of the posting and mailing address for ACSIG will be asked for a recommendation to the Full Board.
Recommendation: For action

XXXII. Future Planning

XXXIII. Adjournment



Alameda County Schools Insurance Group (ACSIG)
5776 Stoneridge Mall Rd., Suite 130 Pleasanton, CA 94588

MINUTES
Executive Committee

Date: Thursday, February 7, 2019
Time: 9:30AM
Location: Alameda County Office of Education
313 W. Winton Ave.
Hayward, CA 94544

I. Annette Heldman called the meeting to order at 9:33am

II. Roll call

Executive Committee Members

Annette Heldman	President	New Haven USD
Susan Kinder	Vice President	Livermore USD
Jackie Kim	Board Member	Albany USD
Suzy Chan	Board Member	Castro Valley USD
Kevin Collins	Board Member	San Leandro USD
Kimberly Dennis	Executive Director	Alameda County Schools Insurance Group
Celina Flotte	Executive Assistant	Alameda County Schools Insurance Group
Ron Martin	Guest	Keenan & Associates
Tara Cooper-Salaiz	Guest	Keenan & Associates
Patrice Grant	Guest	Keenan & Associates
Michael Clark	Guest	Keenan & Associates
Dave Kundert	Guest	Keenan & Associates
Cary Allison	Guest	Morgan Stanley
Mark Payne	Guest	Morgan Stanley
Laurena Grabert	Guest	SETECH

III. Acceptance of the Agenda

It was moved by Kevin Collins and seconded by Susan Kinder to approve the agenda as presented.
Ayes: Heldman, Kinder, Kim, Chan, Collins
Nays: None
Abstain: None

IV. Public Comment on Closed Session Agenda Items

No public present to comment.

Closed Session

Closed session began at 9:34am.

A. Settlement Authorization

- Claim Numbers:

2205897 Santucci

B. Settlement Notification

- Claim Numbers:

421071 Tarin
453533 Barriga
509542 Medeiros
535017 Poominathan
539412 Gatewood
541210 Santos
542229 Halol
548896 Havig
551417 Rivas

C. CastlePoint/ Renisurance Update

The Executive Director and a Keenan representative gave committee an update on the open claims affected by the receivership of Castlepoint Reinsurance.

D. Executive Director Contract

The Executive Committee discussed the Executive Director's contract.

Open Session

Open session began at 10:49am.

V. Public Comment on Open Session Agenda Items

No public present to comment.

VI. Report of Action Taken in Closed Session

The Committee approved $110,000 to claim number 2205897 for expenses.
It was moved by Susan Kinder and seconded by Kevin Collins to approve the requested amount.
Ayes: Heldman, Kinder, Kim, Chan, Collins
Nays: None
Abstain: None

VII. Approval of Minutes

The Executive Committee reviewed the meeting minutes from the November 1, 2018 Executive Committee and November 8, 2018 Full Board Meetings.
It was moved by Kevin Collins and seconded by Suzy Chan to approve the meeting minutes.
Ayes: Heldman, Kinder, Chan, Collins
Nays: None
Abstain: Kim

Workers Compensation

VIII. Actuarial Study – Ex Mod

The Executive Director presented the Ex-Mods as determined by the Actuary, Jack Joyce. The assumption that all Ex-Mods will remain between .75 and 1.25 will continue.

MEMBER	NEW EX-MOD 12/31/18	OLD EX-MOD 12/31/17
ACOE	0.750	0.750
ALAMEDA	1.250	1.250
ALBANY	0.864	1.003
CASTRO VALLEY	0.756	0.884
DUBLIN	0.750	0.750
EDEN ROP	0.750	0.750
EMERY	0.988	0.750
FREMONT	0.944	0.836
LIVERMORE	1.095	1.109
MISSION ROP	0.909	0.750
MT. HOUSE	0.750	0.750
NEWARK	1.003	0.932
NEW HAVEN	0.993	1.128
PIEDMONT	0.921	0.750
PLEASANTON	1.106	1.134
SAN LEANDRO	1.237	1.250
SAN LORENZO	1.147	1.250
SUNOL GLEN	0.750	0.750
TRI VALLEY ROP	0.751	0.750

IX. Preliminary 2019-2020 Workers' Compensation Rates

The Executive Director reviewed 2019-2020 preliminary worker's compensation rates with the base rate of 2.65. The workers compensation program continues to maintain a positive fund balance, therefore the committee recommends that the base rate be lowered to 2.60.

2019/2020
Workers' Compensation Rates

	2016/2017 Actual Payroll	2017/2018 Actual Payroll	Base Rate	Ex Mod	Rate per $100 Payroll	2019/2020 PREMIUM
ACOE	$23,717,493	$21,779,014	2.65	0.7500	1.99	$432,858
ALAMEDA	$70,301,878	$69,969,982	2.65	1.2500	3.31	$2,317,756
ALBANY	$27,858,715	$28,827,474	2.65	0.8640	2.29	$660,034
CASTRO VALLEY	$64,078,083	$64,201,756	2.65	0.7650	2.03	$1,301,530
DUBLIN	$68,658,689	$74,306,015	2.65	0.7500	1.99	$1,476,832
EDEN ROP	$4,583,000	$4,609,783	2.65	0.7500	1.99	$91,619
EMERY	$5,808,634	$6,174,193	2.65	0.9880	2.62	$161,653
FREMONT	$255,927,440	$263,110,684	2.65	0.9440	2.50	$6,581,977
LIVERMORE	$84,264,612	$91,199,583	2.65	1.0950	2.90	$2,646,384
MISSION ROP	$4,351,284	$4,545,012	2.65	0.9090	2.41	$109,483
MT. HOUSE	$183,365	$213,409	2.65	0.7500	1.99	$4,242
NEWARK	$43,509,192	$42,083,492	2.65	1.0030	2.66	$1,118,558
NEW HAVEN	$89,658,169	$89,417,409	2.65	0.9930	2.63	$2,352,974
PIEDMONT	$24,365,158	$24,624,141	2.65	0.9210	2.44	$600,989
PLEASANTON *	$102,590,453	$105,028,007	2.65	1.1030	2.92	$3,069,916
SAN LEANDRO	$63,320,230	$65,160,985	2.65	1.2370	3.28	$2,136,010
SAN LORENZO	$78,240,528	$77,840,991	2.65	1.1470	3.04	$2,366,016
SUNOL GLEN	$2,031,253	$2,155,623	2.65	0.7500	1.99	$42,843
TRI VALLEY ROP	$2,121,140	$2,430,723	2.65	0.7510	1.99	$48,375
TOTAL PREMIUMS	$1,015,569,318	$1,037,678,275				$27,520,048
Average Ex Mod				1.00000		

Payrolls based upon 2017/2018 Unaudited Actuals Reports provided by ACOE
* includes apprentice program

It was moved by Kevin Collins and seconded by Suzy Chan to recommend approval of a 2.60 base rate to the board.
Ayes: Heldman, Kinder, Kim, Chan, Collins
Nays: None
Abstain: None

X. Information Report for the Fiscal Year End

Laurena Grabert from SETECH presented the Financial Management Information Report Ended June 30, 2018. The following numbers reflect each member's portion of the unfunded liability.

Alameda County Schools Insurance Group
Workers' Compensation
Allocation Net Position - Assets/(Deficit) by Member
As of 06/30/2018

Members	Sub-Total From Page 12	Program Years 2016/2017 Pro Rata Share %	2016/2017 Net Assets	2017/2018 Pro Rata Share %	2017/2018 Net Assets	Pro Rata Share %	Net Assets	Pro Rata Share %	Net Assets	Total
Alameda COE	$ (51,354)	2.03 %	$ 153,917	1.93 %	$ 103,728	-- %	$ --	-- %	$ --	$ 206,291
Alameda	(474,040)	7.07	536,055	8.40	451,461	--	--	--	--	513,476
Albany	(69,101)	3.53	267,649	2.82	151,562	--	--	--	--	350,110
Castro Valley	(190,866)	6.27	475,399	6.85	368,156	--	--	--	--	652,689
Dublin	124,516	5.45	413,225	5.26	282,700	--	--	--	--	820,441
Eden ROP	(141,651)	0.37	28,054	0.30	16,124	--	--	--	--	(97,473)
Emery	(103,908)	0.48	36,394	0.44	23,648	--	--	--	--	(43,858)
Fremont	1,145,562	23.56	1,786,346	22.88	1,229,693	--	--	--	--	4,161,601
Livermore	(71,140)	9.10	689,972	8.87	476,721	--	--	--	--	1,095,553
Mission ROP	(64,863)	0.32	24,263	0.31	16,661	--	--	--	--	(23,939)
Mt. House	(4,567)	0.03	2,275	0.02	1,075	--	--	--	--	(1,217)
Newark	(348,671)	5.60	424,598	4.47	240,242	--	--	--	--	316,169
New Haven	(659,704)	8.32	630,832	9.13	490,695	--	--	--	--	461,823
Piedmont	(131,201)	1.90	144,060	1.85	99,429	--	--	--	--	112,288
Pleasanton	(155,834)	7.77	589,130	9.53	512,193	--	--	--	--	945,489
San Leandro	88,006	7.57	573,966	6.97	374,605	--	--	--	--	1,036,577
San Lorenzo	(820,550)	10.12	767,310	9.57	514,343	--	--	--	--	461,103
Sunol Glen	(13,622)	0.16	12,131	0.15	8,062	--	--	--	--	6,571
Tri Valley ROP	4,601	0.35	26,538	0.25	13,435	--	--	--	--	44,574
Pleasanton Apprentice	--	--	--	--	--	--	--	--	--	--
Totals	(1,938,379)	100.00 %	$ 7,582,114	100.00 %	$ 5,374,533	-- %	$ --	-- %	$ --	$ 11,018,268

Dental/ Vision

XI. Actuarial Report Contract

The Executive Director presented the actuarial contract with Healthcare Actuaries for both the Dental and Vision programs.

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

Ayes: Heldman, Kinder, Kim, Chan, Collins

Nays: None
Abstain: None

General

XII. Election of Officers

The Executive Committee elected officers for the 2018/19 year.

President:	Annette Heldman
Vice President:	Susan Kinder
Secretary:	Raul Parungao

It was moved by Kevin Collins and seconded by Suzy Chan to approve the officers for 2018/19.
Ayes: Heldman, Kinder, Kim, Chan, Collins
Nays: None
Abstain: None

XIII. Second Quarter Financial Report

Laurena Grabert from SETECH presented the 2018/2019 Second Quarter Financial Report.

Alameda County Schools Insurance Group (ACSIG)
Treasurer's Report- Statement of Net Position
Consolidated
As of 06/30/2018 and 12/31/2018

	Audited As of 06/30/2018	Activity 07/01/2018 - 12/31/2018	As of 12/31/2018
Assets:			
Current Assets:			
Workers Compensation	$ 18,534,707	1,503,682	$ 20,038,390
Dental	3,284,669	2,685,769	5,970,438
Vision	1,323,726	95,517	1,419,243
Property and Liability	1,317,946	(656,751)	661,195
Operations	101,261	40,016	141,277
Cash and Cash Equivalents	$ 24,562,309	3,668,233	$ 28,230,543
Investments Morgan Stanley - current	2,639,124	389,583	3,028,708
Accounts Receivable	8,024,200	(2,983,808)	5,040,392
Prepaid Expense	7,685	674,013	681,698
Interfund Receivable/(payable) (1)	-	-	-
Subtotal Current Assets	35,233,319	1,748,021	36,981,340
Noncurrent Assets			
Investments @ FMV - Morgan Stanley (3)	13,351,978	(689,666)	12,662,313
Capital - Equipment, net of depreciation	2,371	(592)	1,779
	13,354,349	(690,258)	12,664,092
Total Assets	**$ 48,587,668**	**$ 1,057,764**	**$ 49,645,431**
Deferred Outflow of Resources:			
Deferred outflow of resources - pension	546,377	-	546,377
Liabilities:			
Current Liabilities			
Accounts Payable	$ 3,446,836	$ (3,108,231)	$ 338,605
Prefunding deposits (2)	4,030,577		4,030,577
Advance Contributions			
Other Claim Liabilities - Castlepoint Reinsurance Insolvency	908,036		908,036
Current Portion of claims and claim adjustment	3,993,786	15,204	4,008,990
Subtotal Current Liabilities	12,379,235	(3,093,027)	9,286,208
Noncurrent Liabilities			
Unpaid claims and claim adjustment expenses less current	12,806,919	(214,993)	12,591,926
Unallocated Loss Adjustment Expense (ULAE)	1,377,838	-	1,377,838
Subtotal Noncurrent Claim Liabilities	14,184,757	(214,993)	13,969,764
Net Pension Liability (NPL)	732,827	28,402	761,229
Total Liabilities	$ 27,296,819	$ (3,279,618)	$ 24,017,202
Deferred Inflow of Resources:			
Deferred inflow of resources - pension	65,612	-	65,612
Net Position:			
Undesignated Net Position - Net Assets/(Deficit)	21,769,243	4,337,972	26,107,215
Designated - Capital Assets	2,371	(592)	1,779
Total Net Position	$ 21,771,614	$ 4,337,380	$ 26,108,994
Total Liabilities, Deferred Pension, and Ending Net Position	**$ 48,587,668**	**$ 1,057,762**	**$ 49,645,431**

Footnote:

(1) Interfund transfers net to zero on consolidated financial statements. This is a internal function used to transfer or allocate expense and income from one program to another without transfer of cash.
(2) Estimated six weeks of dental claims funded by each member to maintain positive cash flow.
(3) Morgan Stanley Smith Barney Investment shown at Fair Market Value, accrued interest shown as accounts receivable.

Alameda County Schools Insurance Group (ACSIG)
Workers' Compensation
Statement of Revenues, Expenditures and Changes in Net Fund Assets
As of 12/31/2018 and For The Six Months Then Ended

	2017/2018		2018/2019			
	Budget	Audited Actuals	Budget	Activity 07/01/2018-12/31/2018	Variance	Percentage of Budget
Operating Revenue:						
Premiums Paid by Members	$ 26,712,774	$ 26,712,774	$ 27,959,469	$ 13,979,735	$ 13,979,734	50.00 %
Return of Premiums	—	—	—	—	—	—
Other Income	—	—	—	—	—	—
Total Operating Revenue	26,712,774	26,712,774	27,959,469	13,979,735	13,979,734	50.00
Operating Expenditures:						
Classified Salaries	61,055	65,608	65,249	26,507	38,642	41.98
Statutory Benefits	14,246	8,566	24,985	1,774	23,211	7.10
Health & Welfare	7,900	14,253	15,600	6,021	9,579	38.61
Employer Tax Expense	876	959	1,121	450	671	40.15
Net Pension Expense	8,547	(44,672)	15,104	17,042	(1,938)	112.83
Telephone & Internet	1,050	915	1,050	375	675	35.71
Supplies Office	800	583	600	140	460	23.33
Supplies - Other	375	491	600	178	422	29.67
Eligibility Processing	-	-	6,077	-	6,077	
Brokerage Fees-Dental-ACSIG	-	-	-	-	-	-
Brokerage Fees-Dental-MD	-	-	-	-	-	-
Travel and Conferences	3,300	1,860	3,300	807	2,493	24.45
Mileage	1,275	1,013	1,275	453	822	35.52
Dues & Memberships	225	245	1,050	133	917	12.67
Postage & Meter	100	194	300	283	17	94.33
Insurance Expense-PIPS	24,040,241	19,857,050	23,585,087	9,839,864	13,745,223	41.72
Insurance Expense-PY Adj	2,000,000	749,186	2,000,000	233,378	2,233,378	(11.67)
Utility - Operating-Rent	5,627	5,459	-	5,819	(5,819)	-
Advertising	300	-	300	-	300	-
Contract Services - Actuarial	10,000	8,272	10,000	-	10,000	-
Contract Services -Claim Audit	20,000	15,670	-	-	-	-
CAJPA Dues/Accreditation	-	-	-	-	-	-
Audit Fees	2,220	2,025	2,525	1,033	1,294	41.54
Other Services/Operating Expense	1,500	842	1,500	364	1,136	24.27
Capital Equipment/Depreciation	375	-	300	-	300	
Repairs & Maintenance	525	-	525	-	525	
Legal	300	-	300	-	300	-
Accounting Services	2,250	2,165	2,250	2,228	22	99.02
County Counter	600	535	600	-	600	-
Shredding	225	126	300	69	254	23.00
Copier & Scanner	250	514	250	282	(32)	112.80
Claims Admin/Consult Services	154,000	154,000	154,000	115,500	38,500	75.00
Self-Insurance Fee	290,000	297,911	325,000	337,468	(12,468)	103.84
Claims Paid-WC	2,500,000	1,001,753	1,789,000	288,708	1,461,292	16.50
Claims Paid-PL	-	-	-	-	-	-
Physical Abilities Testing	25,000	14,004	55,000	6,280	28,720	17.94
Training	20,000	-	40,000	-	40,000	-
First-Aid Program	10,000	23,053	30,000	11,609	18,391	38.70
Food Service/Sp Ed Training	30,000	-	-	-	-	-
Risk Mgmt Prevention Prog	-	-	30,000	-	30,000	
Incentives	-	28,359	-	1,068	(1,068)	
Safety Inspections			-	-	-	
Bank Charge & WC Penalty Refnds			1,000	-	1,000	
Cobra Premiums	-	-	-	-	-	-
Dental Insurance Premiums			-	-	-	
Vision Insurance Premiums	-	-	-	-	-	-
Claim Development Expense	(2,500,000)	(378,626)	(2,000,000)	(227,434)	(1,772,566)	11.37
ACA Fees	-	-	-	-	-	-
Total Operating Expenditures	26,712,860	21,833,022	26,101,148	10,201,642	15,899,506	39.09 %
Net Increase/(Decrease) from Operations	(86)	4,879,752	1,858,321	3,778,093	(1,919,772)	203.31 %
Non Operating Income/(Expense)						
Interest Income	150,000	356,625	250,000	155,030	94,970	61.21
Net Increase/(Decrease) in Fair Value	-	(200,752)	-	43,178	(43,178)	
Realized Gain/(Loss) on Investments	-	(79)		379	(379)	-
Cumulative effect of GASB 68	-	-		-	-	-
Interfund Transfer, Other Income	-	-	-	-	-	-
Total Non Operating Income/(Expense)	150,000	156,252	250,000	196,587	53,413	78.63 %
Net Increase/(Decrease) in Net Position	149,914	5,036,004	2,108,321	3,974,681	(1,866,359)	188.52 %
Beginning Balance Prior Year End	5,982,264	5,982,264	11,018,268	11,018,268	-	100.00 %
Ending Balance, as of 12/31/2018	$ 6,132,178	$ 11,018,268	$ 13,126,589	$ 14,992,948	$ (1,866,359)	

It was moved by Kevin Collins and seconded by Suzy Chan to approve the second quarter financials as amended with a clerical error.
Ayes: Heldman, Kinder, Kim, Chan, Collins
Nays: None
Abstain: None

XIV. Second Quarter Investment Report

Cary Allison presented the 2018/19 Second Quarter Investment Report.

Time Weighted Performance Summary (Net of fees) – December 31, 2018

Total Ending Value	$16,342,539.30		
Rolling Periods			
Quarter to Date	1.05%		
Year to Date	1.01%		
Last 12 Months	1.01%		
Last 3 Years	0.86%		
Last 5 Years	0.89%		
Since 7/12/10 Inception (annualized %)	1.07%		
Calendar Years		*Fiscal Years*	
2018 YTD	1.01%	2018-19	1.31%
2017	0.59%	2017-18	-0.42%
2016	0.99%	2016-17	-0.35%
2015	0.87%	2015-16	2.13%
2014	1.01%	2014-15	1.09%
2013	-0.03%	2013-14	1.32%
2012	2.44%	2012-13	0.48%
2011	1.91%	2011-12	1.75%
2010 (partial year)	0.29%		

It was moved by Susan Kinder and seconded by Kevin Collins to approve the second quarter investment report.
Ayes: Heldman, Kinder, Kim, Chan, Collins
Nays: None
Abstain: None

XV. 2019/2020 Budget

The Executive Director reviewed the tentative 2019/20 Budget. The budget was developed using year-to-date 2018/19 data and preliminary estimates for 2019/20 rates and costs. There have been funds allocated to support the release time for regional trainings for Special Education and Food Service staffing as well as Shoes for Crews and County-wide EAP Program.
It was moved by Kevin Collins and seconded by Suzy Chan to approve the budget.
Ayes: Heldman, Kinder, Kim, Chan, Collins

Nays: None
Abstain: None

XVI. SETECH Contract Renewal

The Executive Director presented a renewal contract with SETECH.
It was moved by Kevin Collins and seconded by Susan Kinder to approve the contract renewal.
Ayes: Heldman, Kinder, Kim, Chan, Collins
Nays: None
Abstain: None

XVII. FBC Partnership

The Executive Director discussed that ACSIG may be expanding our dental coalition into San Diego County, which would include a 30,000 school pool to reduce their administrative fees paid to Delta Dental.

XVIII. Robin Johnson Law Contract

The Executive Director presented a new contract with Robin Johnson Law to the Executive Committee. With potential partnership with FBC Dental Group, it is necessary to secure legal counsel to review documents necessary to create the cooperative. Any costs associated with this contract will be paid from the dental fund only.
It was moved by Kevin Collins and seconded by Susan Kinder to approve the contract.
Ayes: Heldman, Kinder, Kim, Chan, Collins
Nays: None
Abstain: None

XIX. Audit RFP

The Executive Director has acknowledged that ACSIG has maintained two separate 3-year contracts with Christy White & Associates for our claims audit. The Executive Director want to give the opportunity of the committee the option of a new RFP. The committee decided to continue with Christy White and request a proposal for another year and add that as an agenda item to the May meeting.

XX. Strategic Planning Update

The Executive Director presented and reviewed the progress to date of strategies established at the 2018-19 strategic planning meeting held in June 2018. There was a typo error that was corrected – The budgeted amount for the JPA-wide EAP Program is $100,000 not $200,000.

XXI. CAJPA Fall Conference 2019

CAJPA Fall Conference will be held in South Lake Tahoe Sept 10- 13, 2019.

XXII. Future Planning

XXIII. This meeting was adjourned at 12:08pm.

Alameda County Schools Insurance Group (ACSIG)
5776 Stoneridge Mall Rd., Suite 130 Pleasanton, CA 94588

MINUTES
Executive Committee

Teleconference Only Meeting

Date: Monday, April 15, 2019
Time: 8:30 am
Location: Teleconference Only

Conference Call Dial-in instructions:

866-390-5250, Access Code 7625963

I. **Annette Heldman called meeting to order at 8:32 AM**

II. **Roll call**

Executive Committee Members

Annette Heldman	President	New Haven Unified District
Susan Kinder	Vice President	Livermore Joint Union School District
Raul Parungao	Secretary	Alameda County Office of Education
Jackie Kim	Board Member	Albany Unified School District
Suzi Chan	Board Member	Castro Valley Unified School District
Kimberly Dennis	Executive Director	ACSIG
Celina Flotte	Executive Assistant	ACSIG

III. **Acceptance of the Agenda**
It was moved by Raul Parungao and seconded by Suzi Chan to approve the agenda as presented.
Ayes: Heldman, Kinder, Parungao, Kim, Chan
Nays: None
Abstain: None

IV. Public Comment on Closed Session Agenda Items

No public present to comment.

Closed Session
Closed session began at 8:34am.

A. Executive Director Contract
The Executive Committee discussed the Executive Director's contract.

Open Session
Open session began at 9:33am.

V. Report of Action Taken in Closed Session
No action was taken in closed session.

VI. Annette Heldman adjourned this meeting at 9:35AM

LOCATION CALL-IN SHEET
ALAMEDA COUNTY SCHOOLS INSURANCE GROUP
Executive Committee
April 15, 2019

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
Raul Parungao
(510) 670-4218

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

Castro Valley Unified School District
4400 Alma Avenue
Castro Valley, CA 94546
Suzy Chan
(510) 537-3000

Dublin Unified School District
7471 Larkdale Avenue
Dublin, CA 94568
Joe Sorrera
(925) 828-2551

Livermore Joint Unified School District
685 East Jack London Blvd.
Livermore, CA 94501
Susan Kinder

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

Alameda County Schools Insurance Group
P.O. Box 2487
Dublin, CA 94568
Phone (925) 225-1030
Fax (925) 225-0653
www.acsig.com

EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Investment Advisor/Custodian Changes

ACSIG currently contracts with Morgan Stanley to provide investment services. As part of the current contract, Morgan Stanley also acts as the Investment Custodian for investment transactions when investments are purchased and/or sold. Morgan Stanley is changing their business model and is no longer going to act as an Investment Custodian. At the February meeting, Morgan Stanley informed the committee of a change to Morgan Stanley policy and stated that Morgan Stanley is recommending the use of Benefit Trust Fiduciary Passport Services as Investment Custodian.

Due to the change in Investment Custodians, the existing contract with Morgan Stanley needs to be amended pursuant to the Investment Custodial contract with Benefit Trust. Morgan Stanley advised the changes to their contract is fee neutral and reduced by the fee amount in the new investment custodian contract.

A representative from Morgan Stanley will present new contracts for both Benefit Trust and Morgan Stanley along with other supporting documents for Committee review. The Committee will be asked to recommend approval to the Full Board.

Morgan Stanley

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Single Advisory Contract

Alameda County Schools Insurance Group

ACCOUNT NAME

Instructions

1. Please sign and date this Single Advisory Contract where designated on Part I, page 2.
2. Please return the original signed and dated Part I (pages 1-2).

This Agreement governs the terms of your existing and future investment advisory accounts and relationships with Morgan Stanley Smith Barney LLC ("Morgan Stanley," "us" or "we").

PART I. IMPORTANT INFORMATION AND SIGNATURE PAGE

To open and maintain your account, each client ("client" or "you") must acknowledge receipt of and agree to the terms and conditions of this Morgan Stanley Single Advisory Contract, including this Part I and the attached Parts II and III (collectively, the "Agreement") and relevant disclosures that are contained in your new account opening materials. If you transmit an executed copy of the Agreement or other required documentation either by facsimile or via portable document format ("PDF"), you agree to be bound by such electronic versions.

Please note that the execution of this Agreement permits us to open your initial investment advisory account, as well as additional investment advisory accounts for you over time, and/or to change from one investment advisory program to another, based on your instruction to do so (which may be verbal). The execution of this Agreement does not establish an investment advisory account. You will also be required to complete and execute any other necessary account documentation. If you do not already have an investment advisory account at Morgan Stanley, we will open your initial investment advisory account for you within a reasonable amount of time after the execution of this Agreement, generally not to exceed ninety (90) days, upon completion and execution of any other required account documentation. Until we open an investment advisory account, your assets will be held in a brokerage account for which you will be solely responsible for making any investment decisions with respect to the assets.

During such time, Morgan Stanley will not act as an investment advisor with respect to the assets in the brokerage account.

Our written confirmation of the opening of your investment advisory account will identify the program that you have chosen and the advisory fee you have agreed to. If you believe that the information contained in the written confirmation is incorrect, please contact your Financial Advisor or Private Wealth Advisor (collectively, "Financial Advisor") immediately.

Acknowledgments, Agreements and Signatures

By signing below, you understand, acknowledge and agree as follows:

(1) That you are bound by all of the provisions of this Agreement, including this Part I and the attached Parts II and III;

(2) You understand that if you decline to participate in any of Morgan Stanley's services today, but elect to do so in the future, you agree to be bound by the applicable terms in this Agreement and any other agreements relating to such service at that time;

(3) You consent to waive the receipt of trade confirmations after the completion of each trade, if applicable, in accordance with the terms set forth in Part III, Section 4 under "Trade Confirmations";

(4) You consent to the electronic delivery of certain documentation and disclosure in accordance with the terms set forth in Part III, Section 6; and

(5) You have read and understand the disclosure, starting on pg. 3 related to Transitioning from a Brokerage to an Advisory Program; and

(6) **This Agreement contains a predispute arbitration clause (in Part III, Section 9 on page 18), under which you agree to arbitrate any disputes with us, and your election on the delivery of trade confirmations and Electronic Delivery set out above. By signing below, you acknowledge receiving a copy of this Agreement, including this Part I and the attached Parts II and III (including the predispute**

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arbitration clause), and you agree to be bound by the terms of this Agreement.

(7) Any handwritten or other changes made to the form of this Agreement (including by you or by any Morgan Stanley representative) before or at the time this Agreement is signed by you and Morgan Stanley do not apply. After this Agreement is signed, it may be changed only in accordance with its amendment provision.

Kimberly Dennis
CLIENT NAME

X _____ X _____
SIGNATURE DATE

Celina Flotte
CLIENT NAME

X _____ X _____
SIGNATURE DATE

_____
CLIENT NAME

_____ _____
SIGNATURE DATE

_____
CLIENT NAME

_____ _____
SIGNATURE DATE

_____
CLIENT NAME

_____ _____
SIGNATURE DATE

Capacity of Signatory(ies): Please Only Check the Box for the Primary Account

☐ **Individual** ☐ **Custodian** ☐ **Guardian**
☐ **Trustee** ☐ **Partner** ☑ **Authorized Party**
☐ **Other** _____

Accepted by Morgan Stanley Smith Barney LLC

By: _____

Date: _____

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PART II. OVERVIEW AND COMMON FEATURES

A. Introduction

We offer several different investment advisory programs (each an "Advisory Program" or "Program") that have different features and support different types of investment strategies. Each of these Programs is described in this Agreement. Each Program also has a disclosure document on file with the U.S. Securities and Exchange Commission that is known as Form ADV Part 2 or the ADV Brochure. It is very important that you discuss the features of the Programs with your Financial Advisor to determine the best Program for you, considering your investment objectives and your risk tolerance. It is also important that you read and understand the ADV Brochure for any Program in which you invest. Each ADV Brochure is available from your Financial Advisor or at www.morganstanley.com/ADV. If you have questions about any items in the ADV Brochure, you should ask your Financial Advisor for clarification. By signing this Agreement, you acknowledge that you have read, understand and agree to be bound by the disclosures and terms set forth in the ADV Brochure for the Program in which you have chosen to invest.

B. Investment Advisory and Brokerage Relationships

Morgan Stanley is registered as both an investment advisor and a broker-dealer, and offers both investment advisory and brokerage services. Either or both types of services may be appropriate for you. It is very important that you understand the differences between advisory and brokerage services, including the manner in which you pay us for these services. We publish a document titled "Understanding Your Brokerage and Investment Advisory Relationships" that explains the respective features of brokerage and advisory relationships in detail. This document is delivered to you in conjunction with this Agreement, and we urge you to read it carefully and discuss any questions that you might have with your Financial Advisor.

If You Transitioned From a Brokerage Account to an Advisory Program

In connection with your decision to transition your brokerage account to an advisory account or establish a new advisory account, you acknowledge that you have considered each of the below relevant factors and confirm the following:

- Informed Consent to Establish an Advisory Account—You have determined that establishing or transitioning to a Program is a sensible and appropriate decision for you based on your review of information you received from Morgan Stanley, including information regarding its different Programs, your discussion with your Financial Advisor, and your separate and independent consideration of your prior and anticipated future investment activity, as well as the differences between brokerage accounts and advisory accounts.
- Advisory Fees—Unlike a brokerage account in which clients pay transaction-based fees or a commission for each trade, in your advisory account you will pay a quarterly fee that is calculated based on a percentage of the value of the assets in your advisory account.
- Potential Cost Differences Between Advisory Accounts and Brokerage Accounts—The annual advisory fees you will pay may be higher than the commissions you would pay on an annual basis for trades in a brokerage account, but they also cover additional services you may not have received in a brokerage account. The extent of the difference in fees you will pay for your advisory account versus your brokerage account will depend on your investment activity. For example, if you do not trade in your advisory account, engage in a small number of trades or invest in a long-term buy and hold strategy, then the advisory fees will likely be higher than the commissions you would pay for the same investment activity in a brokerage account.
- Additional Services—Each of our Programs offers a variety of services you may not receive in your brokerage account. For a description of the additional services provided, please see the section of this Agreement applicable to the specific Program you have selected.
- Trading Authority—Unlike a brokerage account where your Financial Advisor is required to obtain your approval for each trade, you understand that depending on the specific Program you choose, you may retain investment making authority or may delegate it to your Financial Advisor, Morgan Stanley or a third-party manager. If you delegate investment authority, this means that your approval will not be sought on a trade-by-trade basis.
- Additional Differences Between Brokerage and Advisory Services—You should take the opportunity to review the document titled "Understanding Your Brokerage and Investment Advisory Relationships," http://www.morganstanley.com/wealth-relationshipwithms/pdfs/understandingyourrelationship.pdf, which summarizes the key differences between brokerage and advisory accounts and services.

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C. Common Features of All Programs

Changes We Make to the Programs

Over time, various features of our Programs may change. We will notify you of these changes in writing, usually in a document that we produce quarterly called an "FYI." You should review these changes carefully as they constitute amendments to this Agreement. **You agree and acknowledge that any provision of this Agreement, including the fee that you have agreed to with your Financial Advisor, may be changed by Morgan Stanley upon notice to you.**

Opening Accounts and Selecting Programs

Please note that the execution of this Agreement permits us to open your initial investment advisory account (each an "Account") in a Program you select, as well as additional Accounts for you over time, and/or to change from one Program to another, based on your instruction to do so (which may be verbal). The execution of this Agreement does not establish an Account. You will also be required to complete and execute any other necessary Account documentation. If you do not already have an Account with Morgan Stanley, we will open your initial Account for you within a reasonable amount of time after the execution of this Agreement, generally not to exceed ninety (90) days, upon completion and execution of any other required Account documentation. Until we open an Account, your assets will be held in a brokerage account for which you will be solely responsible for making any investment decisions with respect to the assets. During such time, Morgan Stanley will not act as an investment advisor with respect to the assets in the brokerage account.

Our written confirmation of the opening of your Account will identify the Program that you have chosen as well as the level of fees that you have agreed upon. We will also send you a copy of this Agreement for your records. If you believe that the information contained in the written confirmation is incorrect, please contact your Financial Advisor immediately.

In order to open an Account, you may also be required to execute a brokerage account client agreement (a "Client Agreement"). All the terms of this Agreement and any Client Agreement (including the arbitration provisions contained therein and described below) will set forth our mutual obligations regarding our Program. In addition, each Program requires a specific minimum deposit in order to open and maintain an account. Please refer to the applicable Program ADV Brochure for more information. Morgan Stanley reserves the right to terminate any accounts that fall below the applicable threshold.

Changing Investment Options for Your Accounts

Some of our Programs allow you to choose among a variety of asset allocation investment models, third-party or affiliated Managers, investment products and/or other investment options. You may change the investment providers and/or investment options for your current and future advisory accounts by indicating your choice to your Financial Advisor. You hereby authorize us to accept your verbal authorization to close an account or to change (i) asset allocation investment models, third-party or affiliated Managers or investment products; (ii) between discretionary and non-discretionary versions of a Program (and between discretionary versions) where applicable; (iii) rebalancing options, where applicable; (iv) investment styles within a Program; (v) the amount of the fee charged on an account (or the methodology for the fee calculation); or (vi) the investment objectives or suitability profile information for an account. We may, but are not required to, confirm in writing your verbal directions to make these changes. If you change Programs over the course of our relationship with you, we will send you the then-current version of this Agreement.

Your Information

You understand that in order to open and continue managing your account, Morgan Stanley is required to obtain information about your particular investment goals and objectives, risk tolerance, and liquidity needs ("Investor Profile") as well as certain other information from you. If we, based solely on our judgment, do not receive the necessary information from you or do not receive it in a timely manner, we reserve the right to refuse to open an Account for you, suspend trading in your account until the information is provided and/or terminate your account. You agreed to deliver to Morgan Stanley, verbally or in writing (as specified by Morgan Stanley), all of the information that Morgan Stanley may require or reasonably request to perform Morgan Stanley's duties hereunder without violating or causing any violation of any applicable law. We may, in our sole discretion and for any reason, refuse to open an Account for any investor. By signing this Agreement, you acknowledge and agree that the recommendations that we have made to you are suitable for your particular situation. Morgan Stanley will confirm your Investor Profile in writing to you. Morgan Stanley will have no responsibility for implementing investment guidelines for you except for those identified to Morgan Stanley in writing and which Morgan Stanley expressly agrees in writing to implement.

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Investment Restrictions

You may request reasonable restrictions on the management of your account. You may request that certain securities or categories of securities not be purchased for your account. Depending on the Program, either Morgan Stanley or the Manager will determine, in its sole discretion, how to implement such restrictions. Any restriction you impose will not apply to the management of the underlying securities in any mutual fund, closed-end fund, variable annuity or ETF included in your account. Different Programs may address such restrictions differently and may not be able to accommodate the same restrictions. Such restrictions may negatively impact the performance of your account. Please consult your Financial Advisor and refer to the applicable ADV Brochure for more detailed information on restrictions.

Share Class Conversion and Fractional Shares

Where applicable, you authorize us to convert any open-end mutual fund in an account to a share class of the same fund that is a load-waived or no-load share class such as an institutional share or financial intermediary share, or to a share class that is available only to investment advisory clients (collectively, an "Advisory Share Class"), to the extent available, and Morgan Stanley will make a reasonable effort to convert any open-end mutual fund in an account to an Advisory Share Class promptly. If the open-end mutual fund in the account is subject to a share class conversion to the Advisory Share Class, you acknowledge that applicable advisory account fees will be applied to the mutual fund securities once they are converted to the Advisory Share Class.

Upon termination of the account for any reason or the transfer of mutual fund shares out of the account into another account (including a Morgan Stanley brokerage account), you hereby authorize Morgan Stanley to convert any mutual fund shares in an Advisory Share Class to the corresponding mutual fund's non-investment advisory share class, or to redeem the Advisory Share Class shares. You acknowledge that the primary or appropriate non-investment advisory share class generally has higher operating expenses than the corresponding Advisory Share Class, which may negatively impact investment performance.

If fractional share positions of equity securities, closed-end funds and ETFs are created in any account, we may process a liquidation of those positions on a periodic basis and credit the proceeds to your account.

Trading Authority

Certain Programs under this Agreement offer discretionary portfolio management (including discretion to change asset allocation investment models, investment products, and third-party or affiliated portfolio managers and sub-managers (such portfolio managers and sub-managers collectively, "Managers" where applicable)) or discretionary account rebalancing. Depending upon which Program you select, you hereby grant Morgan Stanley, and/or the applicable Manager, complete and unlimited investment and trading discretion, and appoint Morgan Stanley and the applicable Manager as agent and attorney-in-fact. This means that investment decisions in that regard will be made by us or a Manager, and not by you. Morgan Stanley agrees to manage your securities and other assets, if any, held in the account, in such manner as Morgan Stanley may deem advisable, subject to the terms and conditions of this Agreement, the strategy of the applicable portfolio selected by you, the investment guidelines if accepted by Morgan Stanley in writing and reasonable client imposed restrictions, if any. Pursuant to such authorization, Morgan Stanley and the applicable Manager may, in their sole discretion, purchase, sell (either long or short), exchange, convert, trade in, borrow against margin and/or write options on, securities of such type, in such amounts, at such prices, and in such manner, as Morgan Stanley and the applicable Manager may deem advisable, to the extent permitted under applicable law and without prior notice to you. Depending upon which Program you select, we may arrange for delivery and payment in connection with any such transactions and take any actions on your behalf that are necessary or incidental to the handling of your account.

The power of attorney that you grant to us or any applicable Manager under this Agreement shall not be affected by your subsequent disability or incapacity. If, in the event of your death, Morgan Stanley, its agents, employees and Managers, if applicable, act in good faith pursuant to this trading authorization without actual knowledge of your death, any action so taken, unless otherwise invalid or unenforceable, shall be binding on your successors in interest. In the event of your death, Morgan Stanley is authorized to liquidate any or all property in your account whenever, in its discretion, it considers it necessary to do so for its protection or for the protection of the assets in the account.

In this Agreement, the term "securities" shall include stocks (common and preferred), open- and closed-end mutual funds, variable annuities, ETFs, bonds, debentures, notes, other evidences of indebtedness, puts and calls, swaps, forwards and other contracts for future delivery of or spot purchase or sale of any security, foreign currency, commodity, subscription rights, repurchase agreements, partnership interests or any other instrument of any kind or portion of such instrument or any combination of instruments, whether represented by trust, master limited

partnership, participating or other certificates or otherwise, and whether denominated in U.S. dollars, some other currency or a combination of these. Please refer to the applicable Program ADV Brochure for more information regarding any Program-specific restrictions.

If, for any reason, and in the sole discretion of Morgan Stanley, the Financial Advisor is unable to render the services contemplated hereunder, either temporarily or permanently, or terminates his or her employment with Morgan Stanley, we will continue to render such services and shall promptly assign another employee to act as Financial Advisor and exercise discretion, as applicable, on a temporary basis.

Retirement Plan Investors

If you are, or represent, a retirement Plan investor, special requirements and considerations may apply to your account. Please see Exhibit A to this Agreement.

PART III. ADVISORY PROGRAMS

1. Types of Advisory Programs

A. Consulting and Evaluation Services

The Consulting and Evaluation Services ("CES") Program offers the portfolio management services of affiliated and non-affiliated Managers. You may select one or more Managers available in the Program to manage your assets in a separately managed account ("SMA"). Morgan Stanley selects and approves Managers to participate in the Program based on a variety of factors, as described in the CES Program ADV Brochure, and then provides ongoing due diligence and monitoring of those Managers.

Based on information you provide, Morgan Stanley identifies Managers in the Program that we believe are suitable for you and you then select a Manager. You are required to enter into an investment management agreement directly with each Manager that you have selected. You delegate investment discretion directly to each Manager, while Morgan Stanley provides custody, brokerage and administrative services. Morgan Stanley does not have discretionary authority over your account and does not provide any asset allocation advice in the CES Program.

You may, in your discretion, choose to add, change or terminate any Manager participating in the CES Program by complying with any procedures that Morgan Stanley or a Manager may require. All of the terms of this Agreement apply to any new Managers that you choose. Morgan Stanley may, in its discretion, refuse to follow instructions from Managers that you have terminated. For any period of time between the termination of a Manager and the selection of a new Manager, you are solely responsible for the management of assets in your account.

We will monitor and periodically evaluate Managers in the CES Program. If we determine that a particular Manager should not continue to be an eligible Manager (or if a Manager withdraws from the Program), we will notify you and ask you to select a replacement Manager. If you choose to maintain your contract with your existing Manager or if you fail to take action within the time frame prescribed in the notice, your account will become a brokerage account and we will no longer render any investment advice in connection with it. In that event, you will be responsible for making all investment decisions with respect to the account.

You may pay either an asset-based fee or commission-based fee (directed brokerage) for the services Morgan Stanley provides in the CES Program and a separate fee to the Manager for its services. Morgan Stanley does not pay the Manager any part of the fee or other compensation you pay to Morgan Stanley. Note that the commission-based fee is in the process of being discontinued. Please refer to the CES Program (Directed Brokerage) ADV Brochure for more details. You hereby authorize us to pay the Manager's fee, which is separate from our fee, from your account through the use of an invoice or other communication that we may determine to be appropriate. You acknowledge that the Manager's fee will be derived from the market value of the securities in your account that is maintained by the Manager on its systems. You are responsible for reviewing any account statements or other documentation that you receive from a Manager; Morgan Stanley has no responsibility to review any such documents, nor have we any responsibility for any inaccuracies set forth in such documents.

You hereby instruct us to forward confirmation statements for your account to the Manager for any transactions in your account that are effected by us and/or provide electronic access to such statements to the Manager if requested by the Manager or if such delivery is required by law. The CES Program minimums are set by the Managers. Morgan Stanley reserves the right to terminate any accounts that fall below that threshold.

B. Consulting Group Advisor

Under the Consulting Group Advisor ("CGA") Program, Morgan Stanley offers non-discretionary investment advisory services, where you make the final investment decisions and you must instruct us to effect any transactions in your account (other than sweep transactions and the conversion of mutual fund shares to shares of a different share class, as described here). We will assist with the review and evaluation of your investment objectives as defined in your Investor Profile. This shall include an

analysis of overall investment suitability, wherein Morgan Stanley may consider assets that are not held in your CGA account that you have designated for analysis. Based on your Investor Profile, we will prepare asset allocation and other investment recommendations for you.

An asset allocation plan will guide you and your Financial Advisor in populating your account with a mix of investment products that is suitable relative to your investment objectives and risk tolerance. You, together with your Financial Advisor, will determine an initial asset allocation plan that is specifically designed for you. Your Financial Advisor may also provide specific advice about implementing investment decisions through eligible assets, which you have the option of agreeing to or discussing alternatives with your Financial Advisor. Although we will make investment recommendations to you in the CGA Program, we do not have the discretion to effect any transaction without first obtaining your consent (which may be verbal), and therefore all decisions to purchase or sell securities, including rebalancing transactions, will be made solely by you.

Morgan Stanley will periodically provide you with investment advice, which may include recommendations regarding your asset allocation plan and/or your portfolio, including investing and reinvesting assets in a manner consistent with your investment objectives, subject to CGA Program investment guidelines, and pursuant to your consent. You also have the option of having your account rebalanced through a series of purchase, sale and redemption transactions (which may entail tax consequences) to reflect the then-current asset allocation selected by you. In the event that you notify us of a change in your investment suitability and objectives, we may revise your asset allocation and, if necessary, suggest rebalancing of your account in accordance with the updated information and CGA Program investment guidelines. You may contact us at any time to obtain additional information or provide further instructions with respect to the asset allocation of your account. Please see the CGA Program ADV Brochure and contact your Financial Advisor for more information about the CGA Program investment guidelines and eligible asset types.

Morgan Stanley reserves the right to change the definition of eligible asset at any time and to decline to include any security for any reason in your CGA account. Any such addition or deletion of eligible assets may change the amount of your Fee and any asset in your CGA account may be or become subject to the Fee.

C. Global Investment Solutions

The Global Investment Solutions ("GIS") Program comprises several different strategies managed by teams of internal portfolio managers that are employed directly by Morgan Stanley.

The GIS strategies are discretionary in nature, meaning that once you select the specific investment strategy in which to invest your account assets, Morgan Stanley will determine what securities to purchase and sell for your account and will implement such investment decisions without your further consent. In the GIS Program, Morgan Stanley will not provide asset allocation advice and, accordingly, you must independently determine the portions of your assets to be invested among equity, balanced and fixed income portfolios and whether the specific GIS investment strategy you have selected fits within your overall asset allocation. The various GIS strategies are described in detail in the GIS Program ADV Brochure.

Morgan Stanley will evaluate each GIS strategy or portfolio, but will not perform as comprehensive a review as it performs for other managed account programs. If a selected portfolio previously recommended to, and chosen by, you is no longer approved for this Program, Morgan Stanley will notify you, and either a replacement portfolio offered by Morgan Stanley, if available, shall be selected by you from recommendations provided by Morgan Stanley, or the GIS account shall terminate (as to the non-recommended portfolio) upon a date selected by Morgan Stanley and communicated to you with reasonable advance notice.

No new GIS accounts will be opened for retirement Plan clients. For existing GIS retirement Plan accounts, Morgan Stanley will waive that portion of your investment management fee that is applicable to the services of your GIS portfolio manager. The GIS fixed income strategies are closed to new investors; however, certain clients may use this Agreement to open a GIS fixed income strategy account under particular circumstances where a pre-existing relationship exists, such as a transfer on death.

D. Investment Management Services

If you wish to use one or more Managers or investment strategies that Morgan Stanley does not offer in other SMA programs, Morgan Stanley may be able to accommodate you in the Investment Management Services ("IMS") Program. In the IMS Program, the Manager is selected by you, and Morgan Stanley will not assist in any way with recommending the Manager. Morgan Stanley does not provide initial or ongoing due diligence or monitoring of the Manager that you select under this Program. We do not provide any asset allocation advice in the IMS Program.

You represent that you have entered into separate agreements with Morgan Stanley and each Manager you select now or in the future. You delegate investment discretion directly to each Manager, while Morgan Stanley provides custody, brokerage and administrative services. Morgan Stanley does not have discretionary authority

over your account. You may, in your discretion, add or terminate a Manager or investment strategy. All terms of this Agreement will apply to any new Managers. If you terminate a Manager, we will refuse to honor instructions from that Manager. For any period of time between the termination of a Manager and the hiring of a new Manager, you will be solely responsible for the management of the assets in your account.

The IMS Program minimums are set by the Managers. Morgan Stanley reserves the right to terminate any accounts that fall below that threshold.

You pay compensation separately to Morgan Stanley and to each Manager. The fee paid to Morgan Stanley can be either an asset-based fee or commission-based fee (directed brokerage). However, the commission-based fee is in the process of being discontinued. Please refer to the IMS Program (Directed Brokerage) ADV Brochure for more details. Morgan Stanley does not pay the Manager any part of the fee or other compensation you pay to Morgan Stanley. You hereby authorize us to pay the Manager's fees from your account in the same manner as described above in section A–Consulting and Evaluation Services. Additionally, you hereby instruct us to forward confirmation statements that are effected by us for your account to the Manager and/or provide electronic access to such statements to the Manager if requested by the Manager or if such delivery is required by law.

E. Portfolio Management

In the Portfolio Management ("PM") Program, selected Financial Advisors manage clients' assets on a fully discretionary basis. This means that your Financial Advisor, and not you, has the discretion to decide what securities to buy and sell in your account. This discretion is subject to the parameters described below and your ability to direct a sale of any security for tax or other reasons. Your Financial Advisor is primarily responsible for making and implementing investment management decisions on your behalf in your PM account, in light of information you provide about your investment objectives, financial situation and risk tolerance, within the broad parameters established by the PM Program investment guidelines. Certain Financial Advisors specialize in investing in multiple or single asset classes or they may have defined investment strategies. Please see PM Program ADV Brochure and consult with your Financial Advisor for more information on the PM Program investment guidelines and investment strategies.

F. Select UMA®

The Select UMA® Program is a unified managed account program in which Morgan Stanley acts as investment advisor, assisting you in reviewing investment objectives and selecting a portfolio ("Portfolio") to be implemented by Morgan Stanley's Private Portfolio Group ("PPG"), acting as an overlay manager. References to Morgan Stanley in this section may include PPG or other Morgan Stanley business areas that perform services for your account. You pay an additional fee to Morgan Stanley for overlay management and portfolio implementation services of PPG.

Your account may comprise some or all of the following investment products, which may or may not be affiliated with Morgan Stanley: (i) mutual funds, (ii) ETFs, and (iii) SMAs managed by a third-party or an affiliated Manager.

Morgan Stanley selects and approves each available investment product based on a variety of factors, and then provides ongoing due diligence and monitoring of those investment products. Investment products for which Morgan Stanley, its Morgan Stanley Investment Management Inc. or Consulting Group Advisory Services LLC, or any employee, division, subsidiary or successor of either (i) is the Manager or sub-manager, (ii) is the sponsor, or (iii) provides investment management or other services, shall be referred to in this Agreement as "MSSB Investment Products." Notwithstanding anything to the contrary provided in this Agreement, neither Morgan Stanley, an affiliate, nor any third-party retained by Morgan Stanley or an affiliate will evaluate or perform due diligence on any MSSB Investment Products.

Type of Portfolio

You may choose either a "Single SMA Strategy" or a "Multi-Style" Select UMA account.

A Single SMA Strategy Select UMA account invests in only one investment product, which is an SMA. Morgan Stanley will assist the client in selecting a suitable SMA investment product.

A Multi-Style Select UMA account includes multiple investment products in one unified managed account. In order to construct the Portfolio in a Multi-Style Select UMA account, Morgan Stanley and you will first select an asset allocation investment model from among investment models predefined by Morgan Stanley. If you select the "custom" version of the model, the asset allocation will be defined by you and/or by your Financial Advisor. An asset allocation model is a set of investment guidelines that will guide you and your Financial Advisor in populating your account with a mix of investment products that is most suitable relative to your investment objectives and risk tolerance. If the model is predefined by Morgan Stanley, Morgan Stanley is responsible for setting the asset allocation of the model and adjusting the asset allocation from time to time as Morgan Stanley deems appropriate. This may include adding asset classes to an appropriate investment product in any model at any time Morgan Stanley determines it is appropriate

to do so. Morgan Stanley may, in its sole discretion, change the asset class classification of any security or class of securities as it deems appropriate.

Each of these models represents a different asset allocation appropriate for a different investment objective/risk tolerance. In Multi-Style Select UMA®, you may choose a Strategic Asset Allocation Model, a Tactical Asset Allocation Model or a Custom Allocation Model. You must advise your Financial Advisor of your choice. The Strategic Asset Allocation Model is based on the current recommendations of Morgan Stanley's GIC. The GIC publishes different models to suit investors' objectives and risk tolerance levels.

The Tactical Asset Allocation Model is a version of the GIC models that is adjusted for certain shorter-term factors that the GIC deems to be of current importance. Generally speaking, it is anticipated that Morgan Stanley will change the asset allocation of the tactical version more frequently than that of the strategic version. Changes to Strategic Asset Allocation Model or Tactical Asset Allocation Model may be made by the GIC at any time. Such changes are likely to require that adjustments be made to the mix of investment products in your account, which may entail tax consequences.

If you do not desire the Strategic Asset Allocation Model or Tactical Asset Allocation Model, you may work with your Financial Advisor to construct a Custom Allocation Model. With a Custom Allocation Model, either you or your Financial Advisor will determine an initial asset allocation that is specifically designed for you. You or your Financial Advisor may or may not utilize GIC recommendations in constructing a Custom Allocation Model. If you have elected FA Discretion, as described further below, your Financial Advisor will make changes to your Custom Allocation Model over time. If you have chosen to make decisions concerning your model yourself, you must communicate any changes to your Financial Advisor in order to make such changes.

Once you have selected the model, you and Morgan Stanley will construct the Portfolio by populating each asset class comprising the model with investment products. If an investment product utilized in your account is terminated for any reason, Morgan Stanley will notify you and ask you to select a new available investment product. If you do not do so within the time frame prescribed in our notice and if the notice identifies a proposed replacement investment product, that replacement investment product will be utilized for your account.

Managers in SMAs

If you select an SMA as an investment product to be included in your account, a third-party or affiliated Managers will provide day-to-day portfolio management services with respect to that portion of your account. Depending upon the Manager and the investment strategy you select, you authorize each Manager, as investment advisor to you, to exercise discretion to select securities for your account by either delivering a model portfolio to Morgan Stanley ("Model Delivery Manager") or implement its investment decisions directly ("Executing Manager"). A Model Delivery Manager will deliver instructions, to place securities purchases and sales transactions, to PPG, who will effect the transactions in your account. An Executing Manager will execute such transactions itself instead of delivering instructions to PPG. You acknowledge and agree that, if approved by Morgan Stanley, any Manager may delegate any or all of its functions, including execution of transactions, to an affiliated or unaffiliated firm that meets Morgan Stanley's due diligence standards, provided that Manager shall remain liable for the performance of all its obligations in its agreement with Morgan Stanley.

Morgan Stanley also offers the "MAPS Third-Party Strategies." If you select one of these strategies, (a) a third-party not affiliated with Morgan Stanley (the "Model Portfolio Provider") delivers a model portfolio (the "Third-Party Model Portfolio") to Morgan Stanley; (b) Morgan Stanley, as investment adviser to you, serves as portfolio manager for the SMA investment product; and (c) the SMA investment product is inspired by the Third-Party Model Portfolio. As portfolio manager of the MAPS Third-Party Strategies, Morgan Stanley may deviate from the Third-Party Model Portfolios. However, Morgan Stanley generally intends to follow the Third-Party Model Portfolios. The Third-Party Model Portfolios will include mutual funds and ETFs that are affiliated with the Model Portfolio Provider. The Model Portfolio Provider does not receive any compensation from Morgan Stanley nor does it share in any Fee that you pay. The Model Portfolio Provider and its affiliates receive fees and other compensation from the affiliated mutual funds and ETFs included in the Third-Party Model Portfolio.

Types of Authority

Client Discretion: Generally, we will not assign an investment product or model to your account without your consent. Morgan Stanley will notify you and ask you to identify models or investment products for a particular asset class. If your account falls below the minimum for an investment product or model, if a Manager terminates its relationship with Morgan Stanley, or if we terminate an investment product from the platform, we will notify you of that and suggest a replacement investment product or model. If you do not notify us of your intentions in this regard, you will be deemed to have accepted our suggested replacement and

Morgan Stanley may (without further consent from you) transfer your assets to another appropriate investment product or model, which investment product or model has a minimum investment for which the account qualifies. Changes in investment products and models may result in higher or lower Manager fees and may generate a taxable event. The implementation of any changes to your investment product or model may take several business days, during which time your account may remain invested in its then-current investments and may not be actively managed. Your account will continue to be charged fees during any such transition periods.

FA Discretion: Morgan Stanley also offers a Financial Advisor Discretion ("FA Discretion") version of the Program. Morgan Stanley, and specifically your FA, will exercise discretion (a) to select and change your Managers or investment products; (b) if you have the Custom Allocation Model, to define and adjust the model as described above; (c) if you have the Strategic or Tactical Asset Allocation Model, to select the investment model, which is predefined by Morgan Stanley, for your Select UMA account and change from one strategic or tactical model to another; and (d) to select between the strategic, tactical, custom and Single SMA Strategy versions of Select UMA and to change from one version to another.

Firm Discretion: In the Firm Discretion version of the Program, you delegate discretionary authority to Morgan Stanley, or an affiliate, to select and change Managers and/or investment products for you. These services will be performed by a professional investment management team employed by Morgan Stanley or an affiliate. We will restrict selection of investment products to the type of investment product designated by you, and only those investments will be utilized to populate the asset classes comprising the model. Morgan Stanley shall exercise this discretion at any time that Morgan Stanley determines that it is appropriate to do so, in light of your investment objectives for the account as stated in your Investor Profile, or as otherwise communicated to Morgan Stanley by you. If you select Firm Discretion, you may not select a Custom Allocation Model or FA Discretion, and your account does not qualify for tax management services (as described below and in greater detail in the Select UMA ADV Brochure, unless you have selected an Investing with Impact Firm Discretion option, as described below).

Morgan Stanley makes available (i) a Firm Discretion "Pathway Model" and (ii) Firm Discretion "Pathway Target Date Model" for retirement plan clients only. You may select the applicable Pathway Model by notifying your Financial Advisor. Within the Pathway Target Date Model, you may select from several Firm Discretion portfolios that Morgan Stanley will select (and change from time to time) based on various targeted retirement dates. Generally, you can select between a Firm Discretion Pathway Strategic or Tactical Asset Allocation Model that is pre-defined (and adjusted from time to time) by Morgan Stanley. However, if you select a Pathway Target Date Model, you will only be permitted to select Strategic Asset Allocation Model (you will not be permitted to select Tactical Asset Allocation or a Custom Asset Allocation Model). Morgan Stanley selects pre-defined asset allocation investment models that are appropriate for the various targeted retirement dates and changes such models as you move closer to the target date you selected. In each Pathway Model, Morgan Stanley will restrict selection of investment products to affiliated Pathway mutual funds. Note, however, that the Sweep Investment (as hereinafter defined) will not be a Pathway mutual fund. The asset allocation investment models pre-defined by Morgan Stanley in the Pathway Models may be different from the models pre-defined by Morgan Stanley for other Select UMA clients. Morgan Stanley may also adjust the Fee for accounts that change out of a Pathway Model. Please see Part III below for more information about the Fee.

There are other types of specialized models and portfolios available which are described in further detail in the Select UMA Program ADV Brochure.

Tax Management Services

You may elect tax management services for your Select UMA account. You agree to the Tax Management Terms and Conditions attached to the Select UMA Program ADV Brochure as Exhibit A.

Asset Class Changes

Unless you have selected the "FA Discretion" or "Firm Discretion" option, you authorize Morgan Stanley, at Morgan Stanley's option, to handle a change in the asset class that a Manager or investment product is included (an "Asset Class Change") in one of the following two ways:

i. Morgan Stanley may notify you, in advance, of the Asset Class Change. Such notification may recommend as a replacement an appropriate Manager or investment product (the "Change Default Product") that is in the asset class that you have selected. If you do not select a different Manager or Investment Product (or change to a different model) prior to a date specified by Morgan Stanley in the notice, Morgan Stanley will change the Manager or Investment Product to the Change Default Product.

ii. Alternatively, Morgan Stanley may (without notifying you) leave you in the investment product that is subject to the Asset Class Change, and Morgan Stanley will change your asset allocation investment model to reflect the Asset Class Change.

In the event of either (i) or (ii) above, Morgan Stanley will provide you with a confirmation of the new investment product or asset allocation investment model, as applicable.

Miscellaneous

If you have selected an ETF as an investment product but, due to the share price of the ETF and/or the amount allocated to that ETF pursuant to the asset allocation investment model, Morgan Stanley cannot purchase that ETF for the account, we may (without further consent from you) purchase an appropriate mutual fund for the account in place of that ETF.

G. TRAK Pathway Funds

The TRAK Pathway ("TRAK Pathway") Funds Program is a mutual fund asset allocation program in which Morgan Stanley, acting as an investment advisor, assists you in reviewing your investment objectives and recommends an appropriate allocation of assets for your account among a series of affiliated mutual funds. You agree to notify your Financial Advisor of any material changes in your financial situation that might affect the recommendations that we have made. If you choose an asset allocation that differs from our advice, this deviation may impact the performance of your account. We will not have investment discretion over your account. You will make all investment decisions, except as detailed herein or in the TRAK Pathway Program ADV Brochure.

TRAK Pathway clients have several options for account rebalancing. All purchases of Pathway fund shares, whether through the TRAK Pathway Program or the other Morgan Stanley programs described herein, must be made through a Morgan Stanley brokerage account. However, Pathway shares are not eligible to be held in Morgan Stanley brokerage accounts for investment purposes. Morgan Stanley reserves the right to liquidate any Pathway shares in Morgan Stanley brokerage accounts without your instruction at any time.

ERISA Fee Leveling

Please see the TRAK Pathway Program ADV Brochure for a description of the ERISA fee-leveling credit.

The mutual funds are part of the Morgan Stanley Pathway Funds (the "Trust"). You understand that Morgan Stanley and its affiliates are compensated for serving as investment advisors to, and providing other services to, the Trust and the mutual fund portfolios in various capacities, as set forth in the prospectus for the Trust.

H. TRAK Fund Solution *(CLOSED TO NEW INVESTORS)*

The TRAK Fund Solution Program is a mutual fund asset allocation program in which Morgan Stanley, acting as investment advisor, assists you in reviewing your investment objectives and recommends an appropriate allocation of assets for your account among a series of mutual fund portfolios that cover a spectrum of investments. These mutual funds include funds that are not managed by Morgan Stanley, as well as funds that are managed by our affiliate, Morgan Stanley Investment Management Inc. All funds included in the Program are approved through a structured due diligence process performed by Morgan Stanley. The TRAK Fund Solution Program is closed to new investors; however, certain clients may use this Agreement to open a TRAK Fund Solution account under particular circumstances where a pre-existing relationship exists, such as a transfer on death.

In the TRAK Fund Solution Program, the rebalancing options described above for TRAK Pathway also apply. Mutual funds in the TRAK Fund Solution Program that do not meet the due diligence or compensation requirements set forth in Part III of this Agreement cannot be held or continue to be held in the advisory portion of your TRAK Fund Solution account. If a fund can no longer be held in your account for these or for other reasons, you may be required to select a new or replacement mutual fund. If you do not select a replacement mutual fund as needed, you will be deemed to have instructed Morgan Stanley to purchase a mutual fund for the applicable asset class category, and Morgan Stanley will select an appropriate replacement mutual fund.

If you wish to redeem shares from your advisory account, unless you instruct us otherwise, we will initiate redemptions by first redeeming shares of the mutual funds most over-weighted relative to your recommended account allocation at that point in time. If you have a custom allocation, you may instruct us to redeem shares pro-rata based on the relative percentage of holdings in your advisory account, which may differ from your recommended allocation. It may take up to several business days for us to execute redemptions, and we will deposit redemption proceeds into your Sweep Investment. Liquidation of mutual fund shares may cause a taxable event.

I. Alternative Investments Advisory

In the Alternative Investments Advisory ("AIA") Program, Morgan Stanley acts as a non-discretionary investment adviser, where you make all investment decisions and instruct us to

effect any transactions in your account. After reviewing your Investor Profile, Morgan Stanley will make recommendations to participate in one or more pooled investment vehicles approved by Morgan Stanley (each, an "Alternative Investment") and available for investment through this Program. Alternative Investments include, but are not limited to, (1) single manager pooled investment vehicles; (2) pooled investment vehicles that allocate money to other pooled investment vehicles and/or investment managers/commodity trading advisors who in turn invest in alternative assets ("Fund of Funds"); and (3) investments in feeder pooled investment vehicles sponsored by Morgan Stanley that invest in pooled investment vehicles managed by affiliated or unaffiliated investment advisors available through the HedgePremier program ("HedgePremier"). We do not provide you asset allocation advice in the AIA Program.

You are solely responsible for the decision to invest in any Alternative Investment. If you decide to invest in an Alternative Investment, you will execute all documents relating to investing in the Alternative Investment (including the Morgan Stanley Wealth Management Subscription and Exchange Agreement or a separate subscription agreement and representation letter). In addition, you agree to permit Morgan Stanley to receive information related to your investment from the manager of the Alternative Investment or any of its affiliates, agents or administrators.

Alternative Investments offered through the AIA Program are subject to change by Morgan Stanley. From time to time, we may remove Alternative Investments from the Alternatives Approved List. If an Alternative Investment is removed from the Alternatives Approved List (e.g., that Alternative Investment's status is changed to "Redeem" or a similar designation), Morgan Stanley, directly or through an affiliated or unaffiliated service provider selected and approved by Morgan Stanley, will continue to perform due diligence and charge a Fee on the assets invested in that Alternative Investment until the status is changed to "Terminate" or until any other date as Morgan Stanley might otherwise determine, in its sole discretion, and promptly notify you (the "Coverage Termination Date"). You understand that you are solely responsible for terminating any agreement entered into by you with a manager or with respect to an Alternative Investment, and arranging for delivery of your assets managed by that manager, or withdrawing your assets from the Alternative Investment.

Upon the Coverage Termination Date, (a) this Agreement will automatically terminate as it relates to that Alternative Investment; (b) Morgan Stanley will cease acting as your investment advisor (including providing any due diligence or monitoring services) for that Alternative Investment and we will no longer be a fiduciary to you with respect to your position in that Alternative Investment; (c) the account relating to the Alternative Investment will become a brokerage account instead of an investment advisory account; (d) you will become solely responsible for any decision to remain invested in the Alternative Investment; (e) you will continue to pay the fees and expenses in respect of the Alternative Investment that are separate and additional to the Fee relating to your assets invested in the selected Alternative Investment; and (f) to the extent you remain invested in an Alternative Investment after its status has changed to "Terminate," Morgan Stanley may continue to provide performance reports and account statements to you and you hereby agree, in such instances, to pay an annual servicing fee of up to 0.25% of your remaining assets in that Alternative Investment for such non-advisory services, payable quarterly in advance, which may be waived or reduced at the sole discretion of Morgan Stanley. You understand that it may take some time to fully redeem or withdraw your investment and that you may not be able to receive the entirety of your redemption proceeds. You also understand that Morgan Stanley may also retain a non-advisory, ongoing distribution fee directly from the pooled investment vehicle and/or the pooled investment vehicle's manager (if available). Notwithstanding the above, in HedgePremier, removal of a manager or a pooled investment vehicle from the Alternatives Approved List may result in the full liquidation of the HedgePremier pooled investment vehicle's investment in the corresponding pooled investment vehicles by Morgan Stanley AI GP, LLC.

Generally, we will not maintain custody of your Alternative Investments, which will be custodied with such custodians as selected by the manager of the applicable Alternative Investment. However, we will receive and credit to your account all interest, dividends and other distributions we receive on the Alternative Investments in your account and will include reports of your ownership of the Alternative Investments on your account statements. Notwithstanding the foregoing, to the extent your account is a Morgan Stanley Individual Retirement Account ("IRA"), the Alternative Investment positions will be held by Morgan Stanley Smith Barney LLC as the custodian of your Morgan Stanley IRA.

You hereby consent to having the Alternative Investment, the manager and/or the administrator of the Alternative Investment, if applicable, provide Morgan Stanley or its affiliates with the following information concerning your Alternative Investment: (a) copies of any communications relating to the Alternative

Investment that are provided to you (including, but not limited to, capital account statements, monthly and/or quarterly investor materials and any other investor materials) by or on behalf of the Alternative Investment, the manager, the administrator of the Alternative Investment, or any of their affiliates in the format provided to you before, at the same time or promptly after such information has been provided to you; and (ii) copies of any redemption requests provided by you promptly after the receipt of such request. You agree that the Alternative Investment, the manager, the administrator, and their respective affiliates shall be third-party beneficiaries with respect to this consent agreement and entitled to enforce such provision as if they were signatories to such provision. In addition, you hereby authorize Morgan Stanley to disclose personal identifiable information to the manager and/or the administrator of the Alternative Investment in accordance with applicable law, or to comply with or to enable each other to comply with any rules or regulation established by any law or regulatory agency (including any self-regulatory organization) or any request applicable to any of the above-referenced parties. You hereby waive any right that you may have in any jurisdiction to maintain the confidentiality or secrecy of any such information disclosed under these circumstances. You also acknowledge and agree that once you become a direct investor in a pooled investment vehicle, certain personally identifiable information related to you, provided by you and furnished by Morgan Stanley to the manager as part of your subscription to the pooled investment vehicle, will be subject to the terms of the privacy and security policies and practices of the pooled investment vehicle.

You agree that Morgan Stanley is authorized to debit your account for the amount of any capital contribution or other payment required to be made by you in relation to each Alternative Investment for which you may subscribe on the dates such amounts are due (without any further action required on the your part). You also agree that Morgan Stanley is also authorized to receive distribution or redemption proceeds when paid for further credit to your account unless otherwise instructed in writing.

2. Sweep Investments

All uninvested cash and allocations to cash in your account will automatically "sweep" into interest-bearing bank deposit accounts ("Deposit Accounts") established under a bank deposit program (the "Bank Deposit Program") and/or money market mutual funds (to the extent we make such funds available), including, but not limited to, those managed by Morgan Stanley Investment Management Inc., or another one of our affiliates (each, a "Money Market Fund" and, together with Deposit Accounts, "Sweep Investments"). Depending on the Program, allocations to cash that are part of an overall asset allocation may be limited to investments in either Deposit Accounts or an alternative Money Market Fund (if available). Uninvested cash and allocations to cash, including assets invested in Sweep Investments, are included in the Fee (as hereinafter defined) calculation.

The Bank Deposit Program is the default Sweep Investment for all accounts, unless you affirmatively elect an alternative, if available, or are otherwise ineligible to participate in the Bank Deposit Program (e.g., certain clients residing outside the United States).

Through the Bank Deposit Program, Deposit Accounts are established for you at one or more of the following banks (individually and collectively, the "Sweep Banks"): (i) Morgan Stanley Bank, N.A. and/or (ii) Morgan Stanley Private Bank, National Association. The Sweep Banks are affiliated with Morgan Stanley.

If the Bank Deposit Program is your Sweep Investment, you authorize us, as your agent, to establish the Deposit Accounts for you, and to make deposits into, withdrawals from and transfers among the Deposit Accounts.

Funds will be deposited into your Deposit Accounts at the Sweep Banks up to the Deposit Maximum across both Sweep Banks. Once the deposited funds reach the Deposit Maximum, any additional free credit balances will be swept, without limit, into an applicable money market fund for eligible accounts (the "Sweep Fund"). If your account is eligible, the Sweep Fund available for your Account is the Morgan Stanley Institutional Liquidity Funds Government Securities Portfolio (symbol MGPXX). A prospectus that sets forth the investment risks and other important information about the Sweep Fund will be mailed to you upon the first deposit into the Sweep Fund. Please see the Bank Deposit Program Disclosure Statement for the current Deposit Maximum. The Deposit Maximum and the Sweep Fund are subject to change with prior notice to you from Morgan Stanley.

The terms of the Bank Deposit Program are further described in the Bank Deposit Program Disclosure Statement that will be provided to you upon your first investment in the Bank Deposit Program. You understand that we may amend the list of Sweep Banks at any time with 30 days written notice to you.

You acknowledge that (i) you (and not Morgan Stanley or its affiliates) are responsible for monitoring the total amount of deposits that you have at each Sweep Bank in order to determine the extent of available FDIC insurance coverage available to you;

and (ii) Morgan Stanley is not responsible for any insured or uninsured portion of your deposits at any of the Sweep Banks.

Unless otherwise specifically disclosed to you in writing, such as in connection with the Bank Deposit Program noted above, investments and services offered through Morgan Stanley are not insured by the FDIC; are not deposits or other obligations of, or guaranteed by, the Sweep Banks; and involve investment risks, including possible loss of the principal invested. If we offer any FDIC-insured services, we will disclose that fact to you.

An investment in a money market fund is not insured or guaranteed by the FDIC or any other government agency. Although a money market fund seeks to preserve the value of your investment at $1.00 per share, it is possible to lose money by investing in a money market fund.

An investor should consider the investment objectives, risks, and charges and expenses of a money market fund(s) carefully before investing. A prospectus which contains this and other important information about any applicable money market fund may be obtained from your Financial Advisor or from Morgan Stanley Investment Management at http://www.morganstanley.com/im/en-us/individual-investor.html. Please read the prospectus carefully before investing or sending money.

Alternatively, if a Money Market Fund is your Sweep Investment, you authorize us, as your agent, to make investments in, and redemptions from, the Money Market Fund.

You may obtain information with respect to the current yields and interest rates on Sweep Investments, as well as any applicable Bank Deposit Program Disclosure Statement, by contacting your Financial Advisor or through Morgan Stanley's website at http://www.morganstanley.com/wealth-investmentstrategies/pdf/BDP_disclosure.pdf and http://www.morganstanley.com/wealth-investmentstrategies/ratemonitor.html. You acknowledge that Morgan Stanley may with thirty (30) days written notice, (i) make changes to these sweep terms; (ii) make changes to the terms and conditions of any available sweep investment; (iii) change, add or delete the products available as a sweep option; (iv) transfer your sweep investment from one sweep product to another.

3. Fees

You will verbally agree with Morgan Stanley on the amount of the fee that you pay for the services set forth herein. Morgan Stanley will provide you with a written confirmation reflecting the fee that you have agreed to pay Morgan Stanley, and where applicable for your Program, Managers and other third-party or affiliated service providers for the services they will provide pursuant to the Program that you have selected (the "Fee"). You pay an asset-based fee, charged quarterly, that covers the services provided by Morgan Stanley. In some programs, you will also pay an asset-based fee, charged quarterly, that covers the services provided by a Manager. There is a minimum annual fee (calculated quarterly) for Morgan Stanley's services hereunder for each advisory account. This minimum is the lesser of 2% or $250 per year. This minimum will not apply to any account that (when aggregated with any other accounts with which it is related for billing purposes) has a total of $500,000 or more in assets as of the end of the previous billing quarter. Morgan Stanley may exempt certain accounts, or types of account, from this minimum annual fee. Please see the applicable ADV Brochure for information regarding the Fee, including the Fee schedules and costs that are not included in the Fee that may impact your account.

The Fee covers our investment advisory services, the investment advisory services of the Manager, as applicable, the execution of transactions with or through Morgan Stanley (or our affiliates in some Programs), custody of account assets with us or our affiliates, and reporting. The Fee does not cover (1) the cost of investment manager fees and other expenses charged by mutual funds, (2) "markups," "markdowns" and "dealer spreads" that we or other broker-dealers may receive when acting as principal in certain transactions, (3) fees or other charges that you may incur in instances where a transaction is effected through a third-party broker dealer and not through us (such fees or other charges will be included in the price of the security and not reflected as a separate charge on your trade confirmations or account statements), (4) certain costs or charges imposed by third parties, including odd-lot differentials, transfer taxes, exchange fees, and other fees or taxes required by law, (5) any account establishment and account maintenance fees for retirement Plans which are set forth in plan account and fee documentation, (6) any account closing/transfer costs, (7) any pass-through or other fees associated with investments in American Depositary Receipts (ADRs), or (8) surrender charges in connection with investments in variable annuities. Please see the appropriate ADV Brochure for more specific information regarding the Fee for the program recommended to you.

For most Programs, the initial Fee shall be due in full on the date the account is incepted at Morgan Stanley (the "Inception Date") and shall be based on the market value of assets in the account on or about that date. Inception occurs when Morgan Stanley approves the account for trading and has received sufficient funds (or securities) in the account from you. The initial Fee payment will

generally cover the period from the Inception Date through the last business day of the next full billing quarter and shall be prorated accordingly. Thereafter, the Fee shall be paid quarterly in advance based on the account's market value on the last business day of the previous billing quarter and shall become due within ten (10) business days. You authorize Morgan Stanley to deduct any and all Fees when due from the assets contained in the account, or from another client account at Morgan Stanley that you designate in a verbal or written notice to your Financial Advisor.

In the CGA, PM, Select UMA and TRAK Programs, a Platform Fee (the "Platform Fee") will apply in addition to the Fee. Please see the applicable ADV Brochure for more detailed information on the Platform Fee, its applicability to specific Programs, and the offset described below. The Platform Fee will not apply to TRAK Pathway and amounts invested in the Pathway Model or in the Pathway Target Date Model within Firm Discretion Select UMA. The Platform Fee is applicable to all accounts, except for retirement Plan accounts covered by Title I of the Employee Retirement Income Security Act of 1974, as amended, including, for example, certain SEPs and SIMPLE IRAs. We intend to collect revenue from certain investment product providers that compensates Morgan Stanley for administering the platform and apply the revenue attributable to accounts subject to the Platform Fee as an offset to the Platform Fee and/or to the Fee. This revenue will be allocated proportionately among accounts subject to the Platform Fee based on the closing market value of all assets in an account on the last day of the previous billing quarter, regardless of the value of revenue providing investment products held in that account. The amount of the offset will be applied against the Platform Fee and/or the Fee generally within fifteen (15) business days after the end of the previous billing quarter. The amount of the offset will vary each billing quarter and while we generally expect the offset to equal or exceed the Platform Fee, changing circumstances, such as a shift in investments away from investment products that provide revenue or significant reallocation of investments to those that pay a lower amount of revenue, could reduce the offset to an amount less than the amount of the Platform Fee. Provisions and conditions of the Fee as described in this section generally apply to the Platform Fee with one exception; the Platform Fee is paid quarterly in arrears based solely on the closing market value of the assets in the account on the last business day of the billing quarter and will become due within fifteen (15) business days after the end of the billing quarter. An account that is not subject to a Platform Fee during a billing quarter will not be entitled to the offset, as described herein. In the event we receive revenue with respect to a money market mutual fund, such revenue will be rebated directly to the client holding the money market mutual fund position and will not be included in the above described offset.

For most Programs, if you make a contribution or a withdrawal from your account during a quarter, your Fee may be adjusted to reflect such action on a pro-rata basis. Please refer to the ADV Brochure for the applicable Program for a detailed description. We may require you to provide up to six (6) business days prior verbal or written notice to your Financial Advisor of withdrawal of assets from your account, which will be processed subject to the usual and customary securities settlement procedures. For the AIA Program, additional prior notice may be required, depending on the investment. If this Agreement is terminated by either party, you will be entitled to a pro-rata refund of any prepaid Fees based on the number of days remaining in the billing quarter after the date upon which notice of termination is received by Morgan Stanley or is provided by Morgan Stanley to you. If you elect to use a custodian other than Morgan Stanley to custody the assets subject to this Agreement, pro-rata adjustments will not be made to the Fee.

Fees charged may be negotiated based on a variety of factors, and **the Fee may be modified by Morgan Stanley upon notice to you.** Morgan Stanley shall not be compensated on the basis of a share of capital gains upon or capital appreciation of the funds or any portion of your funds, although Morgan Stanley may be compensated based upon the total value of the account as of definite dates. For the duration of this Agreement, a portion of the Fees in connection with the account will be paid to your Financial Advisor and other employees of Morgan Stanley and its affiliates.

We reserve the right to liquidate a portion of your account assets to cover the Fee at any time. Liquidation may affect the relative balance of your account, and may also have tax consequences and/or may cause your account to be assessed transaction charges.

By signing this Agreement, you hereby acknowledge that you have had the opportunity to evaluate and consider all of the Fees associated with the Program that you have selected, including Morgan Stanley's advisory fee, any applicable Manager fees and the expenses embedded in any mutual fund, ETF or other investment products.

4. Trading and Execution Services

As a general matter, Morgan Stanley and Managers, as applicable, shall effect transactions for the purchase or sale of securities and other investments in your account through us or our affiliates (which may include certain automated trading systems). The Fee covers transactions only when executed through Morgan Stanley (or our affiliates in some Programs). Please refer to the applicable ADV Brochure for more information about the use of trading platforms.

Morgan Stanley may reallocate or rebalance assets in your account without your prior consent to each such transaction. Reallocation of assets may have tax consequences. Please see the appropriate ADV Brochure for details on reallocation protocols.

Morgan Stanley or the Manager may determine that best execution is more likely to be achieved by having a broker-dealer other than Morgan Stanley execute the transaction, even though such broker-dealer requires payment of a fee or other charges. This applies to certain transactions, including, without limitation, block trades in which Morgan Stanley or the Manager aggregates securities purchases or sales for the account with those of one or more of its other clients. In such instances, your account will be charged a commission or commission equivalent. These costs are in addition to the Fees you pay to Morgan Stanley hereunder, will be included in the net price of the security, and will not be reflected as a separate charge on your trade confirmations or account statements.

In evaluating which broker or dealer will provide the best execution, Morgan Stanley or the Manager, in its sole discretion and in accordance with applicable law (including the obligation to seek best execution), will consider the full range and quality of a broker's or dealer's services, which may include, among other things, the value of research provided as well as execution capability, commission rate, financial responsibility and responsiveness. These entities may select broker-dealers that provide Morgan Stanley and/or the Manager research or other transaction-related services and may cause you to pay such broker-dealer commissions for effecting transactions in excess of the commission other broker-dealers may have charged. Such research and other services may be used for Morgan Stanley's or the Manager's own or other client accounts to the extent permitted by law.

Pursuant to the provisions of Section 11(a) of the Securities Exchange Act of 1934, certain transactions effected by us for certain clients on a national or regional securities exchange may be executed with Morgan Stanley and our affiliates only upon receipt of your consent. You specifically consent, in the absence of contrary instructions, to Morgan Stanley or our affiliates acting as broker for your account. Where transactions are effected through Morgan Stanley or our affiliates, such parties may act, in the absence of instructions to the contrary communicated by you to Morgan Stanley, on an agency or principal basis, to the extent permitted by law and subject to applicable restrictions and will be entitled to compensation for their services.

In connection with transactions effected for your account, you authorize Morgan Stanley and the Manager to establish and trade accounts in your, Morgan Stanley's or the Manager's name with members of national or regional securities exchanges and the Financial Industry Regulatory Authority, including "omnibus" accounts established for the purpose of combining orders from more than one client.

You hereby grant Morgan Stanley, and each person and entity identified in this Agreement, as having investment discretion with the authorization to effect "agency cross" transactions with respect to your account to the extent permitted by law. An agency cross transaction is one in which Morgan Stanley, or any person controlling, controlled by or under common control with Morgan Stanley, acts as broker for the party or parties on both sides of the transaction. You acknowledge that (a) Morgan Stanley may receive compensation from the other party on the other side of your trade to execute such transactions, (b) as such, we will have a potentially conflicting division of loyalties and responsibilities and (c) this consent to "agency cross" transactions can be revoked at any time by written notice to Morgan Stanley.

Morgan Stanley or any Manager acting for your account may aggregate orders for the same securities with other clients, including our own accounts, and accounts of our employees or related persons. In such cases, each account in the aggregated transaction is charged or credited with the average price per unit and, where applicable, any additional fees.

In computing the value of assets in an account, securities (other than mutual funds) traded on any national securities exchange or any national market system shall be valued, as of the valuation date, at the closing price and/or mean bid and ask prices of the last recorded transaction on the principal market on which they are traded. Account assets invested in shares of open-end mutual funds will be valued based on the fund's net asset value calculated as of the close of business on the valuation date, or as otherwise provided for in the prospectus of the mutual fund. In valuing assets, we use information provided by recognized independent quotation and valuation services. Account assets invested in a variable annuity will be valued by the issuing insurance company, calculated as of the close of the prior business day or as otherwise provided for in the prospectus of the variable annuity. We believe such information to be reliable but we do not verify its accuracy. If the above-referenced methods are not available to us or if we do not believe them to be accurate, we value any securities or investments in an account in a manner we determine in good faith to reflect its fair market value.

We generally will not act as principal in executing trades for your account. When we receive trade orders for securities traded in the dealer markets, we normally will execute those orders as agent through a dealer unaffiliated with us. Notwithstanding the

foregoing, in accordance with applicable law and regulation, we or one of our affiliates may occasionally execute principal trades for your account.

Trade Confirmations and Account Statements

Morgan Stanley provides you with written confirmation of each securities transaction. By signing this Agreement, to the extent permitted by law, you a) instruct Morgan Stanley to send you confirmations of transactions in fixed income securities bundled monthly, instead of individual trade confirmations following each such transaction and b) for all other securities, waive the receipt of trade confirmations after the completion of each trade in favor of alternative methods of communication, where available. You will not pay a different fee for this service and trade confirmations for certain securities transactions may still be delivered separately after each trade. You will still receive trade confirmations for any transactions that you initiated in mutual funds or ETFs in your Select UMA account. The suppression of trade confirmations is not available for accounts in the AIA, CGA, TRAK Fund Solution and TRAK Pathway Programs, or for accounts in which you elect Tax Loss Harvesting. The suppression and bundling of trade confirmations, as applicable, will generally be implemented in your account one day after its inception.

You are not required to agree to this provision and you may choose to receive from us, at no additional cost, trade confirmations for every transaction or for any period in which you elected not to receive individual trade confirmations. You can also revoke your authorization at any time by providing us with written notice in accordance with this Agreement. You may select any of these options by contacting your Financial Advisor.

We will also provide monthly account statements for each month in which activity occurs in your account. These monthly account statements will reflect all of the transactions effected in your account, your holdings, any deposits or withdrawals from the account, the amount of the Fee and other fees and expenses deducted from your account as well as any realized and unrealized gains and losses in the Account.

You agree to review all such confirmations and statements promptly upon receipt and to notify us immediately of any errors or discrepancies.

5. Custody

Unless otherwise specifically disclosed to you in writing, such as in connection with "sweep" assets custodied at Sweep Banks pursuant to the Bank Deposit Program or the Alternative Investments Advisory Program, Morgan Stanley will generally maintain custody of all cash, securities and other investments in your accounts, unless we agree to another type of custody arrangement with you. As custodian, we will maintain your account assets, debit fees and other expenses, process deposits to and withdrawals from the account, and provide such other custodial functions as are customarily performed with respect to securities brokerage accounts.

If an alternative custody arrangement is agreed to by Morgan Stanley, you are required to provide Morgan Stanley with, or provide Morgan Stanley access to, quarterly custodial statements. Certain Programs allow you to choose to maintain custody of your assets at a third-party that is not related to Morgan Stanley. In such instance, (a) Morgan Stanley shall not be responsible for such custodial arrangements; (b) you will pay any fees and charges relating to such services to your custodian separately from and in addition to your Morgan Stanley advisory fee; (c) Morgan Stanley shall have no responsibility with respect to the transmittal or safekeeping of any assets invested pursuant to our advice; and (d) Morgan Stanley shall not be responsible for the accuracy of any statements or other documents produced by the external custodian. If you appoint a third-party custodian, you acknowledge that the rights and authority of Morgan Stanley with respect to your assets in the applicable Program, including as to transfers of assets held with such custodian, are limited to customary trading and settlement of securities and investment transactions in the account, typically on a "delivery vs. payment" basis for securities transactions, and the payment of our Fee (if applicable), regardless of any separate agreements or arrangements you may have or enter into with such custodian. Morgan Stanley disclaims any broader rights that may be contained in your separate agreement with a third-party custodian.

Please see the applicable ADV Brochure for a detailed description of the operational features of such outside custodian relationships, including special provisions relating to account statements, conversion of mutual fund shares and sweep investments.

6. Consent to Electronic Delivery of ADV Brochures, Brochure Supplements, Privacy Notices and Other Documents

A. ***Electronic delivery:*** You authorize us to deliver any type of document relating to your existing and future accounts and relationships with Morgan Stanley (including this Single Advisory Contract and Morgan Stanley's and each Manager's ADV Brochures, Brochure Supplements, Privacy Notices and any applicable Manager Profiles), instead of paper copies, by email to an email address you give us, or by referring you to a website. Your consent to electronic delivery in the previous sentence does not

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apply to delivery of documents such as account statements, trade confirmations and tax documents (such as 1099 forms). If you would like to have these documents delivered electronically, please visit www.morganstanleyclientserv.com or contact your Financial Advisor.

B. ***Website address:*** Morgan Stanley's and each Manager's ADV Brochures, Brochure Supplements, and Privacy Notices, and each Manager's profile for your accounts are available now at www.morganstanley.com/ADV. Please review these documents.

C. ***Computer access:*** You acknowledge that you have access to a computer that can access these documents (including PDF software, available free of charge at Adobe's website www.adobe.com) and that you may incur costs accessing or printing the documents (e.g., online provider fees and printing costs). We are not liable for these costs or any computer problems (including viruses) you may incur in accessing the documents.

D. ***How to get paper copies:*** This consent remains in place until you give written notice to your Financial Advisor that you are revoking it. You may also, without revoking this consent, ask your Financial Advisor for a paper copy of any document that we deliver electronically under this consent.

E. ***Other document deliveries:*** Sometimes, we may deliver paper copies of documents relating to your account. Also, some documents that we can deliver electronically are not covered by this consent and have separate procedures for enrollment and unenrollment in electronic delivery and for obtaining paper copies.

7. Tax Harvesting (Available in Select UMA, CES and IMS Programs)

In the Select UMA Program, in addition to (or instead of) electing tax management services, a client may request that Morgan Stanley seek to "harvest" tax losses or gains in your account. You must make this request each time that you would like us to effect such "tax harvesting," as we will not do so on an ongoing basis. In the CES and IMS Programs, certain managers may be able to accommodate tax harvesting for a client. For the CES and IMS programs, clients should contact their manager directly. Please refer to the applicable Program's ADV Brochure for more information.

8. Indemnification

You hereby agree to indemnify and hold harmless us and our officers, employees, agents, successors and assigns against any and all claims or liabilities by virtue of their acting on your instructions. This indemnity shall be binding upon your heirs, successors and assigns.

We agree to provide our best judgment and efforts in rendering the services to your account as set forth in this Agreement. Specifically, and without limiting the foregoing, you understand and agree that all transactions shall be at your risk. Additionally, you understand and agree that Morgan Stanley, its affiliates, the Manager of each investment product, and each of their respective affiliates and agents (a) are not guaranteeing, or otherwise making representations with respect to, the performance of the account; (b) shall not be liable for the actions, or failures to act, of any investment product or its affiliates or agents; (c) shall not be liable for any losses in the account except those arising out of their own respective negligence or malfeasance, violation of applicable law, bad faith, or disregard of their respective obligations under this Agreement or as otherwise may be provided by law; (d) shall not be liable for any act done or omitted on the part of any third-party broker, dealer or agent utilized by an investment product to effect transactions for the account; (e) shall not be liable to you or any third-party for any tax, fines or penalties payable by you and you agree to indemnify them for any such tax, fines or penalties; and (f) shall not be liable for any special, consequential or incidental damages.

Notwithstanding the foregoing, Morgan Stanley is not liable for any losses with respect to any misstatement or omission in a Manager's Form ADV, an Alternative Investment's fund documents or other marketing materials, organizational document, disclosure document, including any other information relating to a Manager or Alternative Investment that was approved by that Manager or Alternative Investment for distribution to potential investors, or an annuity carrier's disclosure document or agreement related to an investment in an annuity.

9. Arbitration

By signing this Agreement, the parties agree as follows:

- **All parties to this Agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.**
- **Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.**
- **The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.**
- **The arbitrators do not have to explain the reason(s) for their award unless, in an eligible case, a joint request for an**

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explained decision has been submitted by all parties to the panel at least twenty (20) days prior to the first scheduled hearing date.

- **The panel of arbitrators may include a minority of arbitrators who were or are affiliated with the securities industry.**
- **The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.**
- **The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this Agreement.**

You agree that all claims or controversies, whether such claims or controversies arose prior, on or subsequent to the date hereof, between you and Morgan Stanley and/or any of its present or former officers, directors, or employees concerning or arising from (i) any account maintained by you with Morgan Stanley individually or jointly with others in any capacity; (ii) any transaction involving Morgan Stanley or any predecessor or successor firms by merger, acquisition or other business combination and you, whether or not such transaction occurred in such account or accounts; or (iii) the construction, performance or breach of this or any other agreement between you and us, any duty arising from the business of Morgan Stanley or otherwise, shall be determined by arbitration before, and only before, any self-regulatory organization or exchange of which Morgan Stanley is a member. You may elect which of these arbitration forums shall hear the matter by sending a registered letter or other written communication addressed to Morgan Stanley Smith Barney LLC, Attn: Legal Department, 1633 Broadway, 26th floor, New York, NY 10019. If you fail to make such election before the expiration of five (5) days after receipt of a written request from Morgan Stanley to make such election, Morgan Stanley shall have the right to choose the forum.

No person shall bring a putative or certified class action to arbitration, or seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action or who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action, until (i) the class certification is denied; (ii) the class is decertified; or (iii) the person is excluded from the class by the court.

Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this Agreement except to the extent stated herein.

The statute of limitations applicable to any claim, whether brought in arbitration or in a court of competent jurisdiction, shall be that which would be applied by the courts in the state in which you reside or if you do not reside in the United States, the statute of limitations shall be that which would be applied by the courts in the state where the Morgan Stanley office servicing your account is located.

10. Proxies and Related Materials

None of Morgan Stanley, or the Managers (as applicable), or any of their respective affiliates, will take any action or render any advice with respect to the voting of proxies with respect to issuers of securities held in your account, or the taking of any action relating to such issuers, which become the subject of any legal proceedings including class action lawsuits and bankruptcies.

For Clients Utilizing Managers: By signing this Agreement, you (i) authorize the Manager to receive the proxy-related materials, annual reports and other issuer-related materials for securities in that portion of your account allocated to the Manager (except for mutual fund proxies); and (ii) delegate to the Manager the proxy voting rights for those securities (and, thereby, authorize the Manager to further delegate those proxy voting rights to, or otherwise use services provided by, a third-party proxy voting or advisory service). If you do so and you are an employee benefit plan as defined in Section 3 of the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), or a plan as defined in Section 4975 of the Internal Revenue Code of 1986, as amended (either, a "Plan"), you hereby designate the Manager as a "named fiduciary" (within the meaning of ERISA) with the authority to appoint and delegate a third-party proxy voting service satisfactory to the Manager as "investment manager" (within the meaning of ERISA) for the limited purpose of voting proxies with respect to issuers of securities held in your account.

Alternatively, you may expressly reserve the right for you (or another person you specify to us, not including Morgan Stanley, your Financial Advisor or any other Morgan Stanley employee) to receive the issuer-related materials and exercise the proxy voting rights for securities in your account by contacting your Financial Advisor.

For Clients in the PM (if Morgan Stanley is the Custodian), GIS (if the GIS account does not use a subadvisor), CGA and (with respect to mutual fund and ETF proxies) Select UMA® Programs: By signing this Agreement, you (i) expressly delegate proxy voting authority, which you acknowledge that you hold, directly to a proxy voting service provider that we have engaged on your behalf

("Proxy Voting Service Provider"); (ii) authorize the Proxy Voting Service Provider to receive the proxy-related materials, annual reports and other issuer-related materials for securities in your account; and (iii) delegate to the Proxy Voting Service Provider the proxy voting rights for these securities. You are not obligated to delegate your voting rights to the Proxy Voting Service Provider and may revoke your delegation at any time. If you do elect to delegate your proxy voting rights to the Proxy Voting Service Provider, and you are a Plan, as defined above, you hereby designate the Proxy Voting Service Provider as a "named fiduciary" (within the meaning of ERISA) with the authority to vote proxies with respect to issuers of securities held in your account. You may not delegate to Morgan Stanley, your Financial Adviser or other Morgan Stanley employees and we do not agree to assume any proxy voting authority from you. We will notify you if we decide to terminate the agreement with or replace the Proxy Voting Service Provider.

Alternatively, you may expressly reserve the right for you (or another person you specify to us) to receive the issuer-related materials and exercise the proxy voting rights for securities in your account. You may change this election by contacting your Financial Advisor.

For Clients in the PM Program where Morgan Stanley is not the Custodian: If you have appointed an outside custodian, by signing this Agreement, you expressly retain the authority and responsibility with respect to voting proxies for your account or will delegate discretion with respect to voting such proxies to a third-party (other than Morgan Stanley).

11. Duration and Termination of This Agreement; Amendments

The provisions of this Agreement shall be continuous and shall inure to the benefit of Morgan Stanley's present organization and any successor organization or assigns. Notwithstanding anything to the contrary herein, this Agreement may be terminated at any time upon verbal or written notice by either party to the other, and termination will become effective upon receipt of (or as otherwise specified in) such notice.

Upon notification to Morgan Stanley of the death of the account owner (or in the case of multi-party accounts, the death of the last surviving account owner) this Agreement shall terminate.

However, in cases of any account titled as a Joint Account With Right of Survivorship, Tenancy by the Entirety or Community Property With Right of Survivorship, management of the account under this Agreement may continue in the following circumstances:

i. If there are two tenants who are legally married and file a joint income tax return, then on the death of the primary tenant, management of the account under this Agreement may continue until December 31 of the year of the primary tenant's death (as long as the secondary tenant remains alive);

ii. If the secondary tenant dies before the primary tenant, management of the account under this Agreement may continue unless otherwise terminated.

Termination of this Agreement will not affect the liabilities or obligations of the parties incurred, or arising from transactions initiated, under this Agreement or the Client Agreement prior to such termination, including the provisions regarding arbitration, which shall survive any expiration or termination of this Agreement. Upon the termination of this Agreement, Morgan Stanley shall not be under any obligation whatsoever to recommend any action with regard to, or to liquidate, the securities or other investments in any account. Morgan Stanley retains the right, however, to complete any transactions open as of the termination date and to retain amounts in any account sufficient to effect such completion. Upon termination, we will continue to hold securities and funds in your account, your account will revert to a brokerage account at Morgan Stanley, and your Client Agreement will remain in effect, unless you close your account. Once this Agreement has been terminated, the terms and conditions of your brokerage documentation will apply (e.g., transactions in your account will be subject to our standard commission schedules as well as account and service fees). If you choose to liquidate your holdings, proceeds will be payable to you upon settlement of all transactions in your account.

Terminating this Agreement may not terminate your investments in certain investments, including without limitation Alternative Investments. You understand that you are solely responsible for terminating any agreement entered into by you with a Manager or with respect to an Alternative Investment, and arranging for delivery of your assets managed by that Manager, or withdrawing your assets from the Alternative Investment. You understand that, upon termination, you are solely responsible for monitoring the Alternative Investment and that Morgan Stanley will no longer have any further obligation to act or give advice with respect to such assets. Upon termination of this Agreement, you will remain subject to all applicable Program Participation Fees, as described in the HedgePremier program document, which will be accessed in accordance with the terms and conditions of the HedgePremier subscription agreement and any applicable servicing fees.

This Agreement shall not be assignable (within the meaning of the Investment Advisers Act of 1940, as amended) by Morgan Stanley to another entity without your prior verbal, written or other consent. You agree that Morgan Stanley may amend this Agreement upon sending notice of the amendment to you or by signing a written amendment in cases where you request or agree to the change. You may not amend this Agreement by notification to Morgan Stanley. Any amendments that you propose to this Agreement must be acknowledged in writing by Morgan Stanley.

12. Miscellaneous

Depending on the particular account you open with us, you understand that we will provide you with the appropriate ADV Brochure and privacy notice ("Privacy Notice"), and, if appropriate, any applicable ADV Brochure and Privacy Notice for each Manager for the Program that you select, as required by applicable law.

As disclosed in the applicable ADV Brochure, Morgan Stanley's accounts may be subject to certain guidelines, such as guidelines relating to economic sector and security diversification, approval of securities (including mutual funds and ETFs) that may be purchased for accounts, and asset-mix parameters. Limitations may also exist related to the types of transactions (e.g., covered options writing, protective put buying, purchases of puts, calls and LEAPs) that may be conducted.

Securities that you currently own may not be compatible with Morgan Stanley's Programs or a Manager's investment strategy. At the time you instruct us to open an account, if you wish to fund your account with securities, you will discuss with your Financial Advisor the compatibility of your securities with the Program you have selected. You acknowledge and agree that, in the event that your securities are incompatible with Morgan Stanley's investment advisory platform or a Manager's investment strategy, Morgan Stanley or a Manager, as applicable, may sell your incompatible securities, in its discretion, when the account is opened, or at any time thereafter, in accordance with applicable law. Such sales could result in realized losses or adverse tax consequences.

Certain Programs may offer investment products that are offered by or affiliated with Morgan Stanley. You understand that Morgan Stanley and its affiliates may receive compensation for services provided to such affiliated products and you hereby consent to the investment of your assets in such affiliated accounts. Please refer to the applicable ADV Brochure for a description of the conflicts of interest that may be associated with the offering of affiliated investment products. By signing this Agreement, you represent that you understand that Morgan Stanley has a variety of conflicts of interest in connection with providing advice to clients (which are disclosed in the applicable ADV Brochure, as amended from time to time) and you hereby consent to such conflicts.

Please note that Morgan Stanley, the Managers in its Programs, and Morgan Stanley & Co. and their respective affiliates may give different advice, take different action, receive more or less compensation, or hold or deal in different securities for any other party, client or account, including their own accounts or those of their affiliates, from the advice given, actions taken, compensation received or securities held or dealt for a client.

You represent that neither you nor any other person who has an ownership interest in or authority over your account knowingly owns, operates or is associated with a business that uses, at least in part, the internet to receive or send information that could be used in placing, receiving or otherwise knowingly transmitting a bet or wager.

You understand that all investment programs are exposed to the risks of the securities markets and that the investment performance of your account cannot be guaranteed. Morgan Stanley shall not be responsible for losses caused by conditions beyond our control, including, but not limited to, government restrictions, regulatory actions, controls, exchange market rulings, suspension of trading, acts of war, strikes, natural disasters, communications disruptions, credit losses, reduced liquidity, changing asset correlations, elevated market volatility or market losses. Your overall investment portfolio, in the Programs and elsewhere, should be appropriately diversified, as appropriate in view of your Investor Profile. To the extent that you select an investment portfolio other than what Morgan Stanley has recommended to you, you understand and acknowledge that such portfolio may have different investment and risk characteristics than the typical asset allocation for your Investor Profile. You acknowledge that such differences are your responsibility and not that of Morgan Stanley.

You understand that (i) Managers' past performance is not necessarily indicative of future performance; (ii) neither Morgan Stanley nor any Manager makes any warranty or representation concerning the present or future level of risk or volatility in the account; (iii) neither Morgan Stanley nor any Manager provides any assurances or guarantees regarding the investment performance of any account, or of any particular investment in an account; and (iv) Morgan Stanley shall not (a) review or make any independent determination as to the merits of any Manager's investment decisions, or (b) have any responsibility or liability for or warrant or otherwise guarantee the performance of any Manager.

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Nothing in this Agreement shall serve as a waiver or limitation of any rights that you may have under any applicable law except to the extent lawfully modified in this Agreement. Nothing in this Agreement shall serve to limit the right of a party with respect to the rules of applicable self-regulatory organizations, including rules relating to arbitration.

This Agreement (including Exhibit A hereto) and any Client Agreement constitute the entire agreement between the parties. If any provision of this Agreement is deemed to be unenforceable, the unenforceable provision will be severed and the remaining provisions shall remain in full force and effect. You represent and confirm that you have full power and authority to enter into this Agreement. If applicable, depending on the program that you choose, you certify that you are authorized to delegate investment management authority to Morgan Stanley or to any Manager (as hereinafter defined). All notices under this Agreement should be directed in writing to your Financial Advisor.

In the event of an inconsistency or discrepancy between this Agreement and any other agreement or document, the following rules shall be used to resolve the inconsistency or discrepancy: if the inconsistency or discrepancy relates to the services provided under this Agreement, then the terms of this Agreement shall govern; if the inconsistency or discrepancy relates specifically to an additional service or program, then the terms of the agreement or document for that program or service shall govern.

Your heirs, executors, administrators, assigns or successors will also be bound by the terms of this Agreement, as will any successor organization or assignee of Morgan Stanley. Except for the statute of limitations applicable to claims, this Agreement is governed by the laws of New York State, without giving effect to principles of the conflict of laws. The statute of limitations for claims will be governed by the law of the state in which you reside.

You represent that: (i) the person or persons signing this Agreement on your behalf has the full power, authority and capacity to enter into this Agreement and to give orders and other instructions with respect to the account; (ii) the terms of this Agreement do not violate any obligation by which you are bound, whether arising by contract, operation of law, or otherwise; (iii) this Agreement has been duly authorized and is a legal, valid and binding obligation enforceable against you in accordance with its terms; and (iv) any securities delivered to Morgan Stanley are free of any encumbrances, including constructive liens.

You certify that you are authorized to delegate authority hereunder to Morgan Stanley and the Managers under the terms of any trust document, any other governing instrument, and/or under any applicable laws and regulations, and that the services provided under this Agreement are authorized by that document, instrument or applicable law and regulations. You agree that, upon request, you will provide to Morgan Stanley a copy of any document containing investment objectives, guidelines or restrictions applicable to you. You represent that this Agreement, including the amount and manner of payment of the Fees and other charges, is consistent with any such document, instrument or law or regulation. You undertake promptly to advise Morgan Stanley of any material change in your authority or the propriety of your receipt of the services described herein, or of any event that may affect the validity of this Agreement. You understand that we bear no responsibility as to whether the manner of payment of the Fees and other charges is appropriate under your circumstances, including under any such documents.

All section headings in this Agreement are solely for convenience, and do not affect the meaning or interpretation of this Agreement. For the purposes of this Agreement: (i) the date of this Agreement shall be the date of acceptance by Morgan Stanley; and (ii) references in the singular shall, as and if appropriate, include the plural. This Agreement may be executed in any number of counterparts, all of which together shall constitute a single instrument.

USA PATRIOT ACT NOTICE: IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT OR ESTABLISHING A NEW CUSTOMER RELATIONSHIP

You understand that to help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each individual or institution that opens an account or establishes a customer relationship with Morgan Stanley. Therefore, before entering into a new client relationship with you, Morgan Stanley will ask for your name, address, date of birth (as applicable) and other identification information. This information will be used to verify your identity. As appropriate, Morgan Stanley may, in our discretion, ask for additional documentation or information. If all required documentation or information is not provided, Morgan Stanley may be unable to open an account or maintain a relationship with you.

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If you, or any other account owner, or authorized person on your account(s) is, or has been, a "Politically Exposed Person" ("PEP"),[1] or is a corporation, business or entity that is closely aligned with a PEP such that it is subject to due diligence as a PEP ("PEP Entity"),[2] you confirm that you have disclosed this fact to Morgan Stanley and have provided the necessary information required by law to open and/or to service your account(s). You also agree that you will not use your account(s), or permit them to be used, for any transactions (i) with, involving or for the benefit of, any Sanctioned Person (excluding legally permissible transactions in debt or equity issued by an entity designated on OFAC's Sectoral Sanctions Identifications List), or (ii) in any other manner that would cause either you or Morgan Stanley to violate any Sanctions.[3]

VOLCKER RULE ATTESTATION (For Entity Clients Only)

Beginning on July 21, 2015, the law and related regulations known as the "Volcker Rule" became effective. As part of the Dodd-Frank Wall Street Reform and Consumer Protection Act, the Volcker Rule focuses on the relationships between financial institutions, like Morgan Stanley, and entities called "covered funds," which include private equity funds and hedge funds as well as other types of similar investment vehicles.

By signing this Agreement on behalf of the entity client listed herein, you are confirming that the entity is not a covered fund because: (i) The entity is not an issuer of securities; (ii) The entity does not hold itself out as an entity that raises funds from investors primarily for the purposes of investing in securities; and (iii) You affirm that the entity is not a (a) hedge fund; (b) private equity fund; (c) venture capital fund; (d) commodity pool that has a commodity pool operator registered with the Commodity Futures Trading Commission; or (e) similar investment vehicle that would be considered a "covered fund" under the Volcker Rule law and regulations.[4]

Please note that non-U.S. entities with all non-U.S. owners are exempt from the definition of a "covered fund."

If any of these statements is not accurate (or will no longer apply at any time in the future), please contact your Financial Advisor at your earliest convenience.

Exhibit A

Further Representations Applicable to Retirement Plans

The provisions of this Exhibit A shall apply if you are an employee benefit plan as defined in Section 3(3) of the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), a plan as defined in Section 4975(e)(1) of the Internal Revenue Code of 1986, as amended (the "IRC" or "Code") or a plan or other arrangement subject to fiduciary and prohibited transaction requirements of substantially similar state, local or foreign law (each, a "Plan"). The account is being opened on behalf of the Plan pursuant to proper authorization from the named fiduciary or other responsible fiduciary or agent of the Plan. The representations, authorizations, certifications and warranties required of you in this Agreement shall be made by the Plan's fiduciary acting solely in its capacity as such.

a. Morgan Stanley represents to a client that is a Plan subject to ERISA and/or section 4975 of the Code that, with respect to the performance of its duties under this Agreement, Morgan Stanley is a "fiduciary" as that term is defined in ERISA and/or section 4975 of the Code with respect to the client's account.

b. For those Programs in which you or Morgan Stanley has selected a Manager to manage assets of a Plan, each Manager will be deemed to acknowledge to Morgan Stanley and to you that it will be acting as a "fiduciary," as that term is defined in Section 3(21)(A) of ERISA and has accepted appointment as an "investment manager" as that term is defined in Section 3(38) of ERISA, with respect to the assets it manages hereunder. The Model Portfolio Providers for the MAPS Third-Party Strategies are not acting as a "fiduciary" to you as described in the previous sentence.

[1] A Politically Exposed Person, or PEP, is a current or former prominent public figure, an immediate family member of a prominent public figure, or a known close associate to a prominent public figure. A prominent public figure is a natural person currently or formerly entrusted with a senior public role or function (e.g., a senior official in the executive, legislative, military, administrative, or judicial branches of government). Immediate family members include the spouse/partner, parent, grandparent, sibling, child, step-child or in-law of the prominent public figure. Known close associates include those individuals who are widely and publicly known to maintain a close relationship to the prominent public figure and can include anyone in any capacity, such as distant relatives, advisors, employees and business representatives/agents.

[2] A PEP Entity is any corporation, business or other entity that (1) has a prominent public figure that is a beneficial owner; or (2) has a key controller who is a prominent public figure (i.e., the prominent public figure exercises actual or effective control over the entity).

[3] "Sanctions" means economic or financial sanctions or restrictive measures or trade embargoes imposed, administered or enforced from time to time by any of the following sanctions authorities: the U.S. government (including without limitation the Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury and the U.S. Department of State), the United Nations Security Council, and the Council of the European Union or any EU member state (including without limitation the Office of Financial Sanctions Implementation (OFSI) of Her Majesty's Treasury of the United Kingdom). "Sanctioned Person" means, at any time, (a) any government, entity, organization or individual (each a "Person") listed in any Sanctions-related list of designated sanctions targets maintained or administered by any of the above-mentioned sanctions authorities, (b) any Person operating, organized or resident in a Sanctioned Country, or (c) any Person controlled by any such Person. "Sanctioned Country" means, at any time, a country or territory which is the subject or target of any comprehensive territorial Sanctions.

[4] A "covered fund" includes an issuer that would be an "investment company" under the Investment Company Act of 1940 (the "1940 Act") but for section 3(c)(1) or 3(c)(7) of the 1940 Act.

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Branch No.	Account No.	FA/PWA No.

c. You represent and warrant that: (i) with respect to the control and management of the assets in the account, you are either (A) the named fiduciary in the case of a Plan defined in Section 3(3) of ERISA (or the person authorized by the named fiduciary to select investment managers) or (B) in the case of any other Plan, either the person for whose benefit the Plan was established or that person's authorized agent; (ii) the Plan and its governing instruments provide for the appointment of an "investment manager" as that term is defined in Section 3(38) of ERISA and permit the investment by the Plan in funds through the program, as applicable depending upon the Program you select; (iii) the execution, delivery and performance of this Agreement will not violate any provisions or result in any default under the plan, the trust, the investment policy or other equivalent constituent documents, any contract or other agreement to which you are a party or by which you, the Plan or its assets may be bound or any statute or any rule, regulation or order of any government agency or body; and (iv) you are independent of Morgan Stanley, the investment products, and their affiliates, are capable of making independent decisions regarding the investment of Plan assets and the selection of investment products, are knowledgeable with respect to the Plan in administrative matters and funding matters related thereto, and are able to make an informed decision concerning the signing of this Agreement and maintenance of the account.

d. Unless you inform Morgan Stanley otherwise in writing, you represent that any company sponsoring the Plan is not a public company and does not have any affiliates that are public companies. You will notify Morgan Stanley, in writing, within 24 hours if any of the foregoing representations become inaccurate or if the identity of any of the Plan's named fiduciaries with respect to the account changes.

e. You have concluded that: (i) the account Fees and other charges payable hereunder are reasonable and in the best interests of the Plan, its participants and beneficiaries; (ii) participation in the program is prudent; and (iii) the portfolio and each investment product selected by you is suitable for the Plan. You also understand that due to regulatory constraints until further notice, your selection of available investment products will not include those that are, or are managed by, affiliates of Morgan Stanley, except the money market fund and as otherwise noted in the descriptions of the advisory programs above. Therefore, as a Plan, your selection of investment products may be more limited than for program accounts that are not Plans.

f. You understand that with respect to assets invested in a money market fund managed by an affiliate, Morgan Stanley will to the extent necessary comply with ERISA Prohibited Transaction Exemption 77-4, ERISA Prohibited Transaction Exemption 84-24, or other applicable exemption. The advisory fee on any Plan account will be reduced by the amount of the money market fund management fee or any shareholder servicing and/or distribution fees we or our affiliates may receive in connection with the assets invested in the money market fund. You acknowledge that you have received the "Affiliated Money Market Funds Fee Disclosure Statement" in Exhibit B of the applicable ADV Brochure and, if you are a Plan defined in Section 3(3) of ERISA, the prospectus for the money market fund. Based on these disclosures, you have concluded that an investment in the money market fund is appropriate. You also acknowledge that the money market fund may pay a 12b-1 fee to Morgan Stanley, which fee will be rebated to your account as soon as practicable but in no event longer than 30 days, and you acknowledge that any benefit from that use of the 12b-1 fee until the rebate is part of our compensation hereunder.

g. Further, to the extent that you have investments in funds other than the money market fund in the account, you acknowledge that (i) you have determined that the offer of funds as an investment within the account complies with the terms of the Plan and any of its constituent documents, (ii) as of the opening date, no affiliated fund other than the money market fund will be available for purchase in the account unless subsequently agreed to by the parties, and (iii) to the extent unaffiliated funds are held in the account, we will either (a) credit your account with the amount of any shareholder services/distribution fees, revenue-sharing payments and recordkeeping fees received by Morgan Stanley or its affiliates from funds that are not affiliated with Morgan Stanley that are retained by Morgan Stanley or such affiliate and that do not constitute "direct expenses" (as defined under regulations issued pursuant to ERISA) or (b) not collect any shareholder services/distribution fees, revenue-sharing payments or recordkeeping fees with respect to such fund.

h. You represent that signing this Agreement and any instruction you give with regard to the account is, and will be, consistent with applicable Plan documents, adopted and pending, including any investment policies, guidelines or restrictions. You agree to provide Morgan Stanley with a copy of all such documents upon the request of Morgan Stanley. You represent that except as communicated in writing to Morgan Stanley, there are no limitations on securities under the Plan that may be purchased

or held as assets in the account. You will notify Morgan Stanley promptly in writing of any modifications to the Plan's investment policies, guidelines or restrictions and of any modifications to any other Plan documents pertaining to investments by the Plan. If the assets in the account constitute only a part of the assets of the Plan, you will provide Morgan Stanley with a written description of which of the Plan's investment policies or guidelines are applicable to the account. Unless otherwise agreed, the compliance of any investment that a Manager (or Morgan Stanley if you selected Firm Discretion or FA Discretion) makes for the account with any such investment policies or guidelines shall be determined on the date of purchase only, based upon the price and characteristics of the investment on the date of purchase compared to the value of the account as of the most recently preceding valuation date. No investment guidelines, policies or other instructions shall be deemed breached as a result of changes in value or status of an investment occurring after purchase. You will provide Morgan Stanley with prompt written notice if you deem any investments made for the account to be inconsistent with such guidelines, policies, restrictions or instructions. You agree promptly to furnish Morgan Stanley with such documents as Morgan Stanley or any Manager may reasonably request to verify the foregoing and to advise Morgan Stanley promptly of any event that may affect this authority or the validity of this Agreement.

i. Unless you notify Morgan Stanley otherwise in writing, you acknowledge that the account is only a part of the Plan's assets. The services provided under this Agreement will have no effect on the assets of the Plan that are not in the account, and neither Morgan Stanley nor the Managers will have any responsibility (fiduciary or otherwise) for such other assets. Neither Morgan Stanley nor the Managers are responsible for Plan administration or for performing any duties not expressly set forth in this Agreement and, therefore, we are not responsible for diversifying all of the investments of the Plan, and you agree that the only responsibility that we shall have with respect to diversification will be to diversify the assets of the account, within the provisions of the Program's guidelines and restrictions, so as to reduce the risk of large losses without regard to or consideration of any other assets which may be held by the Plan.

j. If you are a Plan subject to ERISA or analogous state or local law, you agree to obtain and maintain for the period of this Agreement any bond required pursuant to the provisions of ERISA or other applicable law and to include within the coverage of such bond Morgan Stanley, each of the Managers, and any of their officers, directors and employees whose inclusion is required by law, and not otherwise exempt from such bonding, and to provide Morgan Stanley or any Manager with appropriate documentation evidencing such coverage upon request.

k. Generally, securities transactions for the account are effected for Plans on an agency basis, with no additional transaction-based compensation. In addition, to the degree applicable, you specifically authorize us to effect "agency cross" securities transactions on behalf of the Plan with our affiliated broker-dealers, in accordance with the requirements of ERISA Prohibited Transaction Class Exemption 86-128 ("PTCE 86-128") and/or ERISA. You acknowledge that you can receive a copy of PTCE 86-128 upon request, and you understand that the authorization to utilize such exemption is terminable by you at will and that you have the right to request such information regarding such agency cross trading (if any) as Morgan Stanley is required to provide under the provisions of ERISA or other applicable law. You acknowledge that you specifically authorize us to use ECNs and ATSs (including ECNs and ATSs that are affiliates of Morgan Stanley, or in which Morgan Stanley or its affiliates may have an ownership interest) to effect trades on behalf of the account.

l. Special Representations With Respect to Plan Clients Who Selected Firm Discretion or FA Discretion: To the extent that the signatory on behalf of the Plan Client selects Firm Discretion or FA Discretion, such signatory, as the "named fiduciary" for the Plan within the meaning of ERISA (or other responsible fiduciary or agent of the Plan), such party (i) hereby appoints Morgan Stanley, as well as any Manager, to serve as investment managers for the client with respect to assets in the account; and (ii) pursuant to such signatory's authorization under the terms of the client's Plan documents, hereby further appoints Morgan Stanley as a "named fiduciary" within the meaning of ERISA to the extent Morgan Stanley has been granted discretion under this Agreement to select or change Managers on behalf of the Plan client.

m. You also understand that the account may, from time to time, include cash balances temporarily uninvested pending investment, pending distribution or as otherwise necessary or appropriate for the account's administration. You agree that we may retain as compensation for its provision of services your account's proportionate share of any interest earned on such uninvested cash balances held in your account, otherwise known as "float." This amount is earned by us through investment in a number of short-term investment products and

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strategies, with the amount of such earnings retained by us, due to the short-term nature of the investments, being generally at the prevailing Federal Funds interest rate. The timing of sweep with respect to an account (and thus the amount of "float" that may be earned by us) may depend, in part, on the underlying coding of the account on our brokerage recordkeeping system — in particular, whether or not an Employee Benefit Trust ("EBT") is coded as a Basic Security Account ("BSA"), the brokerage platform for new EBT accounts, or on the Active Assets Account ("AAA"), the platform for older EBT accounts. On the AAA platform, with respect to such assets awaiting investment in excess of $1: (i) where such assets are received for your account on a day generally on which the New York Stock Exchange and/or the federal reserve banks are open ("Business Day"), float shall be earned by us through the end of that Business Day (known as the "Sweep Date"), with the client credited interest/dividends in such funds as of the next Business Day following the Sweep Date; (ii) where such assets are received on a Business Day that is not followed by another Business Day, or on a day which is not a Business Day, float shall be earned by us as broker through the end of the next Business Day. On the BSA platform, the sweep depends on the size of cash balances held in the account. For accounts on BSA with $1,000 or more available cash that qualifies as assets awaiting investment: (i) such interest shall be earned by us through the end of that Sweep Date, with the client credited interest/dividends in such funds as of the next Business Day following the Sweep Date; (ii) where such assets are received on a Business Day that is not followed by another Business Day, or on a day which is not a Business Day, such interest shall be earned by us through the next Business Day. For BSA accounts with less than $1,000 available cash, generally, if such assets are received for your account on a Business Day that is a Monday through Friday, float shall be earned by us as broker through the following Monday. If such Monday is not a Business Day, float will be earned through the next Business Day. See the "Float Disclosure Statement" that you received in or with the applicable ADV Brochure for further details.

n. TO THE EXTENT THAT THE PLAN ACCOUNTS ARE BEING ESTABLISHED IN CONNECTION WITH A PLAN THAT PERMITS OR REQUIRES THAT INVESTMENT DIRECTION OF SUCH ACCOUNT BE MADE NOT BY THE NAMED FIDUCIARY, BUT BY PARTICIPANTS OR BENEFICIARIES OF SUCH PLAN (SUCH AS A CODE SECTION 401(K) PLAN), SUCH PARTICIPANT OR PARTICIPANTS WILL ALSO BE REQUIRED TO SIGN THE AGREEMENT, AND ACKNOWLEDGE CERTAIN REPRESENTATIONS, COVENANTS AND WARRANTIES IN THIS AGREEMENT.

   To the extent that the Plan permits participants and beneficiaries of the Plan to direct investments in the account, the participant in the Plan specifically acknowledges as follows:

   - You, as a participant in the Plan, have also received and reviewed the terms of this Agreement and, pursuant to the term of your Plan, have selected the investments in your account.
   - You have reviewed the Fees payable from the account, and have concluded, with respect to the account, that the Fee and other charges payable hereunder are reasonable and appropriate for the services provided.
   - In addition to the client, you acknowledge receipt of a copy of this Agreement (including the Fee schedule) and the applicable ADV Brochure.

You, as a participant in the Plan, acknowledge that directing the investments in the Plan account involves assuming risk with respect to the assets in the account, and that your individual investment portfolio (including, but not limited to, the assets allocated to your benefit in the account) should be balanced and diversified in view of your individual investment objectives, risk parameters and liquidity needs within a Plan account context. You represent that any individual investment plan that you may have selected in connection with directing investments under the account meets your anticipated retirement needs in view of your overall financial situation and that this selection may be different from the typical investment allocation for the investor type that was presented based on the information you, as participant, have provided.

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To Be Completed By Outside Custodian

Date: _____

Morgan Stanley Smith Barney
Advisory Operations Group
1 New York Plaza, 12th Floor
New York, NY 10004

RE: _____ _____
ACCOUNT NUMBER ACCOUNT NAME

Morgan Stanley Smith Barney LLC ("MSSB") acts as an investment adviser for the above-referenced account ("Account") pursuant to an advisory agreement with the client, whereby MSSB's authority with respect to client assets in the Account is limited in the ordinary course to customary trading and settlement of securities and investment transactions in the Account, typically on a "delivery versus payment" basis for securities transactions and, if applicable, the payment of MSSB's advisory fee.

In accordance with Rule 206(4)-2 (the "Custody Rule") under the Investment Advisers Act of 1940, as amended (the "Advisers Act"), MSSB requests the following attestation.

On behalf of the undersigned custodian ("we" or "us"), I hereby attest to the following statements:

1. We serve as the custodian for the account;
2. We have entered into a custodial agreement with the client (the "Custodial Agreement") for the account, pursuant to which we are authorized, if approved by the client, to debit from the client's custodial assets amounts necessary to pay the investment advisory fee of Morgan Stanley Smith Barney LLC, upon receipt by us of an invoice from MSSB;
3. We are a "qualified custodian," as that term is defined under the Custody Rule by virtue of the fact that we are (check one):
   (i) ☐ A bank as defined in Section 202(a)(2) of the Advisers Act or a savings association as defined in Section 3(b)(1) of the Federal Deposit Insurance Act that has deposits insured by the Federal Deposit Insurance Corporation under the Federal Deposit Insurance Act;
   (ii) ☐ A broker-dealer registered under Section 15(b)(1) of the Securities Exchange Act of 1934 holding the client assets in customer accounts;
   (iii) ☐ A futures commission merchant registered under Section 4f(a) of the Commodity Exchange Act holding the client assets in customer accounts, but only with respect to the client's funds and securities futures, or other securities incidental to transactions in contracts for the purchase or sale of a commodity for future delivery and options therein; or
   (iv) ☐ A foreign financial institution that customarily holds financial assets for its customers, and keeps the advisory clients' assets in customer accounts segregated from its proprietary assets.
4. Pursuant to the Custodial Agreement, we have undertaken to deliver to client, no less than quarterly, an account statement identifying the amount of funds and of each security in the account at the end of the period and any transactional activity in the account for the preceding time period.
5. We hereby undertake to promptly deliver or make available to MSSB a duplicate copy of all such statements referenced in Paragraph 4 above.
6. We further undertake to maintain client funds and securities for the above referenced account (i) in a separate account for the client under that client's name; or (ii) in accounts that contain only MSSB's clients' funds and securities, under MSSB's name as agent or trustee for the clients.
7. We further undertake to promptly notify MSSB in the event that any of the undertakings or representations contained herein are no longer valid.

Sincerely,

_____ _____
NAME OF CUSTODIAN BY

_____ _____
TITLE DATE

_____
ADDRESS

Morgan Stanley

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Investment Advisor Registration CES and IMS Only

Financial Advisor: You must have this form signed by the Investment Advisor and included with the New Account documentation before the account can be opened.

NAME OF CLIENT

ACCOUNT NUMBER

STATE OF RESIDENCE

NAME OF INVESTMENT ADVISOR

To the Investment Advisor:

The investment management firm ("Manager") named herein certifies that it is either (a) registered as an Investment Advisor under the Investment Advisers Act of 1940, as amended (the "Act"); (b) it is duly registered with the state regulatory agencies as an investment advisor in the state in which is has principal places of business; or (c) it is a "Bank" as that term is defined under the Act, and therefore exempt from registration as an investment adviser as that term is defined within the Act. Manager hereby undertakes to immediately notify Morgan Stanley Smith Barney LLC in the event it ceases to be registered as an investment advisor, or it no longer qualifies as a Bank, as defined under the Act. Manager agrees to hold Morgan Stanley Smith Barney harmless for any trades that are not executed through Morgan Stanley Smith Barney.

The Manager herein certifies that any trades placed with Morgan Stanley Smith Barney will be explicitly stated to be executed with NO commissions to the trading desk. Morgan Stanley Smith Barney may not receive any commissions on advisory accounts as these accounts are fee-based accounts; all trading costs including commissions, mark ups and markdowns are included in the overall advisory fee to the client and therefore cannot be imposed internal commissions. Orders to Institutional Desks or any other Morgan Stanley Smith Barney affiliated desk may continue but will be done only as an accommodation to the Investment Advisor.

SIGNATURE OF INVESTMENT ADVISOR

NAME

TITLE

Please complete this certification, sign and return to:

Financial Advisor: This signed form should be returned to you and maintained with all other documentation at the branch.

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JOINT POWERS AUTHORITY CUSTODY AGREEMENT

THIS CUSTODY AGREEMENT is made and entered into as of the _____ day of _____, 2019, between _____, a Joint Powers Authority organized under California Government Code Section 6509.7 ("JPA") and Benefit Trust Company, a trust company organized under the laws of the State of Kansas ("BTC").

WHEREAS, the JPA has established one or more investment accounts ("Investment Accounts") for the purpose of accumulating and investing public funds of the JPA, and desires to employ a financial institution to provide custodial services for all or a portion of such Investment Accounts; and

WHEREAS, BTC is willing to provide services as a Custodian, but only on certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the JPA hereby appoints BTC as Custodian for the Investment Accounts, and BTC hereby accepts such appointment and agrees to provide the services as set forth in the remainder of this Agreement.

Section One - Establishment of Accounts

1.1 Assets. The JPA from time to time will place with BTC some or all of the assets of the Investment Accounts (such assets are referenced herein as the "Accounts"). BTC agrees to hold, invest, exchange and otherwise deal with the Accounts in accordance with the following terms and conditions. The duties and responsibilities of BTC with respect to the Accounts shall be determined solely in accordance with this Agreement and shall not be deemed to be enlarged by the provisions of any other document or agreement affecting the Accounts.

1.2 Deposits. BTC shall have no duty to determine any deposits, and shall be under no obligation to collect the same. The JPA shall have the sole duty and responsibility for determining the accuracy or sufficiency of the deposits to be made into the Accounts, the transmittal of the same to BTC and compliance with any statute, regulation or rule as to such deposits. BTC shall be accountable solely for monies or properties actually received by it. The JPA may direct BTC to debit a pre-authorized JPA account or accounts through the Automated Clearing House system. BTC, when providing the service contemplated under this Section 1.2, shall be entitled without liability to rely upon the accuracy of information, orders, instructions and authorizations received from the JPA and the authenticity of any representation purporting to be from, or signature purporting to be of, the JPA. BTC may rely on information, orders, instructions and authorizations provided by the JPA with respect to any of its affiliate or subsidiary or provided by an affiliate or subsidiary of the JPA with respect to the JPA, without inquiry into the authority of such party to give such information. The JPA shall provide, or cause to be provided, to BTC any information or documents, and execute, or

cause to be executed, any document or instrument which BTC reasonably deems necessary or appropriate to establish the Accounts or provide the service hereunder, including without limitation, specifications, signature cards (either manual or facsimile signatures) and test transmissions, corporate resolutions or other equivalent organizational authorization and transmissions. The JPA agrees to comply with, and be bound by, all Automated Clearing House operating rules (including but not limited to the operating rules and guidelines of the National Automated Clearing House Association, and the New England Automated Clearing House Association) as in effect from time to time.

1.3 Investment Manager. The JPA has appointed an Investment Manager(s) to perform certain services including determining how such deposits are to be invested while residing in the Accounts. The JPA has authorized the Investment Manager to execute securities transactions for settlement in the Accounts, and forward to BTC information and instructions thereby, all on behalf of the JPA.

1.4 Reliance on Instructions. BTC shall be fully protected in acting upon any instruction, order, instrument, certificate, or paper (each referenced herein as an "Instruction") of the JPA believed by it to be genuine and to be properly executed, and BTC shall be under no duty to make any investigation or inquiry as to any statement contained in any such Instruction but may accept the same as fully authorized by the JPA, as the case may be. The JPA and not BTC shall be responsible for determining that all Instructions provided to BTC through the Investment Manager are given by the appropriate party and are in proper form under the provisions of the this Agreement and applicable law. BTC may conclusively presume that any Instructions received by or through the Investment Manager have been duly authorized by the JPA, pursuant to the terms of the Agreement and applicable law. Whenever this Agreement specifies that a communication shall be in writing, BTC shall be protected in relying upon such communication made by telecopy or electronic transmission to the same extent as an original instrument.

Section Two - Investments

2.1 Investment Authority. The JPA, through the Investment Manager, shall direct BTC with regard to the investment of the Accounts into any permitted investment.

2.2 Permissible Investments. Assets of the Accounts shall be invested only in investment options selected by the JPA or its duly appointed Investment Manager. Such selection shall be limited to (i) shares of investment companies registered under the Investment Company Act of 1940, (ii) common funds maintained by a bank or trust company, (iii) assets available through the National Securities Clearing Corporation FundServ platform or (iv) other securities traded through a domestic security exchange. The JPA shall be responsible for ensuring compliance with all conditions, limitations and restrictions applicable to any investment in any investment option.

2.3 Duties of BTC. BTC shall place assets of the Accounts in permitted investments as directed. BTC shall be under no duty to question, and shall incur no liability on account of following, any investment Instructions received through the

Investment Manager. BTC shall be under no duty to review the investment guidelines, objectives and restrictions established, or the specific investment directions given, or to make suggestions in connection therewith.

Section Three - Duties of BTC

3.1 Deposits and Investments. BTC shall receive deposits under Section 1.2 and shall hold, invest and reinvest the assets in the Accounts without distinction between principal and interest; provided, however, that BTC shall not be required to maintain physical custody of stock certificates (or other indicia of ownership of any type of asset) representing assets within the Accounts. If BTC receives any contribution that is not accompanied by investment Instructions, BTC shall immediately notify the JPA, through the Investment Manager, and BTC may hold the contribution uninvested without liability for loss of income or appreciation pending receipt of proper investment Instructions.

3.2 Payments and Disbursements. BTC shall be responsible for issuing checks or drafts to such parties and for such amounts as the JPA shall instruct. BTC shall be fully protected in making such payments pursuant to Instructions from time to time and shall have no responsibility whatsoever respecting the purposes or propriety of such payments or the application of such monies.

3.3 Books and Records. BTC shall keep accurate and detailed accounts of all investments, receipts, disbursements and other transactions of the Accounts hereunder, and all accounts, books and records relating thereto shall be open at all reasonable times to inspection and audit by any person designated by the JPA. BTC shall provide information to the Investment Manager for the Investment Manager's use in reconciling all transactions to Account balances. After the close of each fiscal year, or upon the termination of this Agreement, BTC shall provide information to the JPA relating to all investments, receipts, disbursements, and other transactions effected during the past fiscal year or during the period from the close of the preceding fiscal year to the date of such termination, including a description of all securities and investment purchases and sales with the cost or net proceeds of such purchases or sales and showing all cash, securities and other property held at the close of such fiscal year or other period, valued currently, and such other information as may reasonably be required of BTC; provided however, that BTC shall not be obligated to provide any information that it is not otherwise maintaining in the course of its discharge of duties hereunder. Unless the JPA shall have filed with BTC written exceptions or objections to any such statement and account within sixty days after receipt thereof, the JPA shall be deemed to have approved such statement and account. If any such statement and account is deemed to have been approved, or if written approval is given by the JPA, BTC shall be released and discharged with respect to all matters and things embraced in such statement and account as though it had been settled by a decree of a court of competent jurisdiction in an action or proceeding in which the JPA, all other necessary parties and all persons having any beneficial interest in the Accounts were parties. Neither the JPA, nor any other person shall have the right to demand or be entitled to any further or different reporting or accounting by BTC, other than that to which they may be entitled under the law. Nothing contained herein will be construed or interpreted to deny BTC the right to

have its account judicially determined.

3.4 Advances. BTC is authorized, but is not obligated, to advance funds or to arrange for another financial institution to advance funds from time to time for the purchase of investment assets, for distributions from the Accounts and for other purposes prior to receipt of sufficient funds (whether deposits or proceeds of the liquidation of other investments). If sufficient funds to repay any such advance are not received by the following business day, BTC may, in its discretion, then or at any time thereafter prior to such repayment, sell, redeem or otherwise liquidate any assets of the Accounts in order to repay such advance. Any gain realized upon such liquidation, after payment of any related costs and expenses, shall belong to the Accounts. The JPA shall reimburse BTC on demand for any portion of any such advance and the related costs and expenses not repaid from the proceeds of the liquidation.

3.6 Voting of Shares. BTC shall provide any materials received by it relating to voting securities to the Investment Manager, which shall provide the same to the JPA, which shall be responsible for voting securities or arranging for such securities to be voted in accordance with applicable law. It is understood that BTC shall only take proxy voting action pursuant to Instructions of the JPA transmitted to BTC by the Investment Manager.

3.7 Fund Liquidity; Deposit Accounts. BTC shall keep such portion of the Accounts in cash or cash balances as may be directed from time to time by the JPA, through the Investment Manager. BTC shall not be liable for any interest on any cash balances so maintained, nor for interest on any cash or cash balances maintained in the Accounts pending investment in accordance with appropriate directions. Monies being transferred to and disbursed by BTC may be held in non-interest bearing transaction accounts in financial institutions selected by BTC for purposes of collections and processing transfers and disbursements. BTC may transfer monies from the Accounts to such accounts prior to issuance of wire transfer orders or checks, drafts or other instruments payable from such accounts. BTC's and its affiliated financial institution's ability to earn income on amounts held in non-interest bearing accounts has been taken into consideration in establishing BTC's fees hereunder. BTC and any such affiliated financial institution shall be entitled to retain any such income as a part of the agreed compensation hereunder, and such income shall not be or become a part of the Accounts.

3.8 Broker Selection. If the JPA instructs BTC to utilize the services of any broker, dealer, employee or representative of either, or any other person ("Broker") to render services to the Accounts, or should BTC require the services of such persons in order to fulfill its obligations pursuant to this Agreement, the JPA shall be solely responsible for the selection or designation of such Broker and shall be solely responsible for the acts of such Broker.

3.9 Valuation. BTC shall determine or have determined the value of the Accounts as of each Valuation Date. BTC shall rely exclusively upon, and shall not be responsible for, share and unit values established by third parties including but not limited to:

(a) in connection with mutual funds, the net asset value reported to BTC by such mutual funds or the transfer or other agents of such mutual funds or any generally recognized pricing service including the National Securities Clearing JPA Mutual Fund Profile service;

(b) in connection with bank common funds, the unit value as reported by the trustee of such funds or its agent of such collective funds or any generally recognized pricing service including the National Securities Clearing JPA Mutual Fund Profile service; and

(c) in connection with publicly traded securities, the market price of such securities as reported to the public in a generally available form.

BTC shall have no liability from the failure or delay of any pricing source to provide a valuation as of any Valuation Date. If values for any investment of the Accounts are not generally available, BTC shall rely upon Instructions provided to it by the JPA, through the Investment Manager, as to valuation methodology and/or price.

3.10 Record Retention. All records maintained by BTC with respect to the Accounts shall be held for such period as may be required under applicable law. Upon the expiration of any such required retention period, BTC shall have the right to destroy such records. BTC shall have the right to preserve all records and accounts in original form, or on microfilm, magnetic tape, or any other similar process.

3.11 Regulatory Matters. BTC shall conclusively presume that the JPA or other responsible party has made all governmental filings required by law as of the date required. Should BTC incur any liability by reason of any party's failure to timely file, the JPA shall indemnify and hold BTC harmless for any and all liabilities, costs, expenses (including reasonable attorney's fees) and other obligations, including penalties and interest, incurred by BTC. BTC shall not be required to take any action upon receipt of any notice from the IRS or other taxing authority except to promptly forward a copy thereof to the JPA, through the Investment Manager. BTC shall promptly notify the JPA, through the Investment Manager, with regard to any tax assessments it receives on any income or property maintained in the Accounts. The JPA, and not BTC, shall be responsible for contesting any such assessments or litigating any such claims.

3.12 Withholding. In connection with the disbursement of funds from the Accounts, the JPA shall instruct BTC if required by the IRS and other applicable taxing authorities to withhold and remit to the IRS and other applicable taxing authorities the amount of any income tax withholding required by law. The JPA shall provide such tax information to BTC in a form acceptable to BTC.

3.13 Powers of Custody. Except as otherwise provided in this Agreement, BTC shall have the power to take any non-discretionary action with respect to the Accounts which it deems necessary to discharge its responsibilities under this Agreement. BTC is expressly authorized: to hold securities or other property in its own name, in the name of its nominee or in bearer form; to employ suitable agents and counsel and to pay their

reasonable expenses and compensation; and to make, execute, acknowledge and deliver any and all instruments in writing that may be necessary to carry out its responsibilities.

Section Four - Compensation

4.1 Custodian's Compensation. The JPA agrees to pay BTC for services rendered by it based on its current fee schedule, which may be amended from time to time upon agreement by both parties BTC shall also be reimbursed for any expenses incurred as a result of the execution of its duties hereunder. BTC's compensation and expenses, including counsel fees, shall constitute a charge upon the Accounts, and may be withdrawn by BTC directly from the Accounts to the extent they are not paid by the JPA within 60 days of the invoice.

Section Five - Limitation of Custody's Liability

5.1 Indemnification. The JPA shall, at all times, fully indemnify and save harmless BTC, its successors and assigns, for and from any loss or expense (including reasonable attorneys' fees) arising out of or attributable to (a) any act or conduct (except for BTC's own willful misconduct or negligence) in its capacity as Custodian, or (b) by reason of any breach of any statutory or other duty owed to the Accounts by the JPA, the Investment Manager or any delegate of any of them (and for the purposes of this sentence BTC shall not be considered to be such a delegate). BTC shall not be under any obligation to prosecute or defend any action or suit in respect of the agency relationship hereunder which, in its opinion, may involve it in expense or liability, unless the JPA will, as often as requested, furnish BTC with satisfactory security and indemnity against such expense or liability.

5.2 Limitation of Liability. Under no circumstances shall BTC be liable to the JPA, or the Accounts for (a) indirect, special or consequential damages, irrespective of whether or not BTC was apprised of the likelihood of such damages or (b) the failure or delay in performance of its obligations hereunder, or those of any entity for which it is responsible hereunder, arising out of or caused, directly or indirectly, by circumstances beyond the affected entity's reasonable control, including, without limitation: any interruption, loss or malfunction of any utility, transportation, third party computer (hardware or software) or communication service; a delay in mails; governmental or exchange action, statute, ordinance, rulings, regulations or direction; war, strike, riot, emergency, civil disturbance, terrorism, vandalism, explosions, labor disputes, freezes, floods, fires, tornadoes, acts of God or public enemy, revolutions, or insurrection. Notwithstanding the foregoing, BTC's liability to pay damages shall not exceed the fees it has collected pursuant to this Agreement.

5.3 Tax Exempt JPA Qualification and Filing. The JPA represents and warrants to BTC that the JPA is qualified under Section 115 of the Internal Revenue Code of 1986, as amended from time to time, and that it has made all Federal filings required by federal law as of the date required so that the Investment Accounts are attributed tax exempt status. Should BTC incur any liability by reason of the Investment Account's failure to qualify or failure to timely file, the JPA shall fully reimburse BTC for

any and all obligations, including taxes, penalties, interest or expenses, so incurred by BTC.

5.4 Reliance on Opinion of Counsel. BTC may consult with legal counsel concerning any question which may arise with reference to this Agreement and its powers and duties hereunder. The written opinion of such counsel shall be full and complete protection of BTC with respect to any action taken or suffered by BTC hereunder in good faith reliance on said opinion.

Section Six - Termination

6.1 This Agreement may be terminated by any party at any time on not less than ninety (90) days' written notice to the other parties. Notwithstanding the foregoing sentence, this Agreement and the Accounts created hereunder shall automatically terminate when the JPA ceases to maintain the investments of the Accounts through the Investment Manager or a successor Investment Manager acceptable to BTC. Upon termination of this Agreement, BTC shall promptly deliver all monies then held by it hereunder, pursuant to written instructions provided by the JPA, provided, however, that BTC may retain an amount equal to the then-outstanding drafts issued on the account, and any compensation and expenses due to BTC as of the date of termination. If BTC retains any monies of the Accounts, it shall deliver to the JPA a written statement detailing the outstanding drafts, unpaid compensation and expenses.

Section Seven - Miscellaneous

7.1 Scope of BTC's Duties. The duties and responsibilities of BTC shall be determined solely in accordance with this Agreement and shall not be deemed to be enlarged by the provisions of any other document or agreement affecting the Investment Accounts. In the event any provision of the Agreement conflicts with the terms and conditions of such other document or agreement with respect to the duties of BTC, the provisions contained herein shall control.

7.2 Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto and supersedes any prior agreement with respect to the subject matter hereof, whether oral or written.

7.3 Amendment and Assignment. This Agreement may not be modified or amended except in a written instrument executed by the parties hereto. Neither this Agreement nor any rights or obligations hereunder may be assigned by any party hereto, whether voluntarily, involuntarily or by operation of law, without the prior written consent of the others, such consent not to be unreasonably withheld, except to entities controlled by, under common control with or controlling the assigning party, provided that such assignee has financial capacity at least equal to that of the assignor. The foregoing restriction on assignment shall not preclude any party from appointing agents and delegating responsibilities hereunder to such agents.

7.4 Governing Law. The validity, construction and performance of this Agreement shall be governed by, and construed in accordance with, the laws of the state of California, without reference to the choice of laws principles thereof.

7.5 Parties Bound. This Agreement shall be binding upon the parties hereto, and all persons claiming to benefit under or through the Investment Accounts, and, as the case may be, the participants, beneficiaries, administrators, successors, and assigns of each of them. To the extent permitted by law, only BTC and the JPA shall be necessary parties in any application to the Courts for an accounting by BTC or for an interpretation of this Agreement. Also to the extent permitted by law, no donor or other person having an interest in the Investment Accounts shall be entitled to any notice or service of process.

7.6 Severability. If any provision of this Agreement shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions of this Agreement shall continue to be fully effective.

7.7 No Liability for Acts of Predecessor and Successor. BTC shall have no liability for the acts or omissions of its predecessors or successors in office.

7.8 Survival. The representations, warranties, covenants, indemnities, sharing of records and information, and choice of law provisions shall survive the termination of this Agreement.

The JPA and BTC have executed this Custody Agreement to be effective as of the day and year first above written.

_____
JPA

_____
Tax ID Number

By:_____
Print Name: _____
Title: _____
(President, VP or higher)

BENEFIT TRUST COMPANY

By:_____

Print Name: _____

Title: _____

Must be President or Vice President



DVP Custodial Services

I. CUSTODIAL SERVICES

Standard Service Package

Annual Account Minimum Fee	$5,000

Market Value of Plan Assets	Annual Basis Points
Plan Assets $0 - $50mm	3.25 basis points
Plan Assets $50mm +	2.50 basis points

Miscellaneous

- Trade Settlement Fee on Trades Greater than 200 Annually — $10.00 each
- Plan Termination Fee — $500.00
- Extraordinary Services ($100 minimum) — $200.00 \ hour
- Overdrafts are calculated at the monthly average Prime Rate (as published in the *Wall Street Journal*) and charged on the monthly average overdraft balance.

II. REIMBURSABLE EXPENSES

A billing for the recovery of reimbursable expenses is made as of the end of each month. Reimbursable expenses include, but are not limited to mailing expenses, research services, legal fees, sub-custodian charges such as local trade and asset charges (foreign), stamp duties and proxy fees.

Alameda County Schools Insurance Group
P.O. Box 2487
Dublin, CA 94568
Phone (925) 225-1030
Fax (925) 225-0653
www.acsig.com

EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: 2018/2019 Third Quarter Investment Report

In an effort to improve ACSIG's interest earnings, the Executive Committee amended its investment policy and selected Morgan Stanley Smith Barney as its investment advisor effective July 1, 2010. Although returns have been small, the fund is still gaining interest for ACSIG programs.

Enclosed is ACSIG's third quarterly investment report. Cary Allison from Morgan Stanley Wealth Management will be in attendance to address this item and outline the current investment strategy. The Executive Committee will be asked to approve a recommendation to the full Board.

Morgan Stanley

April 10, 2019

ACSIG – Alameda County Schools Insurance Group

Dear Board:

Please find attached your portfolio summary. I certify that your portfolio is compliant with California government code sections 53600 and 53601 as well as your current investment policy statement as of the date of this report.

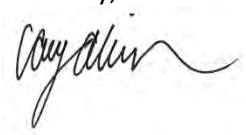
Time Weighted Performance Summary (Net of fees) – March 31, 2019

Total Ending Value	$16,523,348.91
Rolling Periods	
Quarter to Date	1.11%
Year to Date	1.11%
Last 12 Months	2.62%
Last 3 Years	0.77%
Last 5 Years	1.06%
Since 7/12/10 Inception (annualized %)	1.17%
Calendar Years	
2019 ytd	1.11%
2018	1.01%
2017	0.59%
2016	0.99%
2015	0.87%
2014	1.01%
2013	-0.03%
2012	2.44%
2011	1.91%
2010 (partial year)	0.29%
Fiscal Years	
2018-19	2.43%
2017-18	-0.42%
2016-17	-0.35%
2015-16	2.13%
2014-15	1.09%
2013-14	1.32%
2012-13	0.48%
2011-12	1.75%

Morgan Stanley uses Interactive Data Concepts (IDC) for its bond pricing services. More details on the portfolio summary are attached and can also be found in the monthly statements.

Please contact me with any questions.

Sincerely,



Cary M. Allison, CIMA®
Executive Director
Senior Institutional Consultant, U.S. Government Entity Specialist
www.morganstanley.com
cary.allison@morganstanley.com

Attachment

ALLISON/PAYNE
Tel: 916-797-7700

Fixed Income Report

Prepared on April 03, 2019 for:

ACSIG - Alameda County Schools Ins Group

Account No. 171-XXX349

ALAMEDA COUNTY SCHOOLS INS GROUP
ATTENTION: KIMBERLY DENNIS
P O BOX 2487
DUBLIN CA 94568-0710

TABLE OF CONTENTS

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Investment Summary	4
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Risk Vs. Return	7
Positions: Fixed Income Detail	8
Disclosures	14

Please review the disclosures and definitions throughout this Document.
Various sub-sections of this Document may not contain information on all accounts/positions covered in this Document.

ACCOUNT(S) INCLUDED IN THIS REPORT

MORGAN STANLEY WEALTH MANAGEMENT

Account Name	Account Type/ Manager Name	Advisory/ Brokerage	Account Number	Date Opened	Date Closed
Alameda County Schools Ins Group	Western Asset - Gov Sec Mgmt 3 year CES	Advisory	171-XXX349	04/27/10	-

Investment, insurance and annuity products offered through Morgan Stanley Smith Barney LLC are: NOT FDIC INSURED | MAY LOSE VALUE | NOT BANK GUARANTEED | NOT A BANK DEPOSIT | NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY.
All content within this Document applies to the accounts listed above or a subset thereof, unless otherwise indicated.

INVESTMENT SUMMARY

Morgan Stanley

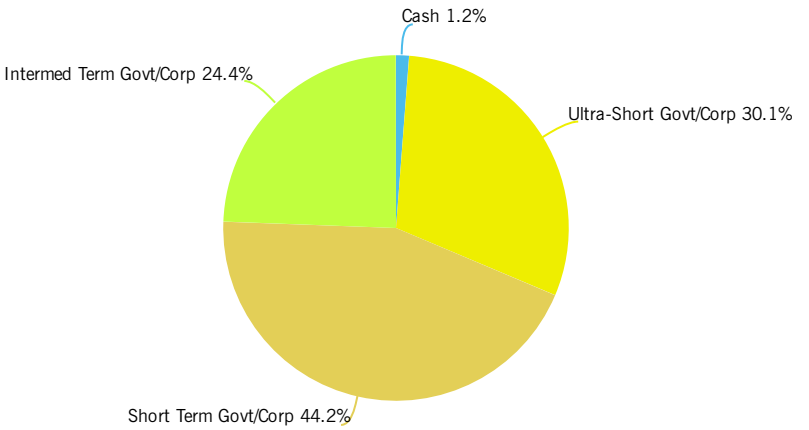
Alameda County Schools Ins Group 171-XXX349 - Western Asset - Gov...

As of March 31, 2019 | Reporting Currency: USD

TIME-WEIGHTED RETURN % (NET OF FEES)

	Quarter to Date ($) 12/31/18-03/31/19	Custom Period ($) 06/30/18-03/31/19	Performance Inception ($) 07/12/10-03/31/19
Beginning Total Value	**16,342,539.30**	**16,131,338.11**	**9,999,850.00**
Net Contributions/Withdrawals	0.00	0.00	5,033,025.75
Investment Earnings	180,809.61	392,010.81	1,490,473.16
Ending Total Value	**16,523,348.91**	**16,523,348.91**	**16,523,348.91**
TIME WEIGHTED RATE OF RETURN (Annualized for periods over 12 months)			
Return % (Net of Fees)	1.11	2.43	1.17
BC Gov 1-3 Yr	0.99	2.52	0.93
BC Gov/Cr 1-5 yr	1.62	3.36	1.71
Citi T-Bill 6 Month	0.61	1.73	0.51

ASSET ALLOCATION

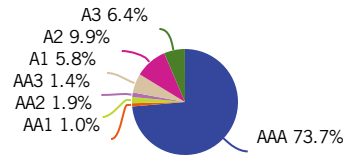


TOTAL VALUE VS. NET INVESTED CAPITAL

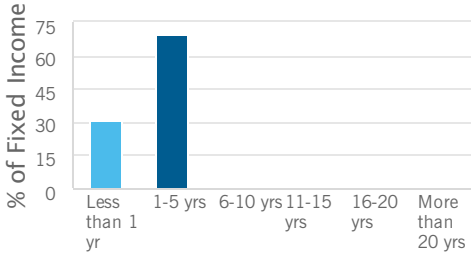


Does not include Performance Ineligible Assets.

FIXED INCOME QUALITY AND MATURITY



Moody's Rating	Total Value ($)
AAA	12,021,612.4
AA1	159,493.16
AA2	304,352.92
AA3	229,457.68
A1	950,767.84
A2	1,607,688.65
A3	1,047,252.17
Total	**16,320,624.86**



	Par Value ($)
Less than 1 yr	4,980,334.35
1-5 yrs	11,340,290.51
6-10 yrs	0.00
11-15 yrs	0.00
16-20 yrs	0.00
More than 20 yrs	0.00
Total	**16,320,624.86**

The Maturity Schedule only includes securities with a stated maturity date.
The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

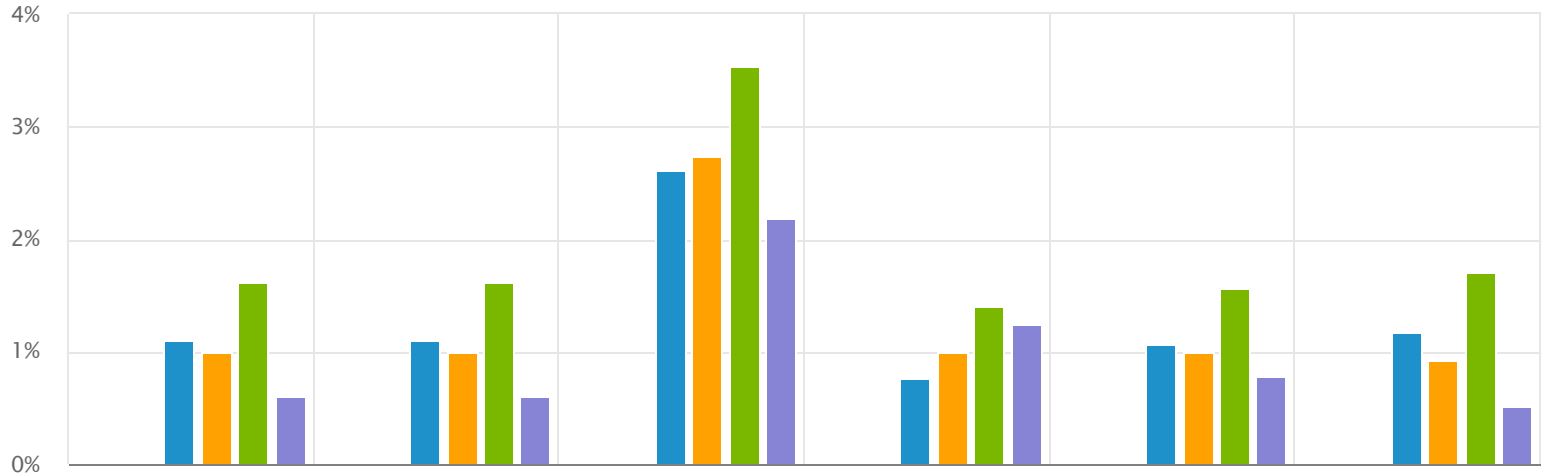
TIME WEIGHTED PERFORMANCE SUMMARY

Morgan Stanley

Alameda County Schools Ins Group 171-XXX349 - Western Asset - Gov...

As of March 31, 2019 | Reporting Currency: USD

RETURN % (NET OF FEES) VS. BENCHMARKS



	Quarter to Date 12/31/18 - 03/31/19	Year to Date 12/31/18 - 03/31/19	Last 12 Months 03/31/18 - 03/31/19	Last 3 Years 03/31/16 - 03/31/19	Last 5 Years 03/31/14 - 03/31/19	Performance Inception 07/12/10 - 03/31/19
Beginning Total Value ($)	16,342,539.30	16,342,539.30	16,101,608.63	16,150,162.43	15,638,820.00	9,999,850.00
Net Contributions/Withdrawals ($)	0.00	0.00	0.00	0.00	32,875.75	5,033,025.75
Investment Earnings ($)	180,809.61	180,809.61	421,740.29	373,186.49	851,653.16	1,490,473.16
Ending Total Value ($)	16,523,348.91	16,523,348.91	16,523,348.91	16,523,348.91	16,523,348.91	16,523,348.91
Return % (Net of Fees)	1.11	1.11	2.62	0.77	1.06	1.17
BC Gov 1-3 Yr (%)	0.99	0.99	2.74	1.00	0.99	0.93
BC Gov/Cr 1-5 yr (%)	1.62	1.62	3.54	1.41	1.57	1.71
Citi T-Bill 6 Month (%)	0.61	0.61	2.18	1.24	0.79	0.51

The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

TIME WEIGHTED PERFORMANCE BY PERIOD - ADVISORY ASSETS ONLY

Alameda County Schools Ins Group 171-XXX349 - Western Asset - Gov... | As of March 31, 2019 | Reporting Currency: USD

RETURN % (NET OF FEES) VS. BENCHMARKS

From 07/12/2010 - 03/31/2019

					Period Returns%			
Period	Beginning Total Value ($)	Net Contributions/ Withdrawals ($)	Investment Earnings ($)	Ending Total Value ($)	Portfolio (Net Of Fees)	BC Gov 1-3 Yr	BC Gov/Cr 1-5 yr	Citi T-Bill 6 Month
2019 (YTD)	16,342,539.30	0.00	180,809.61	16,523,348.91	1.11	0.99	1.62	0.61
2018	16,178,410.09	0.00	164,129.22	16,342,539.30	1.01	1.58	1.38	1.91
2017	16,082,980.87	0.00	95,429.22	16,178,410.09	0.59	0.45	1.27	0.88
2016	15,926,083.41	0.00	156,897.47	16,082,980.87	0.99	0.87	1.56	0.40
2015	15,789,357.87	0.00	136,725.54	15,926,083.41	0.87	0.57	0.97	0.10
2014	15,597,806.94	32,875.75	158,675.18	15,789,357.87	1.01	0.64	1.42	0.06
2013	15,600,964.10	0.00	-3,157.16	15,597,806.94	-0.03	0.37	0.28	0.10
2012	15,229,289.11	0.00	371,674.99	15,600,964.10	2.44	0.51	2.24	0.11
2011	10,028,996.97	5,000,000.00	200,292.14	15,229,289.11	1.91	1.56	3.14	0.14
2010 Performance Inception: 07/12/2010	9,999,850.00	150.00	28,996.97	10,028,996.97	0.29	0.53	1.03	0.11

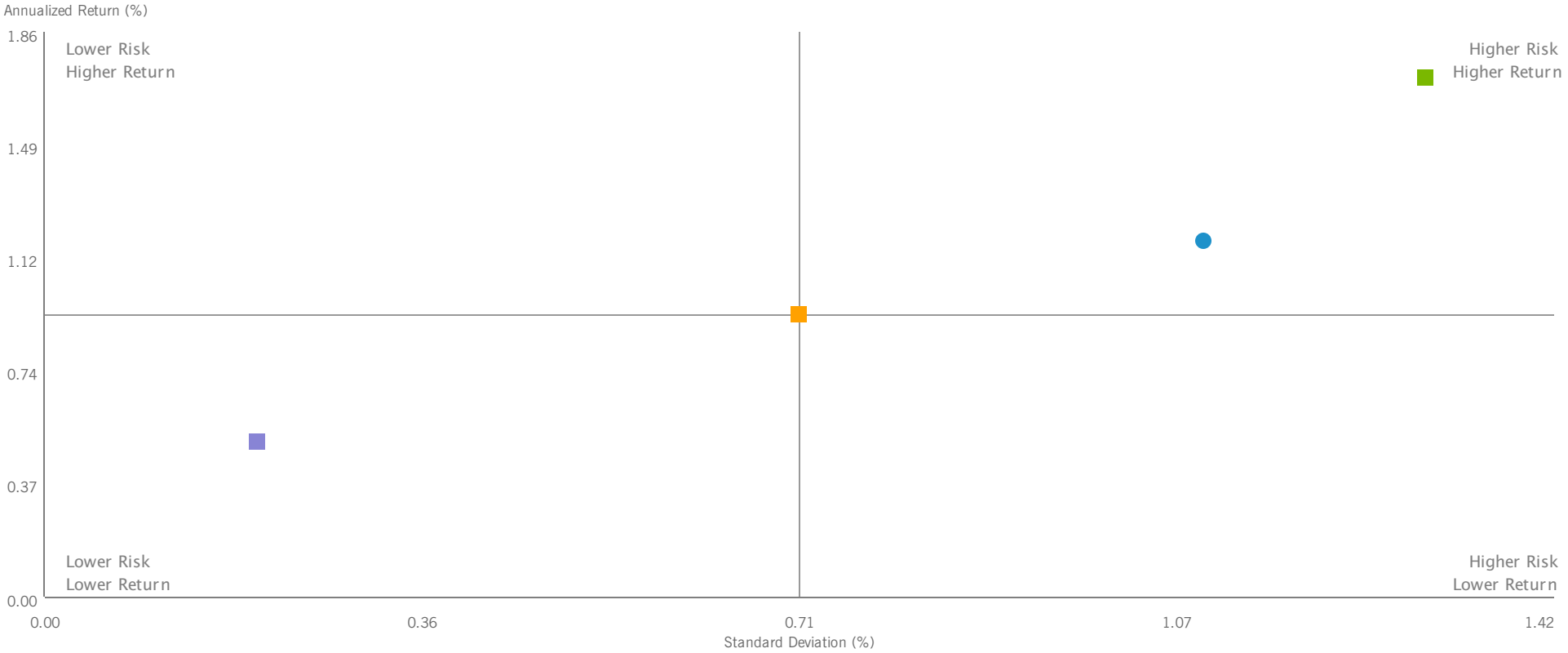
Inception dates for advisory account(s) reflect the most recent advisory program or discretion change.
The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

RISK VS. RETURN

Morgan Stanley

Alameda County Schools Ins Group 171-XXX349 - Western Asset - Gov... | **As of March 31, 2019 | Reporting Currency: USD**

RETURN % (NET OF FEES) AND VOLATILITY VS. BENCHMARKS



	Return % (Net of Fees) 07/12/10-03/31/19	Standard Deviation (%) 07/12/10-03/31/19
Portfolio	1.17	1.09
BC Gov 1-3 Yr	0.93	0.71
BC Gov/Cr 1-5 yr	1.71	1.30
Citi T-Bill 6 Month	0.51	0.20

The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

CORPORATE FIXED INCOME

Security Description	Original Cost / Adjusted Cost	Face Value	Current Price	Market Value / Total Value	Unrealized Gain/Loss	Current Yield / Yield on Cost	% of Fixed Income
3M CO	**$81,099.63** **$81,050.20**	**$81,000.00**	**$97.97**	**$79,351.65** **$79,395.52**	**-$1,698.55**	**1.65%** **1.61%**	**0.49%**
Cusip: 88579YAU5, Moody's Rating: A1, S & P Rating: AA-, Maturity Date: 9/19/2021, Coupon: 1.625, Call Date: 8/19/2021, Call Price: 100.000, Accrued Interest: $43.874							
AMAZON.COM INC	**121,238.64** **121,238.64**	**123,000.00**	**99.09**	**121,874.55** **122,194.35**	**635.91**	**2.42** **2.43**	**0.75**
Cusip: 023135AW6, Moody's Rating: A3, S & P Rating: AA-, Maturity Date: 2/22/2023, Coupon: 2.400, Call Date: 1/22/2023, Call Price: 100.000, Accrued Interest: $319.799							
AMERICAN EXPRESS CREDIT CORP	**162,308.79** **161,189.77**	**159,000.00**	**100.10**	**159,159.00** **159,492.90**	**-2,030.77**	**2.69** **2.64**	**0.98**
Cusip: 0258M0EG0, Moody's Rating: A2, S & P Rating: A-, Maturity Date: 3/3/2022, Coupon: 2.700, Call Date: 1/31/2022, Call Price: 100.000, Accrued Interest: $333.900							
APPLE INC	**161,204.46** **159,841.46**	**157,000.00**	**100.55**	**157,868.21** **159,493.16**	**-1,973.25**	**2.68** **2.63**	**0.98**
Cusip: 037833BF6, Moody's Rating: AA1, S & P Rating: AA+, Maturity Date: 5/13/2022, Coupon: 2.700, Accrued Interest: $1624.948							
BANK OF AMERICA CORP	**161,382.40** **160,762.27**	**160,000.00**	**99.75**	**159,601.60** **161,491.60**	**-1,160.67**	**2.63** **2.60**	**0.99**
Cusip: 06051GFT1, Moody's Rating: A2, S & P Rating: A-, Maturity Date: 10/19/2020, Coupon: 2.625, Accrued Interest: $1890.000							
BANK OF NEW YORK MELLON CORP/THE	**163,529.85** **163,529.85**	**165,000.00**	**100.53**	**165,869.55** **166,707.84**	**2,339.70**	**2.93** **2.97**	**1.02**
Cusip: 06406RAE7, Moody's Rating: A1, S & P Rating: A, Maturity Date: 1/29/2023, Coupon: 2.950, Call Date: 12/29/2022, Call Price: 100.000, Accrued Interest: $838.291							
BB&T CORP	**80,095.73** **79,334.10**	**79,000.00**	**99.80**	**78,841.21** **79,249.82**	**-492.89**	**2.45** **2.41**	**0.49**
Cusip: 05531FAS2, Moody's Rating: A2, S & P Rating: A-, Maturity Date: 1/15/2020, Coupon: 2.450, Call Date: 12/15/2019, Call Price: 100.000, Accrued Interest: $408.605							
BB&T CORP	**122,054.73** **121,963.06**	**119,000.00**	**103.77**	**123,480.35** **124,905.87**	**1,517.29**	**3.61** **3.65**	**0.77**
Cusip: 05531FBF9, Moody's Rating: A2, S & P Rating: A-, Maturity Date: 12/6/2023, Coupon: 3.750, Call Date: 11/6/2023, Call Price: 100.000, Accrued Interest: $1425.520							
BERKSHIRE HATHAWAY INC	**158,767.82** **157,169.35**	**157,000.00**	**99.79**	**156,668.73** **157,099.17**	**-500.62**	**2.10** **2.07**	**0.96**
Cusip: 084670BL1, Moody's Rating: AA2, S & P Rating: AA, Maturity Date: 8/14/2019, Coupon: 2.100, Accrued Interest: $430.441							
BURLINGTON NORTHERN SANTA FE LLC	**79,962.19** **78,974.45**	**77,000.00**	**101.18**	**77,910.14** **78,014.52**	**-1,064.31**	**3.01** **2.93**	**0.48**
Cusip: 12189LAH4, Moody's Rating: A3, S & P Rating: A+, Maturity Date: 3/15/2022, Coupon: 3.050, Call Date: 12/15/2021, Call Price: 100.000, Accrued Interest: $104.377							
CATERPILLAR FINANCIAL SERVICESCORP	**79,058.21** **77,133.51**	**77,000.00**	**99.86**	**76,894.51** **77,397.58**	**-239.00**	**2.10** **2.04**	**0.47**
Cusip: 14912L6B2, Moody's Rating: A3, S & P Rating: A, Maturity Date: 6/9/2019, Coupon: 2.100, Accrued Interest: $503.066							

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CORPORATE FIXED INCOME (Continued)

Security Description	Original Cost / Adjusted Cost	Face Value	Current Price	Market Value / Total Value	Unrealized Gain/Loss	Current Yield / Yield on Cost	% of Fixed Income
CHEVRON CORP	**72,897.83** **71,713.72**	**71,000.00**	**99.80**	**70,860.84** **71,500.13**	**-852.88**	**2.42** **2.35**	**0.44**
Cusip: 166764AY6, Moody's Rating: AA2, S & P Rating: AA, Maturity Date: 11/17/2020, Coupon: 2.419, Call Date: 10/17/2020, Call Price: 100.000, Accrued Interest: $639.288							
CHUBB INA HOLDINGS INC	**123,061.95** **121,810.39**	**121,000.00**	**99.50**	**120,399.84** **121,543.96**	**-1,410.55**	**2.31** **2.26**	**0.75**
Cusip: 00440EAT4, Moody's Rating: A3, S & P Rating: A, Maturity Date: 11/3/2020, Coupon: 2.300, Call Date: 10/3/2020, Call Price: 100.000, Accrued Interest: $1144.122							
CISCO SYSTEMS INC	**80,907.57** **80,907.57**	**83,000.00**	**98.60**	**81,840.49** **81,896.28**	**932.92**	**2.23** **2.26**	**0.50**
Cusip: 17275RBH4, Moody's Rating: A1, S & P Rating: AA-, Maturity Date: 9/20/2023, Coupon: 2.200, Call Date: 7/20/2023, Call Price: 100.000, Accrued Interest: $55.794							
CISCO SYSTEMS INC	**79,200.66** **78,038.71**	**77,000.00**	**101.32**	**78,012.55** **78,735.92**	**-26.16**	**4.39** **4.32**	**0.48**
Cusip: 17275RAH5, Moody's Rating: A1, S & P Rating: AA-, Maturity Date: 1/15/2020, Coupon: 4.450, Accrued Interest: $723.372							
COCA-COLA CO/THE	**81,082.40** **80,395.28**	**80,000.00**	**99.10**	**79,281.60** **79,923.27**	**-1,113.68**	**1.89** **1.85**	**0.49**
Cusip: 191216BT6, Moody's Rating: A1, S & P Rating: A+, Maturity Date: 10/27/2020, Coupon: 1.875, Accrued Interest: $641.666							
COMCAST CORP	**156,366.66** **142,532.14**	**139,000.00**	**102.19**	**142,048.27** **142,644.81**	**-483.87**	**5.03** **4.57**	**0.87**
Cusip: 20030NBA8, Moody's Rating: A3, S & P Rating: A-, Maturity Date: 3/1/2020, Coupon: 5.150, Accrued Interest: $596.541							
COSTCO WHOLESALE CORP	**81,574.40** **80,335.02**	**80,000.00**	**99.37**	**79,496.00** **79,896.44**	**-839.02**	**1.71** **1.67**	**0.49**
Cusip: 22160KAF2, Moody's Rating: AA3, S & P Rating: A+, Maturity Date: 12/15/2019, Coupon: 1.700, Accrued Interest: $400.444							
EXXON MOBIL CORP	**162,744.45** **160,564.95**	**159,000.00**	**99.55**	**158,278.14** **158,572.55**	**-2,286.81**	**2.23** **2.17**	**0.97**
Cusip: 30231GAV4, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 3/1/2021, Coupon: 2.222, Call Date: 2/1/2021, Call Price: 100.000, Accrued Interest: $294.414							
GENERAL DYNAMICS CORP	**162,630.40** **162,532.27**	**160,000.00**	**102.76**	**164,417.60** **166,457.60**	**1,885.33**	**3.28** **3.32**	**1.02**
Cusip: 369550BD9, Moody's Rating: A2, S & P Rating: A+, Maturity Date: 5/15/2023, Coupon: 3.375, Call Date: 4/15/2023, Call Price: 100.000, Accrued Interest: $2040.000							
GILEAD SCIENCES INC	**161,260.82** **161,248.17**	**161,000.00**	**101.86**	**164,001.04** **164,437.08**	**2,752.87**	**3.19** **3.24**	**1.01**
Cusip: 375558BC6, Moody's Rating: A3, S & P Rating: A, Maturity Date: 9/1/2022, Coupon: 3.250, Call Date: 7/1/2022, Call Price: 100.000, Accrued Interest: $436.041							
HOME DEPOT INC/THE	**80,576.84** **79,080.14**	**79,000.00**	**99.89**	**78,909.15** **79,374.37**	**-170.99**	**2.00** **1.96**	**0.49**
Cusip: 437076BE1, Moody's Rating: A2, S & P Rating: A, Maturity Date: 6/15/2019, Coupon: 2.000, Call Date: 5/15/2019, Call Price: 100.000, Accrued Interest: $465.222							

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CORPORATE FIXED INCOME (Continued)

Security Description	Original Cost / Adjusted Cost	Face Value	Current Price	Market Value / Total Value	Unrealized Gain/Loss	Current Yield / Yield on Cost	% of Fixed Income
HONEYWELL INTERNATIONAL INC	**80,569.08** **80,569.08**	**81,000.00**	**99.23**	**80,377.11** **80,849.61**	**-191.97**	**1.41** **1.41**	**0.50**
Cusip: 438516BJ4, Moody's Rating: A2, S & P Rating: A, Maturity Date: 10/30/2019, Coupon: 1.400, Accrued Interest: $472.500							
INTEL CORP	**79,932.20** **79,264.37**	**79,000.00**	**99.87**	**78,898.88** **79,232.22**	**-365.49**	**2.45** **2.42**	**0.49**
Cusip: 458140AQ3, Moody's Rating: A1, S & P Rating: A+, Maturity Date: 7/29/2020, Coupon: 2.450, Accrued Interest: $333.336							
INTERCONTINENTAL EXCHANGE INC	**204,374.75** **204,374.75**	**205,000.00**	**100.19**	**205,391.55** **207,270.72**	**1,016.80**	**2.74** **2.75**	**1.27**
Cusip: 45866FAC8, Moody's Rating: A2, S & P Rating: A, Maturity Date: 12/1/2020, Coupon: 2.750, Call Date: 11/1/2020, Call Price: 100.000, Accrued Interest: $1879.165							
JOHN DEERE CAPITAL CORP	**80,480.46** **79,019.24**	**79,000.00**	**99.98**	**78,985.78** **79,795.53**	**-33.46**	**2.25** **2.21**	**0.49**
Cusip: 24422ERR2, Moody's Rating: A2, S & P Rating: A, Maturity Date: 4/17/2019, Coupon: 2.250, Accrued Interest: $809.750							
JOHNSON & JOHNSON	**81,111.78** **81,060.76**	**81,000.00**	**99.24**	**80,386.02** **81,004.66**	**-674.74**	**1.96** **1.94**	**0.50**
Cusip: 478160CH5, Moody's Rating: AAA, S & P Rating: AAA, Maturity Date: 11/10/2020, Coupon: 1.950, Accrued Interest: $618.638							
JPMORGAN CHASE & CO	**160,541.52** **155,157.87**	**148,000.00**	**103.74**	**153,533.72** **156,214.68**	**-1,624.15**	**4.45** **4.26**	**0.96**
Cusip: 46625HHZ6, Moody's Rating: A2, S & P Rating: A-, Maturity Date: 5/10/2021, Coupon: 4.625, Accrued Interest: $2680.958							
MASTERCARD INC	**159,790.89** **159,790.89**	**161,000.00**	**98.70**	**158,905.39** **160,068.17**	**-885.50**	**2.02** **2.01**	**0.98**
Cusip: 57636QAF1, Moody's Rating: A2, S & P Rating: A+, Maturity Date: 11/21/2021, Coupon: 2.000, Call Date: 10/21/2021, Call Price: 100.000, Accrued Interest: $1162.777							
MICROSOFT CORP	**80,922.40** **80,615.42**	**80,000.00**	**100.04**	**80,028.00** **80,286.61**	**-587.42**	**2.37** **2.34**	**0.49**
Cusip: 594918BA1, Moody's Rating: AAA, S & P Rating: AAA, Maturity Date: 2/12/2022, Coupon: 2.375, Call Date: 1/12/2022, Call Price: 100.000, Accrued Interest: $258.610							
OCCIDENTAL PETROLEUM CORP	**80,446.14** **76,587.55**	**74,000.00**	**102.31**	**75,708.66** **76,214.33**	**-878.89**	**4.00** **3.76**	**0.47**
Cusip: 674599BY0, Moody's Rating: A3, S & P Rating: A, Maturity Date: 2/1/2021, Coupon: 4.100, Call Date: 11/1/2020, Call Price: 100.000, Accrued Interest: $505.666							
ORACLE CORP	**80,280.59** **79,879.59**	**79,000.00**	**99.65**	**78,720.34** **79,466.45**	**-1,159.25**	**2.50** **2.45**	**0.49**
Cusip: 68389XBB0, Moody's Rating: A1, S & P Rating: AA-, Maturity Date: 5/15/2022, Coupon: 2.500, Call Date: 3/15/2022, Call Price: 100.000, Accrued Interest: $746.111							
PNC FINANCIAL SERVICES GROUP INC/THE	**158,731.86** **145,355.54**	**142,000.00**	**101.98**	**144,817.28** **145,888.69**	**-538.26**	**5.02** **4.58**	**0.89**
Cusip: 693476BJ1, Moody's Rating: A3, S & P Rating: A-, Maturity Date: 2/8/2020, Coupon: 5.125, Accrued Interest: $1071.408							

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CORPORATE FIXED INCOME (Continued)

Security Description	Original Cost / Adjusted Cost	Face Value	Current Price	Market Value / Total Value	Unrealized Gain/Loss	Current Yield / Yield on Cost	% of Fixed Income
PROCTER & GAMBLE CO/THE	**151,176.89** **149,274.57**	**149,000.00**	**99.59**	**148,381.65** **149,561.23**	**-892.92**	**1.90** **1.87**	**0.92**
Cusip: 742718EG0, Moody's Rating: AA3, S & P Rating: AA-, Maturity Date: 11/1/2019, Coupon: 1.900, Accrued Interest: $1179.582							
STATE STREET CORP	**72,450.70** **70,826.50**	**70,000.00**	**99.94**	**69,960.80** **70,174.01**	**-865.70**	**2.55** **2.46**	**0.43**
Cusip: 857477AS2, Moody's Rating: A1, S & P Rating: A, Maturity Date: 8/18/2020, Coupon: 2.550, Accrued Interest: $213.208							
TARGET CORP	**79,705.05** **75,121.50**	**73,000.00**	**101.77**	**74,290.64** **74,887.82**	**-830.86**	**3.80** **3.54**	**0.46**
Cusip: 87612EAV8, Moody's Rating: A2, S & P Rating: A, Maturity Date: 7/15/2020, Coupon: 3.875, Accrued Interest: $597.180							
UNITED PARCEL SERVICE INC	**80,722.90** **74,000.00**	**74,000.00**	**100.00**	**74,000.00** **75,896.25**	**-**	**5.12** **4.69**	**0.47**
Cusip: 911312AK2, Moody's Rating: A1, S & P Rating: A+, Maturity Date: 4/1/2019, Coupon: 5.125, Accrued Interest: $1896.250							
UNITEDHEALTH GROUP INC	**120,699.04** **118,894.48**	**118,000.00**	**100.21**	**118,244.26** **118,916.86**	**-650.22**	**2.69** **2.64**	**0.73**
Cusip: 91324PCM2, Moody's Rating: A3, S & P Rating: A+, Maturity Date: 7/15/2020, Coupon: 2.700, Accrued Interest: $672.599							
VISA INC	**160,184.55** **159,570.80**	**159,000.00**	**99.56**	**158,300.40** **159,340.08**	**-1,270.40**	**2.20** **2.17**	**0.98**
Cusip: 92826CAB8, Moody's Rating: A1, S & P Rating: AA-, Maturity Date: 12/14/2020, Coupon: 2.200, Call Date: 11/14/2020, Call Price: 100.000, Accrued Interest: $1039.682							
WALMART INC	**80,517.18** **76,185.01**	**74,000.00**	**101.53**	**75,135.16** **75,753.63**	**-1,049.85**	**3.57** **3.33**	**0.46**
Cusip: 931142CU5, Moody's Rating: AA2, S & P Rating: AA, Maturity Date: 7/8/2020, Coupon: 3.625, Accrued Interest: $618.465							
WALT DISNEY CO/THE	**78,557.70** **78,174.91**	**78,000.00**	**99.44**	**77,564.76** **77,629.98**	**-610.15**	**2.16** **2.13**	**0.48**
Cusip: 25468PDE3, Moody's Rating: A2, S & P Rating: A, Maturity Date: 9/17/2020, Coupon: 2.150, Accrued Interest: $65.217							
Corporate Fixed Income Total	**$4,684,202.11** **$4,605,067.85**	**$4,568,000.00**		**$4,586,695.42** **$4,618,876.25**	**-$18,372.43**		**28.30%**

GOVERNMENT SECURITIES

Security Description	Original Cost / Adjusted Cost	Face Value	Current Price	Market Value / Total Value	Unrealized Gain/Loss	Current Yield / Yield on Cost	% of Fixed Income
FED HOME LN BK	**$650,447.75** **$650,447.75**	**$655,000.00**	**$97.37**	**$637,747.30** **$639,323.39**	**-$12,700.45**	**1.15%** **1.13%**	**3.92%**
Cusip: 3130A8QS5, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 7/14/2021, Coupon: 1.125, Accrued Interest: $1576.094							

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GOVERNMENT SECURITIES (Continued)

Security Description	Original Cost / Adjusted Cost	Face Value	Current Price	Market Value / Total Value	Unrealized Gain/Loss	Current Yield / Yield on Cost	% of Fixed Income
FED HOME LN MTG CORP	**955,279.00** **950,547.58**	**950,000.00**	**99.60**	**946,181.00** **948,160.16**	**-4,366.58**	**1.25** **1.24**	**5.81**
Cusip: 3137EADK2, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 8/1/2019, Coupon: 1.250, Accrued Interest: $1979.164							
FED HOME LN MTG CORP	**505,965.00** **501,752.34**	**500,000.00**	**98.87**	**494,335.00** **497,199.58**	**-7,417.34**	**1.39** **1.36**	**3.05**
Cusip: 3137EADR7, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 5/1/2020, Coupon: 1.375, Accrued Interest: $2864.580							
FED HOME LN MTG CORP	**485,131.79** **481,696.26**	**481,000.00**	**99.39**	**478,080.33** **481,069.88**	**-3,615.93**	**1.25** **1.23**	**2.95**
Cusip: 3137EADM8, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 10/2/2019, Coupon: 1.250, Accrued Interest: $2989.545							
FED HOME LN MTG CORP MED TERM NOTE	**712,467.00** **707,082.07**	**698,000.00**	**100.28**	**699,940.44** **703,532.23**	**-7,141.63**	**2.36** **2.32**	**4.31**
Cusip: 3137EADB2, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 1/13/2022, Coupon: 2.375, Accrued Interest: $3591.789							
FED NATL MTG ASSN	**557,590.42** **557,158.32**	**557,000.00**	**99.36**	**553,407.35** **555,167.31**	**-3,750.97**	**1.63** **1.62**	**3.40**
Cusip: 3135G0A78, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 1/21/2020, Coupon: 1.625, Accrued Interest: $1759.964							
FED NATL MTG ASSN	**363,955.48** **358,745.75**	**355,000.00**	**99.27**	**352,397.85** **354,117.38**	**-6,347.90**	**1.88** **1.82**	**2.17**
Cusip: 3135G0H55, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 12/28/2020, Coupon: 1.875, Accrued Interest: $1719.528							
FED NATL MTG ASSN	**487,701.13** **487,701.13**	**497,000.00**	**99.06**	**492,313.29** **497,172.84**	**4,612.16**	**2.01** **2.03**	**3.05**
Cusip: 3135G0T78, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 10/5/2022, Coupon: 2.000, Accrued Interest: $4859.552							
FED NATL MTG ASSN	**488,154.54** **488,154.54**	**498,000.00**	**98.90**	**492,531.96** **497,096.96**	**4,377.42**	**1.89** **1.91**	**3.05**
Cusip: 3135G0T45, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 4/5/2022, Coupon: 1.875, Accrued Interest: $4564.997							
FED NATL MTG ASSN	**202,333.80** **202,269.35**	**200,000.00**	**102.34**	**204,680.00** **204,983.47**	**2,410.65**	**2.80** **2.83**	**1.26**
Cusip: 3135G0U43, Moody's Rating: AAA, S & P Rating: AA+, Maturity Date: 9/12/2023, Coupon: 2.875, Accrued Interest: $303.472							
UNITED STATES TREASURY NOTE	**640,803.39** **638,119.48**	**641,000.00**	**98.59**	**631,987.54** **632,730.00**	**-6,131.94**	**1.39** **1.37**	**3.88**
Cusip: 912828L32, Moody's Rating: AAA, Maturity Date: 8/31/2020, Coupon: 1.375, Accrued Interest: $742.457							
UNITED STATES TREASURY NOTE	**405,395.68** **405,015.78**	**405,000.00**	**99.90**	**404,574.75** **406,686.45**	**-441.03**	**1.25** **1.25**	**2.49**
Cusip: 912828ST8, Moody's Rating: AAA, Maturity Date: 4/30/2019, Coupon: 1.250, Accrued Interest: $2111.702							

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GOVERNMENT SECURITIES (Continued)

Security Description	Original Cost / Adjusted Cost	Face Value	Current Price	Market Value / Total Value	Unrealized Gain/Loss	Current Yield / Yield on Cost	% of Fixed Income
UNITED STATES TREASURY NOTE	**970,043.87** **968,377.67**	**968,000.00**	**99.38**	**962,027.44** **965,938.21**	**-6,350.23**	**1.63** **1.62**	**5.92**
Cusip: 912828G95, Moody's Rating: AAA, Maturity Date: 12/31/2019, Coupon: 1.625, Accrued Interest: $3910.768							
UNITED STATES TREASURY NOTE	**1,017,715.84** **1,017,715.84**	**1,024,000.00**	**98.84**	**1,012,121.60** **1,015,250.87**	**-5,594.24**	**1.89** **1.88**	**6.22**
Cusip: 9128282P4, Moody's Rating: AAA, Maturity Date: 7/31/2022, Coupon: 1.875, Accrued Interest: $3129.272							
UNITED STATES TREASURY NOTE	**727,207.86** **725,447.10**	**723,000.00**	**99.43**	**718,878.90** **720,097.00**	**-6,568.20**	**2.01** **1.99**	**4.41**
Cusip: 912828B90, Moody's Rating: AAA, Maturity Date: 2/28/2021, Coupon: 2.000, Accrued Interest: $1218.096							
UNITED STATES TREASURY NOTE	**393,843.60** **393,843.60**	**400,000.00**	**99.03**	**396,108.00** **396,922.92**	**2,264.40**	**1.26** **1.27**	**2.43**
Cusip: 912828H52, Moody's Rating: AAA, Maturity Date: 1/31/2020, Coupon: 1.250, Accrued Interest: $814.916							
UNITED STATES TREASURY NOTE	**486,515.63** **485,990.95**	**485,000.00**	**99.36**	**481,891.15** **485,937.28**	**-4,099.80**	**2.01** **1.99**	**2.98**
Cusip: 912828F96, Moody's Rating: AAA, Maturity Date: 10/31/2021, Coupon: 2.000, Accrued Interest: $4046.132							
UNITED STATES TREASURY NOTE	**748,640.71** **748,640.71**	**759,000.00**	**98.54**	**747,880.65** **753,421.14**	**-760.06**	**1.77** **1.77**	**4.62**
Cusip: 912828WZ9, Moody's Rating: AAA, Maturity Date: 4/30/2022, Coupon: 1.750, Accrued Interest: $5540.487							
UNITED STATES TREASURY NOTE	**961,541.57** **959,273.76**	**961,000.00**	**98.31**	**944,787.93** **946,941.55**	**-14,485.83**	**1.39** **1.37**	**5.80**
Cusip: 912828N89, Moody's Rating: AAA, Maturity Date: 1/31/2021, Coupon: 1.375, Accrued Interest: $2153.620							
Government Securities Total	**$11,760,734.06** **$11,727,979.98**	**$11,757,000.00**		**$11,651,872.48** **$11,701,748.62**	**-$76,107.50**		**71.70%**

Unrealized Gain/Loss value does not reflect interest and dividend accruals.
Unrealized Gain/Loss totals only reflect positions that have both Cost Basis and Market Value/ Total Value information available.

DISCLOSURES

Explanatory Notes and Disclosures: This document is designed to assist you and your Financial Advisor in understanding portfolio positions, composition and subsets thereof. It is designed solely for your individual use, is for informational purposes only and is not intended as an offer or solicitation with respect to the purchase or sale of any security. Do not take action relying on this information without confirming its accuracy and completeness. Please read carefully all accompanying notes and disclosures provided in this Document.

For convenience purposes, your Financial Advisor may have assigned a designated name for this Document. The list of the accounts covered in this document is noted herein and may not include all of your accounts with us or external custodians. Furthermore, the information included in this document may not include all asset classes/securities/liabilities held by you at the firm or external custodians. Please review this document carefully and discuss any questions you may have with your Financial Advisor. If you do not understand an entry, suspect an error, or want more details on current values or other information, contact your Financial Advisor. This document is based upon your Morgan Stanley account holdings and may include other holdings/information that you or a third party provided about assets custodied elsewhere. Morgan Stanley will not verify any other holdings/information. If any information reflects assets held away from Morgan Stanley that will be indicated. The information contained in this document is subject to, and does not supersede the confirmations and account statements you receive from us. Values shown in your official account statement may differ from the values shown in this document due to, among other things, different reporting methods, delays, market conditions and interruptions. If there are discrepancies between your official account statement and this document, rely on your official account statement.

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This information is provided for informational purposes only and should not be used for tax preparation. The information reported on your Form(s) 1099 supersedes the information provided in this report and should be exclusively relied upon for tax preparation. Morgan Stanley, its affiliates and its employees are not in the business of providing tax or legal advice. Clients should seek advice based on their particular circumstances from an independent tax and legal advisor. Morgan Stanley Smith Barney LLC is a registered Broker/Dealer, Member SIPC, and not a bank. Where appropriate, Morgan Stanley Smith Barney LLC has entered into arrangements with banks and other third parties to assist in offering certain banking related products and services.

Investment, insurance and annuity products offered through Morgan Stanley Smith Barney LLC are: NOT FDIC INSURED | MAY LOSE VALUE | NOT BANK GUARANTEED | NOT A BANK DEPOSIT | NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY

Additional information about your Floating Rate Notes: For floating rate securities, the estimated accrued interest and estimated annual income are based on the current floating coupon rate and may not reflect historic rates within the accrual period.

Important Information About Auction Rate Securities: For certain Auction Rate Securities there is no or limited liquidity. Therefore, the price(s) for these Auction Rate Securities are indicated as not available by a dash "-" . There can be no assurance that a successful auction will occur or that a secondary market exists or will develop for a particular security.

Important Pricing Information: Prices of securities not actively traded may not be available, and are indicated by a dash "-".

Asset Classification: We classify assets based on general characteristics such as: income generation, underlying capital structure, or exposure to certain market sectors. As many assets contain characteristics of more than one asset class, allocations may be under or over inclusive. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes. In addition, the Other asset class contains securities that are not included in the various asset class classifications. This can include, but is not limited to, non-traditional investments such as some Equity Unit Trusts, Index Options and Structured Investments issued outside of Morgan Stanley. Additionally, investments for which we are unable to procure market data to properly classify them will appear in the Other category.

Money Market Fund: You could lose money in Money Market Funds. Although MMFs classified as government funds (i.e., MMFs that invest 99.5% of total assets in cash and/or securities backed by the U.S government) and retail funds (i.e., MMFs open to natural person investors only) seek to preserve value at $1.00 per share, they cannot guarantee they will do so. The price of other MMFs will fluctuate and when you sell shares they may be worth more or less than originally paid. MMFs may impose a fee upon sale or temporarily suspend sales if liquidity falls below required minimums. During suspensions, shares would not be available for purchases, withdrawals, check writing or ATM debits. A MMF investment is not insured or guaranteed by the Federal Deposit Insurance Corporation or other government agency.

Performance: Performance results are annualized for time periods greater than one year and include all cash and cash equivalents, realized and unrealized capital gains and losses, dividends, interest and income. The investment results depicted herein represent historical performance. As a result of recent market activity, current performance may vary from the figures shown. Please contact your Financial Advisor for up-to-date performance information. Past performance is not a guarantee of future results.

Market values used for performance calculation do not include Performance Ineligible Assets and thus may differ from asset allocation market values. Common examples of Performance Ineligible Assets include life insurance and annuities as well as Manually Added and External accounts, assets and liabilities.
Unless otherwise indicated, performance is an aggregated composite calculation of the entire portfolio and may include brokerage and investment advisory accounts as well as assets for different accounts included in this report. The accounts included in the composite may have (or have had) different investment objectives and strategies, been subject to different restrictions, and incurred different types of fees, markups, commissions and other charges. Accordingly, performance results may blend the performance of assets and strategies that may not have been available in all of the accounts at all times during the reporting period. In addition, accounts in the composite may have changed from brokerage to advisory or vice versa. Accounts may also have moved from one advisory program to another (including from a discretionary program to a non-discretionary program).
For Morgan Stanley Smith Barney LLC accounts, performance information may cover the full history of the account(s) or just the performance of an account(s) since the inception of the current program(s). Performance results on individual accounts will vary and may differ from the composite returns. Your Financial Advisor can provide you with individual account portfolio composition and performance information. For investment advisory accounts, please see the Morgan Stanley Smith Barney LLC Form ADV Part 2 or applicable disclosure brochure and any applicable brokerage commission and/or fee schedule for a full disclosure of fees and expenses. Your Financial Advisor will provide those documents to you upon request. For brokerage accounts, please speak to your Financial Advisor for more information on commissions and other account fees and expenses.
Performance inception date does not necessarily correspond to the account opening date. Where multiple accounts are included in performance calculations, the inception date is the oldest performance inception. Performance data may not be available for all periods as some accounts included in performance may have more recent performance inception dates. Consequently, the actual performance for a group of accounts may differ from reported performance. Please ask your Financial Advisor for the performance inception date for each account.

Indices: Benchmark indices and blends included in this material are for informational purposes only, are provided solely as a comparison tool and may not reflect the underlying composition and/or investment objective(s) associated with the account(s). In some circumstances, the benchmark index may not be an appropriate benchmark for use with the specific composite portfolio. For instance, an index may not take into consideration certain changes that may have occurred in the portfolio since the inception of the account(s), (e.g., changes from a brokerage to an advisory account or from one advisory program to another, asset class changes, or index changes for individual managers). The volatility of the index used for comparison may be materially different from that of the performance shown. Indices are unmanaged and not available for direct investment. Index returns do not take into account fees or other charges. Such fees and charges would reduce performance. Please see the Benchmark Definitions section of this material for additional information on the indices used for comparison.

Realized/Unrealized Gain/Loss: The gain and loss information is provided for informational purposes only, may not be complete, is not a substitute 1099 form (or any other appropriate tax form), and should not be used for tax planning or preparation. Gain and loss values are estimates and should be independently verified. We are not responsible for any gain and loss information provided by you or another financial institution. You are responsible for ensuring the accuracy of such information.

Projected 12 Month: Projected 12 Month Income is based upon cash income from interest, cash dividends, and partnership distributions. It is a hypothetical projection calculated using current yields. The projected income referenced is based upon certain market projections effective as at today's date only and can change at any time. Such projected income is hypothetical, do not reflect actual investment results, and is not a guarantee of future results. The projected income is referenced for illustrative purposes only. Morgan Stanley does not represent or guarantee that the projected income referenced will or can be attained. The actual income may be lower or higher than the projections based upon a variety of factors and assumptions. The projected income shown may under or over compensate for the impact of actual market conditions and other factors. We make no representation or warranty as to the reasonableness of the assumptions made, or that all assumptions used to construct this projected income information have been stated or fully considered. To the extent that the assumptions made do not reflect actual conditions, the illustrative value of the hypothetical projected income will decrease.
The projected income referenced may include income from Morgan Stanley & Co. and External Accounts, where data is available. Such information was obtained from third party sources which Morgan Stanley believes to be reliable. However, we make no representation or guarantee that the information is accurate or complete. You should not rely upon this information to make any investment decision. Please refer to the official account statements and performance reports you received from your custodian and/or financial institution for information about projected income in your External Accounts. The projected income referenced does not include income from assets in Manually Added External Accounts.

Bank Deposit Program: Under the Bank Deposit Program, cash balances held in account(s) at Morgan Stanley Smith Barney LLC are automatically deposited into an interest bearing FDIC-insured deposit account(s), at Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association, each a national bank, Member FDIC, and an affiliate of Morgan Stanley Smith Barney LLC. Detailed information on federal deposit insurance coverage is available on the FDIC's website (https://www.fdic.gov/deposit/deposits/). Cash balances generally include the uninvested cash in a client's account(s) minus certain items such as purchase transactions due to settle within a specified time period, other charges to a client's account(s), and cash balances that are designated as collateral for a client's obligations.

GENERAL DEFINITIONS

APY: The Annual Percentage Yield ("APY") for deposits represents the applicable rate in effect for your deposits at the period ending date. This APY may be different than the APY that was in effect during the statement period. For current Bank Deposit or Money Market Fund yields, go to http://www.morganstanley.com/wealth-investmentstrategies/ratemonitor

Accrued Interest: The interest earned but not yet received at both the beginning and end of each reporting period.

Adjusted Cost: Adjusted Cost generally reflects the security's original cost adjusted as required by applicable tax rules, including the accrual of discount or premium. Adjusted cost figures are provided for reference purposes only. Although we make every effort to adjust the cost basis for securities' capital changes, we do not adjust the cost basis for all events and may not reflect all of the basis adjustments required to make for tax reporting purposes. Please review with your tax advisor on what is the best method for allocating cost basis for your account.

Annualized Standard Deviation: A statistical calculation that measures the volatility of returns over time; the larger the standard deviation, the greater the volatility.

Call Date: The date on which a bond or preferred stock can be redeemed by the issuer before maturity.

Call Price: The price at which a bond or a preferred stock can be redeemed by the issuer before maturity.

Coupon Rate: The interest rate stated on a bond when it is issued. The coupon is typically paid semiannually.

Current Yield: The indicated Estimated Annual Income divided by the Market Value/Current Cost.

Dollar-Weighted Return (Internal Rate of Return): A return calculation that measures the actual performance of a portfolio over the reporting period. Since dollar weighted returns include the impact of client contributions and withdrawals, they should not be compared to market indices or used to evaluate the performance of a manager, but can be used to evaluate progress toward investment goals.

Global Investment Manager Analysis (GIMA): Global Investment Manager Analysis (GIMA) reviews certain investment products in various advisory programs. For these programs, a GIMA status will apply:
Focus List (FL): Investment products on the Focus List have been subject to an in-depth review and possess GIMA's highest level of confidence.
Approved List (AL): Investment products on the Approved List have typically been subject to a less rigorous review process and have been approved for recommendation to investors.
Not Approved List (NL): Investment products that were previously on the Focus List or Approved List but are no longer on either of those lists. GIMA no longer covers these products. For more information, please ask your Financial Advisor for the applicable Morgan Stanley ADV brochure.

Gross Accumulated Value ($): Gross Accumulated Value is the most current market value provided by carriers of the Annuity or Life insurance product.

Investment Earnings: A combination of the income received and total portfolio value increase or decrease, excluding net contributions and withdrawals, over the reporting period.

Moody's Investor Service and Standard & Poor's Credit Ratings: The credit ratings from Moody's Investors Service and Standard & Poor's may be shown for certain securities. All credit ratings represent the "opinions" of the provider and are not representations or guarantees of performance. Your Financial Advisor will be pleased to provide you with further information or assistance in interpreting these credit ratings.

Morgan Stanley Research Ratings: Morgan Stanley uses a relative rating system using terms such as Overweight, Equal-weight, Not-Rated, or Underweight (see definition below). Morgan Stanley does not assign ratings of Buy, Hold or Sell to the stocks we cover. Overweight, Equal-weight, Not-Rated and Underweight are not the equivalent of buy, hold and sell. Investors should carefully read the definitions of all ratings used in Morgan Stanley Research. In addition, since Morgan Stanley Research contains more complete information concerning the analyst's view, investors should carefully read Morgan Stanley Research, in its entirety, and not infer the contents from the ratings alone. In any case, ratings (or research) should not be used or relied upon as investment advice. An investor's decision to buy or sell a stock should depend on individual circumstances (such as the investor's existing holdings) and other considerations.
Overweight (OVWEIGHT): The stock's total return is expected to exceed the average total return of the analyst's industry (or industry team's) coverage universe, on a risk-adjusted basis, over the next 12-18 months.
Equal-weight (EQWEIGHT): The stock's total return is expected to be in line with the average total return of the analyst's industry (or industry team's) coverage universe, on a risk-adjusted basis, over the next 12-18 months.
Underweight (UNWEIGHT): The stock's total return is expected to be below the average total return of the analyst's industry (or industry team's) coverage universe, on a risk-adjusted basis, over the next 12-18 months.
Not-Rated (NR): Currently, the analyst does not have adequate conviction about the stock's total return relative to the average total return of the analyst's industry (or industry team's) coverage universe, on a risk-adjusted basis, over the next 12-18 months.
Not Available (NAV): Indicates that the ratings for this company are not available because of a Morgan Stanley policy.
Discontinued Coverage (DC)

Net Contributions/Withdrawals: The net value of cash and securities contributed to or withdrawn from the account(s) during the reporting period. Net contributions and withdrawals may include advisory fees for advisory accounts.

Net Invested Premium($): Net Invested Premium is the total amount invested minus the total amount withdrawn. The total amount invested includes the initial investment and any future contributions.

Net of Fees: Performance results depicted as "net" of fees shall mean that any wrap fee, investment management fees, trade commissions, and/or other account fees have been deducted. Any other fees or expenses associated with the account, such as third party custodian fees, may not have been deducted. Please see the Morgan Stanley Smith Barney LLC Form ADV Part 2 Brochure for advisory accounts and/or any applicable brokerage account trade confirmation statements for a full disclosure of the applicable charges, fees and expenses. Your Financial Advisor will provide those documents to you upon request.

Not Rated: Not Rated is assigned to an unrated issuer, obligation and/or program and can also include mutual funds and ETFs.

Performance ineligible assets: Performance returns are not calculated for certain assets because accurate valuations and transactions for these assets are not processed or maintained by Morgan Stanley Smith Barney LLC. Common examples include life insurance and annuities as well as Manually Added and External accounts, assets and liabilities.

Time-Weighted Return: A return calculation that measures the investment performance of a portfolio over the reporting period. Time weighted returns do not include the impact of client contributions and withdrawals and therefore, may not reflect the actual rate of return the client received. Time weighted returns isolate investment actions and can be compared to benchmarks and used to evaluate the performance of a manager.

Total Value: "Total Value" represents the Market Value of the portfolio or Asset Class referenced and includes the accrual of interest and dividends. Total Value in the Asset Allocation view prior to January 2014 does not reflect the accrual of interest and dividends. Total Value for Morgan Stanley & Co. and External accounts also does not include accrued interest and dividends.

BENCHMARK DEFINITIONS

BC Gov 1-3 Yr: The Barclays 1-3 Year Government Bond Index is composed of government bonds with maturities between one and three years.

BC Gov/Cr 1-5 yr: The Government/Credit Index includes securities in the Government and Credit Indices. The Government Index includes treasuries (i.e., public obligations of the U.S. Treasury that have remaining maturities of more than one year) and agencies (i.e., publicly issued debt of U.S. Government agencies, quasi-federal corporations, and corporate or foreign debt guaranteed by the U.S. Government). The Credit Index includes publicly issued U.S. corporate and foreign debentures and secured notes that meet specified maturity, liquidity, and quality requirements. This index is the 1-5 Yr component of the U.S. Government/Credit index.

Citi T-Bill 6 Month: Citigroup T-Bill 6 Month

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: 2018/2019 Third Quarter Financials

ACSIG partners with SETECH for financial services support. Enclosed are the 2018/2019 Third Quarter financial statements for review. These financial statements reflect the 2017/2018 audited balances carried forward into 2018/19. The improved financial position of ACSIG funds are reflected in these statements.

A representative from SETECH will review the financial statements with the Executive Committee. The Executive Committee will be asked to recommend approval to the full Board.

ALAMEDA COUNTY SCHOOLS INSURANCE GROUP

TREASURER'S REPORT

AS OF MARCH 31, 2019 AND FOR THE NINE MONTHS THEN ENDED

As mandated by Section 53646 of the California Government Code, Alameda County Schools Insurance Group is required to disclose that it is able to meet its pool's expenditure requirements for the next six months and is in complete compliance with the current Investment Policy as of the date of this report.



President

SETECH (Service Enhancement Technologies)

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For the Executive Committee Meeting of May 9, 2019
For the Board Meeting of May 16, 2019

Alameda County Schools Insurance Group (ACSIG)

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Distribution and Use of Report

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A) The official approved Report is used,

B) The entire Report be distributed rather than any excerpts,

C) All recipients be made aware that a SETECH staff member is available to answer any questions regarding the contents of the Report,

D) The recipients recognize that the furnishing of this Report is not a substitute for their own due diligence, and they place no undue reliance on the Report or the data for purposes other than for which it was created. No creation of any duty or liability of SETECH to the recipient is owed if the Report is used for purposes other than for which it was created.

SETECH may utilize actuarial projections as an integral component of this Report, as provided by the Authority's actuary and in the case of some Benefit Groups, by a staff member of the Keenan & Associates Technical Department. We may also rely upon financial data provided by the Authority's Treasurer, Accountant or County Office of Education. We have not audited this data and are not responsible for its accuracy. With any financial analysis, the accuracy and relevance of the conclusions as well as the reasonableness of the recommendations depend upon the accuracy and relevance of the underlying data. Financial information provided in this Report is subject to an annual independent financial audit.

SETECH strives to maintain the strictest confidentiality of any information for our clients. The pages of this Report indicate that the information contained in the Report is for "Client Confidential Use Only." This indicates that SETECH will only disclose information contained in these Reports to our intended clients, their members or their contracted parties.

Alameda County Schools Insurance Group (ACSIG)
Treasurer's Report- Statement of Net Position
Consolidated
As of 06/30/2018 and 03/31/2019

	Audited As of 06/30/2018	Activity 07/01/2018 - 03/31/2019	As of 03/31/2019
Assets:			
Current Assets			
Workers Compensation	$ 18,534,707	8,797,738	$ 27,332,445
Dental	3,284,669	1,514,483	4,799,152
Vision	1,323,726	129,653	1,453,379
Property and Liability	1,317,946	378,262	1,696,208
Operations	101,261	133,078	234,339
Cash and Cash Equivalents	$ 24,562,309	10,953,214	$ 35,515,523
Investments Morgan Stanley - current	2,639,124	1,101,255	3,740,379
Accounts Receivable	8,024,200	(4,686,864)	3,337,336
Prepaid Expense	7,685	60,396	68,081
Interfund Receivable/(payable) (1)	- -	- -	- -
Subtotal Current Assets	35,233,319	7,428,001	42,661,319
Noncurrent Assets			
Investments @ FMV - Morgan Stanley (3)	13,351,978	(854,446)	12,497,532
Capital - Equipment, net of depreciation	2,371	(592)	1,779
	13,354,349	(855,038)	12,499,311
Total Assets	**$ 48,587,668**	**$ 6,572,962**	**$ 55,160,629**
Deferred Outflow of Resources:			
Deferred outflow of resources - pension	546,377	- -	546,377
Liabilities:			
Current Liabilities			
Accounts Payable	$ 3,446,836	$ (3,108,231)	$ 338,605
Prefunding deposits (2)	4,030,577	- -	4,030,577
Advance Contributions	- -	3,491,779	3,491,779
Other Claim Liabilities - Castlepoint Reinsurance Insolvency	908,036	86,719	994,755
Current Portion of claims and claim adjustment	3,993,786	(366,555)	3,627,231
Subtotal Current Liabilities	12,379,235	103,712	12,482,947
Noncurrent Liabilities			
Unpaid claims and claim adjustment expenses less current	12,806,919	(1,795,588)	11,011,331
Unallocated Loss Adjustment Expense (ULAE)	1,377,838	(133,964)	1,243,874
Subtotal Noncurrent Claim Liabilities	14,184,757	(1,929,552)	12,255,205
Net Pension Liability (NPL)	732,827	45,443	778,270
Total Liabilities	$ 27,296,819	$ (1,780,397)	$ 25,516,423
Deferred Inflow of Resources:			
Deferred inflow of resources - pension	65,612	- -	65,612
Net Position:			
Undesignated Net Position - Net Assets/(Deficit)	21,769,243	8,353,949	30,123,192
Designated - Capital Assets	2,371	(592)	1,779
Total Net Position	$ 21,771,614	$ 8,353,357	$ 30,124,971
Total Liabilities, Deferred Pension, and Ending Net Position	**$ 48,587,668**	**$ 6,572,960**	**$ 55,160,629**

Footnote:

(1) Interfund transfers net to zero on consolidated financial statements. This is a internal function used to transfer or allocate expense and income from one program to another without transfer of cash.
(2) Estimated six weeks of dental claims funded by each member to maintain positive cash flow.
(3) Morgan Stanley Smith Barney Investment shown at Fair Market Value, accrued interest shown as accounts receivable.

Alameda County Schools Insurance Group (ACSIG)
Consolidated
Statement of Revenues, Expenditures and Changes in Net Position
As of 03/31/2019 and For The Nine Months Then Ended

	2017/2018		2018/2019			
	Budget	Audited Actuals	Budget	Activity 07/01/2018-03/31/2019	Variance	Percentage of Budget
Operating Revenue:						
Premiums Paid by Members	$ 156,427,872	$ 165,692,065	$ 158,439,211	$ 116,922,132	$ 41,517,079	73.80 %
Return of Premiums	- -	(1,145,883)	- -	- -	- -	- -
Other Income	- -	- -	- -	- -	- -	- -
Total Operating Revenue	156,427,872	164,546,182	158,439,211	116,922,132	41,517,079	73.80
Operating Expenditures:						
Classified Salaries	251,051	286,178	251,917	186,871	65,046	74.18
Statutory Benefits	56,552	31,954	88,316	19,288	69,028	21.84
Health & Welfare	39,000	47,510	51,190	30,979	20,211	60.52
Employer Tax Expense	3,477	4,443	4,769	3,116	1,653	65.33
Net Pension Expense	39,345	(191,171)	51,788	90,886	(39,098)	175.50
Telephone & Internet	7,350	6,102	7,350	4,712	2,638	64.11
Supplies Office	4,200	1,885	4,200	1,609	2,591	38.32
Supplies - Other	2,625	3,276	4,200	4,635	(435)	110.37
Eligibility Processing	240,000	213,141	246,077	153,082	92,995	62.21
Brokerage Fees-Dental-ACSIG	288,000	293,050	294,000	186,861	107,139	63.56
Brokerage Fees-Dental-MD	350,000	410,333	425,000	345,506	79,494	81.30
Travel and Conferences	23,100	10,458	23,100	8,239	14,861	35.67
Mileage	8,925	6,756	8,925	4,512	4,413	50.55
Dues & Memberships	1,575	1,635	7,350	885	6,465	12.04
Postage & Meter	8,350	3,875	10,000	5,989	4,011	59.89
Insurance Expense-PIPS&NCR	25,192,893	21,028,823	24,950,383	15,791,677	9,158,706	63.29
Insurance Expense-PY Adj	2,000,000	749,186	2,000,000	(233,378)	2,233,378	(11.67)
Utility - Operating-Rent	39,388	36,395	36,461	34,343	2,119	94.19
Advertising	600	- -	600	- -	600	- -
Contract Services	26,275	8,272	31,275	5,000	26,275	15.99
Contract Services -Claim Audit	20,000	15,570	- -	- -	- -	- -
Contract Services	6,375	- -	6,375	- -	6,375	- -
Audit Fees	15,540	13,500	16,275	13,750	2,525	84.49
Other Services/Operating Expenses	10,500	5,614	10,500	4,585	5,915	43.67
Capital Equipment/Depreciation	2,625	592	3,900	592	3,308	15.18
Repairs & Maintenance	3,675	- -	3,675	- -	3,675	- -
Legal	2,100	- -	2,100	- -	2,100	- -
Accounting Services	15,750	14,420	15,750	14,850	900	94.29
County Courier	4,200	3,568	4,200	- -	4,200	- -
Shredding	1,574	851	2,100	615	1,485	29.29
Copier & Scanner	15,000	10,277	15,000	8,171	6,829	54.47
Claims Administration Services	154,000	166,909	174,000	122,538	51,462	70.42
Self-Insurance Fee	290,000	297,811	325,000	337,468	(12,468)	103.84
Claims Paid-WC	2,500,000	1,001,753	1,750,000	492,112	1,257,888	28.12
Claims Paid-PL	50,000	53,650	100,000	62,801	37,199	62.80
Physical Abilities Testing	25,000	14,004	35,000	8,730	26,270	24.94
Training	20,000	- -	40,000	- -	40,000	- -
First-Aid Program	10,000	23,953	30,000	21,382	8,618	71.27
Food Service Training	30,000	- -	- -	- -	- -	- -
Risk Mgmt Prev Program	- -	- -	30,000	15,989	14,011	53.30
Incentives	- -	28,559	- -	- -	- -	- -
Safety Inspections	12,445	12,445	12,446	- -	12,446	- -
Bank Charge & WC Penalty Reimb	17,200	21,071	41,000	1,497	39,503	3.65
Cobra Premiums	242,000	246,832	250,000	170,763	79,237	68.31
Dental Insurance Premiums	123,000,000	129,945,472	123,120,000	90,040,286	33,079,714	73.13
Vision Insurance Premiums	3,340,000	4,066,932	3,950,000	3,384,710	565,290	85.69
Claim Development Expense	(2,510,000)	(357,335)	(2,000,000)	(2,209,388)	209,388	110.47
ACA Fees	- -	- -	- -	- -	- -	- -
Total Operating Expenditures	155,860,690	158,538,549	156,434,222	109,136,263	47,297,959	69.76 %
Net Increase/(Decrease) from Operations	567,182	6,007,633	2,004,989	7,785,869	(5,780,880)	388.32 %
Non Operating Income/(Expense)						
Interest Income	231,500	499,740	376,500	395,580	(19,080)	105.07
Net Increase/(Decrease) in Fair Value	- -	(341,266)	- -	171,264	(171,264)	- -
Realized Gain/(Loss) on Investments	- -	644	- -	644	(644)	- -
Cumulative effect of GASB 68	- -	- -	- -	- -	- -	- -
Interfund Trans, Other Inc/Exp	- -	- -	- -	- -	- -	- -
Total Non Operating Income/(Expense)	231,500	159,118	376,500	567,488	(190,988)	150.73 %
Net Increase/(Decrease) in Net Position	$ 798,682	$ 6,166,751	2,381,489	$ 8,353,357	$ (5,971,868)	350.76 %
Beginning Balance Prior Year End	$ 15,604,864	$ 15,604,864	21,771,614	$ 21,771,614	$ 592	100.00 %
Ending Balance, as of 03/31/2019	**$ 16,403,546**	**$ 21,771,614**	**$ 24,153,103**	**$ 30,124,971**	**$ (5,971,276)**	

Alameda County Schools Insurance Group (ACSIG)
Treasurer's Report- Statement of Net Assets
Workers' Compensation
As of 06/30/2018 and 03/31/2019

	Audited As of 06/30/2018	Activity 07/01/2018 - 03/31/2019	As of 03/31/2019
Assets:			
Current Assets			
Funds with County - WC - #44906	$ 12,333,997	9,280,322	$ 21,614,319
Funds in Transit - #44906 to Morgan Stanley Investments	- -	- -	- -
Funds with County - Retention Fund #44904	17,741	133	17,874
Union Bank Claims - #0129	2,570,463	(695,835)	1,874,628
Union Bank Claims Trust Account - #0600	360,659	(5,101)	355,558
Local Agency Investment Funds (L.A.I.F.)	3,214,911	52,431	3,267,342
Money Market - Morgan Stanley	36,936	165,788	202,724
Cash and Cash Equivalents	$ 18,534,707	8,797,738	$ 27,332,445
Investments Morgan Stanley - current	2,639,124	1,101,255	3,740,379
Accounts Receivable	117,644	(6,132)	111,512
Prepaid Expense	- -	38,500	38,500
Interfund Receivable/(payable)	(187,299)	336,825	149,526
Subtotal Current Assets	21,104,177	10,268,186	31,372,362
Noncurrent Assets			
Investments Morgan Stanley	6,752,521	(1,024,533)	5,727,988
Capital - Equipment, net of depreciation	- -	- -	- -
	6,752,521	(1,024,533)	5,727,988
Total Assets	**$ 27,856,698**	**$ 9,243,652**	**$ 37,100,350**
Deferred Outflow of Resources:			
Deferred outflow of resources - pension	146,899	- -	146,899
Liabilities:			
Current Liabilities			
Accounts Payable	$ - -	$ - -	$ - -
Prefunding deposits	- -	- -	- -
Advance Contributions	- -	3,491,779	3,491,779
Other Claim Liabilities - Castlepoint Reinsurance Insolvency	908,036	86,719	994,755
Current Portion of claims and claim adjustment	1,740,000	(444,000)	1,296,000
Subtotal Current Liabilities	2,648,036	3,134,498	5,782,534
Noncurrent Liabilities			
Unpaid claims and claim adjustment expenses less current	12,762,095	(1,824,591)	10,937,504
Unallocated Loss Adjustment Expense (ULAE)	1,340,000	(133,964)	1,206,036
Subtotal Noncurrent Claim Liabilities	14,102,095	(1,958,555)	12,143,540
Net Pension Liability (NPL)	212,258	13,633	225,891
Total Liabilities	$ 16,962,389	$ 1,189,576	$ 18,151,965
Deferred Inflow of Resources:			
Deferred inflow of resources - pension	22,939	- -	22,939
Net Position:			
Undesignated Net Position - Net Assets/(Deficit)	11,018,268	8,054,076	19,072,344
Designated - Capital Assets	- -	- -	- -
Total Net Position	$ 11,018,268	$ 8,054,076	$ 19,072,344
Total Liabilities, Deferred Pension, and Ending Net Position	**$ 27,856,697**	**$ 9,243,652**	**$ 37,100,350**

Alameda County Schools Insurance Group (ACSIG)
Workers' Compensation
Statement of Revenues, Expenditures and Changes in Net Fund Assets
As of 03/31/2019 and For The Nine Months Then Ended

	2017/2018		2018/2019			
	Budget	Audited Actuals	Budget	Activity 07/01/2018-03/31/2019	Variance	Percentage of Budget
Operating Revenue:						
Premiums Paid by Members	$ 26,712,774	$ 26,712,774	$ 27,959,469	$ 20,969,602	$ 6,989,867	75.00 %
Return of Premiums	- -	- -	- -	- -	- -	- -
Other Income	- -	- -	- -	- -	- -	- -
Total Operating Revenue	26,712,774	26,712,774	27,959,469	20,969,602	6,989,867	75.00
Operating Expenditures:						
Classified Salaries	61,053	65,608	63,149	42,389	20,760	67.12
Statutory Benefits	14,246	8,266	24,985	4,356	20,629	17.43
Health & Welfare	7,800	14,253	15,800	9,293	6,507	58.82
Employer Tax Expense	876	959	1,121	684	437	61.03
Net Pension Expense	8,547	(44,672)	15,104	27,266	(12,162)	180.52
Telephone & Internet	1,050	915	1,050	707	343	67.33
Supplies Office	600	283	600	241	359	40.17
Supplies - Other	375	491	600	695	(95)	115.83
Eligibility Processing	- -	- -	6,077	- -	6,077	- -
Brokerage Fees-Dental-ACSIG	- -	- -	- -	- -	- -	- -
Brokerage Fees-Dental-MD	- -	- -	- -	- -	- -	- -
Travel and Conferences	3,300	1,569	3,300	1,236	2,064	37.45
Mileage	1,275	1,013	1,275	677	598	53.08
Dues & Memberships	225	245	1,050	133	917	12.67
Postage & Meter	100	194	300	299	1	99.67
Insurance Expense-PIPS	24,040,241	19,857,950	23,583,087	14,759,796	8,823,291	62.59
Insurance Expense-PY Adj	2,000,000	749,186	2,000,000	(233,378)	2,233,378	(11.67)
Utility - Operating-Rent	5,627	5,459	- -	5,152	(5,152)	- -
Advertising	300	- -	300	- -	300	- -
Contract Services - Actuarial	10,000	8,272	10,000	- -	10,000	- -
Contract Services -Claim Audit	20,000	15,570	- -	- -	- -	- -
CAJPA Dues/Accreditation	- -	- -	- -	- -	- -	- -
Audit Fees	2,220	2,025	2,325	2,063	262	88.73
Other Services/Operating Expense	1,500	842	1,500	684	816	45.60
Capital Equipment/Depreciation	375	- -	300	- -	300	- -
Repairs & Maintenance	525	- -	525	- -	525	- -
Legal	300	- -	300	- -	300	- -
Accounting Services	2,250	2,163	2,250	2,228	22	99.02
County Courier	600	535	600	- -	600	- -
Shredding	225	128	300	92	208	30.67
Copier & Scanner	250	514	250	409	(159)	163.60
Claims Admin/Consult Services	154,000	154,000	154,000	115,500	38,500	75.00
Self-Insurance Fee	290,000	297,811	325,000	337,468	(12,468)	103.84
Claims Paid-WC	2,500,000	1,001,753	1,750,000	492,112	1,257,888	28.12
Claims Paid-PL	- -	- -	- -	- -	- -	- -
Physical Abilities Testing	25,000	14,004	35,000	8,730	26,270	24.94
Training	20,000	- -	40,000	- -	40,000	- -
First-Aid Program	10,000	23,953	30,000	21,382	8,618	71.27
Food Service/Sp Ed Training	30,000	- -	- -	- -	- -	- -
Risk Mgmt Prevention Prog	- -	- -	30,000	15,989	14,011	53.30
Incentives	- -	28,559	- -	- -	- -	- -
Safety Inspections	- -	- -	- -	- -	- -	- -
Bank Charge & WC Penalty Reimb	- -	- -	1,000	- -	1,000	- -
Cobra Premiums	- -	- -	- -	- -	- -	- -
Dental Insurance Premiums	- -	- -	- -	- -	- -	- -
Vision Insurance Premiums	- -	- -	- -	- -	- -	- -
Claim Development Expense	(2,500,000)	(378,826)	(2,000,000)	(2,315,836)	315,836	115.79
ACA Fees	- -	- -	- -	- -	- -	- -
Total Operating Expenditures	26,712,860	21,833,022	26,101,148	13,300,367	12,800,781	50.96 %
Net Increase/(Decrease) from Operations	(86)	4,879,752	1,858,321	7,669,235	(5,810,914)	412.70 %
Non Operating Income/(Expense)						
Interest Income	150,000	356,625	250,000	283,918	(33,918)	113.57
Net Increase/(Decrease) in Fair Value	- -	(200,752)	- -	100,544	(100,544)	- -
Realized Gain/(Loss) on Investments	- -	379	- -	379	(379)	- -
Cumulative effect of GASB 68	- -	- -	- -	- -	- -	- -
Interfund Transfer, Other Income	- -	- -	- -	- -	- -	- -
Total Non Operating Income/(Expense)	150,000	156,252	250,000	384,841	(134,841)	153.94 %
Net Increase/(Decrease) in Net Position	149,914	5,036,004	2,108,321	8,054,076	(5,945,755)	382.01 %
Beginning Balance Prior Year End	5,982,264	5,982,264	11,018,268	11,018,268	- -	100.00 %
Ending Balance, as of 03/31/2019	**$ 6,132,178**	**$ 11,018,268**	**$ 13,126,589**	**$ 19,072,344**	**$ (5,945,755)**	

Alameda County Schools Insurance Group (ACSIG)
Treasurer's Report- Statement of Net Assets
Dental
As of 06/30/2018 and 03/31/2019

	Audited As of 06/30/2018	Activity 07/01/2018 - 03/31/2019	As of 03/31/2019
Assets:			
Current Assets			
Cash with County ACSIG #44901	$ 259,635	110,179	$ 369,814
Union Bank - Eligibility #9938	2,682,556	1,635,860	4,318,416
Union Bank - Expense #2064	328,229	(252,384)	75,845
Union Bank - Cobra Trust #0273	14,249	20,828	35,077
Union Bank - zero balance accounts	- -	- -	- -
Cash and Cash Equivalents	$ 3,284,669	1,514,483	$ 4,799,152
Investments Morgan Stanley - current	- -	- -	- -
Accounts Receivable	7,475,208	(4,613,111)	2,862,097
Prepaid Expense	- -	- -	- -
Interfund Receivable/(payable)	975,822	255,710	1,231,532
Subtotal Current Assets	11,735,699	(2,842,918)	8,892,781
Noncurrent Assets			
Investments - Morgan Stanley	5,530,921	142,604	5,673,525
Capital - Equipment, net of depreciation	- -	- -	- -
	5,530,921	142,604	5,673,525
Total Assets	**$ 17,266,620**	**$ (2,700,314)**	**$ 14,566,306**
Deferred Outflow of Resources:			
Deferred outflow of resources - pension	299,820	- -	299,820
Liabilities:			
Current Liabilities			
Accounts Payable	$ 3,112,648	$ (3,112,648)	$ - -
Prefunding deposits	3,897,654	- -	3,897,654
Advance Contributions	- -	- -	- -
Other Claim Liabilities	- -	- -	- -
Current Portion of claims and claim adjustment	1,899,000	20,000	1,919,000
Subtotal Current Liabilities	8,909,302	(3,092,648)	5,816,654
Noncurrent Liabilities			
Unpaid claims and claim adjustment expenses less current	- -	- -	- -
Subtotal Noncurrent Claim Liabilities	- -	- -	- -
Net Pension Liability (NPL)	378,293	22,722	401,015
Total Liabilities	$ 9,287,595	$ (3,069,926)	$ 6,217,669
Deferred Inflow of Resources:			
Deferred inflow of resources - pension	27,709	- -	27,709
Net Position:			
Undesignated Net Position - Net Assets/(Deficit)	8,251,136	369,612	8,620,748
Designated - Capital Assets	- -	- -	- -
Total Net Position	$ 8,251,136	$ 369,612	$ 8,620,748
Total Liabilities, Deferred Pension, and Ending Net Position	**$ 17,266,620**	**$ (2,700,314)**	**$ 14,566,306**

Alameda County Schools Insurance Group (ACSIG)
Dental
Statement of Revenues, Expenditures and Changes in Net Fund Assets
As of 03/31/2019 and For The Nine Months Then Ended

	2017/2018		2018/2019			
	Budget	Audited Actuals	Budget	Activity 07/01/2018-03/31/2019	Variance	Percentage of Budget
Operating Revenue:						
Premiums Paid by Members	$ 125,000,000	$ 133,333,165	$ 125,000,000	$ 91,415,170	$ 33,584,830	73.13 %
Return of Premiums	- -	(1,145,883)	- -	- -	- -	- -
Other Income	- -	- -	- -	- -	- -	- -
Total Operating Revenue	125,000,000	132,187,282	125,000,000	91,415,170	33,584,830	73.13
Operating Expenditures:						
Classified Salaries	146,919	174,771	144,597	114,918	29,679	79.47
Statutory Benefits	32,355	18,051	47,272	11,872	35,400	25.11
Health & Welfare	25,350	23,755	25,350	15,490	9,860	61.10
Employer Tax Expense	1,989	2,809	2,849	1,952	897	68.52
Net Pension Expense	24,767	(115,435)	27,316	45,444	(18,128)	166.36
Telephone & Internet	5,250	4,272	5,250	3,298	1,952	62.82
Supplies Office	3,000	1,319	3,000	1,126	1,874	37.53
Supplies - Other	1,875	2,293	3,000	3,245	(245)	108.17
Eligibility Processing	240,000	213,141	240,000	153,082	86,918	63.78
Brokerage Fees-Dental-ACSIG	288,000	293,050	294,000	186,861	107,139	63.56
Brokerage Fees-Dental-MD	350,000	410,333	425,000	345,506	79,494	81.30
Travel and Conferences	16,500	7,320	16,500	5,768	10,732	34.96
Mileage	6,375	4,729	6,375	3,158	3,217	49.54
Dues & Memberships	1,125	1,145	5,250	620	4,630	11.81
Postage & Meter	8,100	3,487	9,250	5,391	3,859	58.28
Insurance Expense	- -	- -	- -	- -	- -	- -
Insurance Expense - PY Adj	- -	- -	- -	- -	- -	- -
Net, Operating-Rent	28,134	25,476	30,384	24,040	6,344	79.12
Advertising	- -	- -	- -	- -	- -	- -
Contract Services - Actuarial	15,000	- -	15,000	5,000	10,000	33.33
Contract Services -Claim Audit	- -	- -	- -	- -	- -	- -
Contracted Services	6,375	- -	6,375	- -	6,375	- -
Audit Fees	11,100	9,450	11,625	9,625	2,000	82.80
Other Services/Operating Expense	7,500	3,930	7,500	3,217	4,283	42.89
Capital Equipment/Depreciation	1,875	- -	3,000	- -	3,000	- -
Repairs & Maintenance	2,625	- -	2,625	- -	2,625	- -
Legal	1,500	- -	1,500	- -	1,500	- -
Accounting Services	11,250	10,094	11,250	10,395	855	92.40
County Courier	3,000	2,497	3,000	- -	3,000	- -
Shredding	1,124	596	1,500	430	1,070	28.67
Copier & Scanner	14,250	9,249	14,250	7,353	6,897	51.60
Claims Administration Services	- -	- -	- -	- -	- -	- -
Self-Insurance Fee	- -	- -	- -	- -	- -	- -
Claims Paid-WC	- -	- -	- -	- -	- -	- -
Claims Paid-PL	- -	- -	- -	- -	- -	- -
Physical Abilities Testing	- -	- -	- -	- -	- -	- -
Training	- -	- -	- -	- -	- -	- -
First-Aid Program	- -	- -	- -	- -	- -	- -
Food Service Training	- -	- -	- -	- -	- -	- -
Special Ed Training	- -	- -	- -	- -	- -	- -
Incentives	- -	- -	- -	- -	- -	- -
Safety Inspections	- -	- -	- -	- -	- -	- -
Bank Charge	17,200	21,071	40,000	1,497	38,503	3.74
Cobra Premiums	242,000	246,832	250,000	170,763	79,237	68.31
Dental Insurance Premiums	123,000,000	129,945,472	123,120,000	90,040,286	33,079,714	73.13
Vision Insurance Premiums	- -	- -	- -	- -	- -	- -
Claim Development Expense	- -	- -	- -	20,000	(20,000)	- -
ACA Fees	- -	- -	- -	- -	- -	- -
Total Operating Expenditures	124,514,538	131,319,708	124,773,018	91,190,336	33,582,682	73.08 %
Net Increase/(Decrease) from Operations	485,462	867,574	226,982	224,834	2,148	99.05 %
Non Operating Income/(Expense)						
Interest Income	60,000	103,017	100,000	85,230	14,770	85.23
Net Increase/(Decrease) in Fair Value	- -	(117,763)	- -	59,326	(59,326)	- -
Realized Gain/(Loss) on Investments	- -	222	- -	222	(222)	- -
Cumulative effect of GASB 68	- -	- -	- -	- -	- -	- -
I Transfer, YE Close, Rebate	- -	- -	- -	- -	- -	- -
Total Non Operating Income/(Expense)	60,000	(14,524)	100,000	144,778	(44,778)	144.78 %
Net Increase/(Decrease) in Net Position	545,462	853,050	326,982	369,611	(42,629)	113.04 %
Beginning Balance Prior Year End	7,398,086	7,398,086	8,251,136	8,251,136	- -	100.00 %
Ending Balance, as of 03/31/2019	**$ 7,943,548**	**$ 8,251,136**	**$ 8,578,118**	**$ 8,620,748**	**$ (42,629)**	

Alameda County Schools Insurance Group (ACSIG)
Treasurer's Report- Statement of Net Assets
Vision
As of 06/30/2018 and 03/31/2019

	Audited As of 06/30/2018	Activity 07/01/2018 - 03/31/2019	As of 03/31/2019
Assets:			
Current Assets			
Cash with County #44902	$ 1,323,726	129,653	$ 1,453,379
Funds in Transit - #44902 to Morgan Stanley Investments	- -	- -	- -
Cash and Cash Equivalents	1,323,726	129,653	1,453,379
Investments Morgan Stanley - current	- -	- -	- -
Accounts Receivable	424,964	(67,621)	357,343
Prepaid Expense	- -	- -	- -
Interfund Receivable/(payable)	248,440	(16,397)	232,043
Subtotal Current Assets	1,997,130	45,635	2,042,765
Noncurrent Assets			
Investments - Morgan Stanley	1,068,536	27,483	1,096,019
Capital - Equipment, net of depreciation	- -	- -	- -
	1,068,536	27,483	1,096,019
Total Assets	**$ 3,065,666**	**$ 73,118**	**$ 3,138,784**
Deferred Outflow of Resources:			
Deferred outflow of resources - pension	52,417	- -	52,417
Liabilities:			
Current Liabilities			
Accounts Payable	$ 308,403	$ 30,202	$ 338,605
Prefunding deposits	132,923	- -	132,923
Advance Contributions	- -	- -	- -
Other Claim Liabilities	- -	- -	- -
Current Portion of claims and claim adjustment	300,000	22,000	322,000
Subtotal Current Liabilities	741,326	52,202	793,528
Noncurrent Liabilities			
Unpaid claims and claim adjustment expenses less current	- -	- -	- -
Subtotal Noncurrent Claim Liabilities	- -	- -	- -
Net Pension Liability (NPL)	72,292	4,544	76,836
Total Liabilities	$ 813,618	$ 56,746	$ 870,364
Deferred Inflow of Resources:			
Deferred inflow of resources - pension	6,987	- -	6,987
Net Position:			
Undesignated Net Position - Net Assets/(Deficit)	2,297,478	16,372	2,313,850
Designated - Capital Assets	- -	- -	- -
Total Net Position	$ 2,297,478	$ 16,372	$ 2,313,850
Total Liabilities, Deferred Pension, and Ending Net Position	**$ 3,065,666**	**$ 73,118**	**$ 3,138,784**

Alameda County Schools Insurance Group (ACSIG)
Vision
Statement of Revenues, Expenditures and Changes in Net Fund Assets
As of 03/31/2019 and For The Nine Months Then Ended

	2017/2018		2018/2019			
	Budget	Audited Actuals	Budget	Activity 07/01/2018-03/31/2019	Variance	Percentage of Budget
Operating Revenue:						
Premiums Paid by Members	$ 3,400,000	$ 4,356,498	$ 4,000,000	$ 3,427,554	$ 572,446	85.69 %
Retrun of Premiums	- -	- -	- -	- -	- -	- -
Other Income	- -	- -	- -	- -	- -	- -
Total Operating Revenue	3,400,000	4,356,498	4,000,000	3,427,554	572,446	85.69
Operating Expenditures:						
Classified Salaries	25,105	25,991	25,192	16,737	8,455	66.44
Statutory Benefits	5,655	3,010	8,132	1,766	6,366	21.72
Health & Welfare	3,900	4,751	4,890	3,098	1,792	63.35
Employer Tax Expense	348	392	477	273	204	57.26
Net Pension Expense	3,515	(17,461)	4,531	9,088	(4,557)	200.57
Telephone & Internet	700	610	700	471	229	67.29
Supplies Office	400	188	400	161	239	40.25
Supplies - Other	250	328	400	464	(64)	116.00
Eligibility Processing	- -	- -	- -	- -	- -	- -
Brokerage Fees-Dental-ACSIG	- -	- -	- -	- -	- -	- -
Brokerage Fees-Dental-MD	- -	- -	- -	- -	- -	- -
Travel and Conferences	2,200	1,046	2,200	824	1,376	37.45
Mileage	850	676	850	451	399	53.06
Dues & Memberships	150	164	700	89	611	12.71
Postage & Meter	150	194	450	299	151	66.44
Insurance Expense	- -	- -	- -	- -	- -	- -
Insurance Expense - PY Adj	- -	- -	- -	- -	- -	- -
Utility - Operating-Rent	3,751	3,639	4,051	3,434	617	84.77
Advertising	200	- -	200	- -	200	- -
Contract Services - Actuarial	850	- -	850	- -	850	- -
Contract Services -Claim Audit	- -	- -	- -	- -	- -	- -
Contract Services	- -	- -	- -	- -	- -	- -
Audit Fees	1,480	1,350	1,550	1,375	175	88.71
Other Services/Operating Expense	1,000	561	1,000	456	544	45.60
Capital Equipment/Depreciation	250	- -	400	- -	400	- -
Repairs & Maintenance	350	- -	350	- -	350	- -
Legal	200	- -	200	- -	200	- -
Accounting Services	1,500	1,442	1,500	1,485	15	99.00
County Courier	400	357	400	- -	400	- -
Shredding	150	85	200	61	139	30.50
Copier & Scanner	400	514	400	409	(9)	102.25
Claims Administration Services	- -	- -	- -	- -	- -	- -
Self-Insurance Fee	- -	- -	- -	- -	- -	- -
Claims Paid-WC	- -	- -	- -	- -	- -	- -
Claims Paid-PL	- -	- -	- -	- -	- -	- -
Physical Abilities Testing	- -	- -	- -	- -	- -	- -
Training	- -	- -	- -	- -	- -	- -
First-Aid Program	- -	- -	- -	- -	- -	- -
Food Service Training	- -	- -	- -	- -	- -	- -
Special Ed Training	- -	- -	- -	- -	- -	- -
Incentives	- -	- -	- -	- -	- -	- -
Safety Inspections	- -	- -	- -	- -	- -	- -
Bank Charge & WC Penalty Reimb	- -	- -	- -	- -	- -	- -
Cobra Premiums	- -	- -	- -	- -	- -	- -
Dental Insurance Premiums	- -	- -	- -	- -	- -	- -
Vision Insurance Premiums	3,340,000	4,066,932	3,950,000	3,384,710	565,290	85.69
Claim Development Expense	- -	- -	- -	22,000	(22,000)	- -
ACA Fees	- -	- -	- -	- -	- -	- -
Total Operating Expenditures	3,393,754	4,094,769	4,010,023	3,447,651	562,372	85.98 %
Net Increase/(Decrease) from Operations	6,246	261,729	(10,023)	(20,097)	10,074	200.51 %
Non Operating Income/(Expense)						
Interest Income	20,000	33,652	25,000	25,032	(32)	100.13
Net Increase/(Decrease) in Fair Value	- -	(22,751)	- -	11,394	(11,394)	- -
Realized Gain/(Loss) on Investments	- -	43	- -	43	(43)	- -
Cumulative effect of GASB 68	- -	- -	- -	- -	- -	- -
Interfund Transfer	- -	- -	- -	- -	- -	- -
Total Non Operating Income/(Expense)	20,000	10,944	25,000	36,469	(11,469)	145.88 %
Net Increase/(Decrease) in Net Position	26,246	272,673	14,977	16,372	(1,395)	109.32 %
Beginning Balance Prior Year End	2,024,805	2,024,805	2,297,478	2,297,478	- -	100.00 %
Ending Balance, as of 03/31/2019	**$ 2,051,051**	**$ 2,297,478**	**$ 2,312,455**	**$ 2,313,850**	**$ (1,395)**	

Alameda County Schools Insurance Group (ACSIG)
Treasurer's Report- Statement of Net Assets
Property and Liability
As of 06/30/2018 and 03/31/2019

	Audited As of 06/30/2018	Activity 07/01/2018 - 03/31/2019	As of 03/31/2019
Assets:			
Current Assets			
Cash with County - #44903	$ 943,148	84,958	$ 1,028,106
Funds in Transit - #44903 to Morgan Stanley Investments	- -	- -	- -
Union Bank - Checking #0311	354,122	305,327	659,449
Union Bank - Claims Trust #1186	20,676	(12,023)	8,653
Cash and Cash Equivalents	$ 1,317,946	378,262	$ 1,696,208
Investments Morgan Stanley - current	- -	- -	- -
Accounts Receivable	6,384	- -	6,384
Prepaid Expense	- -	29,581	29,581
Interfund Receivable/(payable)	(946,826)	(426,605)	(1,373,431)
Subtotal Current Assets	377,504	(18,762)	358,742
Noncurrent Assets			
Investments - Morgan Stanley	- -	- -	- -
Capital - Equipment, net of depreciation	- -	- -	- -
	- -	- -	- -
Total Assets	**$ 377,504**	**$ (18,762)**	**$ 358,742**
Deferred Outflow of Resources:			
Deferred outflow of resources - pension	47,241	- -	47,241
Liabilities:			
Current Liabilities			
Accounts Payable	$ 1,644	$ (1,644)	$ - -
Prefunding deposits	- -	- -	- -
Advance Contributions	- -	- -	- -
Other Claim Liabilities	- -	- -	- -
Current Portion of claims and claim adjustment	54,786	35,445	90,231
Subtotal Current Liabilities	56,430	33,801	90,231
Noncurrent Liabilities			
Unpaid claims and claim adjustment expenses less current	44,824	29,003	73,827
Unallocated Loss Adjustment Expense (ULAE)	37,838	- -	37,838
Subtotal Noncurrent Claim Liabilities	82,662	29,003	111,665
Net Pension Liability (NPL)	69,984	4,544	74,528
Total Liabilities	$ 209,076	$ 67,348	$ 276,425
Deferred Inflow of Resources:			
Deferred inflow of resources - pension	7,977	- -	7,977
Net Position:			
Undesignated Net Position - Net Assets/(Deficit)	207,692	(86,111)	121,581
Designated - Capital Assets	- -	- -	- -
Total Net Position	$ 207,692	$ (86,111)	$ 121,581
Total Liabilities, Deferred Pension, and Ending Net Position	**$ 377,504**	**$ (18,763)**	**$ 358,742**

Alameda County Schools Insurance Group (ACSIG)
Property and Liability
Statement of Revenues, Expenditures and Changes in Net Fund Assets
As of 03/31/2019 and For The Nine Months Then Ended

	2017/2018		2018/2019			
	Budget	Audited Actuals	Budget	Activity 07/01/2018-03/31/2019	Variance	Percentage of Budget
Operating Revenue:						
Premiums Paid by Members	$ 1,315,098	$ 1,289,628	$ 1,479,742	$ 1,109,806	$ 369,936	75.00 %
Return of Premiums	- -	- -	- -	- -	- -	- -
Other Income	- -	- -	- -	- -	- -	- -
Total Operating Revenue	1,315,098	1,289,628	1,479,742	1,109,806	369,936	75.00
Operating Expenditures:						
Classified Salaries	17,974	19,808	18,979	12,828	6,151	67.59
Statutory Benefits	4,296	2,627	7,927	1,294	6,633	16.33
Health & Welfare	1,950	4,751	5,150	3,098	2,052	60.16
Employer Tax Expense	264	283	322	206	116	64.03
Net Pension Expense	2,516	(13,603)	4,837	9,088	(4,251)	187.89
Telephone & Internet	350	305	350	236	114	67.43
Supplies Office	200	95	200	81	119	40.61
Supplies - Other	125	164	200	231	(31)	115.70
Eligibility Processing	- -	- -	- -	- -	- -	- -
Brokerage Fees-Dental-ACSIG	- -	- -	- -	- -	- -	- -
Brokerage Fees-Dental-MD	- -	- -	- -	- -	- -	- -
Travel and Conferences	1,100	523	1,100	411	689	37.41
Mileage	425	338	425	226	199	53.15
Dues & Memberships	75	81	350	43	307	12.29
Postage & Meter	- -	- -	- -	- -	- -	- -
Insurance Expense-NCR	1,152,652	1,170,873	1,367,296	1,031,881	335,415	75.47
Insurance Expense-PY Adj	- -	- -	- -	- -	- -	- -
Utility - Operating-Rent	1,876	1,821	2,026	1,717	310	84.72
Advertising	100	- -	100	- -	100	- -
Contract Services - Actuarial	425	- -	5,425	- -	5,425	- -
Contract Services -Claim Audit	- -	- -	- -	- -	- -	- -
Contract Services - Legal	- -	- -	- -	- -	- -	- -
Audit Fees	740	675	775	687	88	88.65
Other Services/Operating Expenses	500	281	500	228	272	45.68
Capital Equipment/Depreciation	125	- -	200	- -	200	- -
Repairs & Maintenance	175	- -	175	- -	175	- -
Legal	100	- -	100	- -	100	- -
Accounting Services	750	721	750	742	8	98.93
County Courier	200	178	200	- -	200	- -
Shredding	75	42	100	32	68	31.99
Copier & Scanner	100	- -	100	- -	100	- -
Claims Administration Services	- -	12,909	20,000	7,038	12,962	35.19
Self-Insurance Fee	- -	- -	- -	- -	- -	- -
Claims Paid-WC	- -	- -	- -	- -	- -	- -
Claims Paid-PL	50,000	53,650	100,000	62,801	37,199	62.80
Physical Abilities Testing	- -	- -	- -	- -	- -	- -
Training	- -	- -	- -	- -	- -	- -
First-Aid Program	- -	- -	- -	- -	- -	- -
Food Service Training	- -	- -	- -	- -	- -	- -
Special Ed Training	- -	- -	- -	- -	- -	- -
Incentives	- -	- -	- -	- -	- -	- -
Safety Inspections	12,445	12,445	12,446	- -	12,446	- -
Bank Charge & WC Penalty Reimb	- -	- -	- -	- -	- -	- -
Cobra Premiums	- -	- -	- -	- -	- -	- -
Dental Insurance Premiums	- -	- -	- -	- -	- -	- -
Vision Insurance Premiums	- -	- -	- -	- -	- -	- -
Claim Development Expense	(10,000)	21,491	- -	64,448	(64,448)	- -
ACA Fees	- -	- -	- -	- -	- -	- -
Total Operating Expenditures	1,239,538	1,290,457	1,550,033	1,197,317	352,716	77.24 %
Net Increase/(Decrease) from Operations	75,560	(829)	(70,291)	(87,511)	17,220	124.50 %
Non Operating Income/(Expense)						
Interest Income	1,500	6,444	1,500	1,400	100	93.33
Net Increase/(Decrease) in Fair Value	- -	- -	- -	- -	- -	- -
Realized Gain/(Loss) on Investments	- -	- -	- -	- -	- -	- -
Cumulative effect of GASB 68	- -	- -	- -	- -	- -	- -
Interfund Transfer, Other Income	- -	- -	- -	- -	- -	- -
Total Non Operating Income/(Expense)	1,500	6,444	1,500	1,400	100	93.33 %
Net Increase/(Decrease) in Net Position	77,060	5,615	(68,791)	(86,111)	17,320	125.18 %
Beginning Balance Prior Year End	202,077	202,077	207,692	207,692	- -	100.00 %
Ending Balance, as of 03/31/2019	**$ 279,137**	**$ 207,692**	**$ 138,901**	**$ 121,581**	**$ 17,320**	

Alameda County Schools Insurance Group (ACSIG)
Treasurer's Report- Statement of Net Assets
Operations
As of 06/30/2018 and 03/31/2019

	Audited As of 06/30/2018	Activity 07/01/2018 - 03/31/2019	As of 03/31/2019
Assets:			
Current Assets			
Union Bank - Payroll #0176	$ 48,636	1,586	$ 50,222
Union Bank Checking Account #1521	52,625	131,492	184,117
Cash and Cash Equivalents	$ 101,261	133,078	$ 234,339
Investments Morgan Stanley - current	- -	- -	- -
Accounts Receivable	- -	- -	- -
Prepaid Expense	7,685	(7,685)	- -
Interfund Receivable/(payable)	(90,137)	(149,533)	(239,670)
Subtotal Current Assets	18,809	(24,140)	(5,331)
Noncurrent Assets			
Investments - Morgan Stanley	- -	- -	- -
Capital - Equipment, net of depreciation	2,371	(592)	1,779
	2,371	(592)	1,779
Total Assets	**$ 21,180**	**$ (24,732)**	**$ (3,552)**
Deferred Outflow of Resources:			
Deferred outflow of resources - pension	- -	- -	- -
Liabilities:			
Current Liabilities			
Accounts Payable	$ 24,140	$ (24,140)	$ - -
Prefunding deposits	- -	- -	- -
Advance Contributions	- -	- -	- -
Other Claim Liabilities	- -	- -	- -
Current Portion of claims and claim adjustment	- -	- -	- -
Subtotal Current Liabilities	24,140	(24,140)	- -
Noncurrent Liabilities			
Unpaid claims and claim adjustment expenses less current	- -	- -	- -
Subtotal Noncurrent Claim Liabilities	- -	- -	- -
Net Pension Liability (NPL)	- -	- -	- -
Total Liabilities	$ 24,140	$ (24,140)	$ - -
Deferred Inflow of Resources:			
Deferred inflow of resources - pension	- -	- -	- -
Net Position:			
Undesignated Net Position - Net Assets/(Deficit)	(5,331)	- -	(5,331)
Designated - Capital Assets	2,371	(592)	1,779
Total Net Position	$ (2,960)	$ (592)	$ (3,552)
Total Liabilities, Deferred Pension, and Ending Net Position	**$ 21,180**	**$ (24,732)**	**$ (3,552)**

Alameda County Schools Insurance Group (ACSIG)
Operations
Statement of Revenues, Expenditures and Changes in Net Fund Assets
As of 03/31/2019 and For The Nine Months Then Ended

	2017/2018		2018/2019			
	Budget	Audited Actuals	Budget	Activity 07/01/2018-03/31/2019	Variance	Percentage of Budget
Operating Revenue:						
Contributions	$ --	$ --	$ --	$ --	$ --	-- %
	--	--	--	--	--	--
Offset to Rent - Sub Lease	--	--	--	--	--	--
Total Operating Revenue	--	--	--	--	--	--
Operating Expenditures:						
Classified Salaries	--	--	--	--	--	--
Statutory Benefits	--	--	--	--	--	--
Health & Welfare	--	--	--	--	--	--
Employer Tax Expense	--	--	--	--	--	--
Net Pension Expense	--	--	--	--	--	--
Telephone & Internet	--	--	--	--	--	--
Supplies Office	--	--	--	--	--	--
Supplies - Other	--	--	--	--	--	--
Eligibility Processing	--	--	--	--	--	--
Brokerage Fees-Dental-ACSIG	--	--	--	--	--	--
Brokerage Fees-Dental-MD	--	--	--	--	--	--
Travel and Conferences	--	--	--	--	--	--
Mileage	--	--	--	--	--	--
Dues & Memberships	--	--	--	--	--	--
Postage & Meter	--	--	--	--	--	--
Insurance Expense	--	--	--	--	--	--
	--	--	--	--	--	--
Utility - Operating-Rent	--	--	--	--	--	--
Advertising	--	--	--	--	--	--
Contract Services - Actuarial	--	--	--	--	--	--
Contract Services -Claim Audit	--	--	--	--	--	--
Contract Services	--	--	--	--	--	--
Audit Fees	--	--	--	--	--	--
Other Services/Operating Expense	--	--	--	--	--	--
Capital Equipment/Depreciation	--	592	--	592	(592)	--
Repairs & Maintenance	--	--	--	--	--	--
Legal	--	--	--	--	--	--
Accounting Services	--	--	--	--	--	--
County Courier	--	--	--	--	--	--
Shredding	--	--	--	--	--	--
Copier & Scanner	--	--	--	--	--	--
Claims Administration Services	--	--	--	--	--	--
Self-Insurance Fee	--	--	--	--	--	--
Claims Paid-WC	--	--	--	--	--	--
Claims Paid-PL	--	--	--	--	--	--
Physical Abilities Testing	--	--	--	--	--	--
Training	--	--	--	--	--	--
First-Aid Program	--	--	--	--	--	--
Food Service Training	--	--	--	--	--	--
Special Ed Training	--	--	--	--	--	--
Incentives	--	--	--	--	--	--
Safety Inspections	--	--	--	--	--	--
Bank Charge & WC Penalty Reimb	--	--	--	--	--	--
Cobra Premiums	--	--	--	--	--	--
Dental Insurance Premiums	--	--	--	--	--	--
Insurance - Vision	--	--	--	--	--	--
Claim Development Expense	--	--	--	--	--	--
ACA Fees	--	--	--	--	--	--
Total Operating Expenditures	--	592	--	592	(592)	-- %
Net Increase/(Decrease) from Operations	--	(592)	--	(592)	592	-- %
Non Operating Income/(Expense)						--
Interest Income	--	--	--	--	--	--
Net Increase/(Decrease) in Fair Value	--	--	--	--	--	--
Realized Gain/(Loss) on Investments	--	--	--	--	--	--
Cumulative effect of GASB 68	--	--	--	--	--	--
Interfund Transfer & YE Close	--	--	--	--	--	--
Total Non Operating Income/(Expense)	--	--	--	--	--	-- %
Net Increase/(Decrease) in Net Position	--	(592)	--	(592)	592	-- %
Beginning Balance Prior Year End	(2,368)	(2,368)	(2,960)	(2,960)	--	100.00 %
Ending Balance, as of 03/31/2019	**$ (2,368)**	**$ (2,960)**	**$ (2,960)**	**$ (3,552)**	**$ 592**	

Alameda County Schools Insurance Group (ACSIG)
Schedule of Claim Liabilities for Workers' Compensation
As of 03/31/2019

	Self-Insured Program Years												Totals to Page 7A
	1978/1979	1984/1985	1985/1986	1986/1987	1987/1988	1988/1989	1989/1990	1990/1991	1991/1992	1992/1993	1993/1994	1994/1995	
Paid Claims	$ 916,273	$ 1,828,533	$ 2,852,979	$ 2,810,678	$ 2,871,788	$ 4,019,042	$ 2,940,000	$ 5,558,342	$ 5,166,703	$ 4,090,576	$ 3,715,328	$ 4,775,849	$ 41,546,091
Reserves	- -	- -	- -	63,121	36,078	9,114	- -	92,273	58,984	186,155	169,690	131,790	747,205
Incurred Claims	916,273	1,828,533	2,852,979	2,873,799	2,907,866	4,028,156	2,940,000	5,650,615	5,225,687	4,276,731	3,885,018	4,907,639	42,293,296
Incurred But Not Reported (IBNR)	- -	- -	37,021	176,201	32,134	11,844	- -	39,385	104,313	113,269	162,982	182,361	859,510
Non- Discounted Estimated Ultimate Incurred (1)	916,273	1,828,533	2,890,000	3,050,000	2,940,000	4,040,000	2,940,000	5,690,000	5,330,000	4,390,000	4,048,000	5,090,000	43,152,806
Anticipated Investment Income (Discount) (2)	- -	- -	(2,480)	(19,146)	(6,003)	(2,012)	- -	(11,323)	(15,840)	(31,739)	(38,590)	(38,326)	(165,459)
Discounted Estimated Ultimate (1-2)	916,273	1,828,533	2,887,520	3,030,854	2,933,997	4,037,988	2,940,000	5,678,677	5,314,160	4,358,261	4,009,410	5,051,674	42,987,347
Paid Claims	(916,273)	(1,828,533)	(2,852,979)	(2,810,678)	(2,871,788)	(4,019,042)	(2,940,000)	(5,558,342)	(5,166,703)	(4,090,576)	(3,715,328)	(4,775,849)	(41,546,091)
Remaining Estimated Unpaid Claim Liabilities	$ - -	$ - -	$ 34,541	$ 220,176	$ 62,209	$ 18,946	$ - -	$ 120,335	$ 147,457	$ 267,685	$ 294,082	$ 275,825	$ 1,441,256
Historical Discounted Estimated Ultimate Incurred:													
As of 06/30/2006	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
As of 06/30/2007	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
As of 06/30/2008	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
As of 06/30/2009	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
As of 06/30/2010	793,059	1,889,004	2,789,731	2,944,000	2,906,506	4,017,275	2,912,254	5,524,202	5,140,647	4,323,930	3,718,595	5,137,560	42,096,763
As of 06/30/2011	852,621	1,886,310	2,800,604	2,899,286	2,949,183	4,029,712	2,912,357	5,687,163	5,154,464	4,316,645	3,706,533	5,171,358	42,366,236
As of 06/30/2012	865,386	1,891,056	2,829,735	2,939,513	2,664,915	3,978,682	2,914,559	5,840,572	5,219,982	4,364,052	3,687,860	5,166,611	42,362,923
As of 06/30/2013	954,963	1,828,378	2,917,252	3,003,200	2,674,593	4,009,091	2,922,237	5,789,363	5,200,522	4,331,119	3,639,169	5,209,906	42,479,793
As of 06/30/2014	959,089	1,828,378	2,943,554	2,948,967	2,906,382	4,010,866	2,993,154	5,793,307	5,156,348	4,321,092	3,728,346	5,145,562	42,735,045
As of 06/30/2015	959,745	1,828,378	2,944,649	2,957,392	2,916,153	4,077,607	2,993,338	5,759,425	5,259,555	4,304,405	3,847,149	5,130,367	42,978,163
As of 06/30/2016	919,585	1,828,378	2,935,792	2,958,911	2,907,220	4,065,869	2,966,210	5,750,806	5,315,636	4,278,349	3,855,186	5,114,027	42,895,969
As of 06/30/2017	947,318	1,828,378	2,876,895	2,952,342	2,907,650	4,084,897	2,985,063	5,734,186	5,316,245	4,408,281	3,947,076	5,151,520	43,139,851
As of 06/30/2018	947,015	1,828,378	2,876,710	2,988,624	2,945,002	4,094,286	2,994,624	5,743,707	5,315,284	4,422,773	3,926,130	5,110,111	43,192,644
As of 06/30/2019	916,273	1,828,533	2,887,520	3,030,854	2,933,997	4,037,988	2,940,000	5,678,677	5,314,160	4,358,261	4,009,410	5,051,674	42,987,347
Increase/Decrease	(30,742)	155	10,810	42,230	(11,005)	(56,298)	(54,624)	(65,030)	(1,124)	(64,512)	83,280	(58,437)	(205,297)

(1) Per Bay Actuarial Consultants actuarial study dated February 2019.

(2) Discounted at 2%, 06/30/2012, 1.5%, 06/30/2014, and 1.5%, 06/30/2015, 2016, 2017 & 09/30/2017. Effective 2018 1.75%.

Alameda County Schools Insurance Group (ACSIG)
Schedule of Claim Liabilities for Workers' Compensation
As of 03/31/2019

	Totals From Page 7	Self-Insured Program Years							Totals To Page 7B
		1995/1996	1996/1997	1997/1998	1998/1999	1999/2000	2000/2001	2001/2002	
Paid Claims	$ 41,546,091	$ 5,349,007	$ 7,130,903	$ 6,820,538	$ 9,204,193	$ 7,411,914	$ 10,750,616	$ 11,891,836	$ 100,105,098
Reserves	747,205	199,920	257,815	358,743	879,153	437,211	275,418	352,957	3,508,422
Incurred Claims	42,293,296	5,548,927	7,388,718	7,179,281	10,083,346	7,849,125	11,026,034	12,244,793	103,613,520
Incurred But Not Reported (IBNR)	859,510	161,073	281,282	330,719	796,654	280,875	733,966	945,207	4,389,286
Non- Discounted Estimated Ultimate Incurred (1)	43,152,806	5,710,000	7,670,000	7,510,000	10,880,000	8,130,000	11,760,000	13,190,000	108,002,806
Anticipated Investment Income (Discount) (2)	(165,459)	(45,846)	(69,004)	(86,183)	(217,855)	(98,378)	(142,323)	(189,532)	(1,014,580)
Discounted Estimated Ultimate (1-2)	42,987,347	5,664,154	7,600,996	7,423,817	10,662,145	8,031,622	11,617,677	13,000,468	106,988,226
Paid Claims	(41,546,091)	(5,349,007)	(7,130,903)	(6,820,538)	(9,204,193)	(7,411,914)	(10,750,616)	(11,891,836)	(100,105,098)
Remaining Estimated Unpaid Claim Liabilities	$ 1,441,256	$ 315,147	$ 470,093	$ 603,279	$ 1,457,952	$ 619,708	$ 867,061	$ 1,108,632	$ 6,883,128

(1) Per Bay Actuarial Consultants actuarial study dated February 2019.

(2) Discounted at 2%, 06/30/2012, 1.5%, 06/30/2014, and 1.5%, 06/30/2015, 2016, 2017 & 09/30/2017. Effective 2018 1.75%.

Historical Discounted Estimated Ultimate Incurred:									
As of 06/30/2006	N/A	N/A	N/A	N/A	N/A	6,333,000	8,381,000	7,897,000	N/A
As of 06/30/2007	N/A	N/A	N/A	N/A	N/A	6,651,000	9,924,000	9,258,000	N/A
As of 06/30/2008	N/A	N/A	N/A	N/A	N/A	7,464,000	11,199,000	10,319,000	N/A
As of 06/30/2009	N/A	N/A	N/A	N/A	N/A	7,691,266	12,739,081	11,713,580	N/A
As of 06/30/2010	42,096,763	5,727,741	7,172,192	6,843,071	10,750,070	7,983,737	13,184,486	12,525,480	106,283,540
As of 06/30/2011	42,366,236	5,721,425	7,145,019	7,440,306	11,250,829	8,670,787	13,295,238	12,326,440	108,216,280
As of 06/30/2012	42,362,923	5,641,456	7,470,783	7,427,596	11,162,085	8,724,801	11,904,345	13,678,790	108,372,779
As of 06/30/2013	42,479,793	5,833,514	7,743,609	7,798,325	11,018,070	9,598,230	12,098,931	13,618,383	110,188,855
As of 06/30/2014	42,735,045	5,738,160	7,577,599	7,714,653	11,132,297	8,733,944	11,771,811	13,128,192	108,531,701
As of 06/30/2015	42,978,163	5,752,631	7,584,812	7,808,635	10,993,497	8,806,657	11,818,771	13,083,683	108,826,849
As of 06/30/2016	42,895,969	5,607,306	7,562,358	7,660,593	11,011,641	8,642,537	11,753,128	12,959,861	108,093,393
As of 06/30/2017	43,139,851	5,583,200	7,705,812	7,670,526	10,717,018	8,299,131	11,947,119	13,121,523	108,184,180
As of 06/30/2018	43,192,644	5,757,037	7,747,776	7,706,207	10,642,853	8,365,742	11,833,334	12,979,529	108,225,122
As of 06/30/2019	42,987,347	5,664,154	7,600,996	7,423,817	10,662,145	8,031,622	11,617,677	13,000,468	106,988,226
Increase/Decrease	(205,297)	(92,883)	(146,780)	(282,390)	19,292	(334,120)	(215,657)	20,939	(1,236,896)

Alameda County Schools Insurance Group (ACSIG)
Schedule of Claim Liabilities for Workers' Compensation
As of 03/31/2019

	Totals From Page 7A	Self-Insured Program Years 2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	As of 03/31/2019 Totals	Activity: As of 06/30/2018 Totals	Activity: 07/01/2018 - 03/31/2019
Paid Claims	$ 100,105,098	$ 9,985,390	$ 6,031,243	$ 5,519,153	$ 8,638,968	$ 8,398,159	$ 8,466,451	$ 8,871,539	$ 156,016,001	$ 155,587,284	$ 428,717
Reserves	3,508,422	485,580	234,073	267,195	663,868	572,221	525,000	232,168	6,488,527	7,442,273	(953,746)
Incurred Claims	103,613,520	10,470,970	6,265,316	5,786,348	9,302,836	8,970,380	8,991,451	9,103,707	162,504,528	163,029,557	(525,029)
Incurred But Not Reported (IBNR)	4,389,286	489,030	424,684	453,652	737,164	369,620	338,549	556,293	7,758,278	9,245,961	(1,487,683)
Non- Discounted Estimated Ultimate Incurred (1)	108,002,806	10,960,000	6,690,000	6,240,000	10,040,000	9,340,000	9,330,000	9,660,000	170,262,806	172,275,518	(2,012,712)
Anticipated Investment Income (Discount) (2)	(1,014,580)	(144,242)	(99,472)	(111,010)	(215,759)	(152,578)	(141,622)	(134,038)	(2,013,301)	(2,186,139)	172,838
Discounted Estimated Ultimate (1-2)	106,988,226	10,815,758	6,590,528	6,128,990	9,824,241	9,187,422	9,188,378	9,525,962	168,249,505	170,089,379	(1,839,874)
Paid Claims	(100,105,098)	(9,985,390)	(6,031,243)	(5,519,153)	(8,638,968)	(8,398,159)	(8,466,451)	(8,871,539)	(156,016,001)	(155,587,284)	(428,717)
Remaining Estimated Unpaid Claim Liabilities	$ 6,883,128	$ 830,368	$ 559,285	$ 609,837	$ 1,185,273	$ 789,263	$ 721,927	$ 654,423	$ 12,233,504	$ 14,502,095	$ (2,268,591)
Estimated Current Portion /Short-Term Liability (1)									(1,296,000)		
Estimated Non-Current portion of Claim Liabilities									$ 10,937,504		

(1) Per Bay Actuarial Consultants actuarial study dated February 2019.

(2) Discounted at 2%, 06/30/2012, 1.5%, 06/30/2014, and 1.5%, 06/30/2015, 2016, 2017 & 09/30/2017. Effective 2018 1.75%.

Historical Discounted Estimated Ultimate Incurred:									
As of 06/30/2006	N/A	6,787,000	4,378,000	2,665,000	1,943,000	- -	- -	- -	N/A
As of 06/30/2007	N/A	7,677,000	5,299,000	3,502,000	3,727,000	3,498,000	- -	- -	N/A
As of 06/30/2008	N/A	8,867,000	5,704,000	4,776,000	6,673,000	6,867,000	6,117,000	- -	N/A
As of 06/30/2009	N/A	9,952,286	6,342,724	5,888,070	8,380,255	9,209,624	10,474,925	8,012,622	N/A
As of 06/30/2010	106,283,540	9,857,770	7,326,142	6,233,943	8,159,431	9,705,395	11,525,318	10,768,305	169,859,844
As of 06/30/2011	108,216,280	9,806,352	7,347,756	6,873,035	9,276,212	9,956,828	10,929,748	10,770,204	173,176,415
As of 06/30/2012	108,372,779	11,103,705	7,180,516	6,779,730	9,113,232	10,061,847	10,833,352	11,378,258	174,823,419
As of 06/30/2013	110,188,855	10,710,077	7,136,860	6,043,782	8,435,497	9,522,890	10,141,142	10,501,500	172,680,603
As of 06/30/2014	108,531,701	10,454,102	6,798,117	6,067,506	10,203,448	9,772,238	10,362,281	10,585,137	172,774,530
As of 06/30/2015	108,826,849	10,457,705	6,920,842	6,214,866	10,347,509	9,539,023	9,859,233	10,469,961	172,635,988
As of 06/30/2016	108,093,393	10,531,877	6,860,336	6,223,567	10,366,713	9,216,061	9,639,692	10,101,017	171,032,656
As of 06/30/2017	108,184,180	10,716,918	6,817,755	5,896,649	10,214,975	9,198,996	9,520,490	9,943,375	170,493,338
As of 06/30/2018	108,225,122	10,697,201	6,689,784	6,028,771	10,128,423	9,250,450	9,475,767	9,593,861	170,089,379
As of 06/30/2019	106,988,226	10,815,758	6,590,528	6,128,990	9,824,241	9,187,422	9,188,378	9,525,962	168,249,505
Increase/Decrease	(1,236,896)	118,557	(99,256)	100,219	(304,182)	(63,028)	(287,389)	(67,899)	(1,839,874)

Claim Development Expense	
Claim Liabilities	$ (2,268,591)
ULAE	(133,964)
Castlepoint	86,719
Reinsurance	
Insolvency	-
	$ (2,315,836)

Alameda County Schools Insurance Group (ACSIG)
Schedule of Claim Liabilities for Property Liability
As of 03/31/2019

	Self-Insured Program Years										As of	Activity	
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	03/31/2019	As of 06/30/2018	07/01/2018 - 03/31/2019
Paid Claims	$ 39,048	$ 33,141	$ 96,543	$ 125,045	$ 20,000	$ 18,078	$ 52,777	$ 20,000	$ 47,041	$ 1,021	$ 452,693	$ 407,853	$ 44,840
Reserves	(0)	0	0	(1)	- -	(0)	20,000	- -	42,285	93,979	156,265	96,779	59,486
Incurred Claims	39,048	33,141	96,543	125,045	20,000	18,078	72,777	20,000	89,326	95,000	608,958	504,632	104,326
Incurred But Not Reported (IBNR)	- -	- -	- -	- -	- -	- -	(0)	- -	5,166	4,010	9,175	3,968	5,207
Non- Discounted Estimated Ultimate Incurred (1)	39,048	33,141	96,543	125,045	20,000	18,078	72,777	(3 20,000	(3 94,492	(3 99,010	618,134	508,600	109,534
Anticipated Investment Income (Discount) (2)	- -	(0)	- -	- -	- -	- -	(167)	- -	(397)	(819)	(1,384)	(1,137)	(247)
Discounted Estimated Ultimate (1-2)	39,048	33,141	96,543	125,045	20,000	18,078	72,610	20,000	94,095	98,191	616,750	507,463	109,287
Paid Claims	(39,048)	(33,141)	(96,543)	(125,045)	(20,000)	(18,078)	(52,777)	(20,000)	(47,041)	(1,021)	(452,693)	(407,853)	(44,840)
Remaining Estimated Unpaid Claim Liabilities	$ - -	$ - -	$ - -	$ - -	$ - -	$ - -	$ 19,833	$ - -	$ 47,054	$ 97,170	$ 164,057	$ 99,610	$ 64,447
											Estimated Current Portion /Short-Term Liability (1), paid claims factor of .65		(90,231)
											Estimated Non-Current portion of Claim Liabilities		$ 73,826

(1) Per Bay Actuarial Consultants actuarial study dated February 2019.
(2) Discounted at 1.0%.
(3) Not adjusted for negative IBNR, based upon Actuarial report, maybe adjusted at year end if incurred has not been reduced.

Claim Development Expense	
Claim Liabilities and ULAE	$ 64,447
Increase	$ 64,447

Historical Estimated Ultimate Incurred:											
As of 06/30/2011	63,001	80,193	- -	- -	- -	- -	- -	- -	- -	- -	143,194
As of 06/30/2012	63,001	80,193	77,802	- -	- -	- -	- -	- -	- -	- -	220,996
As of 06/30/2013	49,777	62,638	115,793	108,539	- -	- -	- -	- -	- -	- -	336,747
As of 06/30/2014	49,777	37,638	100,792	148,539	111,900	- -	- -	- -	- -	- -	566,153
As of 06/30/2015	48,738	33,141	96,543	126,562	20,863	32,843	- -	- -	- -	- -	566,153
As of 06/30/2016	39,048	33,141	96,543	126,562	20,863	7,843	25,000	- -	- -	- -	349,000
As of 06/30/2017	39,048	33,141	96,543	125,045	20,000	18,078	51,345	54,069	- -	- -	437,269
As of 06/30/2018	39,048	33,141	96,543	125,045	20,000	18,078	72,777	40,968	63,000	- -	508,600
As of 06/30/2019	39,048	33,141	96,543	125,045	20,000	18,078	72,777	20,000	94,492	99,010	618,134
Increase/Decrease	- -	- -	- -	- -	- -	- -	- -	(20,968)	31,492	99,010	109,534

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A Division of Keenan & Associates

January 30, 2019

State Controller's Office
Division of Accounting & Reporting
RDA-SD Reporting Section
P. O. Box 942850
Sacramento, CA 94250-5875

RE: Special Districts Financial Transactions Report

To Whom It May Concern:

By notice received by Alameda County Schools Insurance Group (ACSIG) regarding the filing of the 2017/2018 Special Districts Financial Transactions Report, I am hereby enclosing the signed cover page. The actual report was filed electronically via File Transfer Protocol.

If you have any questions regarding information in this report, please call me at (310) 212-0363 extension 2550.

Sincerely,

Mary T. Boyer
Assistant Vice President

MB/jbm
Enclosures

cc: ACSIG Board of Directors
Laurena Grabert

P.O. Box 4328
Torrance, CA 90510
Phone: (310) 212-2550
Fax: (310) 212-0300
License No. 0451271

SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT
COVER PAGE

Special District of Alameda County Schools Insurance Group

Reporting Year: **2018** ID Number: **12500100800**

Certification:
I hereby certify that, to the best of my knowledge and belief, the report forms fairly reflect the financial transactions of the special district in accordance with the requirements as prescribed by the California State Controller.

Special District Fiscal Officer

Mary T Boyer	Treasurer's Agent
Signature	Title
Mary T. Boyer	01/31/19
Name (Please Print)	Date

Per Government Code section 53891(a), this report is due within seven months after the close of the fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available.

Please complete, sign, and mail this cover page to either address below:

Mailing Address:
State Controller's Office
Local Government Programs and Services Division
Local Government Reporting Section
P.O. Box 942850
Sacramento, CA 94250

Express Mailing Address:
State Controller's Office
Local Government Programs and Services Division
Local Government Reporting Section
3301 C Street, Suite 700
Sacramento, CA 95816

The Financial Transactions Report was successfully submitted to the State Controller's Office on 1/30/2019 6:08:22 PM

SETECH
A Keenan Solution
A Division of Keenan

March 26, 2019

State Controller's Office
Division of Accounting & Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250

RE: Special Districts Compensation Report

To Whom It May Concern:

By notice received by Alameda County Schools Insurance Group (ACSIG) regarding the filing of the Calendar Year 2018 Special Districts Compensation Report. The actual report was filed electronically via File Transfer Protocol.

If you have any questions regarding information in this report, please call me at (916) 859-7160 extension 4250.

Sincerely,

Laurena Grabert
Assistant Vice President

LG/jbm
Enclosures

cc: ACSIG Board of Directors

P.O. Box 4328
Torrance, CA 90510
Phone: (310) 212-2550
Fax: (310) 212-0300
License No. 0451271

Alameda County Schools Insurance Group
P.O. Box 2487
Dublin, CA 94568
Phone (925) 225-1030
Fax (925) 225-0653
www.acsig.com

EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: 2019/2020 Budget

The ACSIG budget is enclosed for your review. This budget was developed using year-to-date 2018/2019 data and preliminary estimates for 2019/2020 rates and costs. Because all rates are not firm at this time, estimates were used for this report. Salaries have been distributed to each program based upon a time-study.

The assumptions are listed on the final pages of the budget. The budget reflects the continuation of the First Aid Program, Company Nurse, Physical Abilities testing as well as Special Education Training within the Workers' Compensation program. In addition, there is an additional $100,000 budgeted for the implementation of a JPA-wide EAP program for consideration.

The budget will be reviewed by the Executive Director.

Alameda County Schools Insurance Group (ACSIG)
Consolidated
2019/2020 Budget

	Budget 2019/2020	Allocations	Change in Accruals		2019/2020 Budget	2018/2019 Budget	2017/2018 ACTUAL
Audited - Beginning Net Position, as of 07/01/2017				$ 40,486,136			
Beginning Cash	$ 40,486,136				$ 40,486,136	$ 29,375,762	34,318,790
Operating Revenue:							
Premiums Paid by Members	$ 198,422,112	$ - -	$ - -	$ 198,422,112	$ 198,422,112	$ 157,422,503	164,546,182
Total Operating Revenue	198,422,112	- -	- -	198,422,112	198,422,112	157,422,503	164,546,182
Operating Expenditures:							
Classified Salaries	278,593		- -	278,593	278,593	281,997	286,178
Statutory Benefits	88,316		- -	88,316	88,316	88,316	31,954
Health & Welfare	51,190		- -	51,190	51,190	51,190	47,510
Employer Tax Expense	4,769		- -	4,769	4,769	4,769	4,443
Net Pension Expense	74,804			74,804	74,804	58,538	(191,171)
Telephone & Internet	7,925		- -	7,925	7,925	7,350	6,102
Supplies Office	3,000		- -	3,000	3,000	4,200	1,885
Supplies - Other	4,000		- -	4,000	4,000	2,775	3,276
Eligibility Processing	250,000		- -	250,000	250,000	246,077	218,600
Brokerage Fees-Dental-ACSIG	325,000		- -	325,000	325,000	288,000	293,050
Brokerage Fees-Dental-MD	500,000		- -	500,000	500,000	425,000	410,333
Travel and Conferences	22,000		- -	22,000	22,000	23,100	10,458
Mileage	8,500		- -	8,500	8,500	8,925	6,756
Dues & Memberships	12,000		- -	12,000	12,000	7,350	1,635
Postage & Meter	8,000		- -	8,000	8,000	9,550	3,875
Insurance Expense-PIPS&NCR	24,818,844		- -	24,818,844	24,818,844	24,950,382	21,028,823
PIPS payroll adjustment	1,000,000			1,000,000	1,000,000	1,000,000	780,122
Utility - Operating-Rent	48,432		- -	48,432	48,432	36,461	36,395
Advertising	2,000		- -	2,000	2,000	600	
Contract Services	17,902		- -	17,902	17,902	31,275	8,272
Contract Services -PL-Investigation	20,000		- -	20,000	20,000	- -	
Contract Services	16,447		- -	16,447	16,447	6,375	15,570
Audit Fees	15,000		- -	15,000	15,000	16,275	13,500
Other Services/Operating Expenses	28,438		- -	28,438	28,438	10,500	5,614
Capital Equipment/Depreciation	4,000		- -	4,000	4,000	4,200	- -
Repairs & Maintenance	3,500		- -	3,500	3,500	3,675	- -
Legal	10,000		- -	10,000	10,000	2,100	- -
Accounting Services	15,500		- -	15,500	15,500	15,750	14,420
County Courier	4,200		- -	4,200	4,200	4,200	3,567
Shredding	1,080		- -	1,080	1,080	2,100	848
Copier & Scanner	16,700		- -	16,700	16,700	15,000	10,277
Claims Administration Services	155,000		- -	155,000	155,000	174,000	166,909
Self-Insurance Fee	431,959		- -	431,959	431,959	325,000	297,811
Claims Paid-WC	1,250,000		- -	1,250,000	1,250,000	1,750,000	1,001,753
Claims Paid-PL	100,000		- -	100,000	100,000	100,000	53,650
			- -	- -			
Safety Inspection	12,446			12,446	12,445	12,445	12,445
Physical Ability Testing	50,000		- -	50,000	50,000	40,000	26,449
First-Aid Program	50,000		- -	50,000	50,000	30,000	28,559
Risk Management Prevention Program	100,000		- -	100,000	100,000	30,000	
EAP	100,000		- -	100,000	100,000	- -	- -
Bank Charge & WC Penalty Reimb	25,000		- -	25,000	25,000	41,000	21,071
Cobra Premiums	270,000	- -	- -	270,000	270,000	250,000	246,832
Dental Insurance Premiums	163,000,000	- -	- -	163,000,000	163,000,000	123,120,000	129,945,472
Vision Insurance Premiums	4,375,000	- -	- -	4,375,000	4,375,000	3,950,000	4,066,932
Claim Development Expense	1,000,000	- -	- -	1,000,000	1,000,000	(2,000,000)	(357,335)
Prior Year Adjustment	- -	- -	- -	- -	- -	- -	
Total Operating Expenditures	198,579,544	- -	- -	198,579,544	198,579,544	155,428,473	158,562,839
Net Increase/(Decrease) from Operations	(157,432)	- -	- -	(157,432)	(157,432)	1,994,030	5,983,343
Non Operating Income/(Expense)							
Interest Income	574,500	- -	- -	574,500	574,500	379,200	499,738
Change in FMV	- -	- -	- -	- -	- -	- -	(341,266)
Realized Gain/(Loss)	- -	- -	- -	- -	- -	- -	644
GASB 68	- -	- -	- -	- -	- -	- -	- -
Total Non Operating Income/(Expense)	574,500	- -	- -	574,500	574,500	379,200	159,116
Ending Cash	$ 40,903,204	- -					
Net Increase/(Decrease) in Net Position		$ - -	$ - -	417,068	$ 417,068	$ 2,373,230	6,142,459

Alameda County Schools Insurance Group (ACSIG)
Workers' Compensation
2019/2020 Budget

	Budget 2019/2020 0	Allocations	Change in Accruals	Balance Year to Date	2019/2020 Budget	2018/2019 Budget	2017/2018 Actuals
Audited - Beginning Net Position, as of 07/01/2017				$ 31,748,778			
Beginning Cash and Investments	$ 31,748,778				$ 31,748,778	$ 21,144,362	26,712,774
Operating Revenue:							
Premiums Paid by Members	$ 26,993,971	$ - -	$	$ 26,993,971	$ 26,993,971	$ 26,942,761	26,712,774
PIPS Contribution Adjustmert	- -	- -		- -			
Total Operating Revenue	26,993,971	- -	- -	26,993,971	26,993,971	26,942,761	26,712,774
Operating Expenditures:	- -						
Classified Salaries	70,140	- -	- -	70,140	70,140	67,417	65,608
Statutory Benefits	24,985	- -	- -	24,985	24,985	24,985	8,266
Health & Welfare	15,800	- -	- -	15,800	15,800	15,800	14,253
Employer Tax Expense	1,121	- -	- -	1,121	1,121	1,121	959
Net Pension Expense	20,431			20,431	20,431	15,787	- 44,672
Telephone & Internet	793	- -	- -	793	793	1,050	915
Supplies Office	300	- -	- -	300	300	600	283
Supplies - Other	400	- -	- -	400	400	375	491
Utility - Rent	4,843	- -	- -	4,843	4,843	6,077	5,459
Brokerage Fees-Dental-ACSIG		- -	- -	- -	- -	- -	
Brokerage Fees-Dental-MD		- -	- -	- -	- -	- -	
Travel and Conferences	2,200	- -	- -	2,200	2,200	3,300	1,569
Mileage	850	- -	- -	850	850	1,275	1,013
Dues & Memberships	1,200	- -	- -	1,200	1,200	1,050	245
Postage & Meter	350	- -	- -	350	350	100	194
Insurance Expense-PIPS	23,006,149	- -	- -	23,006,149	23,006,149	23,583,087	19,857,950
PIPS Contribution Adjustmert	1,000,000	- -	- -	1,000,000	1,000,000	2,000,000	749,186
Advertising	200	- -	- -	200	200	300	
Contract Services	10,000	- -	- -	10,000	10,000	10,000	8,272
Contract Services -Claims Audit	20,000	- -	- -	20,000	20,000		15,570
Contract Services	1,935	- -	- -	1,935	1,935		
Audit Fees	1,500	- -	- -	1,500	1,500	2,325	2,025
Other Services/Operating Expenses	3,125	- -	- -	3,125	3,125	1,500	842
Capital Equipment/Depreciation	400	- -	- -	400	400	600	
Repairs & Maintenance	350	- -	- -	350	350	525	
Legal	1,000	- -	- -	1,000	1,000	300	
Accounting Services	1,550	- -	- -	1,550	1,550	2,250	2,163
County Courier	420	- -		420	420	600	535
Shredding	108	- -		108	108	300	128
Copier & Scanner	800	- -		800	800	250	514
Claims Administration Services	135,000			135,000	135,000	154,000	154,000
Self-Insurance Fee	431,959	- -		431,959	431,959	325,000	297,811
Claims Paid-WC	1,250,000	- -		1,250,000	1,250,000	1,750,000	1,001,753
Claims Paid-PL		- -		- -	- -	- -	
Physical Abilities Testing	50,000	- -		50,000	50,000	35,000	14,004
Training		- -		- -	- -	40,000	-
First-Aid Program	50,000	- -		50,000	50,000	30,000	23,953
Risk Management Prevention Program	100,000	- -		100,000	100,000	30,000	28,559
EAP Program	100,000	- -		100,000	100,000		
Bank Charge & WC Penalty Reimb		- -		- -	- -	1,000	
Cobra Premiums		- -		- -	- -	- -	
Dental Insurance Premiums		- -		- -	- -	- -	
Vision Insurance Premiums		- -		- -	- -	- -	
Claim Development Expense	1,000,000	- -		1,000,000	1,000,000	(2,000,000)	- 378,826
Prior Year Adjustment		- -	- -	- -	- -	- -	
Total Operating Expenditures	27,307,908	- -	- -	27,307,908	27,307,908	26,105,973	21,833,022
Net Increase/(Decrease) from Operations	(313,937)	- -	- -	(313,937)	(313,937)	836,788	4,879,752
Non Operating Income/(Expense)							
Interest Income	400,000	- -		400,000	400,000	250,000	356,625
Change in FMV		- -	- -	- -	- -	- -	- 200,752
Realized Gain/(Loss)		- -	- -	- -	- -	- -	379
GASB 68				- -	- -		
Interfund Transfer		- -		- -	- -	- -	
Total Non Operating Income/(Expense)	400,000	$ - -	$ - -	400,000	400,000	250,000	156,252
Ending Cash	$ 31,834,841						
Net Increase/(Decrease) in Net Position				86,063	86,063	1,086,788	5,036,004
			- -	$ 31,834,841	$ 31,834,841	$ 22,231,150	31,748,778

Alameda County Schools Insurance Group (ACSIG)
Dental
2019/2020 Budget

	Budget 2019/2020	Allocations	Change in Accruals	Balance Year to Date	2019/2020 Budget	2018/2019 Budget	2017/2018 Actual
Audited - Beginning Net Position, as of 07/01/2017				$ 6,171,305			
Beginning Cash and Investments	$ 6,171,305				$ 6,171,305	$ 5,488,064	5,318,251
Operating Revenue:							
Premiums Paid by Members	$ 165,000,000	$ - -	$ - -	$ 165,000,000	$ 165,000,000	$ 125,000,000	132,187,282
Total Operating Revenue	165,000,000	- -	- -	165,000,000	165,000,000	125,000,000	132,187,282
Operating Expenditures:							
Classified Salaries	159,454			159,454	159,454	169,946	174,771
Statutory Benefits	47,272			47,272	47,272	47,272	18,051
Health & Welfare	25,350			25,350	25,350	25,350	23,755
Employer Tax Expense	2,849			2,849	2,849	2,849	2,809
Net Pension Expense	41,293			41,293	41,293	33,309	- 115,435
Telephone & Internet	5,944			5,944	5,944	5,250	4,272
Supplies Office	2,250			2,250	2,250	3,000	1,319
Supplies - Other	3,000			3,000	3,000	1,875	2,293
Eligibility Processing	250,000			250,000	250,000	240,000	213,141
Brokerage Fees-Dental-ACSIG	325,000			325,000	325,000	288,000	293,050
Brokerage Fees-Dental-MD	500,000			500,000	500,000	425,000	410,333
Travel and Conferences	16,500			16,500	16,500	16,500	7,320
Mileage	6,375			6,375	6,375	6,375	4,729
Dues & Memberships	9,000			9,000	9,000	5,250	1,145
Postage & Meter	7,200			7,200	7,200	9,000	3,487
Insurance Expense	- -			- -	- -	- -	
Net, Operating-Rent	36,324			36,324	36,324	30,384	25,476
Advertising	1,500			1,500	1,500		
Contract Services - Actuarial	- -			- -		15,000	
Contract Services -PL-Investigation	- -			- -		- -	
Contract Services	14,512			14,512	14,512	6,375	
Audit Fees	11,250			11,250	11,250	11,625	9,450
Other Services/Operating Expenses	23,438			23,438	23,438	7,500	3,930
Capital Equipment/Depreciation	3,000			3,000	3,000	3,000	
Repairs & Maintenance	2,625			2,625	2,625	2,625	
Legal	7,500			7,500	7,500	1,500	
Accounting Services	11,625			11,625	11,625	11,250	10,094
County Courier	3,150			3,150	3,150	3,000	2,497
Shredding	810			810	810	1,500	593
Copier & Scanner	15,000			15,000	15,000	14,250	9,249
Claims Administration Services	- -			- -	- -	- -	
Self-Insurance Fee	- -			- -	- -	- -	
Claims Paid-WC	- -			- -	- -	- -	
Claims Paid-PL	- -			- -	- -	- -	
Physical Abilities Testing	- -			- -	- -	- -	
Training	- -			- -	- -	- -	
First-Aid Program	- -	- -	- -	- -	- -	- -	
Food Service Training	- -	- -	- -	- -	- -	- -	
Special Ed Training	- -	- -	- -	- -	- -	- -	
Bank Charge	25,000	- -	- -	25,000	25,000	40,000	21,071
Cobra Premiums	270,000	- -	- -	270,000	270,000	250,000	246,832
Dental Insurance Premiums	163,000,000	- -	- -	163,000,000	163,000,000	123,120,000	129,945,472
Vision Insurance Premiums	- -	- -	- -	- -	- -	- -	
Claim Development Expense	- -	- -	- -	- -		- -	
Prior Year Adjustment	- -	- -	- -	- -	- -	- -	
Total Operating Expenditures	164,827,221	- -	- -	164,827,221	164,827,221	124,796,984	131,319,704
Net Increase/(Decrease) from Operations	172,779	- -	- -	172,779	172,779	203,016	867,578
Non Operating Income/(Expense)							
Interest Income	125,000	- -		125,000	125,000	100,000	103,017
Change in FMV	- -	- -		- -	- -	- -	- 117,763
Realized Gain/(Loss)	- -	- -		- -	- -	- -	222
GASB 68							
Interfund Transfer & YE Close Oper	- -	- -		- -		- -	
Total Non Operating Income/(Expense)	125,000	$ - -	$ - -	125,000	125,000	100,000	- 14,524
Ending Cash	$ 6,469,084						
Net Increase/(Decrease) in Net Position				297,779	297,779	303,016	853,054
				$ 6,469,084	**$ 6,469,084**	**$ 5,791,080**	**6,171,305**

Alameda County Schools Insurance Group (ACSIG)
Vision
2019/2020 Budget

	Budget 2019/2020	Allocations	Change in Accruals	Balance Year to Date	2019/2020 Budget	2018/2019 Budget	2017/2018 Actual
Audited - Beginning Net Position, as of 07/01/2017				$ 2,366,970			
Beginning Cash and Investments	$ 2,366,970				$ 2,366,970	$ 2,093,269	2,094,297
Operating Revenue:							
Premiums Paid by Members	$ 4,500,000	$ - -	$	$ 4,500,000	$ 4,500,000	$ 4,000,000	4,356,498
Total Operating Revenue	4,500,000	- -	- -	4,500,000	4,500,000	4,000,000	4,356,498
Operating Expenditures:							
Classified Salaries	27,859	- -	- -	27,859	27,859	25,192	25,991
Statutory Benefits	8,132	- -	- -	8,132	8,132	8,132	3,010
Health & Welfare	4,890	- -	- -	4,890	4,890	4,890	4,751
Employer Tax Expense	477	- -	- -	477	477	477	392
Net Pension Expense	6,629			6,629	6,629	4,531 -	17,461
Telephone & Internet	793	- -	- -	793	793	700	610
Supplies Office	300	- -	- -	300	300	400	188
Supplies - Other	400	- -	- -	400	400	400	328
Eligibility Processing	- -	- -	- -	- -	- -	0	
Brokerage Fees-Dental-ACSIG	- -	- -	- -	- -	- -	0	
Brokerage Fees-Dental-MD	- -	- -	- -	- -	- -	0	
Travel and Conferences	2,200	- -	- -	2,200	2,200	2,200	1,046
Mileage	850	- -	- -	850	850	850	676
Dues & Memberships	1,200	- -	- -	1,200	1,200	700	164
Postage & Meter	450	- -	- -	450	450	450	194
Insurance Expense	- -	- -	- -	- -	- -		
Utility - Operating-Rent	4,843	- -	- -	4,843	4,843	4,051	3,639
Advertising	200	- -	- -	200	200	200	
Contract Services - Actuarial	1,935	- -	- -	1,935	1,935	850	
Contract Services -PL-Investigation	- -	- -	- -	- -	- -	0	
Contract Services-PL-Legal	- -	- -	- -	- -	- -	0	
Audit Fees	1,500	- -	- -	1,500	1,500	1,550	1,350
Other Services/Operating Expenses	625	- -	- -	625	625	1,000	561
Capital Equipment/Depreciation	400	- -	- -	400	400	400	
Repairs & Maintenance	350	- -	- -	350	350	350	
Legal	1,000	- -	- -	1,000	1,000	200	
Accounting Services	1,550	- -	- -	1,550	1,550	1,500	1,442
County Courier	420	- -	- -	420	420	400	357
Shredding	108	- -	- -	108	108	200	85
Copier & Scanner	800	- -	- -	800	800	400	514
Claims Administration Services	- -	- -	- -	- -		0	
Self-Insurance Fee	- -	- -	- -	- -	- -	0	
Claims Paid-WC	- -	- -	- -	- -	- -	0	
Claims Paid-PL	- -	- -	- -	- -	- -	0	
Physical Abilities Testing	- -	- -	- -	- -	- -	0	
Training	- -	- -	- -	- -	- -	0	
First-Aid Program	- -	- -	- -	- -	- -	0	
Food Service Training	- -	- -	- -	- -	- -	0	
Special Ed Training	- -	- -	- -	- -	- -	0	
Bank Charge & WC Penalty Reimb	- -	- -	- -	- -	- -	0	
Cobra Premiums	- -	- -	- -	- -	- -	0	
Dental Insurance Premiums	- -	- -	- -	- -	- -	0	
Vision Insurance Premiums	4,375,000	- -		4,375,000	4,375,000	3,950,000	4,066,932
Claim Development Expense	- -	- -	- -	- -	- -		
Prior Year Adjustment	- -	- -	- -	- -	- -	0	
Total Operating Expenditures	4,442,910	- -	- -	4,442,910	4,442,910	4,010,023	4,094,769
Net Increase/(Decrease) from Operations	57,090	- -	- -	57,090	57,090	-10,023	261,729
Non Operating Income/(Expense)							
Interest Income	40,000	- -		40,000	40,000	25,000	33,652
Change in FMV		- -	- -	- -	- -	-	22,751
Realized Gain/(Loss)		- -	- -	- -	- -		43
GASB 68							
Interfund Transfer	- -	- -	- -	- -	- -	0	
Total Non Operating Income/(Expense)	40,000	$ - -	$ - -	40,000	40,000	25,000	10,944
Ending Cash	$ 2,464,060						
Net Increase/(Decrease) in Net Position				97,090	$ 97,090	$ 14,977	272,673
				0	**$ 2,464,060**	**$ 2,464,060**	**$ 2,108,246**	**2,366,970**

Alameda County Schools Insurance Group (ACSIG)
Property and Liability
2019/2020 Budget

	Budget 2019/2020	Allocations	Change in Accruals	Balance Year to Date	2019/2020 Budget	2018/2019 Budget	$ 1 Actuals
Audited - Beginning Net Position, as of 07/01/2017				$ 199,083			
Beginning Cash and Investments	$ 199,083				$ 199,083	$ 650,067	$ 193,468
Operating Revenue:							
Premiums Paid by Members	$ 1,928,141	$ - -	$	$ 1,928,141	$ 1,928,141	$ 1,479,742	$ 1,289,628
Total Operating Revenue	1,928,141	- -	- -	1,928,141	1,928,141	1,479,742	$ 1,289,628
Operating Expenditures:							
Classified Salaries	21,140	- -	- -	21,140	21,140	19,442	$ 19,808
Statutory Benefits	7,927	- -	- -	7,927	7,927	7,927	$ 2,627
Health & Welfare	5,150	- -	- -	5,150	5,150	5,150	$ 4,751
Employer Tax Expense	322	- -	- -	322	322	322	$ 283
Net Pension Expense	6,451			6,451	6,451	4,911	$ (13,603)
Telephone & Internet	396	- -	- -	396	396	350	$ 305
Supplies Office	150	- -	- -	150	150	200	$ 95
Supplies - Other	200	- -	- -	200	200	125	$ 164
Eligibility Processing	- -	- -	- -	- -	- -	- -	
Brokerage Fees-Dental-ACSIG	- -	- -	- -	- -	- -	- -	
Brokerage Fees-Dental-MD	- -	- -	- -	- -	- -	- -	
Travel and Conferences	1,100	- -	- -	1,100	1,100	1,100	$ 523
Mileage	425	- -	- -	425	425	425	$ 338
Dues & Memberships	600	- -	- -	600	600	350	$ 81
Postage & Meter	- -	- -	- -	- -	- -	- -	$ -
Insurance Expense-NCR	1,812,695	- -		1,812,695	1,812,695	1,367,296	$ 1,170,873
Utility - Operating-Rent	2,422	- -	- -	2,422	2,422	2,026	$ 1,821
Advertising	100	- -	- -	100	100	100	
Contract Services	5,967	- -	- -	5,967	5,967	5,425	
Contract Services -PL-Investigation	- -	- -	- -	- -	- -		
Contract Services-PL-Legal	- -	- -	- -	- -	- -	- -	
Audit Fees	750	- -	- -	750	750	775	$ 675
Other Services/Operating Expenses	1,250	- -	- -	1,250	1,250	500	$ 281
Capital Equipment/Depreciation	200	- -	- -	200	200	200	
Repairs & Maintenance	175	- -	- -	175	175	175	
Legal	500	- -	- -	500	500	100	
Accounting Services	775	- -	- -	775	775	750	$ 721
County Courier	210	- -	- -	210	210	200	$ 178
Shredding	54	- -	- -	54	54	100	$ 42
Copier & Scanner	100	- -		100	100	100	
Claims Administration Services	20,000	- -		20,000	20,000	20,000	$ 12,909
Self-Insurance Fee	- -	- -		- -	- -	- -	
Claims Paid-WC	- -	- -		- -	- -	- -	
Claims Paid	100,000	- -		100,000	100,000	100,000	$ 53,650
Safety Inspection	12,446	- -	- -	12,446	12,446	12,446	$ 12,445
Training	- -	- -	- -	- -	- -	- -	
First-Aid Program	- -	- -	- -	- -	- -	- -	
Food Service Training	- -	- -	- -	- -	- -	- -	
Special Ed Training	- -	- -	- -	- -	- -	- -	
Bank Charge & WC Penalty Reimb	- -	- -	- -	- -	- -	- -	
Cobra Premiums	- -	- -	- -	- -	- -	- -	
Dental Insurance Premiums	- -	- -	- -	- -	- -	- -	
Vision Insurance Premiums	- -	- -	- -	- -	- -	- -	
Claim Development Expense	- -	- -		- -			$ 21,491
Prior Year Adjustment	- -	- -	- -	- -	- -	- -	
Total Operating Expenditures	2,001,505	- -	- -	2,001,505	2,001,505	1,550,494	$ 1,290,457
Net Increase/(Decrease) from Operations	(73,364)	- -	- -	(73,364)	(73,364)	(70,752)	(829)
Non Operating Income/(Expense)							
Interest Income	9,500	- -	- -	9,500	9,500	4,200	$ 6,444
Change in FMV	- -	- -	- -	- -	- -	- -	
Realized Gain/(Loss)	- -	- -	- -	- -	- -	- -	
GASB 68							
Interfund Transfer	- -	- -	- -	- -	- -	- -	
Total Non Operating Income/(Expense)	9,500	$ - -	$ - -	9,500	9,500	4,200	6,444
Ending Cash	$ 135,219						
Net Increase/(Decrease) in Net Position				(63,864)	(63,864)	(66,552)	5,615
				0 $ 135,219	**$ 135,219**	**$ 583,515**	**199,083**

Alameda County Schools Insurance Group (ACSIG)
Operations
2018/2019 Budget

	Cash Activity 2019/2020 1/0/00	Allocations	Change in Accruals	Balance Year to Date	2019/2020 Budget	2018/2019 Budget
Audited - Beginning Net Position, as of 07/01/2017				$ - -		
Beginning Cash and Investments	$				$ - -	$ - -
Operating Revenue:						
Offset to Rent - Sub Lease	$	$	$ - -	$ - -	$	$
Total Operating Revenue	- -	- -	- -	- -	- -	- -
Operating Expenditures:						
Classified Salaries						- -
Statutory Benefits						- -
Health & Welfare						- -
Employer Tax Expense						- -
Telephone & Internet						- -
Supplies Office						
Supplies - Other						
Eligibility Processing						- -
Brokerage Fees-Dental-ACSIG						- -
Brokerage Fees-Dental-MD						- -
Travel and Conferences						- -
Mileage						- -
Dues & Memberships						- -
Postage & Meter						- -
Insurance Expense						- -
Utility - Operating-Rent						- -
Advertising						- -
Contract Services - Actuarial						- -
Contract Services -PL-Investigation						- -
Contract Services-PL-Legal						- -
Audit Fees						- -
Other Services/Operating Expenses						- -
Capital Equipment/Depreciation						
Repairs & Maintenance						
Legal						
Accounting Services						
County Courier						
Shredding						- -
Copier & Scanner						- -
Claims Administration Services						- -
Self-Insurance Fee	- -	- -	- -	- -	- -	- -
Claims Paid-WC	- -	- -	- -	- -	- -	- -
Claims Paid-PL	- -	- -	- -	- -	- -	- -
Physical Abilities Testing	- -	- -	- -	- -	- -	- -
Training	- -	- -	- -	- -	- -	- -
First-Aid Program	- -	- -	- -	- -	- -	- -
Food Service Training	- -	- -	- -	- -	- -	- -
Special Ed Training	- -	- -	- -	- -	- -	- -
Bank Charge & WC Penalty Reimb	- -	- -	- -	- -	- -	- -
Cobra Premiums	- -	- -	- -	- -	- -	- -
Dental Insurance Premiums	- -	- -	- -	- -	- -	- -
Insurance - Vision	- -	- -	- -	- -	- -	- -
Claim Development Expense	- -	- -	- -	- -	- -	- -
Prior Year Adjustment	- -	- -	- -	- -	- -	- -
Total Operating Expenditures	- -	- -	- -	- -	- -	- -
Net Increase/(Decrease) from Operations	- -	- -	- -	- -	- -	- -
Non Operating Income/(Expense)						
Interest Income					- -	
Change in FMV					- -	
Realized Gain/(Loss)					- -	
Interfund Transfer & YE Close						
Total Non Operating Income/(Expense)	- -	$ - -	$ - -	- -		- -
Ending Cash	$ - -					
Net Increase/(Decrease) in Net Position				$ - -	$ - -	$ - -
			0	**$ - -**	**$ - -**	**$ - -**

				Statutory	Employer Tax Expense
Kimberly (moves to Longevity III)	salary & benefits	$ 211,402.22	$ 19,500.00	$ 59,266.72	$ 3,220.98
	50% dental	$ 105,701.11	$ 9,750.00	$ 29,633.36	$ 1,610.49
	30% wc	$ 63,420.67	$ 5,850.00	$ 17,780.02	$ 966.29
	10% vision	$ 21,140.22	$ 1,950.00	$ 5,926.67	$ 322.10
	10% p/l	$ 21,140.22	$ 1,950.00	$ 5,926.67	$ 322.10
Celina	salary & benefits	$ 67,190.49	$ 19,500.00	$ 22,048.90	$ 1,547.96
	80 % dental	$ 53,752.39	$ 15,600.00	$ 17,639.12	$ 1,238.37
	10% wc	$ 6,719.05	$ 1,950.00	$ 2,204.89	$ 154.80
	10% vision	$ 6,719.05	$ 1,950.00	$ 2,204.89	$ 154.80
Amy	100% COBRA Dental	$ 28,243.00	$ 9,750.00	$ 7,169.22	$ 740.68

***assumes 2% salary increase

Telephone & Internet	$ 7,925.00
Supplies Office	$ 3,000.00
Supplies - Other	$ 4,000.00
Eligibility Processing	
Brokerage Fees-Dental-ACSIG	
Brokerage Fees-Dental-MD	
Travel and Conferences	$ 22,000.00
Mileage	$ 8,500.00
Dues & Memberships	$ 12,000.00
Postage & Meter	$ 8,000.00
Insurance Expense-PIPS&NCR	
PIPS payroll adjustment	
Utility - Operating-Rent	$ 48,432.00
Advertising	$ 2,000.00
Contract Services	$ 19,349.80
Contract Services -PL-Investigation	
Contract Services-PL-Legal	
Audit Fees	$ 15,000.00
Other Services/Operating Expenses	$ 25,000.00

(this is 90% dental)

Capital Equipment/Depreciation	$ 4,000.00	
Repairs & Maintenance	$ 3,500.00	
Legal	$ 10,000.00	
Accounting Services	$ 15,500.00	
County Courier	$ 4,200.00	
Shredding	$ 1,080.00	
Copier & Scanner	$ 16,600.00	(this is 90% dental)
Accreditation	$ 6,250.00	

WC self-insurance fee increased 28% by DIR
CAJPA fee increase
Accreditation budgeted
PERS liability to 20.7%

pension liability	WC	DENTAL	VISION	PL
$ 46,508.49				
$ 23,254.24	$ 114,476.45	$ 300,545.44	$ 46,496.77	$ 33,989.84
$ 13,952.55				
$ 4,650.85				
$ 4,650.85				
$ 14,781.91				
$ 11,825.53				
$ 1,478.19				
$ 1,478.19				
$ 6,213.46				

	10%	75%	10%	5%
$	792.50	$ 5,943.75	$ 792.50	$ 396.25
$	300.00	$ 2,250.00	$ 300.00	$ 150.00
$	400.00	$ 3,000.00	$ 400.00	$ 200.00
$	-	$ -	$ -	$ -
$	-	$ -	$ -	$ -
$	-	$ -	$ -	$ -
$	2,200.00	$ 16,500.00	$ 2,200.00	$ 1,100.00
$	850.00	$ 6,375.00	$ 850.00	$ 425.00
$	1,200.00	$ 9,000.00	$ 1,200.00	$ 600.00
$	350.00	$ 7,200.00	$ 450.00	
$	-	$ -	$ -	$ -
$	-	$ -	$ -	$ -
$	4,843.20	$ 36,324.00	$ 4,843.20	$ 2,421.60
$	200.00	$ 1,500.00	$ 200.00	$ 100.00
$	1,934.98	$ 14,512.35	$ 1,934.98	$ 967.49
$	-	$ -	$ -	$ -
$	-	$ -	$ -	$ -
$	1,500.00	$ 11,250.00	$ 1,500.00	$ 750.00
$	2,500.00	$ 18,750.00	$ 2,500.00	$ 1,250.00

$ 400.00	$ 3,000.00	$ 400.00	$ 200.00
$ 350.00	$ 2,625.00	$ 350.00	$ 175.00
$ 1,000.00	$ 7,500.00	$ 1,000.00	$ 500.00
$ 1,550.00	$ 11,625.00	$ 1,550.00	$ 775.00
$ 420.00	$ 3,150.00	$ 420.00	$ 210.00
$ 108.00	$ 810.00	$ 108.00	$ 54.00
$ 800.00	$ 15,000.00	$ 800.00	$ 100.00
$ 625.00	$ 4,687.50	$ 625.00	$ 312.50
$ 136,175.13	$ 476,860.54	$ 68,295.45	$ 44,364.18

Courier	ACOE	$	4,200
WC Actuary	Bay Actuarial	$	10,000
PL Actuary	Bay Actuarial		
Dental Actuary	Healthcare Actuaries		
Vision Actuary	Healthcare Actuaries		
PL claims handling (PLCA)	Keenan	$	5,000
WC runoff claims handling	Keenan	$	135,000
Copier Sharp		$	7,140
		$	9,000
SETECH	SETECH	$	15,500
Shredder	Shred-It	$	1,080
Postage Machine	Pitney Bowes	$	1,300
Phone	CMS	$	1,145
Website	Steve Wright	$	1,000
Loss Control	Keenan	$	15,000
WC Claims Audit	USI	$	20,000
Audit	Christy White	$	15,000
First Aid			
Cell Phone	AT&T Mobility	$	1,980
Payroll	Paychex	$	2,400
Legal	Leone & Alberts	$	5,000
	Robin Johnson Law	$	5,000
Dental Underwriting	Alliant	$	288,000
Dental Processing	PBIA	$	214,200
Post Offer Program	Ability USA	$	50,000
Rent	Triuam Partners	$	96,540
Storage	All Safe Storage	$	2,340
SETECH		$	15,000
Internet	Comcast	$	2,780
	Avast		
Accreditation		$	6,250

Alameda County Schools Insurance Group
P.O. Box 2487
Dublin, CA 94568
Phone (925) 225-1030
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www.acsig.com

EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Employee Compensation

Enclosed please find the existing salary schedule for the Alameda County Schools Insurance Group (ACSIG). ACSIG currently has an Executive Director, one (1) full time Executive Assistant Position and a .5 FTE Benefit Technician.

ACSIG staff salary requests are annually reviewed in conjunction with the salary increases negotiated throughout Alameda County. Attached is a worksheet that shows those Alameda County districts that have settled and the increases negotiated.

Considering the weighted average of those District who have settled negotiations for the 2018-19 fiscal year, the staff is requesting consideration of a 2.49% salary schedule increase on the salary schedule. The total cost of this would be $8,705.

This item will be discussed at the meeting with possible recommendation to the Full Board.

ACSIG Salary Schedule
2017/2018

	1	2	3	4	5
Claims Assistant	$42,778	$44,917	$47,164	$49,521	$51,997
Claims Examiner	$67,072	$70,426	$73,947	$77,645	$81,529
Executive Assistant					
to Executive Director	$52,783	$54,968	$57,203	$59,489	$61,827
Clerical/Office Assistant	$20.57				
Claims Asst. Hourly	$20.57	$21.59	$22.68	$23.81	$25.00
Claims Exam. Hourly	$32.25	$33.86	$35.55	$37.33	$39.20
Admin Asst. Hourly	$25.38	$26.43	$27.50	$28.60	$29.72

ACSIG Salary Schedule
2018/2019
with 2.49% increase

	1	2	3	4	5
Claims Assistant	$43,843	$46,035	$48,338	$50,754	$53,292
Claims Examiner	$68,742	$72,180	$75,788	$79,578	$83,559
Executive Assistant					
to Executive Director	$54,097	$56,337	$58,627	$60,970	$63,366
Clerical/Office Assistant	$21.08				
Claims Asst. Hourly	$21.08	$22.13	$23.24	$24.40	$25.62
Claims Exam. Hourly	$33.05	$34.70	$36.44	$38.26	$40.17
Executive Asst. Hourly	$26.01	$27.08	$28.19	$29.31	$30.46

Alameda County Schools Insurance Group

Executive Director Pay Schedule

2018/2019

	Step 1	Step 2	Step 3	Step 4	Longevity I	Longevity II	Longevity III
Annual	$161,529	$166,707	$171,887	$177,069	$187,900	$193,564	$199,371
Monthly	$13,460.78	$13,892.26	$14,323.92	$14,755.74	$15,658.35	$16,130.28	$16,614.18

Effective July 1, 2018 2.49% increase
Move to Longevity I after 3 years on Step 4
Move to Longevity II after 3 years on Longevity I
Move to Longevity III after 3 years on Longevity II
PERS rolled into Salary 7/1/2013

a

The majority of the Districts in Alameda County have settled their 2018-19 Negotiations
The average increase of these members was 2.49% on the schedule

The ACSIG Staff respectfully request a 2.49% on the salary schedule increase

Annual Cost of 2.49% On-Schedule Salary Increase

	Salary	Benefits	Total
Kimberly	$ 4,702.64	$ 1,239.15	$ 5,941.78
Celina	$ 1,539.49	$ 405.66	$ 1,945.15
Amy	$ 647.36	$ 170.58	$ 817.94
TOTAL	$ 6,889.49	$ 1,815.38	$ 8,704.88

Grand Total

Salary	$ 6,889.49
Benefits	$ 1,815.38
Total	$ 8,704.88

School District	2018-19 Salary Increase Settlement	2017-18 Enrollment	Amount
Alameda Unified	5.04%	9,503	478.95
Albany City Unified			
Berkeley Unified	1.00%	9,809	98.09
Castro Valley Unified	3.25%	9,312	302.64
Dublin Unified	4.50%	11,294	508.23
Emery Unified	1.75%	690	12.08
Fremont Unified [a]	1.75%	35,430	620.03
Hayward Unified	3.25%	20,429	663.94
Livermore Valley Joint Unified	2.00%	13,765	275.30
Mountain House Unified			
New Haven Unified			
Newark Unified	0.50%	5,913	29.57
Oakland Unified [b]	1.50%	37,096	556.44
Piedmont Unified	3.00%	2,623	78.69
Pleasanton Unified	2.50%	14,864	371.60
San Leandro Unified	3.50%	8,880	310.80
San Lorenzo Unified	1.50%	10,496	157.44
Sunol Glen Unified			
Total		179,608	4,463.79
Weighted Average			2.49%

[a] Fremont USD settled with 1% effective 7/1/18 and 1.5% effective 1/1/19, thus fiscal impact of 1.75%
[b] Oakland USD settled with 3% effective 1/1/19, thus fiscal impact of 1.5%

Alameda County Schools Insurance Group
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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: SB 1626 Training

Background

After July 1, 2000, every security guard who works more than 20 hours a week in a K-12 school district or California community college district must complete a 24-hour training course developed by the Department of Consumer Affairs, Bureau of Security and Investigative Services (BSIS) in consultation with the Commission on Peace Officers Standards and Training (POST).

Process

The IMReady certification course is designed to help California school and community college security guards meet the requirements of SB1626, through live training conducted in their work environment.

The course exactly follows the curriculum developed by BSIS, to include the following learning objectives and goals:

- Role and Responsibility of School Security Officers
- Laws and Liability



- Security Awareness in (the) Educational Environment
- Mediation/Conflict Resolution
- Disasters and Emergencies
- Dynamics of Student Behavior
- Course Examination

The certification course is comprised of two main components:

- 23 hours of live instruction, broken out over 3 consecutive days
- A 1-hour course competency exam.

Attendees will be provided with a course study guide and all required reference materials prior to the beginning of the course.

Course attendees receive a SB1626 course certification upon meeting the following requirements:

- 100 percent course attendance (23 hours of instruction and 1-hour exam)
- Completion of the course exam with a minimum score of 80%

The course is instructed by former law enforcement officers. All instructors hold a current California P.O.S.T (AICC) certification. The training will be held June 17, 18, and 19 in Fremont. There are a maximum of 40 slots available. We are requiring advanced registration through ACSIG on a first come-first serve basis.

This item will be discussed at the meeting

SB 1626 Security Guard Training

June 17 – 19, 2019

Presentation Topics

SB 1626 requires security guards in K-12 school districts to complete a course of training developed by the Bureau of Security and Investigative Services. The law effects security guards working on school property for more than 20 hours per week.

Keenan IMReady instructors will conduct a three (3) day session of SB 1626 Employee Certification Course. The course provides 23 hours of live instruction over three consecutive days and a 1-hour exam.

Location

Fremont Unified School District 4210 Technology Drive, Fremont CA Central Meeting Room 7:30am-4:30pm

Presented By

Keenan & Associates – IMReady Instructors

Space is limited. Contact Kimberly Dennis or Tara Salaiz if you would like to attend.
kdennis@acsig.com (925) 225-1030 tsalaiz@keenan.com (510) 986-6761 ext 8153

Arranged by:

Alameda County Schools Insurance Group
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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: JPA-wide EAP program

Due to the increased psychological component claimed within our Workers' Compensation program, an opportunity explored during strategic planning was the implementation of an EAP program. A few of the Districts in alameda county already have an EAP program but many do not. It is in the hopes that ACSIG will be able to redirect claimants to an EAP program rather than their filing a workers' compensation claim for matters where counseling is prescribed.

There are 2 statewide JPA's who already offer rich program to which we could piggy-back. The cost for the 3 session option is $1.70/employee/month. Information about the program is enclosed. It is my goal to have some districts volunteer to pilot the program to see if there can be a positive impact on employee morale and psychological claims filed.

This item will be discussed at the meeting with possible recommendation to the Full Board.



Client Services Catalog

Management Consultation Services, Organizational Development, and Training and Skill Development from MHN

www.mhn.com

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January 2019



WHO TO CONTACT FOR SERVICES

We're here to help you manage!

MANAGEMENT CONSULTATION SERVICES

Call our toll-free EAP member line anytime – 24 hours a day, seven days a week. Just tell us what you need, and we'll connect or refer you to a professional who can help.

Or visit us at members.mhn.com and log in with your company code.

TRAINING AND ORGANIZATIONAL DEVELOPMENT SERVICES

Contact your account manager to schedule trainings or organizational development services.

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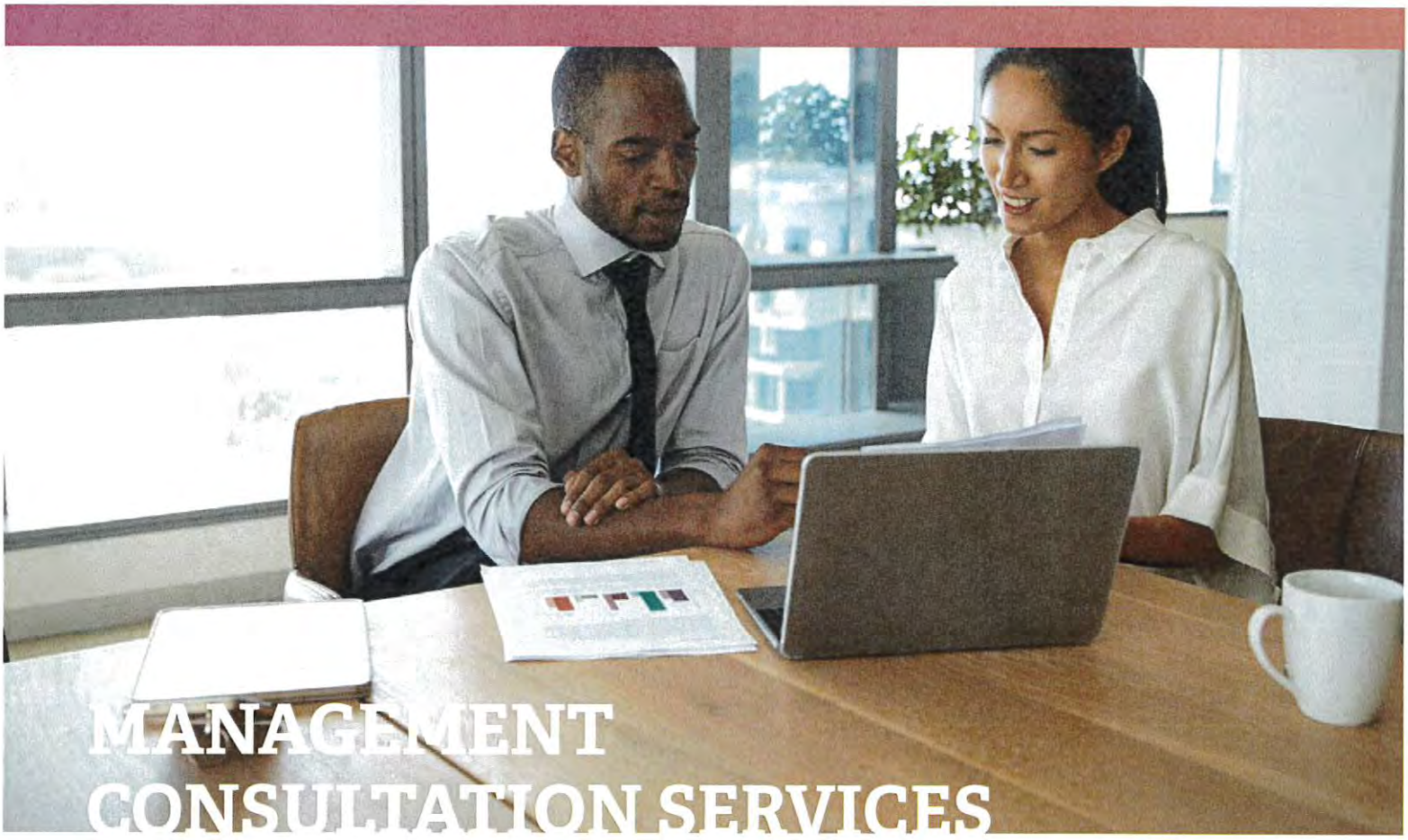
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MANAGEMENT CONSULTATION SERVICES

Management consultation services help managers and supervisors resolve employee performance problems and build stronger, healthier teams. Our EAP includes comprehensive support from master's-level clinicians, dedicated to supporting your organization's leaders.

Management and labor consultations

MHN's management consultants provide unlimited telephonic support, helping managers and supervisors address difficult workplace situations. Consultants help to clarify issues, provide coaching and referrals, and work with managers and supervisors to create an action plan. To schedule a management consultation, call your toll-free EAP number and ask to speak with a management consultant.

Critical incident response (CIR)

MHN's critical incident response services support organizations and employees through traumatic events that affect the workplace – including natural disasters, workplace violence, robbery, unexpected death, and more. From pre-incident planning through 24/7 on-call support, onsite EAP support, and post-incident follow-up, we'll help your organization cope and return to normal functioning.

The standard EAP solution includes up to 20 hours of CIR support per incident, with an unlimited number of occurrences during the contract term. If you need more than your allotted 20 hours, additional CIR support is available on a fee-for-service basis.

Job performance referrals

A manager or supervisor who is concerned about an employee's work performance or conduct can refer the employee to EAP services for help resolving the underlying issues that may be contributing to the problem. This is called a job performance referral, or JPR. The JPR is a management tool rather than a disciplinary measure. If the employee chooses to sign an *Authorization for Disclosure of Information* form, the management consultant will maintain communication with the manager

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or supervisor about the employee's compliance, recommended services, and completion of the program. We offer the employee the support he or she needs to improve job performance.



Substance use referrals (including Department of Transportation)

If a manager or supervisor suspects an employee is struggling with a substance use issue, MHN can help. We follow the appropriate guidelines for all employees and situations that fall under DOT regulations for workplace drug and alcohol testing programs, offering referrals to the American Substance Abuse Professionals (ASAP) for assessment, treatment, reporting, and follow-up. For employees and situations that do not fall under DOT regulations, MHN's management consultants can coordinate a JPR that includes assessment for substance abuse and facilitates referrals to the employee's medical benefits, as appropriate.



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ORGANIZATIONAL DEVELOPMENT SERVICES

Organizational development can benefit work groups, departments, or the company as a whole. The trainers and consultants in our national network are selected for their solid understanding of work group dynamics along with their proven success as presenters and facilitators. Their wide range of expertise includes employee and management development, organizational development, employee relations, and workplace health and wellness. Please note that all organizational development offerings are billed separately on a fee-for-service basis.

Initial telephonic organizational development consultations

Your EAP includes an initial telephonic organizational development consultation with MHN's internal Training and Development team. We'll work with your manager, supervisor, or HR staff to assess the situation and create an action plan. We will then connect you to one of our network organizational development consultants who can come to your workplace and help you implement the plan.

Comprehensive on-site organizational development services

Depending on your needs, MHN's on-site consulting services range from a few hours to more extensive, ongoing interventions over several months.

- **Workplace needs assessment** – A consultant will come to your workplace to interview key individuals and or work groups to learn more about the issues affecting your organization's effectiveness. The needs assessment will include specific suggestions to address any areas of concern.
- **Organizational development consultations** – Through the consultation process, we will help you assess and address a variety of issues impacting

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work teams, departments, and overall organizational effectiveness. For example, we can help with layoffs, team dynamics, communication issues, organizational change, role and process clarification, establishing a workplace code of conduct, and dealing with difficult workplace behaviors.

- **Facilitated group processing** – By using an objective approach, we can help a group identify core issues getting in the way of effectiveness. Participants will learn to develop trust, resolve differences, and improve working relationships.
- **Management/leadership coaching** – Through on-site or telephonic coaching, we help managers and supervisors develop their leadership skills and practice effective management techniques. We focus on your organization's priorities, such as setting performance standards, managing the disciplinary process, or increasing employee engagement.
- **Human resources consultation** – Ongoing problems with disengagement, performance issues, or poorly managed organizational change can drain company productivity and morale. MHN can provide on-site assistance to HR staff on these issues and more. For example, we can help your HR manager create an employee development training plan for the whole organization, or a plan to re-engage employees following a reduction in force.
- **Conflict resolution** – Group performance issues can often stem from strained relationships between employees, rather than a lack of skill or knowledge. Through education and guided practice, we teach employees critical skills for resolving workplace issues and help them recognize conflict as an opportunity for growth.
- **Train-the-trainer program** – We can teach your employees to deliver effective, engaging trainings on a range of topics from substance abuse to diversity. Program participants can then transfer that knowledge to other employees in an efficient, cost-effective manner.
- **Support group development and facilitation** – A support group can provide an opportunity for employees to share experiences, coping strategies, and mutual encouragement. MHN provides on-site (or telephonic, if preferred) support to help organizations develop, facilitate, and sustain support groups (both non-clinical and clinical) in the workplace. Examples of topics include support for cancer survivorship, coping with ongoing change, single parenting, and eldercare issues.





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TRAINING AND SKILL DEVELOPMENT

Investing in your employees' personal and professional development can lead to greater productivity, enhanced work-life balance, and increased satisfaction on the job. Our workshops and seminars – delivered by experienced, professional trainers – will help your employees develop the skills they need for work and for life.

Depending on your EAP contract, you may have training hours included as part of your benefit. If you do not have contracted hours, or if you exhaust available hours, training hours can be purchased separately on a fee-for-service basis. Also available for an additional fee are customized workshops and seminars developed by an MHN curriculum development specialist to meet your organization's unique needs.

Our current program offerings cover the following categories:

- Work-life
- Management skill development
- Health and wellness
- Workplace safety and protection
- Employee skill development

See page 65 for an index of all available workshops and seminars. Please note that program offerings may change periodically and without notice. Our workshops and seminars vary in length from one to four hours, depending on the topic and the needs of the participants. See section overviews for more information.

TO SCHEDULE A SESSION, CALL YOUR MHN ACCOUNT MANAGEMENT TEAM.

Lead time. For existing titles, please contact MHN at least three weeks in advance. Customized course design requires additional time.

Contracted hours. Training and skill development hours are deducted for actual service time only, not for set-up or travel time. If applicable, trainer's travel expenses will be pre-approved by the client and billed subsequently, if applicable.

Cancellation of services. To cancel services without being charged, you must provide five business days' notice. Any nonrefundable travel expenses will be billed to the client.

Delivery and formats. Depending on the program, workshops and seminars may be available in person, telephonically or via webinar.

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WORK-LIFE SEMINARS

MHN's work-life seminars help employees develop the skills to manage a variety of work-life issues and challenges – from managing personal finances to caring for elderly parents. With everyday issues under control, employees will be able to contribute more fully on the job.

Work-life seminars range from ***one to two hours****, depending on the needs of the participants.*

Coping With the Stress of Economic Uncertainty (1-2 hours)

Year after year, the American Psychological Association has found that money is a top source of stress for American adults. This program explores healthy strategies for managing stress and increasing resilience during challenging economic times.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Respond to the challenges of economic uncertainty.
- Identify common responses to uncertainty.
- Understand their options for reducing stress and increasing resilience in tough economic times.

Enhancing Work-Life Balance

(1-2 hours)

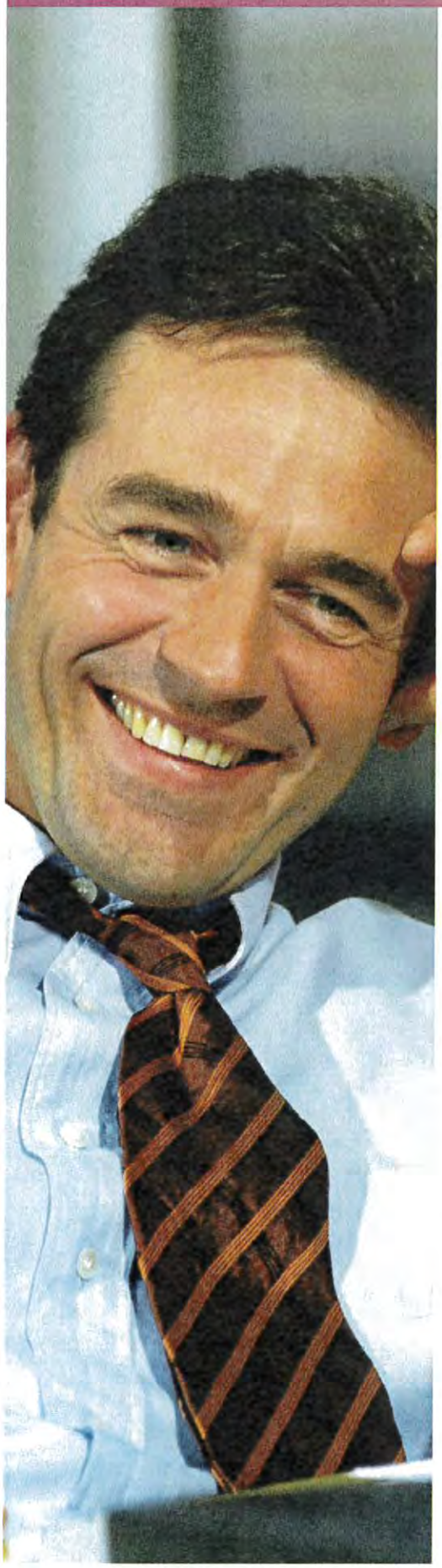
The conflicting demands of work and home can create stress and zap the time and energy needed to get everything done. In this workshop, participants will be able to improve work-life balance by identifying competing demands on their time and assessing their central life values.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Highlight the importance of what they value most; their top values.
- Identify areas of their life that are out of balance.
- Offer tips for navigating change.
- Emphasize the importance of making time for themselves.

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Managing Stress (1-2 hours)

Stress seems to be a constant companion in today's busy world. However, over time, too much stress can erode emotional and physical health. This workshop teaches how personal responsibility and individual choices can help us manage stress effectively. Learning how to choose healthy responses to any given event is the key to minimizing stress and creating a healthy life.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the nature of stress and the body's responses to stressors.
- Identify individual sources of stress and the symptoms of stress "build-up."
- Discuss different stress management strategies used to buffer the effects of stress.
- Present the different aspects of the "stress-hardy" personality.

Creating a Positive Attitude (1-2 hours)

A positive outlook can greatly enhance personal success, health, and well-being. Negative self-talk and personal beliefs can get in the way of our personal and professional goals. This workshop examines the physical, psychological, and interpersonal effects of both negative and positive attitudes.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the importance of optimism.
- Know how self-talk and attitude impacts quality of life.
- Overcome negativity.
- Assess their outlook.

Ending Your Struggle With Anger (1-2 hours)

The emotion of anger is neither good nor bad. It is conveying a message that a situation is upsetting, unjust, or threatening. But chronic and/or explosive anger can have serious consequences for your relationships, your health, and your state of mind. In this program, we'll present an approach that can help you learn to experience angry thoughts and feelings without acting on them — to simply experience them without getting caught up in them. Ultimately, this can soften the blow of anger, and weaken its ability to get you off track from the life you want to live.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Define the concept of "anger."
- Explain the process of anger.
- Explore how to become an observer of their anger reactions and why it can be helpful.
- Consider how their thought processes influence anger.
- Discuss the relevance of acceptance and compassion.

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Responding to the Anger of Others (1-2 hours)

Walking on egg shells around people who yell; who criticize; or, conversely, who won't tell you they are angry, but express it in passive or passive-aggressive ways, can be stressful, frustrating, and downright exhausting. Although you can't re-program someone else's behavior, you can strengthen your ability to deal with it, weakening its impact, and creating space for more peace of mind. This program is for people who find it difficult dealing with other's aggressive, passive, and/or passive-aggressive behavior. It includes tips and suggestions on what to do as well as what not to do.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Define the concept of anger.
- Review different expressions of anger and how they impact people.
- Discuss tips for understanding their own responses to another's anger.
- Explore strategies for dealing with the other person's angry behaviors.

Family Communication (1-2 hours)

It's not always easy for families to communicate well. Misunderstandings can develop in even the closest families, especially if parents fall back on unhealthy patterns that they learned when they were growing up. This program discusses the dynamics of communication within a family, and how to improve family interactions.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Enhance family communication skills.
- Know how and when to communicate.
- Identify changing communication needs as families evolve.
- Implement family meeting/conference guidelines.

Holiday Stress-Hardy (1 hour)

As joyous as the fall and winter holiday season can be, it can also be stressful. Our expectations for holiday celebrations can be hard to meet, putting pressure on everyone. This workshop discusses how to manage common stressors that can interfere with the enjoyment of the season.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Lower self-imposed holiday stress.
- Understand their "Bill of Rights" for the holidays.
- Manage stress more effectively during the holidays.
- Cope better with grief and loss during the holidays.



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Humor for the Health of It (1 hour)

Humor is an essential part of life. It helps keep us healthy and positive, and helps us handle life's setbacks. This workshop describes the emotional and physical benefits of humor and explores ways to cultivate humor in everyday life.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand why humor is a necessity and not a luxury.
- Understand the physical/psychological benefits of humor.
- Cultivate appropriate humor at work.
- Find humor in daily life.

Coping With the Stress of Change (1 hour)

Change can be both good and bad, depending on how we perceive it. Even positive changes, such as marriage or a new job or promotion, require adjustments to our lives that can be stressful. This program explores typical responses people demonstrate when change happens, such as resistance to change, stress reactions to change, and creating opportunities from the change process.

LEARNING OBJECTIVES

After the workshop, participants should be able to:

- Evaluate and assess the risks of change.
- Understand the change process.
- Identify their options for making the most of change.
- Modify their responses to change.
- Create a timetable for planning.

Lifestyle Issues for Pre-Retirement (1 hour)

Good planning is the key to an easier transition and a richer, more satisfying retirement. This course introduces the many issues to be addressed when planning for retirement, such as finances, health issues, and lifestyle changes.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Take stock of their income, benefits, and assets.
- Anticipate and plan for the lifestyle changes of retirement.
- Better maintain their health and social contacts.

Managing Personal Finances (1-2 hours)

To enjoy our success, we must balance what we spend with what we earn. This workshop will offer the tools to create a successful budget and spending plan. Participants will also analyze overspending and credit, discussing how to establish credit, avoid credit card fraud, and resolve problems with debt that have developed over time.

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LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Assess their family's financial profile.
- Apply tips for creating financial balance.
- Identify their short-, medium-, and long-term goals.
- Manage their credit more effectively.

Understanding Eldercare Issues (1 hour)

With the largest over-70 population in U.S. history, eldercare is a major issue for many American families. Adult children face practical and emotional challenges as they struggle to care for their parents while meeting other family and work obligations. These issues are made more complex because of shifting roles – Adult children now find themselves in the position of having to parent their parents.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the role of the caregiver.
- Recognize problems faced by the caregiver.
- Identify areas of immediate concern.
- Develop a plan for addressing current and future needs.

Strategies for Working Parents (1-2 hours)

When faced with the challenges of parenthood, many working parents feel guilty. The pressures and demands placed upon them are extraordinary, and many parents feel conflicted by the dual roles they must play. This workshop helps working parents explore strategies for achieving balance between the demands of work and family.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Challenge personal beliefs about the "perfect" parent.
- Know how to deal with difficult times within the family group.
- Balance competing demands.
- Manage work and family issues more effectively.

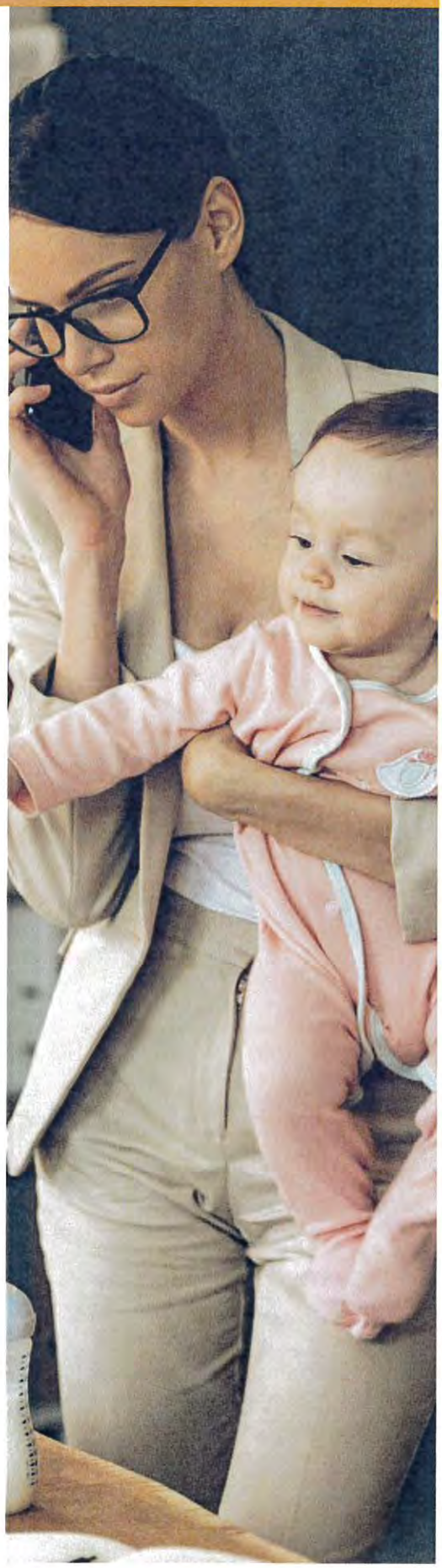
Successful Single Parenting (1 hour)

Single parenting brings unique challenges and rewards, which can be difficult for others to fully understand or appreciate. The experience also brings valuable opportunities for personal and family growth, especially if parents learn effective strategies.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the characteristics of successful single parents.
- Be aware of the unique strengths and challenges of single-parent families.



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- Apply tips for taking care of themselves first.
- Instill sound single parenting discipline.

Coping With Grief and Loss (1 hour)

Grief is a natural response to any loss, whether large or small – a death, a relationship that doesn't work out, a job change, a move, or the end of a friendship. In all cases, there needs to be a process of grieving and letting go. Unresolved grief can contribute to physical and psychological problems that can affect one's personal and professional life.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the nature of losses, big and small.
- Identify the stages of grief.
- Know how to accept their own grief and that of others.
- Know how to get help or help others who are grieving.

Successful Stepparenting (1 hour)

The blending of two families is not an easy process. The adults have fallen in love and chosen to live together, but the children may be unsure about what the transition will mean for them. Adjustments to the new family situation take time for all family members, including the biological parent, the stepparent, and the children.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Develop their support network.
- Name the characteristics of successful stepfamilies.
- Build foundations of family trust.
- Know how to avoid the stepparent trap.
- Enhance marital harmony for family harmony.

Surviving the Empty Nest (1 hour)

When children leave home, some parents experience the "empty nest syndrome" – a loss of purpose, a crisis of identity as parents, and even depression. While parents may feel some loss when their nests empty, they may also experience increased satisfaction and improved relationships. This workshop provides information about adjustment issues that may arise after the kids leave home.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Separate myth from reality regarding the "empty nest syndrome."
- Anticipate fathers' versus mothers' reactions to the children leaving home.
- Improve relationships with spouses and family.
- Adjust better to their life without the children.

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Life After Divorce (1 hour)

Divorce is often painful, even when both partners work hard to be civil. Many issues surface when a marriage ends, and making sense of the process can be difficult. This workshop helps participants identify and deal with concerns people typically face after the divorce is final.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Begin to let go of past hurts, and heal emotionally.
- Rebuild their financial health.
- Enhance their social life.
- Understand how to establish new healthy romantic relationships.

Dealing With Pre-Teens and Teenagers (1 hour)

The pre-teen and teen years are periods of intense growth, not only physically but also emotionally and intellectually. Since the primary goal of the teen years is to achieve independence, family life can sometimes feel confusing and turbulent. This program explores how parents can negotiate these sometimes trying times while preparing their teens for adulthood.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the developmental task of adolescence.
- Identify parenting styles and their impact on teenagers.
- Know how to create, enforce, and negotiate rules with teens.
- Communicate with and support their children more effectively.

Cultivating Happiness: Simple Ways to Enhance Joy (1-2 hours)

In philosophy, happiness refers to "the good life," or "flourishing," and is translated from the Greek concept of *eudaimonia*. In psychology, it is a mental or emotional state of well-being that can be defined by positive emotions. Regardless of how it's defined, happiness is something people want. When asked, "what do you want in life?" a common response is, "to be happy." In this program we'll present research-based strategies for cultivating your own happiness. With practice, we can learn to enhance happiness and well-being to emotionally enrich our lives.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Explore factors that determine our happiness levels.
- Review the five core elements of psychological well-being and happiness.
- Discuss strategies for increasing happiness levels.



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The Stress of Business Travel (1 hour)

Business travel is often a positive experience, with opportunities to collaborate and achieve work progress. However, business travel often includes a combination of stressors – such as work overload, fatigue, jet-lag, and family disruptions – that can take a toll on the traveler. This workshop offers tips and strategies to minimize stress and maximize performance while on the road.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Anticipate the impact of business travel on health and well-being.
- Better balance business travel and their life.
- Stay connected while they travel.
- Reduce travel-related stress.

Living With Extended Family (1 hour)

Multigenerational households may have many benefits – they allow family members to save money and to support each other through health problems, divorce, and temporary transitions. It's not always easy, though, for several generations to live under the same roof. Understanding and effective coping strategies can help.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the needs of individuals in the multigenerational family.
- Understand the challenges intergenerational households face.
- Develop realistic expectations for all family members.
- Create a living agreement on household duties, responsibilities, and finances.

Building Resilience (1-2 hours)

Healthy, resilient people have stress-hardy personalities and learn valuable lessons from challenging experiences. They rebound from major setbacks even stronger than before. Resilient individuals can change to a new way of working and living when an old way is no longer possible. This workshop discusses the different aspects of resilience, and provides strategies for developing and enhancing personal resilience.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Describe the characteristics of resilience.
- Identify how to develop resilience.
- Know how resilient individuals turn challenges into opportunities.
- Understand the role of stress management in maintaining resilience.

Stress Resilience for Kids (1 hour)

Stress seems to be a constant companion in today's busy world – even for kids. Children juggle schoolwork, home responsibilities, friends, and activities – leaving

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little time for relaxation and unstructured play. This interactive workshop provides kids and parents ways to identify sources of stress and learn healthy techniques to reduce stress and increase resiliency.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Describe "stress."
- Describe how adults' and kids' bodies react to stress.
- Identify different sources of stress for kids, and spot stress "build-up."
- Understand how kids can manage stress.

Coping With Chronic Illness During the Holidays

(1 hour)

During the holidays, it's easy to overcommit, leaving us with too much to do and too little time to do it. When we add the stress of a serious illness, with concerns about diagnoses, treatment, or recovery, the holidays may feel overwhelming at times. This workshop provides tips for individuals and caregivers on how to plan for and cope with an illness during the holiday season.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify stressors during the holidays.
- Understand how a catastrophic or chronic illness impacts the holidays.
- Identify how to cope with treatment during the holidays.
- Apply stress management strategies.

Coping With a Cancer Diagnosis (1 hour)

A cancer diagnosis can be a painful shock. The first few weeks after diagnosis are difficult not only for those diagnosed but also for their family and friends, as they cope with fluctuating thoughts and feelings. This workshop identifies strategies for managing the changes and stress of a life-changing diagnosis.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify typical issues and challenges associated with a cancer diagnosis.
- Identify different reactions to the diagnosis and coping processes.
- Provide caretaker assistance and self-care tips.
- Identify post-diagnosis action plan steps and strategies to enhance stress resilience and coping.

Maintaining Resilience Through Cancer Survivorship (1 hour)

Surviving cancer requires support from family and friends. Cancer patients can learn a great deal from other survivors about how to draw upon their inner



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strength and wisdom, and enhance their personal resilience through the process. This workshop discusses the different aspects of resilience and provides resiliency strategies to deal with treatment – before, during, and after.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Describe the characteristics of resilience.
- Identify how to develop resilience capabilities when coping with cancer diagnosis, treatment, and survivorship.
- Understand how resilient individuals turn challenges into opportunities.
- Describe the role of stress management in maintaining resilience through treatment and aftercare.

Tips for Raising Resilient Children (1-2 hours)

Inevitably, children are confronted with a variety of trials and tribulations, and naturally, parents want to protect and keep them safe. But when parents consistently over-protect and attempt to eliminate all risk, it can prevent their kids from developing resiliency. This program includes recommendations for raising resilient children: kids who are problem solvers and believe that they can navigate difficult times. When parents effectively teach, support, and model the development of key skills, their resilient kids can become resilient adults, better equipped to survive and thrive in the face of life's unavoidable stressors.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Review characteristics of resilient kids.
- Discuss the importance of modeling healthy responses to adversity.
- Present guidelines parents can use to help their children develop and recognize their abilities and inner resources.

Compassion Fatigue (1-2 hours)

Compassion fatigue is the emotional residue of working with individuals who have experienced trauma or other forms of emotional suffering. You can help yourself, a co-worker, or a family member by recognizing the signs of compassion fatigue and taking action. This workshop discusses the causes and symptoms of compassion fatigue and offers guidelines on prevention and treatment.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the causes and components of compassion fatigue.
- Identify the major symptoms of compassion fatigue.
- Apply different prevention and treatment approaches to alleviate the impact of compassion fatigue.
- Employ various strategies that can enhance individual resilience in stressful work environments.

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Enhancing Resilience During Change (2 hours)

Change is an essential part of life. Change drives us, challenges us, and keeps us moving toward new goals. Even when change is painful or traumatic, we can learn to move beyond crisis and disappointment and make our lives better. This workshop discusses the change process and how we can enhance our personal resilience, and thereby turn challenges into opportunities for growth and learning.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the process of change.
- Identify current or upcoming changes in the workplace.
- Recognize different reactions to change.
- Understand their options for enhancing resilience and managing stress.
- Understand ways to support themselves and others.

Enhancing Wellness Through Resilience and Work-Life Balance (2 hours)

Establishing wellness depends on maintaining a healthy balance between work and life – which is rarely easy in our fast-paced world. Regularly giving in to work demands can compromise our personal lives. Conversely, the emotional fallout of personal or relationship problems can make it difficult to give our best at work. This workshop offers effective strategies for striking a healthy work-life balance.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Define different aspects of work-life balance.
- Identify symptoms of burnout resulting from work-life challenges and stress.
- Identify and develop the characteristics of resilience to enhance work-life balance.
- Employ strategies to enhance resilience and wellness following challenges, and create work-life balance.

Surviving and Thriving During Turbulent Times (1-2 hours)

Economic uncertainty and change have become an ongoing part of life for many Americans. This climate of insecurity adds to our stress as we cope with life's challenges. Healthy strategies can help reduce the impact of chronic stress on our health and well-being. This workshop introduces participants to strategies that can help them combat stress and live well.

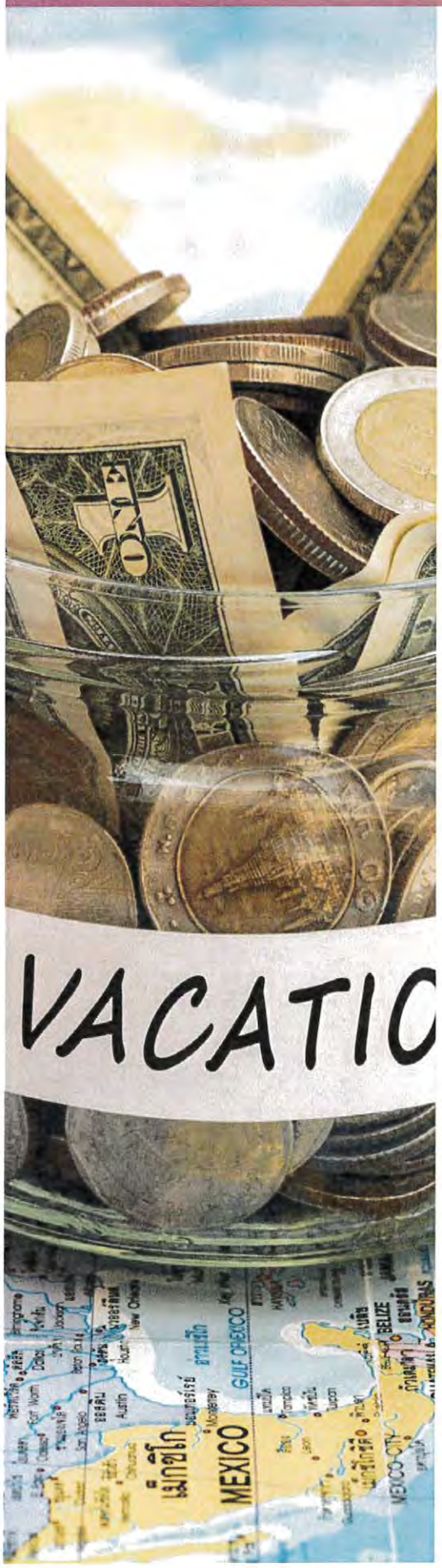
LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify common responses to ongoing uncertainty.
- Modify stress responses and increase resilience during uncertainty using multiple strategies.
- Identify key components of a personal financial "tool kit."



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- Stay motivated and focused during turbulent times.
- Create a Personal Empowerment Plan ("PEP") to proactively manage uncertainty and stress.

Budgeting for the Holidays: Managing Personal Finances (1 hour)

Whether you're planning a New Year's Eve bash, a family trip to see the grandparents, or an exciting winter vacation, now is the time to get your finances in order. Too often, the spirit of gift-giving extends beyond what we can afford. This workshop discusses the basics of proactive financial planning for the holidays so participants can enter the new year free of guilt and debt.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Create a budget for holiday spending.
- Create ideas for non-monetary or low-cost ways to enjoy the holidays.
- Communicate more effectively with family about holiday expectations.

Transitions to Retirement (1-2 hours)

Adjusting to retirement is a multifaceted process. Once the reality of retirement has set in, it is important to develop goals and find activities that give each day purpose and meaning. There can be many opportunities when you retire. What will be your new life path? This workshop provides suggestions for life-purpose planning as you enter your retirement years.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Anticipate the types of changes associated with the transition to retirement.
- Understand different aspects of the change process.
- Describe the different aspects of retirement planning.
- Understand their options for making the most of the transition to retirement.

Caregiving (2 hours)

The role of caregiver can come to us unexpectedly. Caregivers tend to take on whatever responsibilities the situation demands, resulting in unpredictable stress and strains. Thoughtful planning can cut down on stress, improve decision-making, and support work-life balance. This workshop provides the tools caregivers need to develop a plan for tending to their loved one's needs while making sure to care for themselves.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand caregiving trends.
- Understand their personal caregiver responsibilities and needs.

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- Identify personal strengths and areas of support in their caregiving role.
- Create a caregiving action plan for work- life balance.

Valuing Your Time: Enhancing Productivity and Effectiveness

(2 hours)

Having practical and feasible ways of managing your time is more critical today than ever. Although we can't control time itself, we can develop good habits for being organized and proactive about how we use it. This program is about evaluating how we currently spend our time, identifying what interferes with getting the most out of our available time, and more effectively managing our time and workloads.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the importance of evaluating how they use your time.
- Consider ways in which they can be more efficient.
- Identify ineffective habits that they would like to change.
- Determine new behaviors they would like to use.
- Review a process they can use to manage their workflow.
- Explore different ways to help prioritize their time.

Parenting Skills: Practices and Tips for Informed Parents (1-2 hours)

Unfortunately, kids don't come with a manual and adults aren't required to take a "road test" before being issued a parenting license. That's the bad news. The good news is that parents can further develop their skills by learning about significant child-rearing practices, learning effective parenting styles, and focusing on their own self-development!

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Review recent research on significant child-rearing practices.
- Discuss the importance of a parent's self-development.
- Explore parenting styles and how they affect children.
- Describe ways to teach self-awareness.
- Address noteworthy parenting tips.

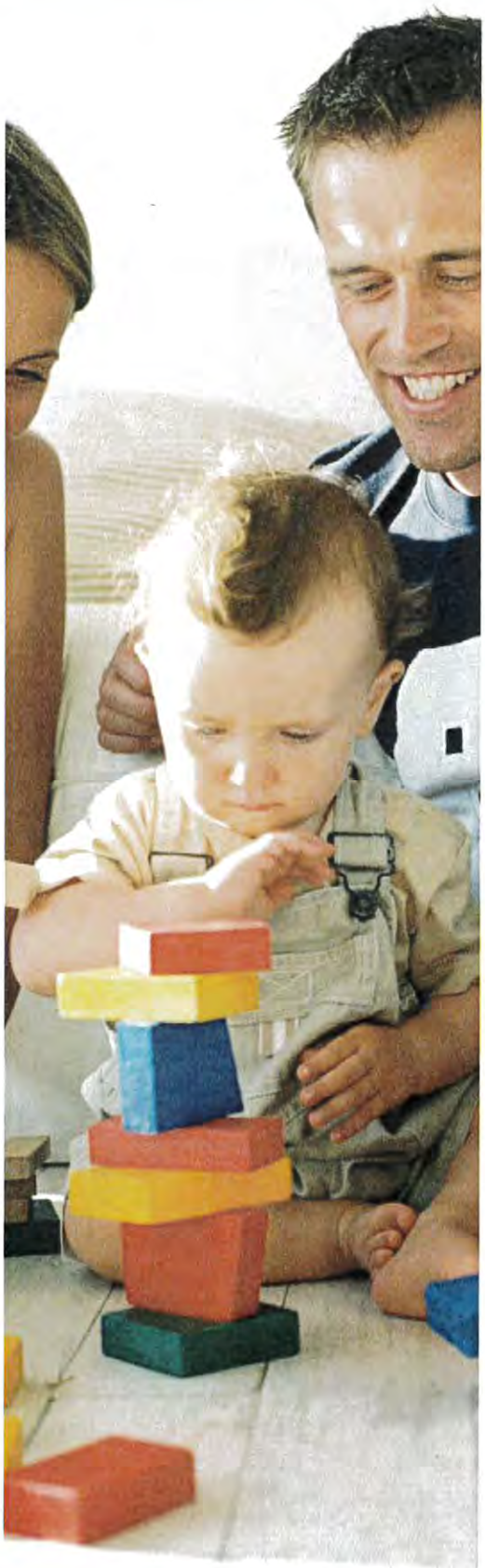
Strategies for Positive Thinking (1-2 hours)

Negative thinking can damage our confidence, harm our performance, and prevent us from thinking creatively or with an open mind. Do we want to think negatively; are we trying to be negative? No, probably not. This program explores where negative thinking comes from and offers strategies for re-training our brains to see things in a more positive light.

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After the workshop, participants should be able to:

- Understand where negativity can come from.
- Reflect on their own negative and positive thinking tendencies.
- Learn strategies for changing negative thinking.
- Explore how positive thinking is good for their health.

Parenting Children With Special Needs (1-2 hours)

Parents of children with special needs live with unique realities, which on one hand can be exhausting and all-consuming, and on the other, include rewards beyond measure. In this program, we'll explore common challenges that parents of children with special needs often experience in looking to meet their needs and those of their family. We'll then focus on tips and suggestions for parenting, partnership, self-care, and obtaining resources that can be invaluable in helping to navigate the way.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss rewards and gifts that can be experienced by parents of children with special needs.
- Address common challenges and experiences shared by many parents.
- Present and discuss strategies and tips for coping with these challenges, intended to make life more manageable and enjoyable.

Healthy Practices for Committed Relationships (1-2 hours)

What are the habits that can make or break a relationship? Research informs us that there are certain principles that when understood and practiced regularly, can lead to deeply satisfying and harmonious relationships. Conversely, it teaches us that there are certain negative habits that tend to be strong predictors of whether or not relationships will fail. When couples are willing to develop and practice relationship-building principles and change damaging habits, there is the potential for finding ever-increasing satisfaction in their relationship!

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Review "health" aspects of healthy relationships.
- Discuss behaviors can get in the way of creating and maintaining a healthy relationship.
- Explore the seven principles of healthy relationships.
- Review differences in research heterosexual and same-sex relationships.

Pre-Retirement Financial Planning (1-2 hours)

A secure, comfortable retirement is everyone's dream, yet many people don't begin planning for it until its right around the corner. Regardless of where you

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are in your career, it's never too early to look ahead and invest in your financial future. This program provides an overview of key aspects of financial planning for retirement, including developing a vision for how you would like to spend your retirement years and when you'd like to retire; taking stock of your assets/liabilities, savings, and investments; and, maintaining healthy lifestyle practices in order to enjoy the best quality of life possible in your later years.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Develop a vision for retirement.
- Take stock of their financials.
- Compare what they'll have with what they'll need.
- Identify what they can do to come closer to their goal.
- Maintain healthy lifestyle practices.

Procrastination (1-2 hours)

Procrastination is, you know ... when you know what you ought to do and you're not able to bring yourself to do it. Sure, we all put things off until the last minute, but true procrastinators do so chronically. This behavior can result in stress, anxiety, and poor work performance, and may also put a strain on work and personal relationships. In this program, we'll review a variety of tips and strategies for overcoming procrastination and becoming more effective in your work and life.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss thoughts and beliefs that contribute to procrastination.
- Review research about procrastination.
- Present tips for getting started on a task.
- Explore strategies for overcoming procrastination and enhancing effectiveness.

Kids and Social Media (1-2 hours)

It is no doubt the digital age. Young people are deeply engrossed in media, particularly, social media, and parents are trying to keep up and figure out how best to navigate their kid's preoccupation. In this course, we'll present what researchers are learning about kids and social media, as well as guidelines for parents who are not only concerned about their kids' safety, but trying wholeheartedly to ensure "healthy" use of social media.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Review research insights regarding kids and social media.
- Provide parenting guidelines for healthy social media use.
- Offer resources for additional learning and advice.



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Long-Distance Caregiving (1-2 hours)

The health and well-being of one's parent or elderly relative is a top concern for many adults. The elder's memory may be failing, they may be getting frail, and/or their health may be declining. They may need increasingly more help and attention, but what if they live at a distance? Caring for an elder from a distance can be very difficult logistically, and at times it can feel overwhelming and extremely challenging. This program offers suggestions for caregiving across the miles and navigating the circumstances to the best of one's ability.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Assess elder care and support needs.
- Seek help from knowledgeable resources.
- Gain access to important information.
- Consider how technology can help.

Organizing Skills: Declutter Your Life (1-2 hours)

Can't find that important legal document? Bought soap and realized you already had two bars? Tired of looking at cluttered countertops? Can't remember your password for online banking? For some people, being organized just comes naturally. For others, not so much! However, being organized is possible. This program offers simple organizing strategies that can be practiced to produce significant results. Results that can decrease stress and help you to feel more ease and control in your life.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Establish a morning and evening routine.
- Declutter and organize their space.
- Devise weekly meal plans.
- Consolidate important information (health/legal/financial/emergency).
- Manage their time and tasks.

Learning From Failure (1-2 hours)

Typically, the words "failure" and "mistake" have a negative connotation. Admitting to someone else, "I tried and failed" or "I messed up," can result in feelings of shame, embarrassment, or inadequacy. In this program, we'll look at failure not only as an inevitable part of life, but as providing immense opportunity for our learning and growth. We'll discuss how our views about and our response to failure is crucial, when it comes to our ability to persevere.

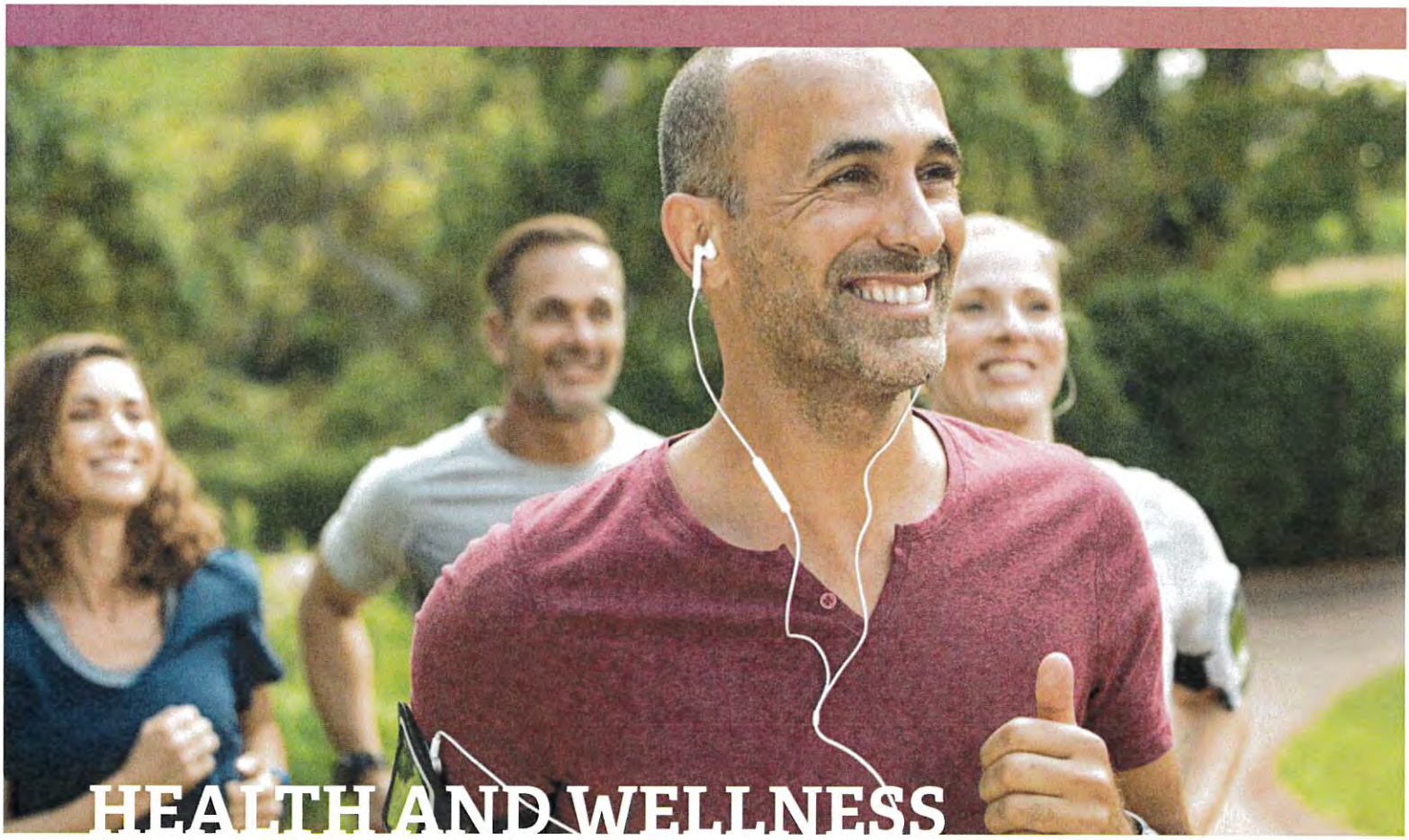
LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss beliefs and responses to failure.
- Review the merits of adversity and mistakes.
- Present failure as a normal part of life.
- Explore how to persevere, despite the prospect of failure.

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HEALTH AND WELLNESS

MHN's health and wellness workshops and seminars can help your employees manage problem areas – from insomnia to obesity. We also offer workshops and seminars that focus on prevention – helping employees eat right, exercise, and stay healthy during flu season. By keeping your employees healthy, you promote their well-being and protect your organization's bottom line.

Health and wellness seminars range from ***one to two hours****, depending on the needs of the participants.*

Readiness for Healthy Change

(1-2 hours)

It's not easy to make a healthy change, and it can be even harder to stick with it. In this workshop, participants will learn strategies for success – how to prepare for, make, and maintain a healthy change.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the benefits and rewards of healthy change.
- Identify challenges and how to overcome them.
- Develop a plan of action.
- Identify sources of support.

Longevity (1-2 hours)

Today, people are living longer and enjoying a better quality of life than ever before. Diet and exercise are key, but other personal habits can also make a difference. This workshop explores the habits and attitudes that can help you live longer and live better.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the connection between exercise and longevity.
- Make lifestyle changes that can help increase longevity and quality of life.
- Understand the connection between quality of life, and living longer.

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Optimal Health for Men (1 hour)

According to the Centers for Disease Control and Prevention, five diseases account for more than 65 percent of the deaths for American men: heart disease, cancer, stroke, lung disease, and diabetes. This workshop shows how men can reduce their risk for these diseases and reap the benefits of better health, quality of life, and work performance.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the components of good health.
- Understand the benefits of good health.
- Create a personal wellness plan.

Optimal Health for Women (1 hour)

According to the Centers for Disease Control and Prevention, heart disease, cancer, and stroke are the leading causes of death for American women. This workshop focuses on how to reduce the risk for these diseases and others that predominantly affect women.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the benefits of a healthy diet and exercise.
- Identify preventive screenings and other resources for optimal health.
- Create a personal wellness plan.

Staying Healthy During Flu Season (1 hour)

The average flu takes over a week to run its course, which means a lot of lost productivity. In this workshop, participants learn about practical steps they can take to reduce the severity and duration of the flu this flu season, and minimize the chance of passing it on to others.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the influenza (flu) types, transmission, and symptoms.
- Know how to prevent and treat the flu.
- Apply flu prevention tips at work and when traveling.

Walking for Health and Longevity (1 hour)

Described by experts as "almost perfect exercise," regular walking can reduce health risks and improve stamina, energy, and life expectancy. Walking also helps you sleep better, relieve stress, and manage your weight. In this program, participants will create a personal plan to walk for health benefits.



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LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the benefits of regular walking.
- Identify personal motivation for walking.
- Create a plan to reach 10,000 steps a day.

Weight Management (1 hour)

According to the American Journal of Health Promotion, medical costs and absenteeism related to obesity can cost employers $277,000 annually for every 1,000 employees. By gaining control of their weight, employees can improve the quality of their lives and boost their organization's bottom line. MHN's program provides information about nutrition and exercise basics to help participants reach – and maintain – a healthy weight.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Assess needs and readiness for change in diet and fitness habits.
- Create a diet/fitness plan.
- Apply strategies for maintaining motivation, such as identifying and developing relationships for ongoing support.

Smoking Cessation (1 hour)

Smoking is a powerful addiction, and making the decision to quit is not easy. Yet, the American Cancer Society reports that 70 percent of smokers want to quit. In this workshop, participants learn the steps to becoming – and staying – tobacco free.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the addictive nature of smoking.
- Define the quitting steps and determine behavioral readiness.
- Know how to avoid smoking triggers.
- Identify new tools and techniques to replace the smoking habit.

Heart Health (1 hour)

Coronary heart disease (CHD) is the leading cause of death for both men and women in the United States. CHD is caused by a narrowing of the coronary arteries that supply blood to the heart, and often results in a heart attack. Fortunately, everyone can take steps to protect their heart and their life – or a loved one's. This workshop will focus on preventing and treating CHD.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

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- Identify the symptoms of CHD.
- Understand risk factors and preventive measures for CHD.
- Know the treatment options for CHD.

Nutrition (1 hour)

Poor eating habits create many health issues and problems. Eating well promotes good health and reduces the risk of chronic diseases such as heart disease, certain cancers, diabetes, stroke, and osteoporosis. This workshop focuses on proper eating habits, discusses the different food groups, and assists in setting up a good diet.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the benefits of healthy eating.
- Understand the components of good nutrition.
- Analyze eating patterns.
- Plan a healthy diet.

Fitness and Exercise (1 hour)

Daily exercise plays a key role in maintaining good health and managing weight. Exercise also assists in stress reduction, promotes healthy sleep, and increases feelings of well-being. This workshop will focus on fitness and exercise and help participants develop a workout plan.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Reduce unhealthy behaviors.
- Identify ways to minimize health risks.
- Understand the basic aspects of fitness.
- Create an exercise program that meets individual needs.
- Describe the benefits of exercise.

Fitness and Your Brain: Avoiding Dementia

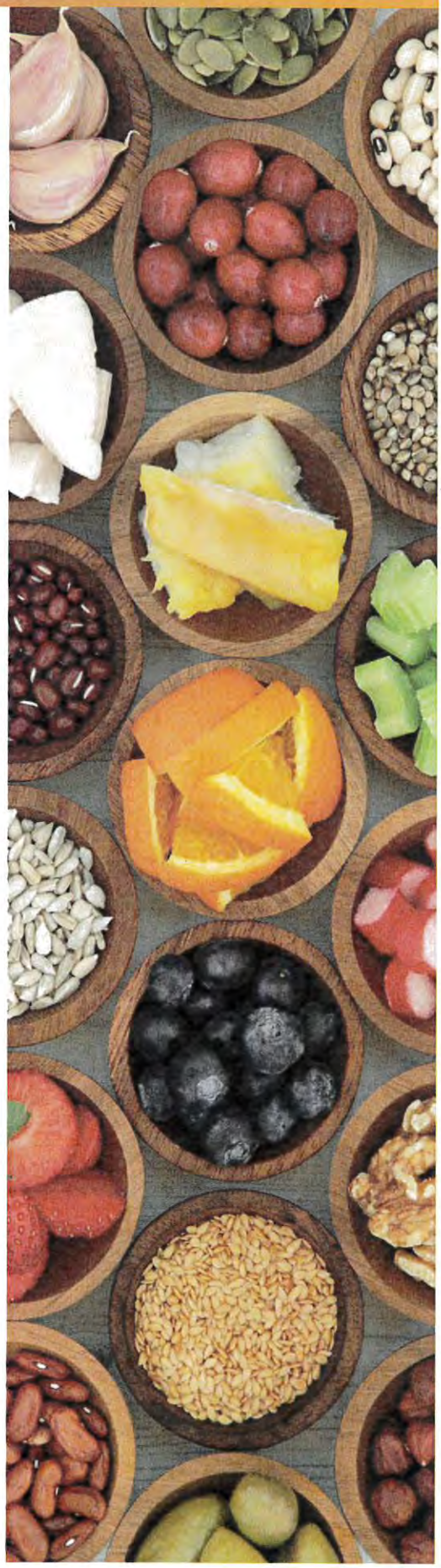
(1-2 hours)

Dementia refers to a group of mental conditions that interfere with a person's ability to think clearly, make decisions, and carry out the activities of daily living. Dementia will become more prevalent as our elderly population increases. This workshop discusses ways to prevent or delay the onset of dementia.

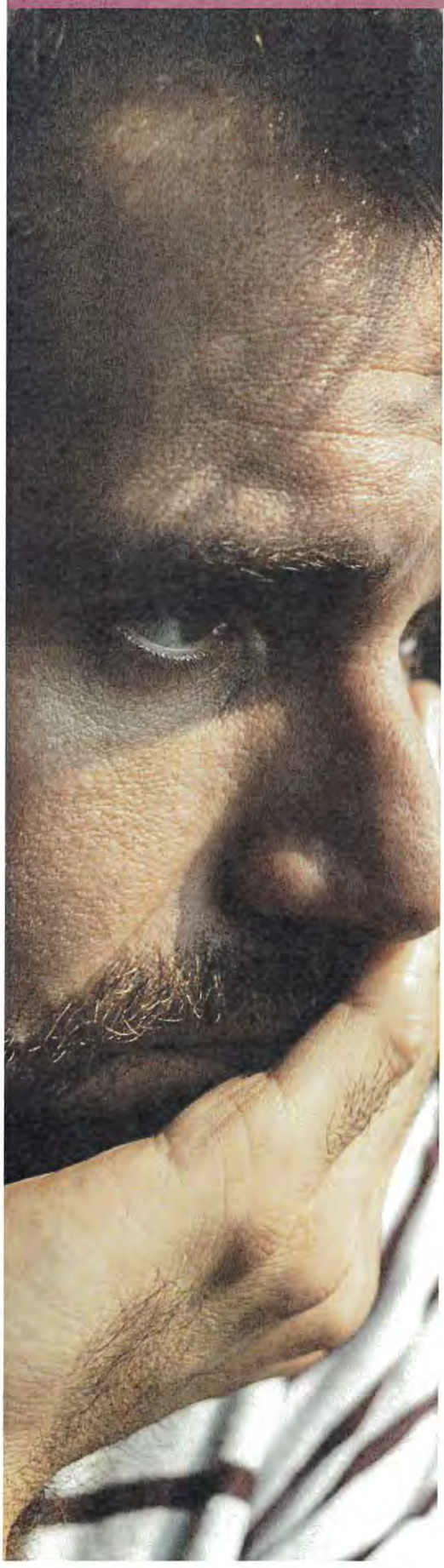
LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify different classifications of dementia.
- Identify physiological factors that contribute to different types of dementia.
- Understand the role of diet, exercise, and task variety in preventing dementia.
- Develop an action plan to maintain brain fitness.



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Coping With Depression (1 hour)

Severe or prolonged sadness can interfere with your life and work, or the life of someone you know, making normal activities impossible. You can help yourself or a co-worker or family member by recognizing the signs of depression and taking action. This workshop discusses the causes and symptoms of the illness of depression, and offers guidelines on disease identification and treatment

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Better understand depression.
- Understand how depression affects people based on age or gender.
- Know what to do if they or someone they know is depressed.
- Identify additional resources for managing depression.

Insomnia (1 hour)

Insomnia – regular problems falling asleep, staying asleep, or experiencing restorative sleep – is a common problem. Untreated insomnia can affect an individual's health, quality of life, and work performance. For instance, a Canadian study revealed that for the small Canadian province of Quebec (population seven million plus), insomnia-related work absences and reduced productivity cost $5 billion. This workshop shows participants how to enhance the quality and quantity of their sleep, by making simple – yet effective – changes to their daily routine.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the symptoms, types, and costs of insomnia.
- Learn potential causes of insomnia.
- Identify sleep needs and different types of sleep disorders.
- Identify additional resources for treating insomnia.

Shift Work and Stress (Two 1 hour sessions)

Working at night or during "off " hours makes it difficult for workers to get enough sleep, which may harm job performance and health. The constant switching from day to night work hours inherent in shift work disrupts the body's natural circadian rhythms and daily functions. Both shift and night workers face the possibility of isolation from friends and family who work a regular day schedule and may not understand the unique stresses and demands of working nonstandard hours.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the impact of shift work on circadian rhythms and daily functioning.
- Recognize issues related to an accumulated sleep debt and its impact on health and safety.
- Protect their sleep time and maintain good sleep habits.

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- Enhance alertness on the job.
- Apply positive stress management strategies to buffer the effects of stress.

Coping With Anxiety Disorders (1 hour)

Anxiety is a normal part of life. It is an innate biological reaction – the body's way of telling us something isn't right. Anxiety reactions keep us from harm's way and help us react quickly to danger. If fear and anxiety become overwhelming, persistent, or interfere with regular activities, though, an anxiety disorder may be the underlying cause. This workshop explores symptoms and treatments of the different types of anxiety disorders.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Better understand anxiety disorders.
- Describe the different types of anxiety disorders.
- Know what to do if they or someone they know has an anxiety disorder.
- Identify additional resources for anxiety.

Relaxation Techniques for Managing Stress

(1-2 hours)

Relaxation is about more than peace of mind. Relaxation helps you cope with everyday strains and decreases the effects of stress on your mind and body. Basic relaxation techniques are easy to learn and easy to use. Many techniques are simple, quick, and can be done just about anywhere. Explore the use of relaxation techniques to de-stress your life and improve your health.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the nature of stress and the body's responses to stressors.
- Identify the symptoms of stress "build-up."
- Discuss different stress management strategies used to buffer the effects of stress.
- Practice "in the moment" techniques for managing stress.

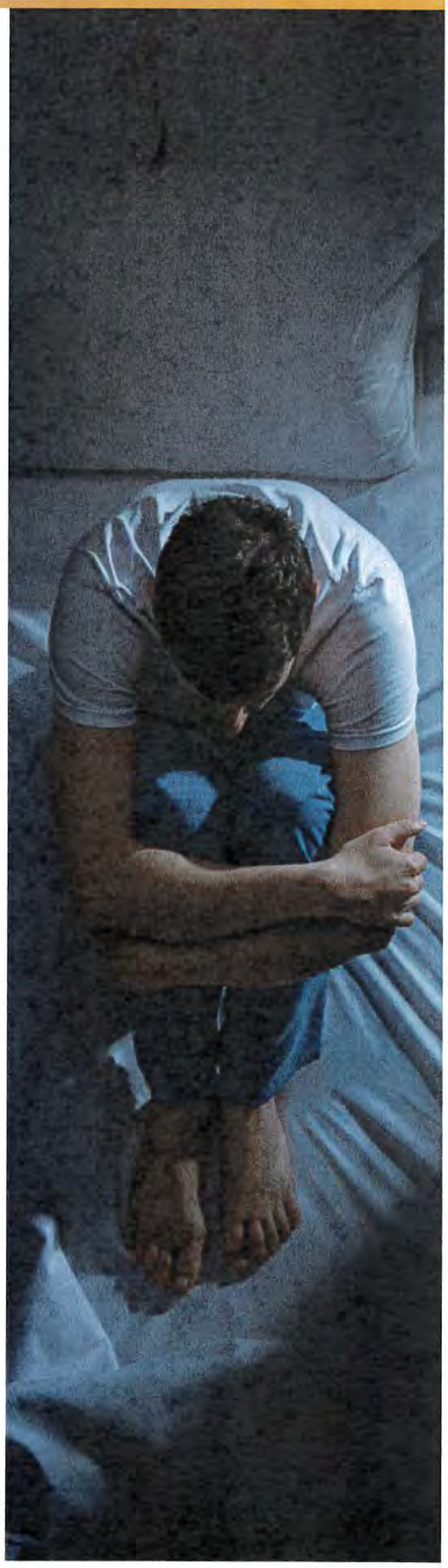
Understanding Post Traumatic Stress Disorder (PTSD) (1-2 hours)

Post-traumatic stress disorder (PTSD) is a condition that can develop after a traumatic event has occurred. The resulting impacts can dramatically inhibit the individual's personal and professional life. This program provides an overview of PTSD as well as offers supportive information if you, or someone you know, may be dealing with the aftermath of a traumatic event in his/her life.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Increase awareness about anxiety disorders.
- Describe the different symptoms of post-traumatic stress disorder (PTSD).



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- Discuss what to do if they or someone they know has PTSD.
- Identify additional resources.

Mindfulness for Beginners (1-2 hours)

The popularity of mindfulness is growing. Increasing numbers of individuals are finding mindfulness practices to be helpful in learning how to slow down, cope with anxiety and worry, and feel a greater sense of calm and connection in their busy fast-paced lives. This program provides information about the benefits of mindfulness practices as well as the opportunity to participate in several mindfulness activities.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the definition of mindfulness.
- Identify and experience practices that can be used to develop mindfulness.
- Discuss benefits of practicing mindfulness.

Alleviating Job Burnout (1-2 hours)

Job burnout is a special type of job stress — a state of physical, emotional, or mental exhaustion combined with doubts about your competence and the value of your work.

Burnout can reduce your productivity and sap your energy, leaving you feeling increasingly helpless, hopeless, cynical, and resentful. This program will consider different causes for burnout and discuss prevention as well as coping strategies.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the signs, symptoms, and consequences.
- Take a self-assessment: checking yourself for burnout.
- Consider different causes of burnout.
- Explore prevention and coping strategies.

Healthcare Self-Advocacy (1-2 hours)

Self-advocacy means asserting yourself, for yourself. Related to healthcare, it means speaking up, asking for what you need, becoming educated on your rights and responsibilities and being able to make informed decisions. In this program, we're going to discuss the importance of engaging in healthcare self-advocacy and why sometimes this process can be challenging. By continuing to build self-advocacy skills, we can positively impact the quality of the healthcare we receive.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the importance of healthcare self-advocacy.
- Consider what makes self-advocacy challenging.
- Present and discuss the fundamentals of self-advocacy.
- Provide additional resources.

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The Care and Keeping of You (1-2 hours)

In today's fast-paced world with its many competing demands, taking care of oneself often takes a back burner. Many Americans believe that they don't have time for self-care activities; meanwhile, their physical, mental, and emotional health may suffer. Learning ways to incorporate simple self-care activities into our daily lives doesn't have to be complicated, and it can go a long way in promoting our health and happiness!

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss different types of self-care.
- Consider what self-care means to them personally.
- Explore how personality influences self-care.
- Present ways to incorporate self-care activities into their day.
- Identify action steps.

An Attitude of Gratitude: The Benefits of Being Thankful (1-2 hours)

In recent years, there has been extensive research conducted on the benefits of practicing gratitude, or being thankful. Findings suggest that we can consciously cultivate gratitude, and by doing so, increase our happiness and well-being. In this program, you'll learn some easy-to-use practices that when used regularly, can increase your amount of gratitude and have a positive impact in all areas of your life.

LEARNING OBJECTIVES:

After the workshop, participants should know:

- What are "gratitude practices"?
- What are the benefits of practicing?
- Why does being grateful work?
- What do grateful people have in common?

Teen Suicide Awareness and Prevention (1-2 hours)

Teen suicide is a growing health concern. It is the second-leading cause of death for young people ages 15 to 24, surpassed only by accidents. Adolescents may contemplate suicide when they feel hopeless and can't see any other solution to their problems. Often, suicidal thoughts can be triggered by depression, alcohol or substance use, or a major stressful event. During this workshop, participants will learn warning signs for suicide risks and strategies for suicide prevention.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Learn about teen suicide risk factors.
- Recognize suicide warning signs.
- Know how to help their teen if they're at risk.
- Recognize depression in their teen.
- Know what to do if their child is depressed.



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EMPLOYEE SKILL DEVELOPMENT

These programs help develop the employee skills that are key to effective work performance and group productivity. Critical skills in workplace communication, conflict resolution, team-building, and managing change provide a foundation for all employees to fully contribute in the workplace.

Please see Workplace Safety and Protection (pg. 55) for safety-related workshops for employees (such as DOT Substance Abuse, Workplace Violence Prevention, ADA Sensitivity in the Workplace, and Sexual Harassment Prevention in the Workplace).

*Employee Skill Development seminars range from **one to four hours**, depending on content depth and skill development needs. Please check with your MHN account manager to discuss ideal session length.*

Creating a Respectful Work Environment (2 hours)

A respectful work environment is critical to performance, job satisfaction, and well-being. Yet creating a professional respectful workplace can be challenging, since workplaces include people from different backgrounds, with different personal styles. This workshop addresses how to bridge differences for a respectful, happier, and more productive workplace.

LEARNING OBJECTS:

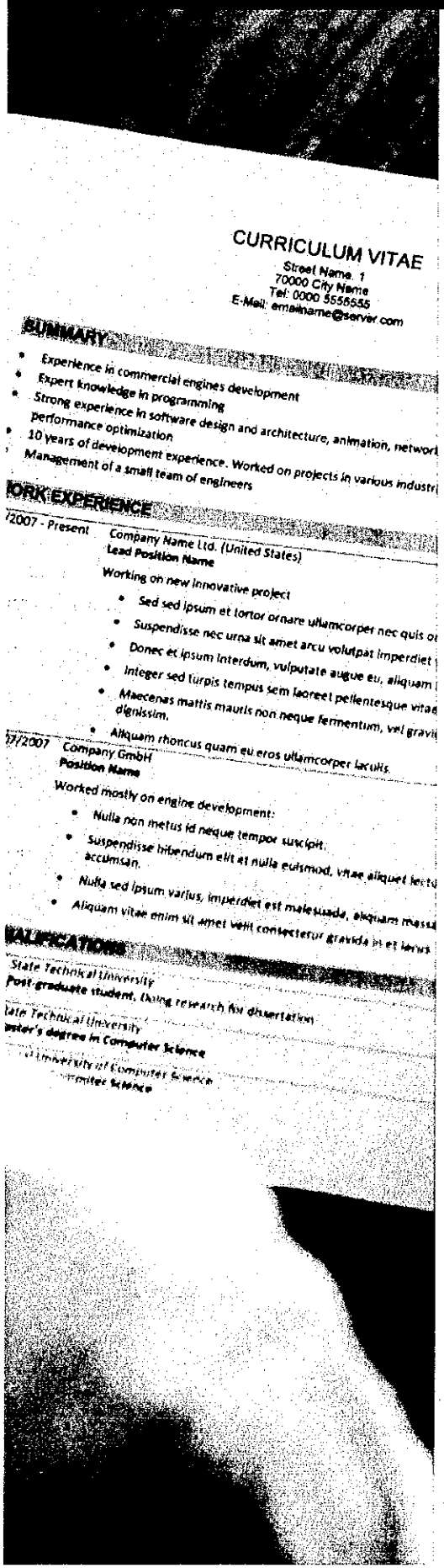
After the workshop, participants should be able to:

- Understand the benefits of a respectful work environment.
- Be more aware of personal behavior in the workplace.
- Comply with relevant employment policies/ guidelines.
- Identify behaviors that enhance respect and communication.

Job Search Strategies (2 hours)

During sluggish times, job seekers may be concerned about facing a long and difficult job search. During these times, treating the job search like a business can help.

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This workshop shows participants how to increase their chance of success by understanding where to look for opportunities (when they are harder to come by) and how to create a personal marketing strategy that can set them apart from the competition.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand why a multifaceted job search strategy is critical to success.
- Identify several strategies to use in a comprehensive job search.
- Develop a plan to put strategies into action.

Effective Interview Strategies (2 hours)

Today's job seekers may need to use various strategies to find meaningful employment. One of the most critical tools in a job search is a good interviewing technique. With strong interview skills, the job seeker can answer tough questions articulately and confidently and demonstrate his or her qualifications for the job. This workshop helps participants navigate the interview process – from pre-interview preparation to post-interview follow-up.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the importance of interview preparation.
- Identify the most common types of interview questions.
- Understand the different aspects of competency-based (behavioral) questions.
- Develop rapport with the interviewer.

Building Effective Résumés (2 hours)

A résumé can be thought of as a marketing tool for a specific product: the job seeker. A well-written résumé can grab an employer's attention, effectively market the applicant's skills and experience for the position, and lead to an interview. This workshop teaches job seekers how to build a powerful, targeted résumé that stands apart from the crowd – a critical first step in landing the job of their choice.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the elements of a powerful résumé.
- Understand the sections and types of résumés.
- Apply keyword strategies.
- Market themselves more effectively through words.

Surviving Layoffs (2 hours)

Corporate downsizing has become part of the economic landscape in the United States. While layoffs are especially difficult for those who lose their jobs, layoff survivors may also be affected, experiencing guilt, anxiety, and a fear of "being

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next." What's more, layoff survivors may also face process changes, shifting job responsibilities and increased workloads. This workshop helps layoff survivors process their feelings and develop strategies for resilience.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Describe the different aspects of being a layoff survivor.
- Identify changes created by layoffs in the workplace.
- Identify normal reactions to layoffs.
- Understand their work role and new organizational realities.
- Know how to support themselves and others during the transition process.

Effective Workplace Communication (2 hours)

Effective communication is the foundation for solid working relationships and interpersonal effectiveness. When people are heard and understood, they're better able to work collaboratively for successful outcomes and win-win solutions. Through skill development and practice, this workshop helps participants enhance workplace communication.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the connection between good working relationships and effective communication.
- Describe key elements of a clear message.
- Identify and overcome challenges to getting the message across.
- Apply techniques for building rapport.

Creating a Positive Work Environment (1-2 hours)

In an ideal workplace, people are committed to working together harmoniously. They treat one another with respect, work efficiently, and solve problems fairly. This workshop examines strategies for creating an effective, respectful, and positive workplace. Participants work together to define their "ideal" workplace and discuss how to enhance their work environment.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Define the ideal workplace.
- Reach agreements on work behavior.
- Know what to do when words fail.
- Provide support and encouragement.

Dealing With Difficult People (1-2 hours)

In both our business and personal lives, most of us have come across people we would label "difficult." This workshop examines what makes people "difficult,"



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how difficult people activate our emotional triggers, and how to mitigate conflict in response to difficult behaviors.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify typical workplace conflicts.
- Apply a problem-solving model for win-win results.
- Promote creativity using communication.
- Identify common behaviors of difficult people.

Resolving Conflict in the Workplace (2 hours)

Conflict in the workplace can stem from differing beliefs, ideas, values, and goals. Although conflict is natural and sometimes useful, most people avoid confrontation instead of understanding and resolving the situation directly. In this workshop, participants will examine conflict as a normal part of work and explore ways to find solutions.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Apply a problem-solving model for win-win results.
- Promote creativity using communication.
- Identify different styles of dealing with conflict.
- Understand the benefits of constructive conflict.

Delivering Excellent Customer Service (1-2 hours)

Excellent service – for both internal and external customers – is important to every organization. Excellent customer service includes understanding customers' needs and managing expectations when dealing with difficult customer issues. This workshop examines how to handle these demands with sensitivity while managing personal stress.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand why companies lose customers.
- Identify customers' "hot buttons."
- Know what customers want and don't want.
- Handle complaints effectively.

Diversity: A Workplace Asset (1-2 hours)

Employees with unique skills, backgrounds, and experiences bring value to an organization and to its customers. This workshop discusses the value each member brings to an organization, and the strength that comes with diversity. Participants will learn tips for communicating clearly and respectfully, overcoming stereotypes, and appreciating the unique differences people bring to the workplace.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

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- Define "diversity."
- Understand the benefits of a culturally diverse workplace.
- Understand what factors inhibit the creation of a diverse culture.
- Communicate respectfully.

Change Management (2 hours)

Change is a constant, so handling it effectively is critical to success and well-being. This workshop reviews the change process and provides a positive framework for thinking about change. Participants are encouraged to explore and shift how they perceive and manage change.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Find opportunity in change.
- Name elements of the change process.
- Identify losses associated with change.
- Take responsibility for choices.

Working in Teams (2 hours)

A team that works well together is likely to be successful and productive. This program examines the characteristics and dynamics of a successful team. Participants learn how to enhance their teams by building trust, clarifying goals, assessing progress, solving problems, defining roles, and communicating effectively with one another.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand how effective teams develop.
- Name the key elements of successful teams.
- Know the advantages of team problem-solving.
- Identify key skills for team members and leaders.

Career Management and Career Planning

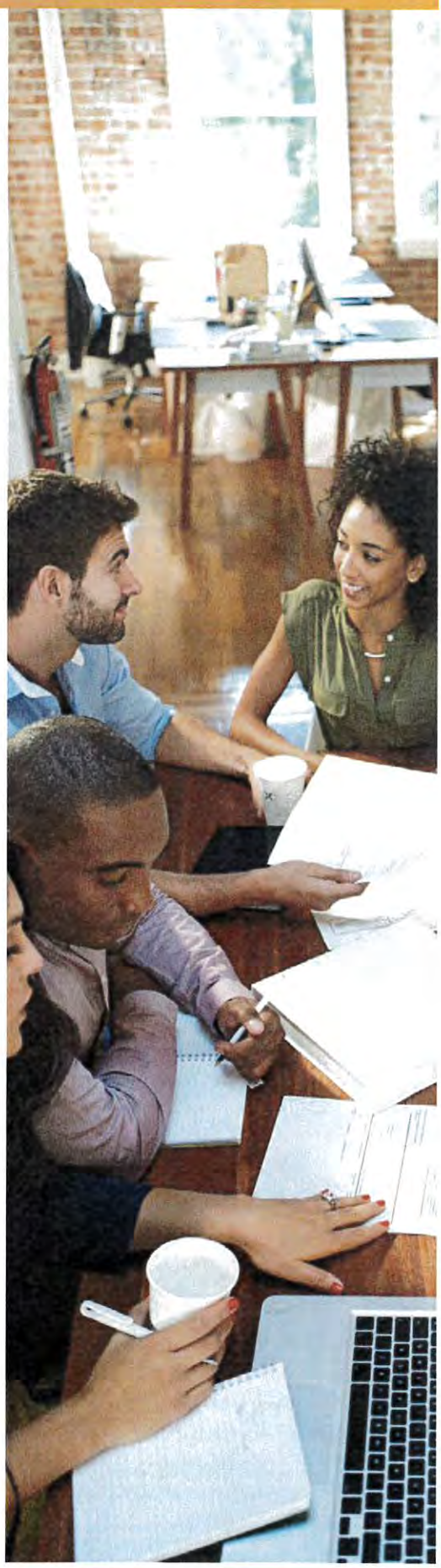
(1-2 hours)

Career planning and management is a lifelong process – from choosing an occupation and getting a job to "growing" a job, navigating career transitions and eventually retiring. This workshop covers strategies for planning and building a career. Participants will learn how to assess their talents and interests, create realistic educational goals, and develop the skills they need to succeed.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the career-planning process.
- Describe their short-term and long-term career-planning goals.
- Examine barriers to reaching goals.
- Develop a career action plan.



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Understanding Your Personal Work Style (2 hours)

Each of us has developed certain patterns of behavior – distinct ways of thinking, feeling, and acting. Within the work environment, these behavioral patterns tend to fall into certain work style categories. Using the Work Style Inventory, you will develop an awareness of your own behavior tendencies and work style as well as those of others. In this workshop, participants will learn strategies to communicate and interact with others for maximum productivity and harmony in the work environment.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Recognize the importance of individual work styles.
- Describe the four categories of work styles.
- Use effective communication strategies and techniques for each work style.
- Understand the importance of work style diversity for maximum group performance.

Time Management (1-2 hours)

Many employees are juggling extra responsibilities, working longer hours, and experiencing overload in their personal lives. Many feel that there are not enough hours in the day. An effective strategy for time management can help us achieve our goals by doing more in less time, focusing on what is important, and feeling less stressed in the process. This workshop helps participants develop an individualized time management strategy.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Lower their work stress.
- Develop a sense of control over their personal and professional productivity.
- Identify ways to do more in less time.
- Cultivate joy and achieve balance in their lives.
- Separate meaningful activities from meaningless activities.

Enhancing Interpersonal Awareness in the Workplace (2-3 hours)

Today's diverse workplace depends on building strong team relationships, which makes well-developed interpersonal skills essential. Strong interpersonal skills promote an atmosphere of confidence and trust – growing relationships and inspiring team members to reach their organization's goals. This workshop discusses behaviors that comprise workplace interpersonal skills and provides strategies to build them.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the different aspects of interpersonal awareness in the workplace.
- Describe the role of effective communication in positive interpersonal interactions.
- Explore communication strategies and techniques for individual work styles.
- Identify strategies to enhance effective communication and listening, and techniques to promote congruence in messaging.

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Healthy Boundaries at Work (1-2 hours)

We all vary significantly when it comes to our needs, values, and preferences, as well our beliefs about the right ways to behave and interact in the workplace. Maintaining healthy boundaries means being assertive and communicating one's needs while respecting the needs of others. By doing so, we can minimize feelings of resentment, anxiety, and stress and increase our levels of satisfaction, ease, and productivity in our place of work.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss what boundaries are and why they are important.
- Explore why it can be difficult to set boundaries.
- Explain how to set and manage boundaries.
- Describe communication guidelines.
- Apply communication guidelines to various boundary-setting scenarios.

Managing Your Emotions in the Workplace (1-2 hours)

Working in dynamic environments, we continuously face ever-changing circumstances, events, and interactions, and with them, ever-changing emotions. Navigating strong or difficult emotions can be challenging, and it is important that you handle them skillfully to prevent damage to work relationships and your reputation. Skills learned in this program will focus on the workplace, since workplace dynamics require a level of diplomacy, tact, and artfulness that are unique to the professional environment.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Gain an understanding our emotional responses.
- Review tips and strategies for managing negative emotional responses.
- Review suggestions for dealing with frustration, worry, dislike, disappointment, and anger.
- Present positive actions, which can help in managing strong emotions.

Diffusion and De-Escalation Techniques (1-2 hours)

Sometimes we encounter customers or clients who become emotionally overwhelmed or agitated. It is in these situations that we need to use our assertive communication skills to calm the other person, take charge of the situation, and move towards a resolution to the issue. The de-escalation techniques presented in this workshop provide useful tools to diffuse, re-direct, or de-escalate conflict situations.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Recognize when clients may be emotionally overreacting to stressful situations.
- Identify words and behaviors that indicate a situation could be escalating.
- Learn techniques to help defuse emotions, and redirect the client interaction in order to achieve a positive outcome.



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- Recognize how beliefs and expectations can add stress to working with upset or angry clients.
- Discuss boundary-setting behaviors when a client will not de-escalate.

Identify Your Talents, Build Your Strengths (1-2 hours)

We have our own innate professional talent and potential. This program presents ways to identify your strongest talents so that you may further integrate them into your work life. By doing so, you can increase your confidence and enhance your work performance, not to mention the likelihood of being happier and more successful. A win-win for you and your employer!

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Explain the difference between strengths, talent, knowledge, and skills.
- Explore ways to build strengths.
- Provide a variety of ways to identify innate talents.
- Discuss the importance of finding ways to use and build on their strengths at work.

Developing Career Resilience (1-2 hours)

Gone are the days of spending one's career in a single organization and doing largely the same type of work until retirement. Today a career can flow through many phases across and within different organizations, involving significant changes and shifting roles and skill sets. What mattered in the 1960's workplace was loyalty; now its resilience. In this program, we'll explore ways to be proactive in your career and continue to develop the resilience that is essential in today's ever-changing workplace.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss what career resilience is and why it's important.
- Explore where you have been resilient in your own career.
- Review strategies for developing greater resilience.
- Provide exercises and resources for continuing to develop career resilience.

Working Together: Why Inclusion Matters (1 hour)

Workplace inclusion reflects having diverse perspectives and experiences, and cultures valued, respected, and supported. It's about ensuring the right conditions are in place for each person to pursue his or her full professional potential. Inclusion puts the concept and practice of diversity into action by creating an environment of involvement, respect, and connection. Organizations need to focus on both diversity and inclusion to be successful.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Increase their awareness of how perspectives affect the workplace.
- Examine the impact of "difference" in the workplace.

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- Identify barriers to inclusion in the workplace.
- Increase your awareness of the benefits of inclusion.
- Improve your ability to communicate more effectively – *inclusively.*

Managing Your Responses During Challenging Customer Interactions (2-3 hours)

This workshop examines the different types of challenging customer exchanges you may have in performing your daily job responsibilities. Techniques to enhance your customer service skills will be explored, as well as ways to develop strategies to manage your responses to challenging customer interactions in healthy and positive ways.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss different types of challenging customer interactions.
- Describe customer expectations.
- Identify difficult types of customer behaviors most typically encountered on the job.
- Discuss proactive approaches to dealing with challenging interactions.
- Understand the body's reactions to negative interactions and learn how to identify personal indicators of stress.
- Identify strategies and techniques to reduce the impact of difficult customer interactions.

Strengthening Communication in the Culturally Diverse Workplace (1-2 hours)

Culturally diverse teams are common today. Different communication styles are shaped by cultural values, language proficiency, worldviews, and norms. These factors can be potential sources of misunderstanding and frustration, impeding the development of trusting relationships and team cohesion. We can reduce cultural barriers and strengthen the effectiveness of our teams by being curious, seeking to understand differences, and recognizing different styles of communication. By enhancing awareness, we can contribute towards a work environment that is both enjoyable and inclusive.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Build cultural awareness and understanding.
- Bring cultural awareness into interpersonal communications.
- Foster shared responsibility for mutual understanding.
- Strengthen effective communication skills.

Crafting a Compelling Elevator Pitch (1-2 hours)

An elevator pitch is a short summary used to quickly and simply define a process, product, service, organization, or event and its value. An effective pitch should be interesting, memorable, and succinct. It should also explain what makes you



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– or your organization, product, or idea – unique. In this workshop, we'll explore situations where these are useful and look at how to craft an effective pitch.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the importance of creating and using a well-crafted elevator pitch.
- Describe the different components of a good elevator pitch.
- Identify when to use the pitch for optimum effectiveness.
- Practice developing and using your elevator pitch.

Strengthening Communication in the Culturally Diverse Workplace (2 hours)

Culturally diverse teams are common today. Different communication styles are shaped by cultural values, language proficiency, worldviews, and norms. These factors can be potential sources of misunderstanding and frustration, impeding the development of trusting relationships and team cohesion. We can reduce cultural barriers and strengthen the effectiveness of our teams by being curious, seeking to understand differences, and being aware of different styles of communication. By enhancing awareness, we can contribute towards a work environment that is both enjoyable and inclusive.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Build cultural awareness and understanding.
- Bring cultural awareness into interpersonal communications.
- Foster shared responsibility for mutual understanding.
- Strengthen effective communication skills.

Workplace Communication in the Digital Age

(1-2 hours)

At times, communicating in the digital age can be both exciting and daunting. Information, answers, ideas, and expectations are communicated at amazing speeds. Emailing is the most utilized form of electronic communication today, and knowing how to do so effectively is crucial to professional success for many people. In this program, we will cover general guidelines for effective email communications; etiquette for texting, chatting, and using social media in the workplace; and guidelines for social media use. Also, this course will address when the "old-fashioned" channels for communication, namely verbal communications, are the best to use

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Review the PASS model for effective email use.
- Speak about times when verbal communication is best (versus using email, text or chat).
- Discuss etiquette for personal texting and social media use at work.
- Discuss work chat etiquette.
- Review general privacy guidelines related to work and social media.

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Building Awareness in the Intergenerational Workplace (1-2 hours)

An important aspect of diversity in the workplace is generational differences. Often, teams are comprised of Baby Boomers; Generation Xers; Millennials; and, in some cases, Traditionalists and Generation Zers, all working together. Each generation brings to the workplace their own set of perspectives and preferences about how best to work with one another. Sometimes these expectations complement one another, while other times they may create friction and misunderstanding. This program is intended to increase intergenerational awareness and explore ways to strengthen working relationships.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Explore ways in which generation-specific values, behaviors, and preferences are influenced and shaped.
- Discuss intergenerational similarities and differences.
- Identify ways to strengthen our working relationships.

Leading Effective Meetings (1-2 hours)

Meetings fill an increasing number of hours in the work week (on average between six and 20), and yet many employees consider them to be a waste of time. As time is the most valuable commodity we have — both at work and in our personal lives — it is essential that we make the time spent in a meeting as productive as possible. In this program, we'll cover strategies and tips for running effective meetings.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss differences between effective and ineffective meetings.
- Provide tips for preparation, running meetings, and post-meeting follow-up.
- Discuss strategies to navigate personality differences in meetings.

Giving Effective Feedback in the Workplace (for Employees) (1 hour)

With our busy and hectic days in the office, we may not realize the importance of providing appropriate feedback to our co-workers. When correctly given, feedback helps improve task alignment and departmental functioning while also promoting collegiality and team work among employees. Providing feedback offers many benefits, and when given at the right time with the right constructive and positive message, it can yield great results.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the importance of feedback.
- Present a model for providing feedback.
- Describe the feedback follow-up process.



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MANAGEMENT & SUPERVISORY SKILL DEVELOPMENT

These programs teach the essential skills and competencies of effective management in today's challenging work environment. Managers and supervisors will gain knowledge and develop skills in team-building, managing performance and behavior, communicating effectively, managing change, and keeping the workplace safe.

Please see Workplace Safety and Protection (pg. 57) for safety-related workshops for managers and supervisors (such as DOT Substance Abuse, Workplace Violence Prevention, ADA Sensitivity in the Workplace, and Sexual Harassment Prevention in the Workplace).

Management/Supervisory Skill Development seminars range from two to four hours, depending on content depth and skill development needs. Please check with your MHN account manager to discuss ideal session length. ***NEW! One-hour supervisor/manager skill-building workshops.***

Effective Workplace Communication (2 hours)

Effective communication skills are important for every employee in an organization, but they are especially critical for managers who want to improve employee productivity, performance, teamwork, and morale. Every interaction is an opportunity to have a positive impact on team members – personally and professionally. When people are heard and understood, they're better able to work through issues and develop win-win solutions. This workshop helps managers and supervisors learn essential communication skills.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify important aspects of effective communication and develop techniques for positive interactions for workplace issues.

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- Understand the process of effective listening.
- Describe the key components and activities of management communication.
- Discuss how to determine intervention strategies when providing feedback to employees.

Managing Change (2 hours)

Organizational change often means different things to employees than it does to their managers and supervisors. This program examines the change process and describes attitudes and behaviors that can enhance (or detract from) healthy responses to change. Participants will discuss typical employee responses to change, as well as strategies for addressing employee concerns.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand how to manage during change.
- Effectively deal with employee reactions.
- Build acceptance to change.
- Understand how to support themselves and their employees during change.

Managing After Layoffs (2 hours)

After a downsizing, managers and supervisors face the difficult challenge of re-engaging layoff survivors. Remaining employees may experience guilt, anxiety, and stress – all of which can impact their health and productivity. This workshop teaches managers and supervisors how to model resiliency and optimism, provide direction, and maintain positive morale and productivity among their staff during a difficult transition.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Describe the different aspects of surviving layoffs.
- Identify changes created by layoffs in the workplace.
- Recognize normal reactions to layoffs.
- Understand their management role and the new organizational realities.
- Understand ways to support themselves and others during the transition process.

Preparing for and Conducting a Layoff (2 hours)

The layoff process is painful for both the people being let go and for the managers and supervisors who deliver the news. The challenge for management is to handle the process appropriately for those who need to be let go, while providing information and support to the remaining employees.

This workshop provides managers and supervisors with guidelines for planning and implementing the layoff process, including preparing for the notification meeting, conducting the meeting, and following up with employees afterward.



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LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand management's role during the layoff process.
- Identify important aspects of preparing for the notification meeting.
- Identify key elements of the script for the layoff meeting.
- Understand how to manage employee reactions for both departing and remaining employees.

Building Resilience Following Workplace Trauma

(2 hours)

Sudden, accidental, unexpected, or traumatic events, such as a death, can leave employees feeling shaken, unsure, and vulnerable. Individuals need healthy coping strategies to manage these often painful reactions to trauma.

This workshop provides strategies for developing and enhancing personal resilience following a traumatic event in the workplace.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify common causes and reactions to workplace trauma.
- Apply strategies to help themselves and others after traumatic events.
- Know about the warning signs of suicide and how to prevent it.
- Understand the characteristics of resiliency.
- Develop and enhance individual resilience.

Suicide Prevention (2 hours)

Suicide is the eleventh most common cause of death in the United States. People may contemplate suicide when they feel hopeless and can't see any other solution to their problems. Often, suicidal thoughts can be triggered by depression, alcohol or substance use, or a major stressful event. During this workshop, managers and supervisors will learn warning signs for suicide risks and strategies for suicide prevention.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the prevalence of suicide.
- Identify factors related to suicides and suicide attempts.
- Recognize some important warning signs of suicide and how to assist others who may be considering suicide.
- Identify common causes of and reactions to suicide.
- Understand the characteristics of resilience.
- Develop and enhance individual resilience.

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Managing Challenging Workplace Behaviors

(2 hours)

Managing employee performance is the most important part of a manager's or supervisor's job. However, sometimes problems continue to surface even when management tries to help an employee succeed. This workshop discusses techniques for managing challenging behaviors and creating a productive, respectful working environment.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Describe the key components and activities of the management role.
- Address challenging workplace behaviors and determine intervention strategies.
- Identify important aspects of effective communication and develop techniques to address workplace issues.
- Understand how to use effective listening when interacting with a troubled employee.
- Identify internal and external resources for help managing challenging workplace behaviors.

Essential Skills for Effective Management (2 hours)

Research continues to show that an employee's direct manager or supervisor has an enormous impact on morale and job satisfaction. This workshop will examine the multiple roles and responsibilities of effective management – such as coach, team leader, and change agent.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the roles and responsibilities of the supervisor.
- Understand the qualities, skills, and aptitudes of an effective manager.
- Provide constructive feedback and motivation.
- Identify common management pitfalls.

Building Effective Teams (2 hours)

Successful teams don't just happen – They require planning, skill, and careful execution. Managers and supervisors will learn to identify the characteristics of effective teamwork and recognize the signs of a team in trouble. This workshop examines the components of successful team building in the workplace.

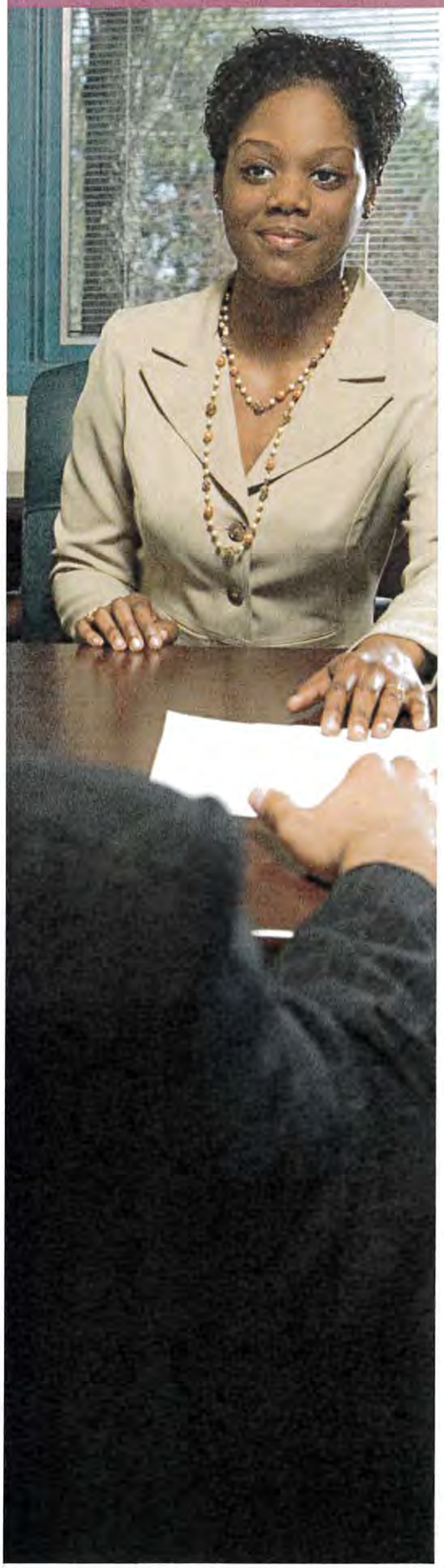
LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Know how to develop effective teams.
- Identify key elements of successful teams.
- Identify key skills for team members and leaders.
- Modify work styles for team effectiveness.



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Behavior-Based Interviewing (2 hours)

The most accurate predictor of future job performance is past performance in similar situations. The behavioral interview technique is a highly valid selection interview format based on this premise. The interviewer identifies the experiences, behaviors, skills, abilities, and knowledge that are desirable for the open position, and then uses those criteria during the interview to determine the applicant's potential for success.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the importance of behavioral interviewing in selection and hiring.
- Identify job competencies and develop questions and probes.
- Prepare for and conduct a behavior-based interview.
- Highlight techniques for scoring, evaluating, and selecting the best candidate.

Creating a Positive Work Environment (2 hours)

It is the responsibility of managers and supervisors to maintain an environment in which individuals are supported, work gets done efficiently, and employees treat one another with respect. This workshop helps supervisors and managers create a workplace environment that encourages the best from their employees.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify elements of a positive workplace.
- Understand the four kinds of consequences for behavior.
- Identify roadblocks to success.
- Understand how authority differs from delegation.

Managing Personal and Employee Stress (2-3 hours)

Managers and supervisors have a responsibility to do what they can to enhance employee well-being by responding to concerns and minimizing unnecessary strains. This workshop will focus on techniques for helping employees manage workplace stress and will discuss management's role in enhancing stress resilience.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify contributors to workplace stress.
- Name aspects of a stress-hardy personality.
- Apply stress management techniques to their own lives.
- Enhance employee stress management, motivation, and feedback.

Returning Military Staff (1-2 hours)

The transition from a war-related deployment back to home and work is challenging for most National Guard and Reserve service members. An employee returning from military

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service faces unique personal and professional stressors, as he or she comes back to "business as usual." This workshop discusses the special challenges that returning service members confront along with the immeasurable benefits they bring to the organization.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the multiple adjustment issues that returning military face.
- Support a colleague or employee coming back to work after active duty.
- Avoid over-care or interference.
- Assist the employee in the job skills transition process.

Expatriate Workplace Reintegration (2 hours)

As expatriates and their families return from a foreign assignment, many find that their homes are not what they remembered, and their homecomings are not what they had anticipated. In fact, repatriation is sometimes referred to as reverse or re-entry culture shock. This program presents the issues that expatriates face when they return to work and offers strategies for successful repatriation.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Recognize personal and professional issues in repatriation.
- Manage expectations in the repatriation experience.
- Develop strategies for successful reintegration.
- Understand the role of the company in repatriation.

Accurate Performance Evaluations (1 hour)

Performance appraisals are an important part of providing feedback on an employee's performance. Without this feedback, staff members may find it difficult to develop their skills, meet management's expectations and add value to the organization. Performance evaluation accuracy plays a critical role in ensuring that employees have the relevant and correct information they need to perform well in their jobs. This workshop reviews some of the common errors in judgment and processes that may influence a manager's ability to evaluate job performance accurately.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the importance and benefits of accurate performance evaluations.
- Identify how to prepare fair and accurate evaluations.
- Describe the performance evaluation meeting process.

Conducting Effective Performance Appraisals

(2 hours)

Performance appraisals are a valuable tool in providing feedback on employees' work performance. Without this formal feedback, employees may find it difficult



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to develop their skills, meet management's expectations, and add value to their organization. This workshop teaches managers and supervisors how to prepare fair and accurate evaluations, offer helpful feedback and development information to employees, create performance plans, and monitor results.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Be familiar with the performance appraisal document and process.
- Identify how to prepare fair and accurate evaluations.
- Know how to use the performance appraisal meeting as a development opportunity.
- Describe how to create performance plans and monitor results.

Managing the Layoff Process (2 hours)

Managers play an integral role in maintaining workplace effectiveness during reductions in force. They are responsible for communicating organizational changes to their employees, validating normal staff reactions, maintaining productivity levels, and easing the transition for laid-off employees.

This program explores strategies for managers during the layoff process to ensure a smooth transition.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the layoff process.
- Describe the manager's role during the layoff process.
- Identify important aspects of preparing for the layoff process.
- Apply communication strategies before, during, and after the layoff notification process.

Gender Transition Issues in the Workplace (2 hours)

During the last few decades, as many as 200,000 people have gone through a transition from one gender to another in the United States. Although this situation presents some unique challenges for both managers and employees, there are many parallels with other employment diversity issues. The same guidelines for respect and professionalism in the workplace apply. This workshop prepares employees and managers to respond effectively to workplace concerns raised by an employee's gender transition.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the business case for assisting transgender employees in their transition.
- Know about the transition process.
- Be familiar with legal and workplace guidelines to support transitioning employees.
- Identify communication strategies to maintain work group effectiveness during the employee's transition.

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Creating a Respectful Work Environment (2 hours)

A positive, respectful work environment is critical to job performance, satisfaction, and well-being. Managers and supervisors are role models who set the tone and show employees which behavior and communication styles are and are not acceptable. This workshop addresses the manager's need to set workgroup expectations and maintain employee accountability for respectful, professional, and productive workplace behaviors.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the benefits of a professional, respectful work environment.
- Build awareness of personal behavior in the workplace and communicate clear behavioral standards.
- Review relevant employment policies/guidelines.
- Identify behaviors that enhance workplace respect and model behaviors of appropriate workplace conduct.
- Maintain employee accountability and address issues as they arise.

Effective Facilitation Techniques (4 hours)

Facilitation is the art of bringing people together to achieve a common goal – helping them explore, learn, and change. As a tool for improving a group's process and structure, effective facilitation is a valuable skill for managers and supervisors. This workshop will enhance managers' knowledge and skill sets as facilitators. **A minimum of four hours is recommended for this workshop.**

LEARNING OBJECTIVES:

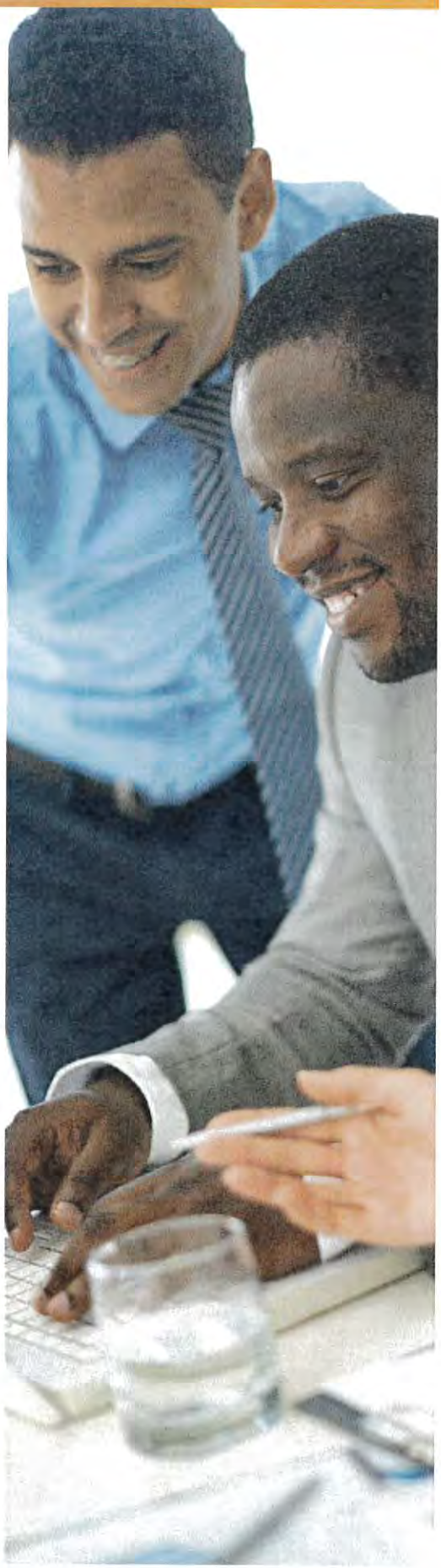
After the workshop, participants should be able to:

- Discuss the basics of the group facilitation process.
- Review communication and effective listening techniques.
- Learn about different group facilitation techniques.
- Identify potential problem areas (and their remedies) in facilitating the group dynamic.

Setting Performance Expectations (3-4 hours)

Managing employee performance is a key part of effective leadership. Collaboratively setting and communicating performance and behavior expectations provides mutual understanding for both employees and their managers. This process encourages managers to provide regular and ongoing performance feedback to their team members. In turn, employees are better able to develop their skills, meet management's expectations, and add value to their organization.

This workshop assists managers and supervisors creating and communicating effective performance and behavioral expectations. Managers and supervisors will also practice providing feedback and development information to employees.



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LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Provide tools for setting both performance and behavioral expectations for staff and supporting professional growth and development.
- Demonstrate how supervisors and staff should collaborate to articulate and ensure mutual understanding of expectations.
- Discuss strategies on how to provide ongoing feedback in real time whenever exceptional or poor performance is observed.
- Present a communication model so that supervisors and staff can discuss performance issues and adjust if needed.

Resolving Conflict in the Workplace (minimum 4 hours)

Managers and supervisors should expect that conflicts will arise in the workplace, often because of differing beliefs, ideas, values, and goals. When it is dealt with appropriately, conflict can help employees transform and grow. The manager's ability to model and coach effective problem solving is imperative to team success. Effective managers can help employees navigate conflict dynamics and learn to resolve issues independently.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify and define causes and types of workplace conflicts.
- Understand the role of effective communication and conflict resolution styles in dealing with workplace conflicts.
- Develop a personal strategy for responding to workplace conflict in a proactive and professional manner.
- Explore the roles and responsibilities that supervisors and managers have in effectively managing conflict in their work group.

Navigating Sensitive Employee Issues in the Workplace (2 hours)

At times, managers may see signs that employees are going through a difficult time. Employees may be less productive than usual or mention personal problems. They might even have a crisis or "meltdown" while at work. Managers need to be aware of these situations so they can respond appropriately and provide the support employees need to remain effective at work. This workshop provides managers with tools and strategies to help navigate an employee's sensitive life or work issues that may be impacting performance.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify different types of "sensitive" situations and related behaviors.
- Review advantages of addressing behaviors.
- Delineate concrete management steps and appropriate verbal approaches.
- Practice in small group case vignettes.

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Addressing Behavior and Conduct in the Workplace (2 hours)

Managing employee performance, both technical and behavioral, is a key part of effective leadership. When employees engage in inappropriate behavior that is not consistent with professional expectations, the disruptiveness can negatively impact departmental morale and cohesiveness. It is an important duty of managers to address these interpersonal behaviors and ensure employee conduct does not detract from department productivity and collegiality.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Provide tools for setting behavioral or conduct expectations for staff.
- Demonstrate how supervisors and staff can collaborate to articulate and ensure mutual understanding of expectations.
- Discuss strategies on how to provide ongoing feedback in real time whenever exceptional or poor behavior or conduct is observed.
- Present a feedback communication model so that supervisors and staff can discuss behavior or conduct issues as they arise and adjust expectations if needed.

Delegation: An Essential Skill for Successful Management (2 hours)

Managers frequently hold heavy workloads, tasked with overseeing the day-to-day functions of their business units while increasing the efficiency and productivity of those functions. Through the act of delegation, managers can reduce their work load and save time so that energy can be concentrated on critical tasks. This workshop discusses effective delegation strategies and techniques that can contribute to enhanced work unit effectiveness and efficacy.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the benefits of delegation.
- Explore why many leaders don't delegate.
- Identify what to delegate.
- Explain the different aspects of situational leadership.
- Describe the process of successful delegation.

Assisting Employees With Post Traumatic Stress Disorder (for Supervisors/Managers)

(2 hours)

Post-traumatic stress disorder (PTSD) affects thousands of individuals across the world. The workplace is one of the many areas where PTSD can impact an individual's day-to-day functioning. The level of success a person with PTSD has on the job depends on



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many factors, including the level of impairment and support both outside and inside the work environment. This program addresses how supervisors and managers can provide assistance to individuals on the job who may be dealing with PTSD.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Increase awareness of post-traumatic stress disorder (PTSD).
- Describe the typical symptoms of PTSD.
- Discuss employer and employee responsibilities under the American with Disabilities Act (ADA).
- Identify ways to assist and accommodate an employee who has been diagnosed with PTSD.

The Process of Positive Confrontation (1 hour)

Working with an employee to turn around poor performance is one of the most difficult — and potentially rewarding — challenges a manager can encounter. With patience and coaching, managers can motivate positive action and help the employee make the desired change. Effective constructive confrontation can substantially increase the likelihood of a positive behavioral or performance outcome. This workshop provides a model for effective positive confrontation and identifies the different phases in guiding the employee to success.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss different aspects of an effective positive confrontation process for addressing workplace issues.
- Describe techniques that can be used in the different phases of positive confrontation: meeting planning, meeting delivery, and post-meeting follow-up.
- Identify important internal and external resources for assistance.

Giving Effective Feedback in the Workplace (for Supervisors/Managers) (1 hour)

With busy and hectic days in the office, managers may not realize the importance of providing appropriate feedback to their direct reports. When correctly given, feedback helps improve task alignment and departmental functioning while also promoting collegiality and teamwork among staff. Providing feedback offers many benefits, and when given at the right time with the right constructive and positive message, it can yield great results!

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Discuss the importance of feedback.
- Present a model for providing employee feedback.
- Describe the feedback follow-up process and resources that can provide support.

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WORKPLACE SAFETY AND PROTECTION

MHN's workplace safety and protection workshops and seminars can build awareness and teach skills to all employees to help create and maintain a safe work environment. Examples of topics include substance use awareness, violence prevention, workplace bullying, and disability awareness.

Workplace safety and protection seminars range from ***two to four hours****, depending on content depth and skill development needs. Please check with your MHN account manager to discuss ideal session length.*

Understanding Critical Incidents in the Workplace (1-2 hours)

Industrial accidents, workplace violence, natural disasters, vehicle accidents, or other unexpected events can trigger traumatic responses that may affect the health and productivity of your workforce. This workshop explores common reactions following a traumatic event and how to minimize post-traumatic stress through critical incident stress debriefing and other forms of support.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify examples of critical incidents in the workplace.
- Understand normal reactions to critical incidents in the workplace.
- Know how to bring their workplace back to pre-incident functioning after a critical incident.
- Identify what they can do for themselves and others.
- Find resources for support.

Managing Critical Incidents in the Workplace (2 hours)

A "critical incident" is an unexpected event that causes an unusually intense stress reaction. This stress can make it hard for employees to cope, and can have effects that ripple through the workplace. Managers and supervisors have the important role of providing resources and

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support to their employees after a traumatic event, as well as maintaining reasonable performance expectations. This workshop explains the critical incident stress debriefing process and other methods that can mitigate the effects of post-traumatic stress.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify examples of critical incidents in the workplace.
- Understand normal employee reactions to critical incidents in the workplace.
- Know how to bring their workplace back to pre-incident functioning after a critical incident.
- Follow internal policies and pre-incident preparedness guidelines.
- Understand management's role in post-incident response.
- Identify resources for coping with a critical incident.

Substance Use Awareness (for Employees)

(1-2 hours)

Substance use can be a problem for individuals that can also impact work environments. Thousands are addicted, and thousands more – including family members, friends, and co-workers – feel the effects of substance use. Education can help employees confront and combat this problem.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Review the dangers of drug and alcohol use.
- Determine when drug use is out of control.
- Identify behaviors that support continued use.
- Understand the benefits of being drug free.

Addressing Substance Use in the Workplace (for M/S) (2 hours)

This program prepares supervisors and managers for their role in maintaining a drug-free workplace – including implementing appropriate rules and regulations and intervening early to ensure workplace safety. In this workshop, participants will learn more about the effects of alcohol and other abused drugs and the impact of employee substance use on the workplace. The workshop will also discuss organizational policies and procedures, strategies for addressing performance issues, and options for available resources.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the negative impact of substance use.
- Understand the organization's policies.
- Understand the process for constructive confrontation.

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DOT Substance Use Awareness (for Employees)

(1 hour)

Substance use in the workplace damages the work environment and can create life-threatening situations. This workshop covers the substance use material required by the U.S. Department of Transportation (DOT) and meets DOT requirements for training employees subject to DOT regulations. **To meet federal DOT requirements, this workshop must be a minimum of one hour.**

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify the guidelines and regulations of the DOT.
- Understand the prevalence and impact of alcohol use.
- Understand the prevalence and impact of drugs and other substances.

DOT Substance Use Awareness (for M/S) (2 hours)

This workshop covers the substance use content required by the U.S. Department of Transportation (DOT) and meets DOT requirements for training employees subject to DOT regulations. Participants will discuss different types of substances (alcohol and other drugs) and the impact of substance use in the workplace. **To meet federal DOT requirements, this workshop must be a minimum of two hours.**

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the negative impact of substance use in the workplace.
- Comply with policies and mandates on substance use testing for DOT-covered employees.
- Understand the prevalence and impact of alcohol use.
- Understand the prevalence and impact of other substances.
- Comply with policies and processes when confronting employees for reasonable suspicion.

Workplace Violence Prevention (for Employees)

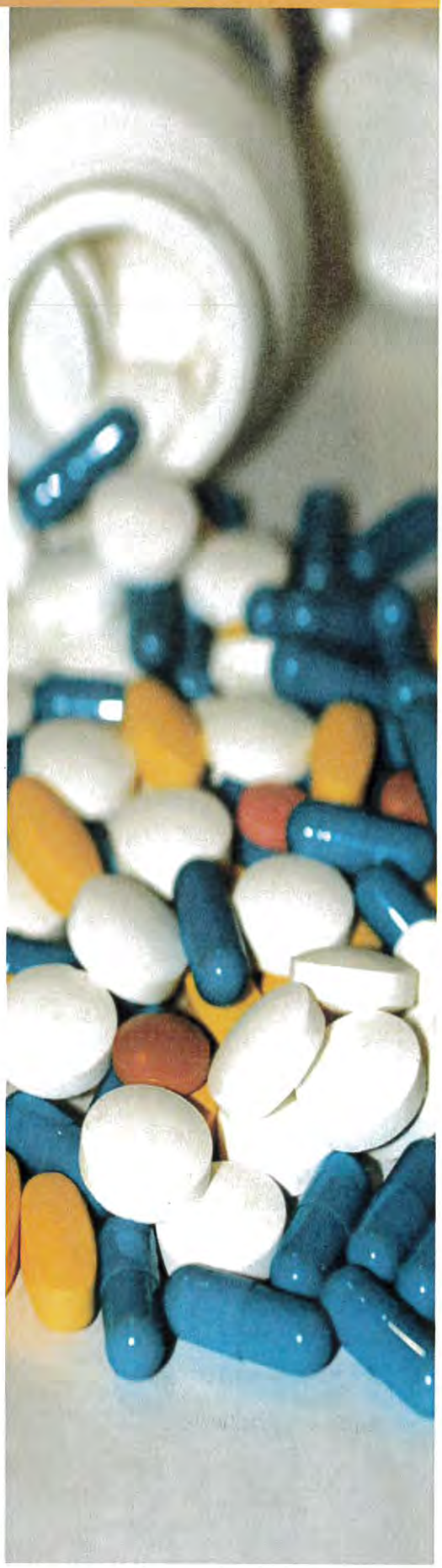
(1-2 hours)

Workplace safety has become a major concern for management and employees. While workplace violence is less common than is popularly believed, disruptions and threats must be taken seriously. Early intervention helps prevent more serious acts. This workshop discusses common behaviors associated with workplace violence, ways employees can help reduce the risk of violence in the workplace, and strategies they can use to obtain help.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Recognize the types and levels of workplace violence.
- Understand what employees can do to reduce the risk of violence.
- Apply strategies to address challenging behaviors and potential conflict situations.



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- Identify internal and external resources to enhance workplace violence prevention efforts.

Workplace Violence Prevention (for M/S) (2 hours)

Workplace safety has become a major concern for management and employees. While workplace violence is less common than is popularly believed, disruptions and threats must be taken seriously. Early intervention helps prevent more serious acts. In this workshop, managers and supervisors will learn about common behaviors associated with workplace violence, how to reduce the risk of violence in the workplace, and strategies for defusing potentially violent situations.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Recognize the types and levels of workplace violence.
- Understand what the organization can do to reduce the risk of violence.
- Apply strategies to address challenging behaviors and potential conflict situations.
- Identify internal and external resources to enhance workplace violence prevention efforts.

ADA Sensitivity in the Workplace/Disability Awareness (for M/S and Employees) (2 hours)

What may seem like small details in language and behavior can reinforce the barriers people with disabilities face in the workplace. Though people without disabilities may not understand their significance, these details often reinforce inaccurate assumptions and can cause offense. Organizations have the power to create an environment that supports people with disabilities by changing patterns of communication, improving the way people with disabilities are portrayed, and modifying problematic features of the work environment. This program presents strategies for making the workplace more welcoming for employees with disabilities.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Identify legal directives relating to individuals with disabilities.
- Understand an organization's responsibility to provide disability services and accommodations.
- Understand how to enhance disability awareness in themselves and others.

Domestic Abuse in the Workplace (for Employees) (1-2 hours)

Domestic abuse is an issue that affects many employees. The impact of domestic violence can spill over into the workplace, by affecting employee performance and productivity, and raising concerns about security and liability. When an employee is experiencing domestic abuse, management and employees need to work

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together. This workshop provides information about issues surrounding domestic abuse and offers guidelines on how to seek assistance and/or protection.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the prevalence of domestic abuse.
- Recognize the types and signs of domestic abuse.
- Identify the individual responsibilities and legal guidelines for providing workplace protections to the victim and other employees.
- Apply strategies on how to approach a co-worker or management to help provide assistance to a suspected victim.

Domestic Abuse in the Workplace (for M/S)

(2 hours)

Domestic abuse is an issue that affects many employees. The impact of domestic violence can spill over into the workplace, by affecting employee performance and productivity, and raising concerns about security and liability. A manager or supervisor who has been made aware of a potential threat has an obligation to respond in order to protect employees. This workshop provides information about issues surrounding domestic abuse and the workplace, and offers guidelines on resources for providing assistance and protection.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Understand the prevalence of domestic abuse and its impact on the workplace.
- Recognize the types and signs of domestic abuse.
- Identify the manager's responsibilities and legal guidelines for providing workplace protections to the victim and other employees.
- Apply strategies on how to approach a victim and provide assistance, using internal and external resources.

Sexual Harassment Prevention in the Workplace (for Employees) (1-2 hours)

Everyone has a right to work in an environment free from sexual harassment or intimidation. This program examines what constitutes sexual harassment and what to do if sexual harassment occurs. It also reviews the way sexual harassment may affect employee morale and increase legal and financial risks.

A California SB 1343-compliant version of this workshop is also available for employees.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Be acquainted with legal definitions, court cases, and liability guidelines.
- Know how sexual harassment impacts the work environment.
- Understand the "gray areas" of harassment.



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- Understand why victims don't report offenses.
- Apply strategies for preventing harassment behavior.
- Know about remedies available to harassment victims.

Sexual Harassment Prevention in the Workplace (for M/S) (2 hours)

This training uses both interactive exercises and direct instruction to teach managers and supervisors about their vital role in creating a respectful, harassment-free work environment. Management will also learn techniques for effectively intervening to stop inappropriate workplace behavior. A California AB 1825/AB 2053-compliant version of this workshop is also available for managers and supervisors. **For compliance with California AB 1825/AB 2053/SB 396, this workshop must be a minimum of two hours.**

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Comply with applicable state and federal laws.
- Describe the legally defined types of sexual harassment.
- Identify behaviors that may constitute harassment.
- Understand supervisory responsibilities and liability.
- Know about EEO guidelines for nondiscrimination, non-harassment, and available remedies to victims.

Maintaining Personal Safety (1-2 hours)

Every employee has a right to feel safe before, during, and after work. While acts of extreme workplace violence are less common than is popularly believed, disruptions and threats are a serious concern. Through preparation and personal awareness, employees can support management efforts to maintain a safe workplace. This workshop highlights potential risks in the workplace and provides strategies to enhance safety on and off the job.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Recognize the types and levels of workplace violence.
- Understand what employees can do to reduce the risk of violence.
- Address challenging behaviors and potential conflict situations.
- Identify internal and external resources to enhance workplace violence prevention efforts.

Preventing Workplace Bullying (for Employees) (2 hours)

Workplace bullying – defined as the repeated mistreatment of one or more employees with a malicious mix of humiliation, intimidation, and sabotage of performance – is a growing concern for organizations. Workplace bullying can

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negatively impact productivity, well-being, and morale. Organizations can support employees and develop clear guidelines to prevent and address workplace bullying.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Define workplace bullying.
- Describe the difference between workplace bullying, illegal discrimination, and harassment.
- Know why it is important to confront workplace bullying.
- Address offensive bullying behavior.

Addressing Workplace Bullying (for M/S) (2 hours)

Workplace bullying – defined as the repeated mistreatment of one or more employees with a malicious mix of humiliation, intimidation, and sabotage of performance – is a growing concern for organizations. Employers have a responsibility to prevent and address workplace bullying because of its costs for the individual and for the organization – health issues, low morale, absenteeism, and reduced productivity. This workshop provides supervisors and managers with resources and strategies to effectively confront and stop incidents of workplace bullying.

LEARNING OBJECTIVES:

After the workshop, participants should be able to:

- Define workplace bullying.
- Describe the difference between workplace bullying, illegal discrimination, and harassment.
- Provide reasons why it is important to:
  - Address workplace bullying.
  - Communicate clear behavioral standards.
  - Model behaviors of appropriate workplace conduct.
  - Maintain employee accountability.
- Present ways for managers and supervisors to end offensive bullying behavior.

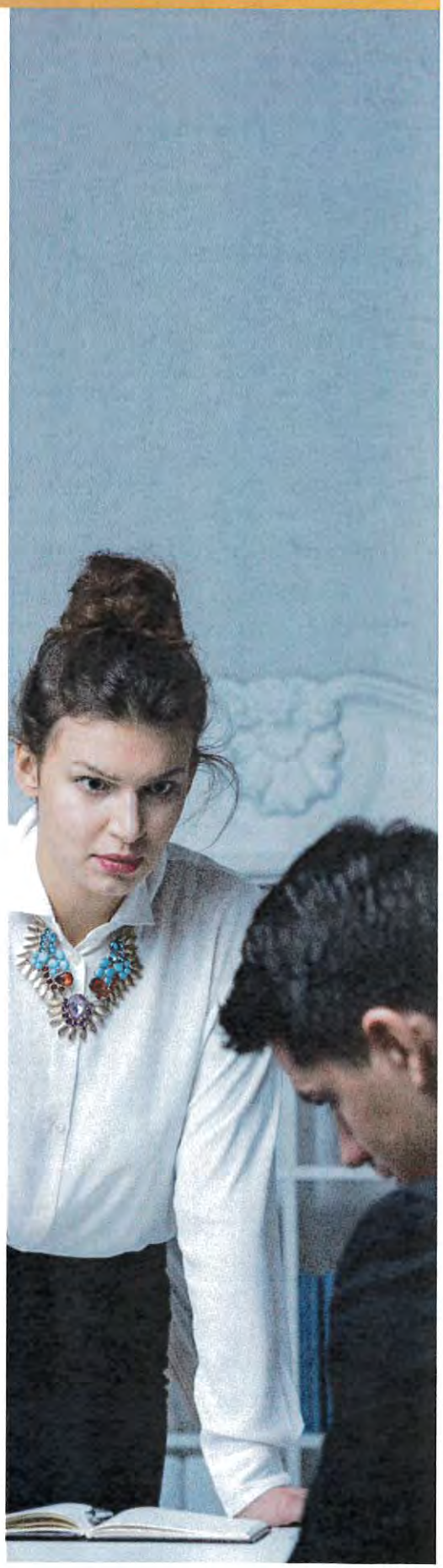
Workplace Harassment Prevention (for Employees) (1-2 hours)

Everyone has a right to work in an environment free from harassment or intimidation. This program examines what constitutes workplace harassment and what to do if it occurs. It also reviews the way workplace harassment may affect employee morale and increase legal and financial risks.

LEARNING OBJECTIVES:

After the workshop, participants should be able to know:

- Definitions of harassment.
- Legal definitions and liability guidelines.
- Why victims often don't report offenses.
- Remedies available to harassment victims.



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Workplace Harassment Prevention (for Supervisors/Managers (2 hours)

All employees have a right to work in an environment free from harassment or intimidation. This program examines what constitutes workplace harassment and what managers need to do if it occurs. This training uses both interactive exercises and direct instruction to teach managers and supervisors about their vital role in creating a respectful, harassment-free work environment. Management will also learn techniques for effectively intervening to stop inappropriate workplace behavior.

LEARNING OBJECTIVES:

After the workshop, participants should know:

- Definitions of harassment.
- Legal definitions and liability guidelines.
- Why supervisors must take action.
- Strategies for monitoring behavior and responding effectively.
- Why victims often don't report offenses.
- Remedies available to harassment victims.

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

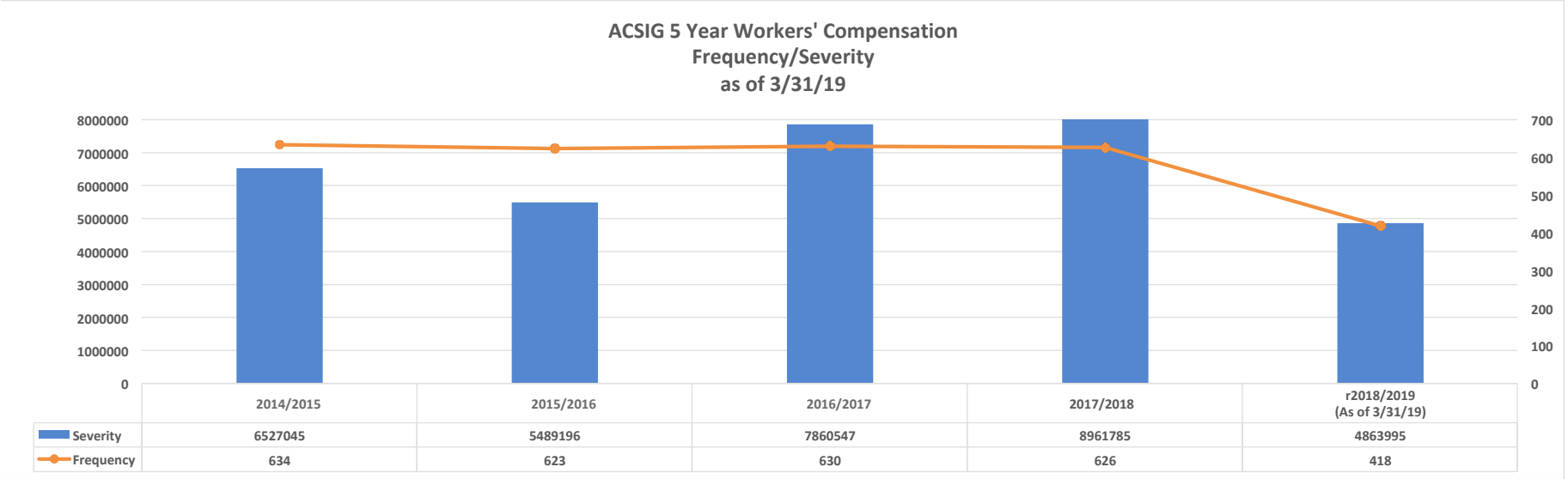
SUBJECT: 5-year Point-in-Time Comparison

As resources are dedicated to improve frequency and severity of injuries within ACSIG, it is important to review claims data to evaluate the effectiveness of programs. Through analysis, we can identify trends within Districts. Additionally, we can identify if there are any abnormalities between program years within Districts so resources can be targeted when necessary. The JPA is trending well.

Enclosed is the latest 5-year comparitive using fiscal year data. Michael Clark, our Risk Management Analyst, will be in attendance at the May 9, 2019 meeting to review this information with the Committee. This information is for review and no action is required.

ACSIG 5-Year Workers' Compensation Point in Time Report for Frequency & Severity

	2014/2015 FY		FY 2015/2016		FY 2016/2017		FY 2017/2018		FY 2018/2019	
	As of 6/30/15		As of 6/30/16		As of 6/30/17		As of 6/30/18		As of 3/31/19	
	Frequency	Severity	Frequency	Severity	Frequency	Severity	Frequency	Severity	Frequency	Severity
Alameda County Office of Education	5	$ 245,761	7	$ 132,586	0	$ -	6	$ 91,007	10	$ 64,224
Alameda Unified School District	58	$ 708,697	53	$ 499,039	56	$ 449,298	42	$ 871,776	27	$ 465,230
Albany Unified School District	17	$ 69,264	17	$ 183,033	14	$ 352,831	21	$ 574,032	20	$ 282,387
Castro Valley Unified School District	55	$ 586,919	33	$ 176,976	43	$ 522,336	34	$ 370,162	16	$ 245,999
Dublin Unified School District	32	$ 128,121	27	$ 117,678	59	$ 434,166	45	$ 305,866	28	$ 342,917
Eden Area ROP	3	$ 2,078	4	$ 13,313	5	$ 88,666	3	$ 2,654	3	$ 2,814
Emery Unified School District	2	$ 312	5	$ 92,827	8	$ 87,389	5	$ 71,210	3	$ 2,248
Fremont Unified School District	112	$ 1,339,750	129	$ 1,179,715	119	$ 2,172,400	144	$ 2,289,693	100	$ 1,530,807
Livermore Valley Joint Unified School District	56	$ 663,930	60	$ 760,828	59	$ 653,590	44	$ 590,296	39	$ 223,699
Mission Valley ROP	0	$ -	1	$ 531	8	$ 222,088	4	$ 36,672	5	$ 116,753
Mountain House	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
New Haven Unified School District	64	$ 416,916	70	$ 431,612	53	$ 623,189	56	$ 436,259	32	$ 254,863
Newark Unified School District	32	$ 228,605	29	$ 290,531	26	$ 310,595	27	$ 682,119	14	$ 54,533
Piedmont Unified School District	12	$ 101,511	14	$ 168,071	13	$ 323,791	15	$ 47,741	4	$ 4,139
Pleasanton Unified School District	72	$ 828,819	50	$ 817,013	66	$ 873,097	69	$ 825,793	44	$ 621,641
San Leandro Unified School District	46	$ 503,938	47	$ 344,360	34	$ 219,660	47	$ 1,003,100	29	$ 295,340
San Lorenzo Unified School District	66	$ 699,106	71	$ 274,373	64	$ 489,323	62	$ 758,638	42	$ 356,038
Sunol Glen School District	0	$ -	2	$ 1,934	0	$ -	1	$ 33	0	$ -
Tri Valley Regional Occupational Program	2	$ 3,316	4	$ 4,775	3	$ 38,130	1	$ 4,734	2	$ 363
Grand Total	**634**	**$ 6,527,045**	**623**	**$ 5,489,196**	**630**	**$ 7,860,547**	**626**	**$ 8,961,785**	**418**	**$ 4,863,995**



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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: 2018/2019 Service Plan

One of the excited and unique opportunities available to ACSIG and its member agencies is the existence of a Keenan Service Team. The current Service Team consists of the Account Manager, Tara Cooper-Salaiz, Loss Control Analyst, Dave Kundert, Claims Manager, Patrice Grant and Risk Management Analyst, Michael Clark and myself.

This team is assigned to ACSIG almost exclusively and works on many tasks throughout the year. For the 2018/2019 fiscal year, the Service Team developed a Service Plan to better document responsibilities and timelines.

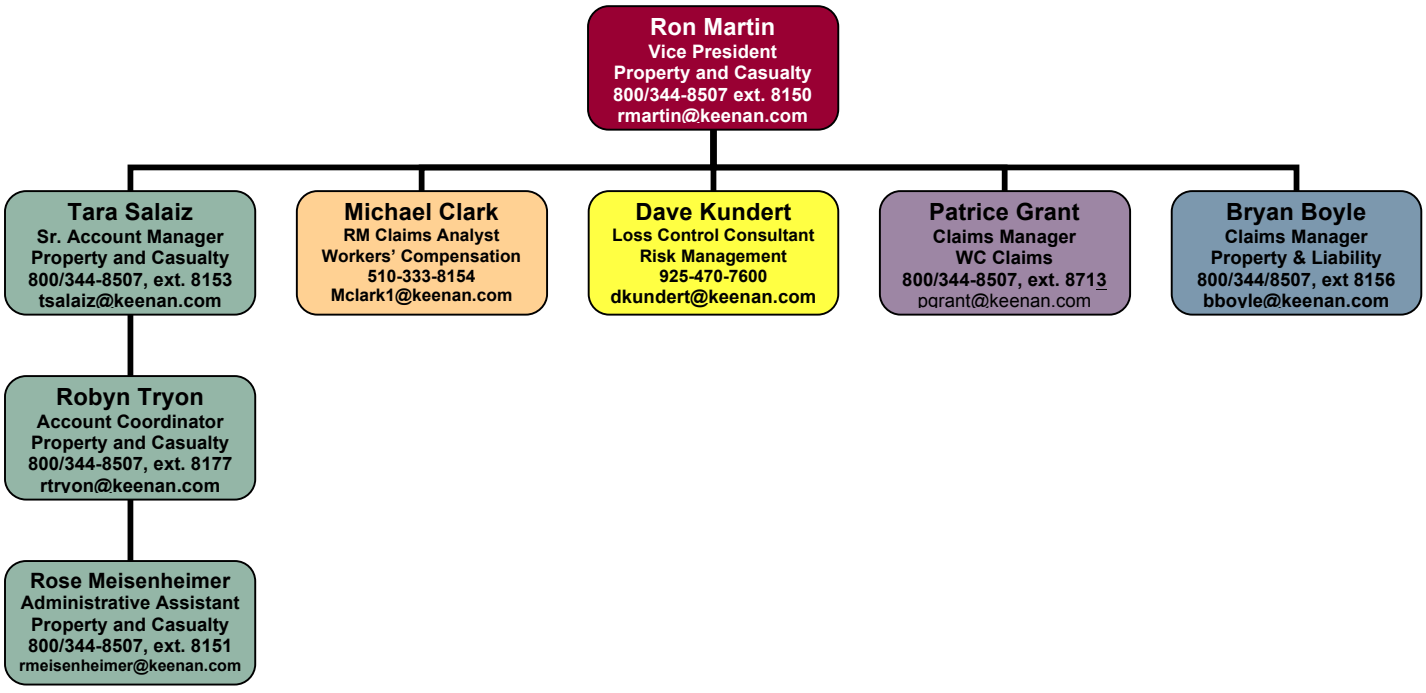
A representative from Keenan & Associates will review the Service Plan with the Executive Committee for their information.

2018/2019
Service Plan
Alameda County Schools Insurance Group (ACSIG)

OVERVIEW

The purpose of this Alameda County Schools Insurance Group specific plan is to provide focus and accountability for meeting the needs identified by the JPA and Keenan. The plan lists the specific Keenan services that have been and will be provided to the JPA, who is responsible for providing the service, and to the extent possible, when the services will be provided. The plan will serve as the guide for Keenan and the JPA to best address the JPA's service needs. Keenan will schedule monthly meetings with the JPA Executive Director to review the progress of the plan, and, if necessary, modify the plan to better meet our mutual goal of providing a safe and healthful environment. The plan is a fluid document meant to serve as a guideline to deliver agreed upon services. The plan is organized to reflect the coverage's and services provided by Keenan. Our integrated approach to providing services will ensure good communication and the delivery of quality services to meet your needs. The agreed upon services will be provided under the guidance of the Account Executive, Ron Martin, and the entire service team, who include; Tara Salaiz Sr. Account Manager, Robyn Tryon Account Coordinator, Rose Meisenheimer Administrative Assistant, Michael Clark Risk Management Claims Analyst, Dave Kundert Loss Control Consultant, Patrice Grant, Claims Manager, and Bryan Boyle, Property & Liability Claims Manager.

Keenan & Associates-Organization Chart:



ACTION PLAN

- **Lunch & Learns/Symposiums:**

  Keenan Contact: Service Team

  - First Quarter Topic: 10/10/18 – Telemedicine
  - Second Quarter Topic – 3/14/19 – Hot Topics

- **Targeted Outreach:**

  Keenan Contact: Service Team

  - The service team will review the top 5 injuries by occupation and cause over a 3-year period and look at what resources are available based on the data. The objective is to meet with districts to go over the data and resources available and to come up with a plan to help reduce frequency and severity. Below are the districts we will be focusing on this year:
    - New Haven
    - Dublin
    - Pleasanton
    - San Lorenzo
    - Livermore
    - Fremont
    - Alameda
    - Albany
    - Piedmont

- **Return to Work**

  Keenan Contact: Michael Clark

  - Focus districts: Alameda Unified, Fremont Unified & Pleasanton Unified
    - Meet with directors, identify and create productive tasks within their departments prior to injuries occurring. Goal is to implement RTW from the first day. With reduction of TTD Days and TTD paid by 25% from prior year.

- **Post offer, Pre-Employment Physicals & Job Analysis**

  Keenan Contact: Michael Clark

  - Albany USD – District actively utilizing the program for Custodian and Food Service positions.
  - Castro Valley – District actively utilizing the program.
  - New Haven – District interested in the program and need to further discuss internally before moving forward.
  - Identify additional districts to participate in the program.

- **HR Monthly Meetings**

  Keenan Contact: Michael Clark

  - Keenan will present at HR monthly meetings at a minimum twice per year.

- **P&C Bridge/KSS**

  Keenan Contact: Tara Salaiz
  - Mandated Reporter – AB1432
  - Integrated Pest Management – SB 1405
    - Assist districts with uploading employee data
    - Assist districts with course assignments and new hire training plans
  - Provide training to new district contacts and to current contacts as needed.

- **Reports to Kimberly:**

  Keenan Contact: Service Team
  - Monthly Point in time comparison report. – Michael Clark
  - Quarterly Loss Trend Report – Michael Clark
  - Monthly PC Bridge/Keenan SafeSchools Usage Report – Tara Salaiz

- **Frontline Provider Relations:**

  Keenan Contact: Michael Clark
  - Monitor treatment protocols and communication of affiliated facilities
    - Kaiser On The Job
    - US Healthworks
    - Valley Care/Stanford
    - CCCMA – St. Rose Occupational Medicine
    - Washington Health Systems
    - Doctors Express
    - Concentra Urgent Care

- **Company Nurse – Nurse Triage Program**

  Keenan Contact: Michael Clark
  - Monitor implementation of newest district participants:
    - Piedmont – Effective 11/15/18
  - Continue to monitor progress of established Company Nurse District participants:
    - San Leandro USD
    - Newark USD
    - San Lorenzo USD
    - Castro Valley USD
    - New Haven USD
    - Pleasanton USD
    - Fremont USD
    - Albany USD
    - Emery USD
    - Dublin USD
    - Mountain House
    - Livermore JUSD
    - Alameda COE

- **100% Closing Ratio:**
  Keenan Contact: Patrice Grant

- **Reduction of Tail Claims:**
  Keenan Contact: Patrice Grant
  - 10% reduction in tail claims

- **Diary Review:**
  Keenan Contact: Patrice Grant
  - Maintain diary review of no greater than 60 days on unresolved claims and 90 to 180 days on future medical claims, with supervisor approval. Maintain current diary, in accordance with the above, no greater than 14 days and no more than 10% of caseload off diary.

- **Quarterly Claim Reviews:**

Keenan Contact: Patrice Grant/Examiners (Lead) Michael to Attend

- Claim Reviews will be completed either annually, semi-annually, quarterly or monthly depending on the total open claim count for each district as follows:

Quarterly: Districts with open claims totaling 50+ to include:
Alameda
Fremont
New Haven
Pleasanton
San Leandro
San Lorenzo

Semi-Annually: Districts with open claims totaling 11 – 49 to include:
Albany
Castro Valley
Dublin
Livermore – Moved per district request
Newark

Annually: Districts with open claims totaling 10 or less to include:
ACOE
Eden Area ROP
Emery
Mission Valley ROP
Mountain House
Piedmont
Sunol Glen
Tri Valley ROP

- Exceptions to the above schedule:
  - Any districts with change in HR staff, especially our key day to day players. When a change in staff occurs, we will schedule a claim review to take place within 60 to 90 days from the change to bring the new players up to speed and will offer quarterly reviews until the new staff is comfortable to go otherwise.
  - If anyone requests an earlier review or if problems or difficulties are occurring where a claim review may resolve any issues, etc.
- If any of the districts are not cooperative with scheduling their claim review, will discuss with Kimberly at regular monthly team meetings to develop plan for compliance.

Property & Liability

ACTION PLAN

- **NCR ReLiEF Inspections:**
  Keenan Contact: Dave Kundert

  - Provide NCR relief inspections & audits annually
  - Schedule of inspections/audits by district:

    - Alameda COE – Inspection
    - Alameda USD - Inspection
    - Albany – Inspection
    - Castro Valley – Inspection
    - Dublin – Inspection
    - Eden Area ROP – Inspection
    - Emery – Inspection
    - Fremont - Audit
    - Livermore – Audit
    - Mission Valley ROP – Inspection
    - Mountain House – Inspection
    - New Haven – Audit
    - Newark – Audit
    - Piedmont – Inspection
    - Pleasanton – Inspection
    - San Leandro – Inspection
    - San Lorenzo – Audit
    - Sunol Glen – Inspection
    - Tri-Valley ROP – Inspection

Alameda County Schools Insurance Group
P.O. Box 2487
Dublin, CA 94568
Phone (925) 225-1030
Fax (925) 225-0653
www.acsig.com

EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Proposal for Claims Administration

Beginning in July 2007, ACSIG contracted with Keenan & Associates to administer all Workers' Compensation claims for the Alameda County Schools Insurance Group's member agencies. When ACSIG joined PIPS in July 2009, the contract was extended for 2 years to keep continuity in services since Keenan & Associates also administers all PIPS claims. The current contract expires in July 2019.

Ron Martin from Keenan & Associates will be available to speak to this item and present a proposal from Keenan & Associates for continuation of services to the Executive Committee meeting.

Information is enclosed from Keenan & Associates. The Executive Committee will review this information. The costs of the agreement have been adjusted to reflect the decrease in tail claims.

RENEWAL AMENDMENT No 1

This Amendment hereby amends the **Run-Off Claims Administration Agreement** ("Agreement") dated **July 1, 2017** by and between **Keenan & Associates** and **Alameda County Schools Insurance Group** (hereinafter referred to collectively as the "Parties") as follows:

WHEREAS, the current term of the Agreement shall expire on **June 30, 2019**; and

WHEREAS, the Parties desire to continue their relationship subject to the terms and conditions outlined in the Agreement;

NOW, THEREFORE, the Parties agree as follows:

1. The Agreement is hereby renewed for an additional **two (2)** year term beginning on **July 1, 2019** and ending on **June 30, 2021** ("Renewal Term").

2. The Client agrees to pay Keenan, for the term of this Agreement, a total fee of $270,000 to be paid as follows:
   a. $135,000, payable in equal quarterly installments commencing on July 1, 2019, and
   b. $135,000, payable in equal quarterly installments commencing on July 1, 2020.

3. The PRIME Fee Schedule, effective July 1, 2018 and attached hereto as Exhibit C, hereby replaces the previous Prime Fee Schedule as of the effective date of this agreement.

4. All the remaining terms and conditions of the Agreement shall remain unchanged and in full force and effect, and shall govern the conduct of the Parties during the Renewal Term.

5. The effective date of this Amendment is **July 1, 2019**.

6. Each person signing this Amendment to the Agreement on behalf of a Party represents and warrants that he or she has the necessary authority to bind such Party and that this Amendment is binding on and enforceable against such Party.

Alameda County Schools Insurance Group			**Keenan & Associates**	
Signature:			**Signature:**	
By:	**Kimberly Dennis**		**By:**	**Tara Schilling**
Title:	**Executive Director**		**Title:**	**Senior Vice President**
Address:	**P.O. Box 2487, Dublin, CA 94568**		**Address:**	**2355 Crenshaw Blvd., Suite 200 Torrance, CA 90505**
Email:	**kdennis@acsig.com**		**Email:**	**rmartin@keenan.com**
Attention:	**Kimberly Dennis**		**Attention:**	**Ron Martin**

EXHIBIT C

PRIME
A Keenan Solution

Fee Schedule– Effective July 1, 2018
(Subject to change upon notice)

MANAGED CARE

Early Intervention Initial Assessment / Triage ..... $50 / Hour

Telephonic Case Management (TCM) ..... $98 / Hour

- PPO Channeling
- 4 PT Contact
- Initial Evaluation
- RTW Plan
- Medical Care Evaluation
- Written/Case Management Action Plan

Utilization Review ..... $110 / Referral

Physician Advisor ..... $225 / Referral

- Medical Necessity Determination
- Physician-to-Physician Contact

Specialty Physician Review ..... $375 / Hour

- Specialty match required
- Appeals

STOP (Pharmacy Review) ..... $300 / Hour

- Peer-to-Peer Contact by Physician
- Management of Opioid Use
- Written Treatment Plan / Recommendations

BILL REVIEW

Minimum Processing Fee of $10 per bill

Price bills to State Fee Schedules ..... 12% of Savings

- $15,000 per bill cap regardless of savings

PPO Network Access (Anthem) ..... 24% of Savings

- $15,000 per bill cap regardless of savings
- Retrospective Network Capture
- Preferred Vendor Pricing (Ancillary Services)

MPN Access ..... $3.50 per MPN bill

- Care Concierge™ Medical Access Assistant
- Physician Based Outcome Analytics

Pharmacy Benefit Management ..... 20% of Savings

- Additional $3.00 per prescription administrative fee

Negotiations ..... 24% of Savings

Complex Bill Review by Physician ..... 24% of Savings

eBill Access ..... $1.20 per e-bill

State Reporting Administrative Fee ..... $1.35 per bill

Alameda County Schools Insurance Group
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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: 2018/2019 Actuarial Report for Workers' Compensation Ultimate Loss

There are many things that the actuary looks at when determining the ultimate loss calculation. Essentially, the prior years' information regarding ultimate claim value, payout patterns, pending litigation changes and other known or anticipated changes within the market are considered when determining estimate, ultimate loss numbers. This estimation is then applied as a per $100/payroll calculation to current reserves.

The assumptions used in this report are:

- 1.5% Discount
- Funding at Expected

These assumptions are unchanged from the previous study.

In an effort to get the most accurate information reflected upon on financial statements and for discussions on the Workers' Compensation deficit, Bay Actuarial has provided a new actuarial study using actual claims data through December 31, 2018.

The Executive Director will review this report with the Executive Committee.

Alameda County Schools Self Insurance Group

An Actuarial Review of the Workers' Compensation Program

DRAFT

BAY ACTUARIAL CONSULTANTS
Moraga, California
February 1, 2019

Bay Actuarial Consultants

February 1, 2019

Ms. Kimberly Dennis
Executive Director
Alameda County Schools Insurance Group
P.O. Box 2487
Dublin, CA 94568

Dear Ms. Dennis:

This report documents our actuarial review of the Alameda County Schools Insurance Group's workers' compensation program. We appreciate the opportunity to serve the Group.

If you have any questions, please call me at (925) 377-5269.

Respectfully,

BAY ACTUARIAL CONSULTANTS

Jack Joyce

Jack Joyce, FCAS, MAAA
Principal

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346 Rheem Blvd., Suite 204, Moraga, California 94556
Tel 925.377.5269 · Fax 925.377.5270 · www.bayactuarial.com

Alameda County Schools Insurance Group

An Actuarial Review of the Workers' Compensation Program

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Alameda County Schools Insurance Group

An Actuarial Review of the Workers' Compensation Program

Introduction

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Alameda County Schools Insurance Group

An Actuarial Review of the Workers' Compensation Program

Introduction

Background & Purpose

The Alameda County Schools Insurance Group ("ACSIG") self-insured its workers' compensation claims until June 30, 2009. ACSIG joined the Protected Insurance Program for Schools ("PIPS") on July 1, 2009, and is not directly self-insuring new claims.

ACSIG has asked Bay Actuarial Consultants to provide an actuarial report on its workers' compensation program. This report covers the following topics:

1) **Unpaid Losses.** We estimated the unpaid self-insured losses as of December 31, 2018 and projected the June 30, 2019 liability.
2) **Benchmark 2019-20 Rates.** We projected the losses expected to be incurred during 2019-20, expressed as a rate of loss per $100 of payroll.
3) **Discounting.** We discounted the estimated liabilities and the projected 2019-20 loss rate. Discounting takes into account the fact that workers' compensation losses are incurred whenever an accident happens but are paid out over thirty or forty years.
4) **Variability of Estimated Losses.** An analysis of items (1) and (2) above, in terms of "probability levels."

Conditions & Limitations

This report is for ACSIG's internal use. ACSIG may provide a copy to its financial auditors. Bay Actuarial does not authorize any other use. In particular, those interested in providing insurance to ACSIG must perform their own actuarial analysis and may not rely upon our work.

Keenan & Associates ("K&A") and ACSIG provided the loss and payroll data.

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The term “losses” refers to all costs that can be tied to a specific claim. These include loss payments, attorney’s fees, and other expenses linked to a specific claim. The actuarial projections in this report are estimates. Uncertainty is unavoidable because many of the events that will determine future claims costs have not yet taken place. These events include, but are not limited to, future legislation or ballot initiatives that may change statutory benefit levels or the workers’ compensation laws, changes in the rate of inflation, and the outcomes of future administrative proceedings and litigation. Our projections are based upon ACSIG’s historical experience. We did not anticipate any extraordinary changes in the various factors that might affect the future cost of claims. We used methods that should produce reasonable results given current information. There is no guarantee, express or implied, that losses will develop as projected in this report.

The term “limited losses” means that any claims that exceeded the stated SIR have been limited in this analysis exactly to the stated amount of the SIR. The data that the TPA provided does not indicate whether or not the excess insurer has actually paid the full amount of every claim that has exceeded the SIR. We assume, of necessity, that they have reimbursed, and will continue to reimburse, the full amount of each claim that exceeds the SIR. In addition, the data was provided on a per-claim basis and not on a per-occurrence basis. Therefore it was necessary to assume that each claim will be treated as a single occurrence in applying the SIR. The SIR normally applies to each occurrence and not to each claim. This is a very mildly conservative assumption because multi-claimant losses are extremely rare.

Organization of the Report

We have divided the remainder of this report into ten sections: the *Management Summary*, the *Technical Approach* section, the *Summary Exhibits*, the *ULAE Exhibits*, the *Fiscal Year End Exhibits*, the *Limited Loss Exhibits*, the *Gross Loss Exhibits*, the *Future Loss Exhibits*, the *Discounting Exhibits,* and the *Claims Data*.

The *Management Summary* gives an overview of the results of our analysis. The *Technical Approach* section explains and discusses the assumptions and details underlying our calculations. The *Exhibits* document the actual calculations used in developing our results.

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Alameda County Schools Insurance Group

An Actuarial Review of the Workers' Compensation Program

Management Summary

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Alameda County Schools Insurance Group

An Actuarial Review of the Workers' Compensation Program

Management Summary

Unpaid Losses @ 12/31/18 & 6/30/18

We estimate that ACSIG's liability for unpaid losses was **$14,260,000** on December 31, 2018 and project that it will be **$13,516,000** on June 30, 2019. The corresponding discounted values (at 2.0% interest) are **$12,249,000** and **$11,611,000**. In estimating the liability we limited the individual losses to the self-insured retention ("SIR") that was in place at the time of the loss. Table I shows these values and some higher "probability levels."

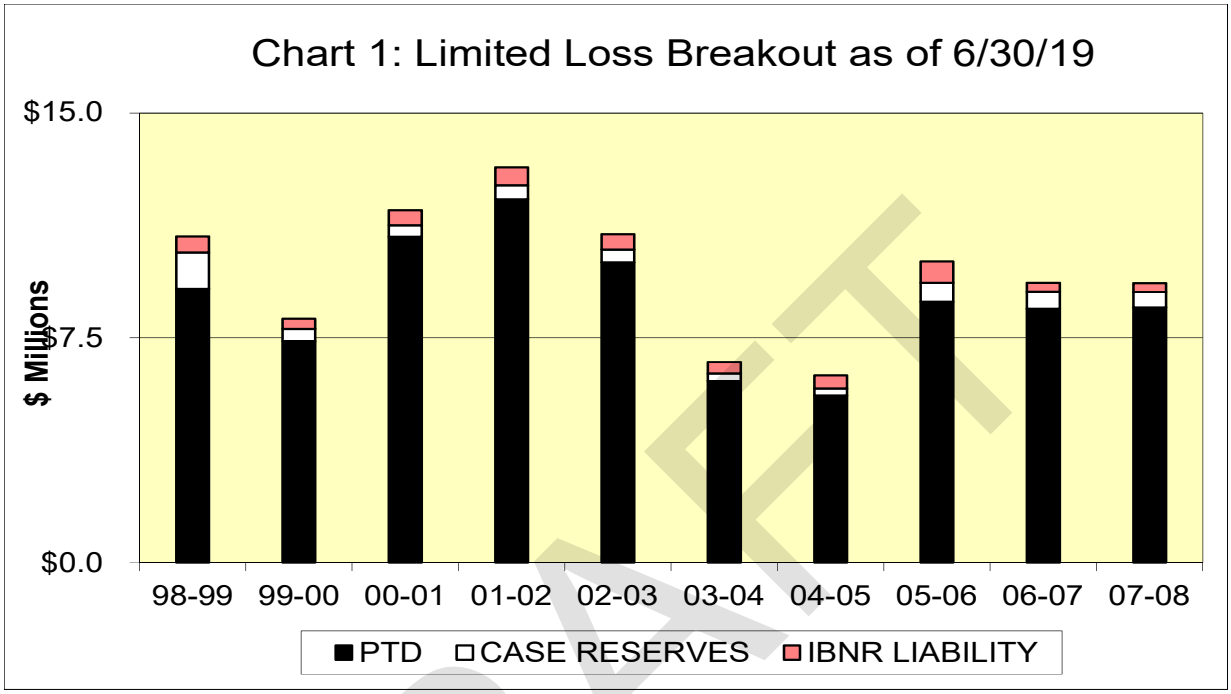
Table I: Estimated/Projected Liability at 12/31/17 & 6/30/18
(Dollars in Thousands – excluding ULAE)

Probability Level	Undiscounted		Discounted (2.0% Interest)	
	12/31/18	6/30/19	12/31/18	6/30/19
Central Estimate	**$14,260**	**$13,516**	**$12,249**	**$11,611**
60%	14,597	13,835	12,539	11,843
70%	15,263	14,482	13,111	12,424
80%	16,092	15,289	13,823	13,120
90%	17,332	16,498	14,888	14,165

This estimate covers the liability for losses and allocated loss adjustment expenses ("ALAE"). There was also a liability for future claims handling costs ("unallocated loss adjustment expense," or "ULAE"). We estimate the undiscounted ULAE liability at $1,477,000 on December 31 and project $1,404,000 on June 30. The discounted ULAE liabilities are 14.1% less than these amounts when discounted at a 2.0% interest.

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Chart 1 breaks down the losses from the self-insured 1999-00 through 2008-09 program years into their components: losses paid, case loss reserves, and the incurred-but-not-reported ("IBNR") liability. There is roughly **95¢** of IBNR liability for every dollar in case reserves for known claims.



The term "Limited" in the Chart 1 title means that the data represent only the losses retained by ACSIG after the excess insurance pays for any "excess" losses. Excess losses are losses that exceed ACSIG's stated self-insured retention ("SIR"), which was $250,000 per loss when self-insurance ended on June 30, 2009. These estimates are based on the assumption that the excess insurer will fully pay the portion of any loss that exceeds the stated SIR.

Short-Term Liability

The short-term liability is the portion of the 6/30/19 liability that will be discharged during 2019-20. We estimate the short-term liability at $1.296 million. The remaining $12.220 million is long-term. Our previous report was based on 12/31/17 claims data. Claims expenditures on the self-insured claims during calendar year 2018 were $0.838 million. Projected self-insured expenditures for the first six months of 2019 are $0.744 million.

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Reconciling the 12/31/17 Liability

Table II reconciles the estimate of the 12/31/17 liability from our report of January 31, 2018 with the new estimate of the 12/31/18 liability, matching the undiscounted central estimate shown in Table I on page 6.

Table II: Reconcile 12/31/17 & 12/118 Liabilities ($ Millions)	
Estimated 12/31/17 Liability	$17.088
Payments 1/1/18 to 12/31/18	-0.838
Change in estimates for 12/31/17 and Prior	-1.990
12/31/18 Liability	$14.260

Projected 2019-20 Benchmark Loss Funding Rates

Table III shows ACSIG's projected rates of loss for 2019-20 at various self-insured retentions: $250,000, $500,000, $1,000,000, and unlimited. These rates are discounted at 2.0% interest. The Table shows, in addition to the "actuarial central estimates," additional rows showing rates at higher probability levels. These higher probabilities mean that the corresponding rates are more likely to eventually turn out to have been adequate. For example, we estimate that there is a 70% probability that the actual 2019-20 unlimited loss rate will be less than **$1.83**. Last year our corresponding projection for 2018-19 (if discounted at 2.0% interest) was **$1.88**, so there was little change during 2018. Last year the projected unlimited undiscounted central value rate for 2018-19 was $1.91. This year the corresponding rate projected for 2019-20 is $1.90.

Table III: Projected 2019-20 Discounted Loss Rates (2.0% Interest Rate)				
Probability Level	$250K SIR	$500K SIR	$1,000K SIR	Unlimited SIR
Central Estimate	**$1.33**	**$1.52**	**$1.61**	**$1.67**
70%	1.44	1.65	1.77	**$1.83**
80%	1.52	1.75	1.88	1.96
90%	1.64	1.89	2.05	2.14

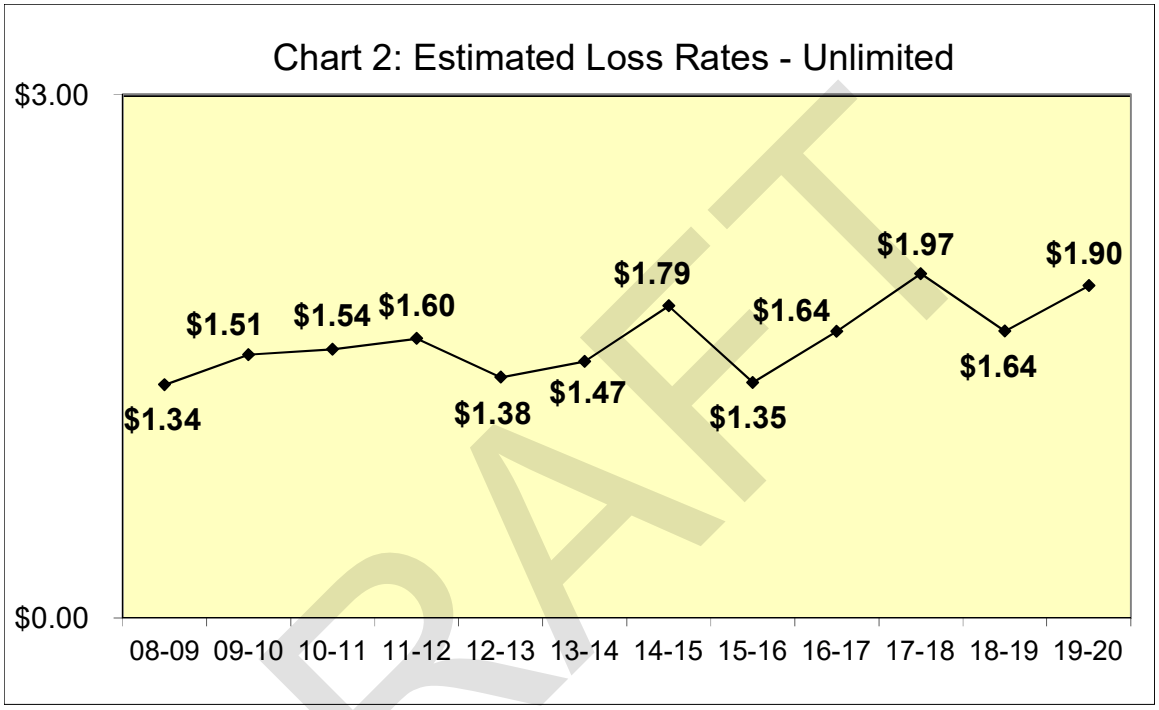
Table IV on page 12 contains multiplicative factors that convert the Table I and III entries to their equivalents when discounted at interest rates other than 2.0%. The Table III rates do not reflect the full cost of self-insurance because they do

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not include claims handling fees (ULAE), administrative costs, or the cost of excess insurance coverage.

ACSIG's Past Rates of Loss

Chart 2 shows the program's estimated past rates of loss. The loss rate is equal to the estimated total losses for the year divided by the payroll. These are unlimited undiscounted loss rates.

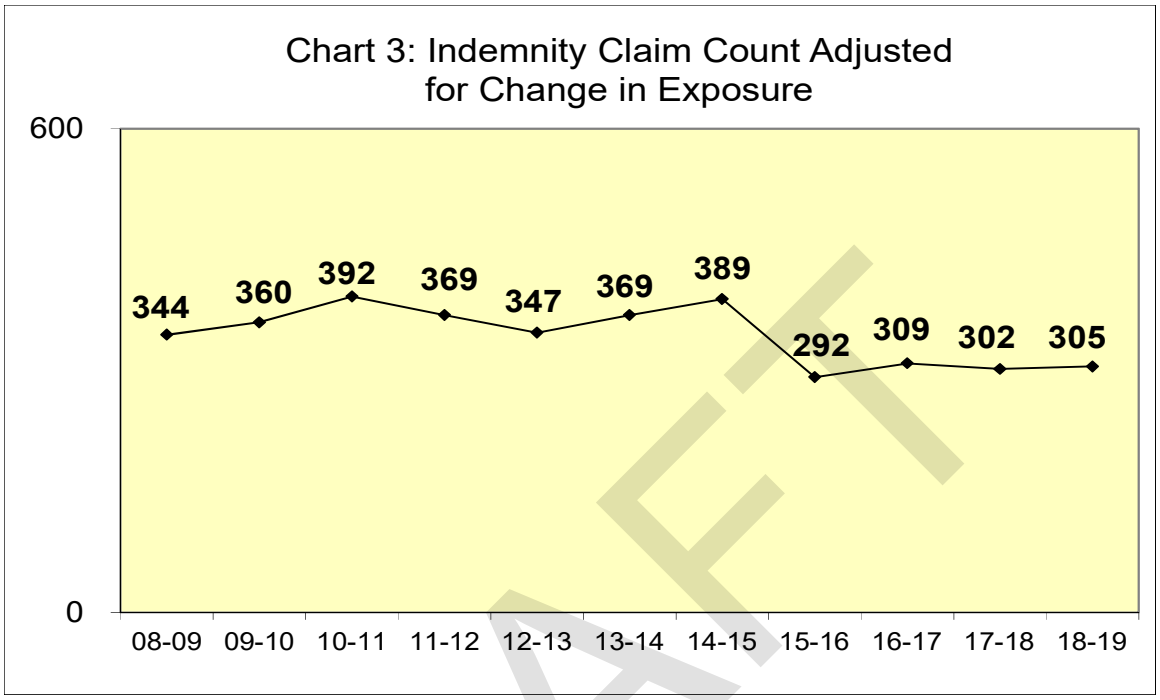


The *undiscounted* Chart 2 rate of **$1.90** for 2019-20 corresponds to the *discounted* unlimited rate of **$1.67** in Table III. The projected 2018-19 rate of $1.64 is still a very rough estimate, since only 1/2 of the 2018-19 program year losses had occurred through 12/31/18, the evaluation date of the data.

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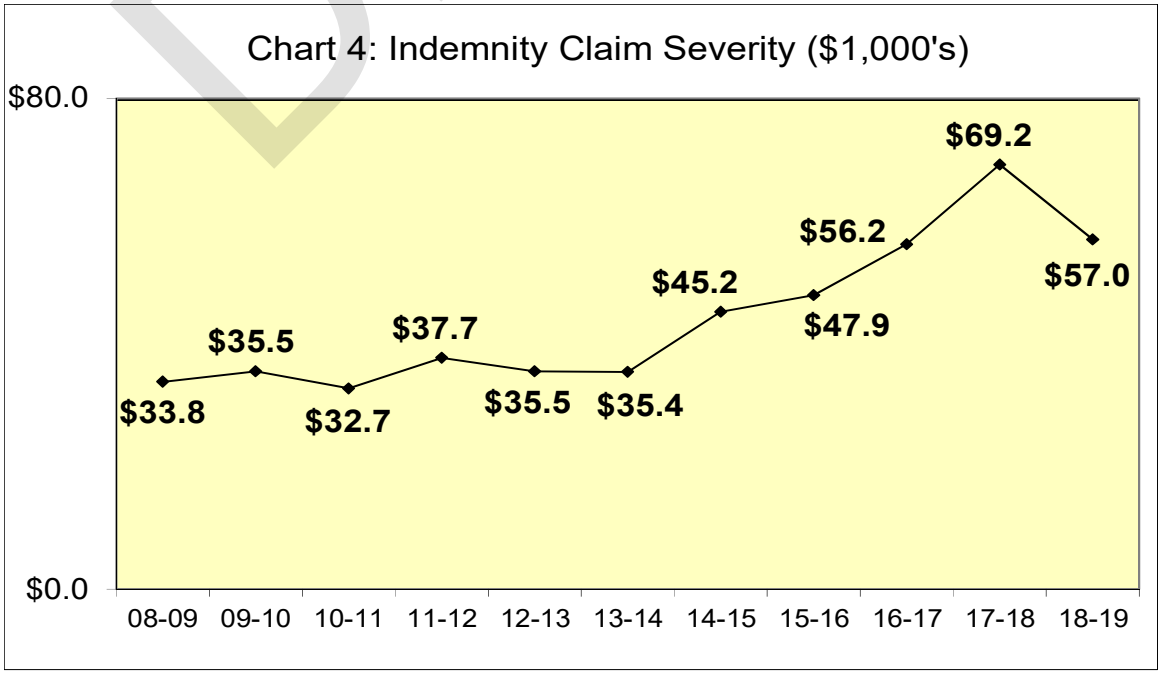
Indemnity Claim Frequency

We track the number of Indemnity claims, adjusting for changes in exposure to loss.



Average Indemnity Claim Amount ("Severity")

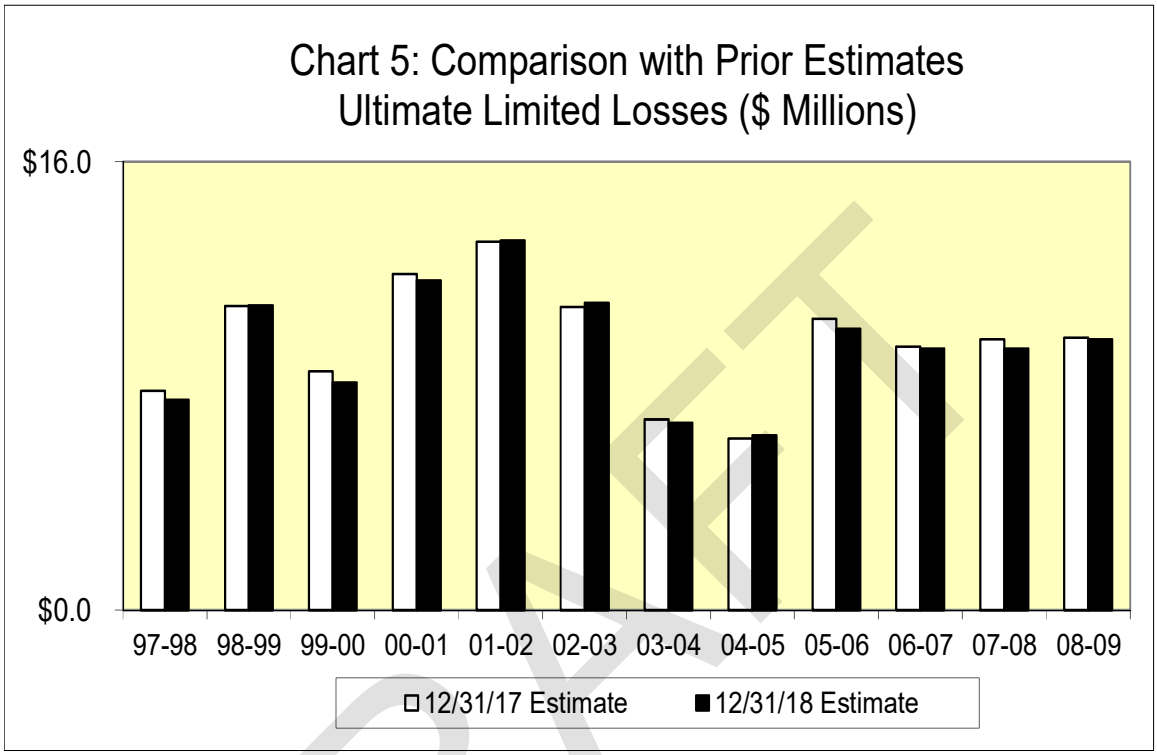
Severity is the average indemnity claim amount at ultimate settlement value. We calculate severity by dividing our estimate of the total loss incurred in a year by the number of indemnity claims incurred that year. ACSIG's indemnity claim severity is roughly average for California K-12's.



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Comparison with Prior Estimates

Chart 5 compares the new estimates of the ultimate limited with those from the 2018 report. The total change was -$1.990 million.



Lifetime Medical Claim Exposure

One of the benefits that injured workers receive is lifetime medical coverage for their injuries. When the claims examiners do not foresee any future expense on a claim and there have been no expenditures on that claim over the past twelve months they "close" the claim. However, some of these claims do re-open and incur additional costs. There are currently 373 "future medical" claim files with potential future medical payments, $0 in reserves, and total paid less than the SIR. At 12/31/17 there were 356 of these types of cases. To put these numbers in context, there were only 99 open self-insured indemnity claims on December 31, 2018.

When we estimate the IBNR liability our actuarial methods normally provide for potential lifetime medical claims, except in program years where no active claims exist. The 1978-79, 1983-84, and 1989-90 program years have no active claims but do have a total of four potential future medicals, so there is still a small self-insurance exposure in those program years.

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Interest Rates

We discounted the rates and liabilities in Tables I and II at 2.0% interest. Table IV provides factors to convert the rates and liabilities in this report to equivalent values at different interest rates. These are multiplicative factors, applicable to rates and liabilities discounted at 2.0% interest.

Table IV: Interest Rate Adjustment Factors						
Interest Rate	**0.0%**	**1.75%**	**2.0%**	**2.25%**	**2.61%**	**2.62%**
UNL Rate	**1.143**	**1.016**	**1.000**	**0.985**	**0.965**	**0.965**
1M Rate	**1.139**	**1.015**	**1.000**	**0.985**	**0.965**	**0.965**
500K Rate	**1.106**	**1.011**	**1.000**	**0.988**	**0.971**	**0.971**
250K Rate	**1.127**	**1.015**	**1.000**	**0.986**	**0.968**	**0.967**
6/30/19 Liability	**1.164**	**1.019**	**1.000**	**0.983**	**0.958**	**0.957**

We included columns for interest rates of 2.61% and 2.62% in addition to columns for the “round number” values. Those were the “risk-free buy-and-hold” interest rates appropriate for discounting the rates and liabilities, respectively, as of 2/1/19. If one were to assemble a hypothetical portfolio of US Treasury bills, notes, and bonds selected to mature just as the expected claims payments on the 2019-20 losses come due, that portfolio would yield an overall interest rate of 2.61%. If one were to assemble a similar hypothetical portfolio with securities selected to mature just as the expected payments on the 6/30/19 liability come due, that portfolio would yield 2.62%. The “risk-free buy-and-hold” rates are useful benchmarks that anyone can calculate for themselves, given the timing of the projected claims payments.

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Alameda County Schools Insurance Group

An Actuarial Review of the Workers' Compensation Program

Technical Approach

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An Actuarial Review of the Workers' Compensation Program

Technical Approach

This section describes the actuarial calculations. This report is based on claims data evaluated as of December 31, 2018.

Exhibits

Summary Exhibits

These exhibits summarize the analysis and conclusions. Summary Exhibit 1 shows the projected liability for unpaid losses as of June 30, 2019. Summary Exhibit 2 shows projected loss funding rates for 2019-20. Summary Exhibit 3 shows the estimated unpaid losses by program year from the self-insurance program on both discounted and non-discounted bases, as of June 30, 2019.

ULAE Exhibits

These exhibits show the ULAE liability as of June 30, 2019.

Fiscal Year End Exhibits

These exhibits show the unpaid losses as of December 31, 2018 and June 30, 2019.

Limited Loss Exhibits

These exhibits show the estimation of the limited ultimate losses for each program year. We start with the gross (unlimited) loss estimates and adjust them to a limited basis to reflect the effect of excess insurance. We assume that excess insurance has in the past and will continue in the future to pay all losses that exceed the stated SIR.

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Gross Loss Exhibits

These exhibits show the various actuarial projection methods and summarize the results for each program year, on a gross (unlimited loss) basis.

We used five different actuarial methods:

1) Reported loss projection method;
2) Paid loss projection method;
3) IBNR to Case Reserves Ratio method;
4) Bornhuetter-Ferguson method using reported losses; and
5) Frequency times Severity method.

Gross Loss Exhibit 1 summarizes the results of these methods.

Future Loss Exhibit

This exhibit shows the projection of the loss rate for 2019-20.

Discounting Exhibits

These exhibits show the discounting of the remaining unpaid losses and the projected future loss rate. They also include the Program Information Exhibit.

Claims Data

These exhibits show the gross development triangles for reported losses, paid losses, and number of claims reported. The latest data (lowest diagonal) is evaluated as of December 31, 2018.

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Alameda County Schools Insurance Group
Workers' Compensation Program

Actuarial Analysis of the
Workers' Compensation Program

Summary Exhibits

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Alameda County Schools Insurance Group
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019

Self-Insured Losses Limited to Stated SIR

(1)	Projected Unpaid Losses:	$13,515,702
(2)	Discounted Value of Unpaid Losses: (Assuming 2.00% Interest Rate)	$11,610,989

Probability Levels

Probability Level (3)	Probability Factor (4)	Discounted * Liability (5)
10%	0.80	$9,288,791
20%	0.86	9,985,451
30%	0.90	10,449,890
40%	0.94	10,914,330
50%	0.98	11,378,769
Central Estimate	**1.00**	**11,610,989**
60%	1.02	11,843,209
70%	1.07	12,423,758
80%	1.13	13,120,418
90%	1.22	14,165,407

* Multiply by 1.164 to obtain undiscounted values.

Notes:

(1) Page 54, Column (1).
(2) Page 54, Column (3).
(3) Estimated probability that funding will be adequate.
(4) Estimated by BAC.
(5) (2) x (4).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Projected Unlimited Rate for 2019-20

	Loss Rate
(1) Discounted Loss Rate: (as of July 1, 2019, 2.00% interest rate)	$1.67

Probability Levels

Probability Level (2)	Probability Factor (3)	Discounted * Rate (4)
0.30	0.88	$1.47
0.40	0.93	1.55
0.50	0.98	1.63
Central Estimate	**1.00**	**$1.67**
0.60	1.04	1.73
0.70	1.10	1.83
0.80	1.17	1.95
0.90	1.28	2.13

* Multiply by 1.143 to obtain undiscounted rates.

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Notes:

(1) [Page 52, Item (12)] x [Page 55, Item (4)].
(2) Estimated probability that funding will be adequate.
(3) Estimated by BAC.
(4) (1) x (3).

Alameda County Schools Insurance Group
Workers' Compensation Program

June 30, 2019 Summary
Self-Insured Losses Limited to Stated SIR

Program Year	Undiscounted Value: Claims Liabilities as of 6/30/19 (1)	Discounted (2.00% Interest) Claims Liabilities as of 6/30/19 (2)	Estimated Ultimate Losses (3)
1985-86	$25,545	$23,823	$2,890,000
1986-87	157,815	145,185	3,050,000
1987-88	56,681	51,715	2,940,000
1988-89	28,947	26,167	4,040,000
1989-90	12,214	11,132	2,940,000
1990-91	195,745	178,917	5,690,000
1991-92	168,140	151,899	5,330,000
1992-93	290,867	259,922	4,390,000
1993-94	308,961	273,136	4,048,000
1994-95	303,767	266,764	5,090,000
1995-96	345,827	301,921	5,710,000
1996-97	493,394	429,997	7,670,000
1997-98	703,948	616,181	7,510,000
1998-99	1,751,300	1,523,766	10,880,000
1999-00	738,615	637,219	8,130,000
2000-01	886,635	761,626	11,760,000
2001-02	1,068,573	912,773	13,190,000
2002-03	942,214	803,124	10,960,000
2003-04	638,675	541,939	6,690,000
2004-05	672,480	568,856	6,240,000
2005-06	1,341,008	1,134,209	10,040,000
2006-07	869,004	727,805	9,340,000
2007-08	813,603	680,270	9,330,000
2008-09	701,743	582,643	9,660,000
Total	$13,515,702	$11,610,989	$167,518,000

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Notes:
(1) Page 54, Column (1).
(2) Page 54, Column (3).
(3) Page 30, Column (6).

Alameda County Schools Insurance Group
Workers' Compensation Program

Actuarial Analysis of the
Workers' Compensation Program

Unallocated Loss Adjustment Expenses

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Alameda County Schools Insurance Group
Workers' Compensation Program

Estimated ULAE Ratio

(1) Selected Ratio of ULAE to Loss: 13.0%

	Case Reserves	IBNR Liability	Total
(2) Ratio of Unpaid ULAE to Unpaid Loss:	6.5%	13.0%	
(3) Unpaid Loss as of 6/30/19 ($1,000's):	$21,487	$53	$21,540
(4) Unpaid ULAE as of 6/30/19 ($1,000's):	$1,397	$7	$1,404
(5) Ratio for Different Evaluation Dates:			6.5%

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Notes:

(1) Estimated by BAC.
(2) Case Reserves: 50% x (1); IBNR Liability: 100% x (1).
(3) Gross Liability as of 06/30/19.
(Self-Insured years only.)
99.5% of IBNR was treated as Case Reserves.
(4) (2) x (3).
(5) [Sum of (4)] / [Sum of (3)].

Alameda County Schools Insurance Group
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019

Unlimited Losses

Program Year	Estimated Ultimate Losses (1)	Projected Losses Paid as of 6/30/19 (2)	Projected Case Reserves 6/30/19 (3)	Projected Reported Losses as of 6/30/19 (4)	Projected IBNR as of 6/30/19 (5)	Projected Unpaid Losses as of 6/30/19 (6)
1985-86	$2,900,000	$2,864,455	$27,187	$2,891,643	$8,357	$35,545
1986-87	3,050,000	2,892,185	142,029	3,034,214	15,786	157,815
1987-88	2,940,000	2,883,912	36,664	2,920,576	19,424	56,088
1988-89	4,040,000	4,011,053	9,910	4,020,963	19,037	28,947
1989-90	2,940,000	2,928,587	1,208	2,929,795	10,205	11,413
1990-91	5,690,000	5,494,528	92,942	5,587,470	102,530	195,472
1991-92	5,330,000	5,161,860	56,717	5,218,577	111,423	168,140
1992-93	4,390,000	4,100,155	186,018	4,286,173	103,827	289,845
1993-94	4,048,000	3,739,039	129,389	3,868,428	179,572	308,961
1994-95	5,090,000	4,789,946	148,198	4,938,144	151,856	300,054
1995-96	5,710,000	5,364,173	169,969	5,534,142	175,858	345,827
1996-97	7,670,000	7,176,606	232,792	7,409,397	260,603	493,394
1997-98	7,510,000	6,827,218	352,653	7,179,871	330,129	682,782
1998-99	10,880,000	9,128,700	1,233,403	10,362,103	517,897	1,751,300
1999-00	8,270,000	7,402,178	412,471	7,814,649	455,351	867,822
2000-01	11,900,000	10,875,760	392,040	11,267,799	632,201	1,024,240
2001-02	13,780,000	12,334,399	663,494	12,997,892	782,108	1,445,601
2002-03	11,120,000	10,036,507	419,064	10,455,570	664,430	1,083,493
2003-04	6,690,000	6,051,325	208,238	6,259,563	430,437	638,675
2004-05	6,240,000	5,570,451	236,130	5,806,581	433,419	669,549
2005-06	10,040,000	8,698,992	640,096	9,339,088	700,912	1,341,008
2006-07	15,600,000	10,044,307	3,397,625	13,441,932	2,158,068	5,555,693
2007-08	11,290,000	9,052,638	1,212,143	10,264,781	1,025,219	2,237,362
2008-09	11,200,000	9,349,615	511,155	9,860,770	1,339,230	1,850,385
Total	$178,318,000	$156,778,588	$10,911,534	$167,690,121	$10,627,879	$21,539,412

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Notes:
(1) Page 37, Column (6).
(2) Page 23, Column (3).
(3) (4) - (2).
(4) Page 23, Column (6).
(5) (1) - (4).
(6) (1) - (2).

Alameda County Schools Insurance Group
Workers' Compensation Program

Projected Paid and Reported Losses between 1/1/19 and 6/30/19
Unlimited Losses

Program Year	Losses Paid as of 12/31/18 (1)	Projected Losses Paid 1/1/19 - 6/30/19 (2)	Projected Losses Paid as of 6/30/19 (3)	Losses Reported as of 12/31/18 (4)	Projected Losses Reported 1/1/19 - 6/30/19 (5)	Projected Losses Reported as of 6/30/19 (6)
1985-86	$2,862,840	$1,615	$2,864,455	$2,888,068	$3,575	$2,891,643
1986-87	2,881,023	11,162	2,892,185	3,031,281	2,933	3,034,214
1987-88	2,880,987	2,926	2,883,912	2,917,191	3,385	2,920,576
1988-89	4,003,242	7,811	4,011,053	4,015,845	5,118	4,020,963
1989-90	2,927,231	1,355	2,928,587	2,927,231	2,563	2,929,795
1990-91	5,486,630	7,898	5,494,528	5,575,677	11,793	5,587,470
1991-92	5,154,657	7,203	5,161,860	5,213,641	4,936	5,218,577
1992-93	4,089,666	10,489	4,100,155	4,280,573	5,600	4,286,173
1993-94	3,717,806	21,234	3,739,039	3,856,447	11,982	3,868,428
1994-95	4,775,218	14,729	4,789,946	4,930,051	8,093	4,938,144
1995-96	5,331,992	32,181	5,364,173	5,528,529	5,612	5,534,142
1996-97	7,132,762	43,843	7,176,606	7,393,114	16,283	7,409,397
1997-98	6,794,874	32,343	6,827,218	7,155,587	24,283	7,179,871
1998-99	9,024,359	104,341	9,128,700	10,332,032	30,070	10,362,103
1999-00	7,360,498	41,680	7,402,178	7,791,104	23,545	7,814,649
2000-01	10,832,259	43,501	10,875,760	11,243,503	24,296	11,267,799
2001-02	12,259,879	74,520	12,334,399	12,977,256	20,636	12,997,892
2002-03	9,989,287	47,219	10,036,507	10,443,070	12,501	10,455,570
2003-04	6,009,870	41,455	6,051,325	6,251,284	8,279	6,259,563
2004-05	5,534,181	36,270	5,570,451	5,799,082	7,499	5,806,581
2005-06	8,630,140	68,853	8,698,992	9,302,836	36,252	9,339,088
2006-07	9,784,901	259,406	10,044,307	13,284,955	156,977	13,441,932
2007-08	8,980,943	71,694	9,052,638	10,251,379	13,402	10,264,781
2008-09	9,217,726	131,889	9,349,615	9,665,951	194,819	9,860,770
Total	$155,662,971	$1,115,616	$156,778,588	$167,055,690	$634,431	$167,690,121

Notes:
(1) Page 24, Column (2).
(2) Projected by BAC.
(3) (1) + (2).
(4) Page 24, Column (4).
(5) Projected by BAC.
(6) (4) + (5).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Estimated Unpaid Losses as of December 31, 2018

Unlimited Losses

Program Year	Estimated Ultimate Losses (1)	Losses Paid as of 12/31/18 (2)	Case Reserves 12/31/18 (3)	Reported Losses as of 12/31/18 (4)	Estimated IBNR as of 12/31/18 (5)	Estimated Unpaid Losses as of 12/31/18 (6)
1985-86	$2,900,000	$2,862,840	$25,228	$2,888,068	$11,932	$37,160
1986-87	3,050,000	2,881,023	150,258	3,031,281	18,719	168,977
1987-88	2,940,000	2,880,987	36,205	2,917,191	22,809	59,013
1988-89	4,040,000	4,003,242	12,603	4,015,845	24,155	36,758
1989-90	2,940,000	2,927,231	0	2,927,231	12,769	12,769
1990-91	5,690,000	5,486,630	89,046	5,575,677	114,323	203,370
1991-92	5,330,000	5,154,657	58,984	5,213,641	116,359	175,343
1992-93	4,390,000	4,089,666	190,908	4,280,573	109,427	300,334
1993-94	4,048,000	3,717,806	138,641	3,856,447	191,553	330,194
1994-95	5,090,000	4,775,218	154,834	4,930,051	159,949	314,782
1995-96	5,710,000	5,331,992	196,537	5,528,529	181,471	378,008
1996-97	7,670,000	7,132,762	260,352	7,393,114	276,886	537,238
1997-98	7,510,000	6,794,874	360,713	7,155,587	354,413	715,126
1998-99	10,880,000	9,024,359	1,307,674	10,332,032	547,968	1,855,641
1999-00	8,270,000	7,360,498	430,606	7,791,104	478,896	909,502
2000-01	11,900,000	10,832,259	411,244	11,243,503	656,497	1,067,741
2001-02	13,780,000	12,259,879	717,378	12,977,256	802,744	1,520,121
2002-03	11,120,000	9,989,287	453,783	10,443,070	676,930	1,130,713
2003-04	6,690,000	6,009,870	241,414	6,251,284	438,716	680,130
2004-05	6,240,000	5,534,181	264,901	5,799,082	440,918	705,819
2005-06	10,040,000	8,630,140	672,697	9,302,836	737,164	1,409,860
2006-07	15,600,000	9,784,901	3,500,054	13,284,955	2,315,045	5,815,099
2007-08	11,290,000	8,980,943	1,270,435	10,251,379	1,038,621	2,309,057
2008-09	11,200,000	9,217,726	448,225	9,665,951	1,534,049	1,982,274
Total	$178,318,000	$155,662,971	$11,392,719	$167,055,690	$11,262,310	$22,655,029

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Notes:
(1) Page 37, Column (6).
(2) Page 39, Column (1).
(3) (4) - (2).
(4) Page 38, Column (1).
(5) (1) - (4).
(6) (1) - (2).

Alameda County Schools Insurance Group
Workers' Compensation Program

Actuarial Analysis of the
Workers' Compensation Program

Fiscal Year End Exhibits

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Alameda County Schools Insurance Group
Workers' Compensation Program

Projected Unpaid Losses as of June 30, 2019

Self-Insured Losses Limited to Stated SIR

Program Year	Estimated Ultimate Losses (1)	Projected Limited Losses Paid as of 6/30/19 (2)	Projected Limited Case Reserves 6/30/19 (3)	Projected Limited Reported Losses as of 6/30/19 (4)	Projected Limited IBNR as of 6/30/19 (5)	Projected Limited Unpaid Losses as of 6/30/19 (6)
1985-86	$2,890,000	$2,864,455	$24,192	$2,888,647	$1,353	$25,545
1986-87	3,050,000	2,892,185	141,168	3,033,353	16,647	157,815
1987-88	2,940,000	2,883,319	38,205	2,921,524	18,476	56,681
1988-89	4,040,000	4,011,053	9,910	4,020,963	19,037	28,947
1989-90	2,940,000	2,927,786	2,009	2,929,795	10,205	12,214
1990-91	5,690,000	5,494,255	93,214	5,587,470	102,530	195,745
1991-92	5,330,000	5,161,860	56,717	5,218,577	111,423	168,140
1992-93	4,390,000	4,099,133	187,041	4,286,173	103,827	290,867
1993-94	4,048,000	3,739,039	129,389	3,868,428	179,572	308,961
1994-95	5,090,000	4,786,233	151,912	4,938,144	151,856	303,767
1995-96	5,710,000	5,364,173	169,969	5,534,142	175,858	345,827
1996-97	7,670,000	7,176,606	232,792	7,409,397	260,603	493,394
1997-98	7,510,000	6,806,052	358,248	7,164,300	345,700	703,948
1998-99	10,880,000	9,128,700	1,217,390	10,346,090	533,910	1,751,300
1999-00	8,130,000	7,391,385	409,119	7,800,504	329,496	738,615
2000-01	11,760,000	10,873,365	383,170	11,256,534	503,466	886,635
2001-02	13,190,000	12,121,427	462,113	12,583,540	606,460	1,068,573
2002-03	10,960,000	10,017,786	427,666	10,445,452	514,548	942,214
2003-04	6,690,000	6,051,325	260,375	6,311,700	378,300	638,675
2004-05	6,240,000	5,567,520	239,061	5,806,581	433,419	672,480
2005-06	10,040,000	8,698,992	640,096	9,339,088	700,912	1,341,008
2006-07	9,340,000	8,470,996	565,192	9,036,188	303,812	869,004
2007-08	9,330,000	8,516,397	508,120	9,024,517	305,483	813,603
2008-09	9,660,000	8,958,257	215,415	9,173,672	486,328	701,743
Total	$167,518,000	$154,002,298	$6,922,482	$160,924,780	$6,593,220	$13,515,702

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Notes:
(1) Page 30, Column (6).
(2) Page 27, Column (3).
(3) (4) - (2).
(4) Page 27, Column (6).
(5) (1) - (4).
(6) (1) - (2).

Alameda County Schools Insurance Group
Workers' Compensation Program

Projected Paid and Reported Losses between 1/1/19 and 6/30/19
Self-Insured Losses Limited to Stated SIR

Program Year	Losses Paid as of 12/31/18 (1)	Projected Losses Paid 1/1/19 - 6/30/19 (2)	Projected Losses Paid as of 6/30/19 (3)	Losses Reported as of 12/31/18 (4)	Projected Losses Reported 1/1/19 - 6/30/19 (5)	Projected Losses Reported as of 6/30/19 (6)
1985-86	$2,862,840	$1,615	$2,864,455	$2,888,068	$579	$2,888,647
1986-87	2,881,023	11,162	2,892,185	3,031,281	2,072	3,033,353
1987-88	2,880,987	2,332	2,883,319	2,917,191	4,333	2,921,524
1988-89	4,003,242	7,811	4,011,053	4,015,845	5,118	4,020,963
1989-90	2,927,231	555	2,927,786	2,927,231	2,563	2,929,795
1990-91	5,486,630	7,625	5,494,255	5,575,677	11,793	5,587,470
1991-92	5,154,657	7,203	5,161,860	5,213,641	4,936	5,218,577
1992-93	4,089,666	9,467	4,099,133	4,280,573	5,600	4,286,173
1993-94	3,717,806	21,234	3,739,039	3,856,447	11,982	3,868,428
1994-95	4,775,218	11,015	4,786,233	4,930,051	8,093	4,938,144
1995-96	5,331,992	32,181	5,364,173	5,528,529	5,612	5,534,142
1996-97	7,132,762	43,843	7,176,606	7,393,114	16,283	7,409,397
1997-98	6,794,874	11,178	6,806,052	7,155,587	8,713	7,164,300
1998-99	9,024,359	104,341	9,128,700	10,332,032	14,057	10,346,090
1999-00	7,360,498	30,887	7,391,385	7,791,104	9,400	7,800,504
2000-01	10,832,259	41,106	10,873,365	11,243,503	13,031	11,256,534
2001-02	12,056,079	65,348	12,121,427	12,575,182	8,358	12,583,540
2002-03	9,988,499	29,288	10,017,786	10,442,281	3,171	10,445,452
2003-04	6,009,870	41,455	6,051,325	6,251,284	60,416	6,311,700
2004-05	5,534,181	33,339	5,567,520	5,799,082	7,499	5,806,581
2005-06	8,630,140	68,853	8,698,992	9,302,836	36,252	9,339,088
2006-07	8,412,585	58,411	8,470,996	8,969,879	66,310	9,036,188
2007-08	8,482,788	33,609	8,516,397	9,010,771	13,746	9,024,517
2008-09	8,887,864	70,392	8,958,257	9,083,899	89,773	9,173,672
Total	$153,258,050	$744,248	$154,002,298	$160,515,091	$409,689	$160,924,780

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Notes:
(1) Page 32, Column (1).
(2) Projected by BAC.
(3) (1) + (2).
(4) Page 31, Column (1).
(5) Projected by BAC.
(6) (4) + (5).

Alameda County Schools Insurance Group
Workers' Compensation Program

Estimated Unpaid Losses as of December 31, 2018

Self-Insured Losses Limited to Stated SIR

Program Year	Estimated Ultimate Losses (1)	Limited Losses Paid as of 12/31/18 (2)	Limited Case Reserves 12/31/18 (3)	Limited Reported Losses as of 12/31/18 (4)	Limited IBNR as of 12/31/18 (5)	Limited Unpaid Losses as of 12/31/18 (6)
1985-86	$2,890,000	$2,862,840	$25,228	$2,888,068	$1,932	$27,160
1986-87	3,050,000	2,881,023	150,258	3,031,281	18,719	168,977
1987-88	2,940,000	2,880,987	36,205	2,917,191	22,809	59,013
1988-89	4,040,000	4,003,242	12,603	4,015,845	24,155	36,758
1989-90	2,940,000	2,927,231	0	2,927,231	12,769	12,769
1990-91	5,690,000	5,486,630	89,046	5,575,677	114,323	203,370
1991-92	5,330,000	5,154,657	58,984	5,213,641	116,359	175,343
1992-93	4,390,000	4,089,666	190,908	4,280,573	109,427	300,334
1993-94	4,048,000	3,717,806	138,641	3,856,447	191,553	330,194
1994-95	5,090,000	4,775,218	154,834	4,930,051	159,949	314,782
1995-96	5,710,000	5,331,992	196,537	5,528,529	181,471	378,008
1996-97	7,670,000	7,132,762	260,352	7,393,114	276,886	537,238
1997-98	7,510,000	6,794,874	360,713	7,155,587	354,413	715,126
1998-99	10,880,000	9,024,359	1,307,674	10,332,032	547,968	1,855,641
1999-00	8,130,000	7,360,498	430,606	7,791,104	338,896	769,502
2000-01	11,760,000	10,832,259	411,244	11,243,503	516,497	927,741
2001-02	13,190,000	12,056,079	519,103	12,575,182	614,818	1,133,921
2002-03	10,960,000	9,988,499	453,783	10,442,281	517,719	971,501
2003-04	6,690,000	6,009,870	241,414	6,251,284	438,716	680,130
2004-05	6,240,000	5,534,181	264,901	5,799,082	440,918	705,819
2005-06	10,040,000	8,630,140	672,697	9,302,836	737,164	1,409,860
2006-07	9,340,000	8,412,585	557,294	8,969,879	370,121	927,415
2007-08	9,330,000	8,482,788	527,983	9,010,771	319,229	847,212
2008-09	9,660,000	8,887,864	196,034	9,083,899	576,101	772,136
Total	$167,518,000	$153,258,050	$7,257,041	$160,515,091	$7,002,909	$14,259,950

Notes:
(1) Page 30, Column (6).
(2) Page 32, Column (1).
(3) (4) - (2).
(4) Page 31, Column (1).
(5) (1) - (4).
(6) (1) - (2).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Actuarial Analysis of the
Workers' Compensation Program

Limited Losses

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Alameda County Schools Insurance Group
Workers' Compensation Program

Selected Ultimate Losses

Self-Insured Losses Limited to Stated SIR

Program Year	Limited Reported Loss Development (1)	Lim Paid Loss Development (2)	Limited IBNR to Case Ratio (3)	B-F Method Using Limited Reported (4)	B-F Method Using Limited Paid (5)	Selected Ultimate Limited Losses (6)
1985-86	$2,895,287	$2,886,733	$2,898,941	$2,893,651	$2,885,171	$2,890,000
1986-87	3,041,019	2,932,922	3,064,488	3,040,307	2,935,179	3,050,000
1987-88	2,932,329	2,941,026	2,929,428	2,931,891	2,939,787	2,940,000
1988-89	4,052,119	4,114,111	4,022,109	4,052,205	4,112,322	4,040,000
1989-90	2,971,637	3,030,865	2,927,231	2,971,331	3,027,191	2,940,000
1990-91	5,682,638	5,697,848	5,667,573	5,683,787	5,697,160	5,690,000
1991-92	5,323,120	5,370,045	5,275,693	5,325,571	5,367,857	5,330,000
1992-93	4,380,942	4,273,954	4,497,062	4,381,543	4,278,436	4,390,000
1993-94	3,960,135	3,903,359	4,026,421	3,961,695	3,912,110	4,048,000
1994-95	5,077,965	5,039,477	5,123,593	5,077,661	5,039,898	5,090,000
1995-96	5,705,679	5,668,273	5,744,327	5,705,090	5,668,028	5,710,000
1996-97	7,662,700	7,670,676	7,655,289	7,660,812	7,668,159	7,670,000
1997-98	7,459,636	7,362,420	7,560,307	7,462,558	7,371,380	7,510,000
1998-99	10,827,692	9,840,724	11,941,778	10,830,858	9,924,414	10,880,000
1999-00	8,126,646	7,988,847	8,266,924	8,126,298	8,006,360	8,130,000
2000-01	11,754,618	11,859,431	11,658,037	11,748,799	11,854,603	11,760,000
2001-02	13,163,552	13,353,137	13,017,457	13,186,793	13,374,440	13,190,000
2002-03	10,937,203	11,187,617	10,773,996	10,935,271	11,160,721	10,960,000
2003-04	6,666,975	6,922,604	6,467,832	6,666,064	6,892,950	6,690,000
2004-05	6,199,210	6,487,051	6,006,764	6,203,596	6,449,005	6,240,000
2005-06	10,019,989	10,211,817	9,880,682	10,023,698	10,181,996	10,040,000
2006-07	9,237,087	9,154,664	9,279,177	9,358,598	9,498,317	9,340,000
2007-08	9,305,302	9,321,310	9,297,466	9,319,808	9,351,954	9,330,000
2008-09	9,520,998	9,974,296	9,226,808	9,554,923	10,003,986	9,660,000
Total	$166,904,478	$167,193,207	$167,209,386	$167,102,811	$167,601,424	$167,518,000

Notes:
(1) Page 31, Column (3).
(2) Page 31, Column (3).
(3) Page 33, Column (6).
(4) Page 34, Column (6).
(5) Page 35, Column (6).
(6) Selected on the basis of (1) - (5).

Alameda County Schools Insurance Group
Workers' Compensation Program

Reported Loss Development
Self-Insured Losses Limited to Stated SIR

Program Year	Cumulative Reported Losses as of 12/31/18 (1)	Reported Development Factor as of 12/31/18 (2)	Projected Ultimate Losses (3)
1985-86	$2,888,068	1.002	$2,895,287
1986-87	3,031,281	1.003	3,041,019
1987-88	2,917,191	1.005	2,932,329
1988-89	4,015,845	1.009	4,052,119
1989-90	2,927,231	1.015	2,971,637
1990-91	5,575,677	1.019	5,682,638
1991-92	5,213,641	1.021	5,323,120
1992-93	4,280,573	1.023	4,380,942
1993-94	3,856,447	1.027	3,960,135
1994-95	4,930,051	1.030	5,077,965
1995-96	5,528,529	1.032	5,705,679
1996-97	7,393,114	1.036	7,662,700
1997-98	7,155,587	1.042	7,459,636
1998-99	10,332,032	1.048	10,827,692
1999-00	7,791,104	1.043	8,126,646
2000-01	11,243,503	1.045	11,754,618
2001-02	12,575,182	1.047	13,163,552
2002-03	10,442,281	1.047	10,937,203
2003-04	6,251,284	1.066	6,666,975
2004-05	5,799,082	1.069	6,199,210
2005-06	9,302,836	1.077	10,019,989
2006-07	8,969,879	1.030	9,237,087
2007-08	9,010,771	1.033	9,305,302
2008-09	9,083,899	1.048	9,520,998
Total	$160,515,091		$166,904,478

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Notes:
(1) Provided by Keenan & Associates.
(2) Page 38, Column (2), tempered for SIR.
(3) (1) x (2), rounded.

Alameda County Schools Insurance Group
Workers' Compensation Program

Paid Loss Development
Self-Insured Losses Limited to Stated SIR

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Program Year	Cumulative Paid Losses as of 12/31/18 (1)	Paid Development Factor as of 12/31/18 (2)	Projected Ultimate Losses (3)
1985-86	$2,862,840	1.008	$2,886,733
1986-87	2,881,023	1.018	2,932,922
1987-88	2,880,987	1.021	2,941,026
1988-89	4,003,242	1.028	4,114,111
1989-90	2,927,231	1.035	3,030,865
1990-91	5,486,630	1.038	5,697,848
1991-92	5,154,657	1.042	5,370,045
1992-93	4,089,666	1.045	4,273,954
1993-94	3,717,806	1.050	3,903,359
1994-95	4,775,218	1.055	5,039,477
1995-96	5,331,992	1.063	5,668,273
1996-97	7,132,762	1.075	7,670,676
1997-98	6,794,874	1.084	7,362,420
1998-99	9,024,359	1.090	9,840,724
1999-00	7,360,498	1.085	7,988,847
2000-01	10,832,259	1.095	11,859,431
2001-02	12,056,079	1.108	13,353,137
2002-03	9,988,499	1.120	11,187,617
2003-04	6,009,870	1.152	6,922,604
2004-05	5,534,181	1.172	6,487,051
2005-06	8,630,140	1.183	10,211,817
2006-07	8,412,585	1.088	9,154,664
2007-08	8,482,788	1.099	9,321,310
2008-09	8,887,864	1.122	9,974,296
Total	$153,258,050		$167,193,207

Notes:
(1) Provided by Keenan & Associates.
(2) Page 39, Column (2), tempered for SIR.
(3) (1) x (2), rounded.

Alameda County Schools Insurance Group
Workers' Compensation Program

IBNR to Case Reserves Ratio Method

Self-Insured Losses Limited to Stated SIR

Program Year	Cumulative Reported Loss Development Factors (1)	Cumulative Paid Loss Development Factors (2)	IBNR to Case Reserves Ratio (3)	Limited Case Reserves (4)	Estimated IBNR as of 12/31/18 (5)	Estimated Ultimate Losses (6)
1985-86	1.002	1.008	0.431	$25,228	$10,873	$2,898,941
1986-87	1.003	1.018	0.221	150,258	33,207	3,064,488
1987-88	1.005	1.021	0.338	36,205	12,237	2,929,428
1988-89	1.009	1.028	0.497	12,603	6,264	4,022,109
1989-90	1.015	1.035	0.776	0	0	2,927,231
1990-91	1.019	1.038	1.032	89,046	91,896	5,667,573
1991-92	1.021	1.042	1.052	58,984	62,052	5,275,693
1992-93	1.023	1.045	1.134	190,908	216,489	4,497,062
1993-94	1.027	1.050	1.226	138,641	169,974	4,026,421
1994-95	1.030	1.055	1.250	154,834	193,542	5,123,593
1995-96	1.032	1.063	1.098	196,537	215,798	5,744,327
1996-97	1.036	1.075	1.007	260,352	262,175	7,655,289
1997-98	1.042	1.084	1.122	360,713	404,720	7,560,307
1998-99	1.048	1.090	1.231	1,307,674	1,609,746	11,941,778
1999-00	1.043	1.085	1.105	430,606	475,820	8,266,924
2000-01	1.045	1.095	1.008	411,244	414,534	11,658,037
2001-02	1.047	1.108	0.852	519,103	442,275	13,017,457
2002-03	1.047	1.120	0.731	453,783	331,715	10,773,996
2003-04	1.066	1.152	0.897	241,414	216,548	6,467,832
2004-05	1.069	1.172	0.784	264,901	207,682	6,006,764
2005-06	1.077	1.183	0.859	672,697	577,846	9,880,682
2006-07	1.030	1.088	0.555	557,294	309,298	9,279,177
2007-08	1.033	1.099	0.543	527,983	286,695	9,297,466
2008-09	1.048	1.122	0.729	196,034	142,909	9,226,808
Total				$7,257,041	$6,694,295	$167,209,386

(1) Page 31, Column (2).
(2) Page 32, Column (2).
(3) [(1) - 1.000] x (2)/ [(2) - (1)].
(4) [Page 31, Column (1)] - [Page 32, Column (1)].
(5) (3) x (4), rounded.
(6) (5) + Page 31, Column (1).

Alameda County Schools Insurance Group
Workers' Compensation Program

Bornhuetter-Ferguson Using Reported Losses

Self-Insured Losses Limited to Stated SIR

Program Year	*A Priori* Ultimate Limited Losses (1)	Cumulative Reported Loss Development Factors (2)	Percentage of Losses Not Yet Reported (3)	Expected Unreported Losses (4)	Losses Reported as of 12/31/18 (5)	Estimated Ultimate Losses (6)
1985-86	$2,791,319	1.002	0.2%	$5,583	$2,888,068	$2,893,651
1986-87	3,008,664	1.003	0.3%	9,026	3,031,281	3,040,307
1987-88	2,940,000	1.005	0.5%	14,700	2,917,191	2,931,891
1988-89	4,040,000	1.009	0.9%	36,360	4,015,845	4,052,205
1989-90	2,940,000	1.015	1.5%	44,100	2,927,231	2,971,331
1990-91	5,690,000	1.019	1.9%	108,110	5,575,677	5,683,787
1991-92	5,330,000	1.021	2.1%	111,930	5,213,641	5,325,571
1992-93	4,390,000	1.023	2.3%	100,970	4,280,573	4,381,543
1993-94	4,048,000	1.027	2.6%	105,248	3,856,447	3,961,695
1994-95	5,090,000	1.030	2.9%	147,610	4,930,051	5,077,661
1995-96	5,695,524	1.032	3.1%	176,561	5,528,529	5,705,090
1996-97	7,648,528	1.036	3.5%	267,698	7,393,114	7,660,812
1997-98	7,487,091	1.042	4.1%	306,971	7,155,587	7,462,558
1998-99	10,844,038	1.048	4.6%	498,826	10,332,032	10,830,858
1999-00	8,175,469	1.043	4.1%	335,194	7,791,104	8,126,298
2000-01	11,751,077	1.045	4.3%	505,296	11,243,503	11,748,799
2001-02	13,591,347	1.047	4.5%	611,611	12,575,182	13,186,793
2002-03	10,955,342	1.047	4.5%	492,990	10,442,281	10,935,271
2003-04	6,690,000	1.066	6.2%	414,780	6,251,284	6,666,064
2004-05	6,223,291	1.069	6.5%	404,514	5,799,082	6,203,596
2005-06	10,011,976	1.077	7.2%	720,862	9,302,836	10,023,698
2006-07	13,404,102	1.030	2.9%	388,719	8,969,879	9,358,598
2007-08	9,657,402	1.033	3.2%	309,037	9,010,771	9,319,808
2008-09	10,239,648	1.048	4.6%	471,024	9,083,899	9,554,923
Total	$172,642,820			$6,587,720	$160,515,091	$167,102,811

Notes:
(1) Page 37, Column (6), adjusted for SIR.
(2) Page 31, Column (2).
(3) 100% - [1.000 / (2)].
(4) (1) x (3).
(5) Page 31, Column (1).
(6) (4) + (5).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Bornhuetter-Ferguson Using Paid Losses

Self-Insured Losses Limited to Stated SIR

Program Year	*A Priori* Ultimate Limited Losses (1)	Cumulative Paid Loss Development Factors (2)	Percentage of Losses Not Yet Paid (3)	Expected Unpaid Losses (4)	Limited Losses Paid as of 12/31/18 (5)	Estimated Ultimate Limited Losses (6)
1985-86	$2,791,319	1.008	0.8%	$22,331	$2,862,840	$2,885,171
1986-87	3,008,664	1.018	1.8%	54,156	2,881,023	2,935,179
1987-88	2,940,000	1.021	2.0%	58,800	2,880,987	2,939,787
1988-89	4,040,000	1.028	2.7%	109,080	4,003,242	4,112,322
1989-90	2,940,000	1.035	3.4%	99,960	2,927,231	3,027,191
1990-91	5,690,000	1.038	3.7%	210,530	5,486,630	5,697,160
1991-92	5,330,000	1.042	4.0%	213,200	5,154,657	5,367,857
1992-93	4,390,000	1.045	4.3%	188,770	4,089,666	4,278,436
1993-94	4,048,000	1.050	4.8%	194,304	3,717,806	3,912,110
1994-95	5,090,000	1.055	5.2%	264,680	4,775,218	5,039,898
1995-96	5,695,524	1.063	5.9%	336,036	5,331,992	5,668,028
1996-97	7,648,528	1.075	7.0%	535,397	7,132,762	7,668,159
1997-98	7,487,091	1.084	7.7%	576,506	6,794,874	7,371,380
1998-99	10,844,038	1.090	8.3%	900,055	9,024,359	9,924,414
1999-00	8,175,469	1.085	7.9%	645,862	7,360,498	8,006,360
2000-01	11,751,077	1.095	8.7%	1,022,344	10,832,259	11,854,603
2001-02	13,591,347	1.108	9.7%	1,318,361	12,056,079	13,374,440
2002-03	10,955,342	1.120	10.7%	1,172,222	9,988,499	11,160,721
2003-04	6,690,000	1.152	13.2%	883,080	6,009,870	6,892,950
2004-05	6,223,291	1.172	14.7%	914,824	5,534,181	6,449,005
2005-06	10,011,976	1.183	15.5%	1,551,856	8,630,140	10,181,996
2006-07	13,404,102	1.088	8.1%	1,085,732	8,412,585	9,498,317
2007-08	9,657,402	1.099	9.0%	869,166	8,482,788	9,351,954
2008-09	10,239,648	1.122	10.9%	1,116,122	8,887,864	10,003,986
Total	$172,642,820			$14,343,374	$153,258,050	$167,601,424

Notes:
(1) Page 34, Column (1).
(2) Page 32, Column (2).
(3) 100% - [1.000 / (2)].
(4) (1) x (3).
(5) Page 32, Column (1).
(6) (4) + (5).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Actuarial Analysis of the
Workers' Compensation Program

Gross Loss Exhibits

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Alameda County Schools Insurance Group
Workers' Compensation Program

Selected Ultimate Losses
Unlimited Losses

Program Year	Reported Projection (1)	Paid Projection (2)	IBNR to Case Reserves Ratio (3)	B-F Method Using Reported (4)	Frequency Times Severity (5)	Selected Ultimate Losses (6)
1985-86	$2,895,287	$2,910,017	$2,892,659			$2,900,000
1986-87	3,042,327	2,935,002	3,068,244			3,050,000
1987-88	2,932,329	2,941,026	2,929,428			2,940,000
1988-89	4,052,119	4,114,111	4,022,109			4,040,000
1989-90	2,971,637	3,030,865	2,927,231			2,940,000
1990-91	5,682,638	5,697,848	5,667,573			5,690,000
1991-92	5,323,120	5,370,045	5,275,693			5,330,000
1992-93	4,380,942	4,273,954	4,497,062			4,390,000
1993-94	3,960,135	3,903,359	4,026,421			4,048,000
1994-95	5,077,965	5,039,477	5,123,593			5,090,000
1995-96	5,705,679	5,668,273	5,744,327			5,710,000
1996-97	7,662,700	7,670,676	7,655,289			7,670,000
1997-98	7,459,636	7,362,420	7,560,307			7,510,000
1998-99	10,827,692	9,840,724	11,941,778			10,880,000
1999-00	8,207,747	8,100,114	8,330,223			8,270,000
2000-01	11,895,564	12,027,714	11,749,333			11,900,000
2001-02	13,773,125	13,777,678	13,768,523			13,780,000
2002-03	11,109,635	11,353,732	10,895,491			11,120,000
2003-04	6,666,975	6,922,604	6,467,832			6,690,000
2004-05	6,199,210	6,487,051	6,006,764			6,240,000
2005-06	10,019,989	10,211,817	9,880,682			10,040,000
2006-07	14,483,698	11,788,990	16,606,506			15,600,000
2007-08	11,203,157	10,968,670	11,373,173			11,290,000
2008-09	10,904,806	11,650,529	10,200,683	$11,036,911	$12,011,270	11,200,000
2009-10	11,880,721	12,308,922	11,477,364	11,906,199	12,579,365	12,040,000
2010-11	11,738,177	11,989,799	11,440,736	11,800,434	13,736,170	11,850,000
2011-12	12,124,681	13,157,021	10,812,731	12,123,393	12,959,899	12,600,000
2012-13	10,649,373	11,192,610	9,844,794	10,932,850	11,951,045	10,930,000
2013-14	11,811,057	11,941,199	11,636,221	11,888,674	12,959,899	11,820,000
2014-15	16,506,929	15,641,098	17,451,880	15,310,998	13,929,952	16,230,000
2015-16	12,778,397	11,755,577	13,641,967	13,049,826	11,519,317	13,160,000
2016-17	16,762,606	16,108,360	17,251,661	16,020,977	13,430,412	16,680,000
2017-18	20,606,455	17,377,793	22,326,813	18,459,805	14,449,854	20,470,000
2018-19	16,968,662	13,604,487	17,663,851	17,396,737	15,470,025	17,400,000
Total	$318,265,170	$309,123,562	$322,158,945			$321,498,000
08/09-18/19	$152,731,864	$146,727,395	$153,748,700	$149,926,803	$144,997,208	$154,380,000

Notes:
(1) Page 38, Column (3).
(2) Page 39, Column (3).
(3) Page 40, Column (6).
(4) Page 41, Column (6).
(5) Page 45, Column (4).
(6) Selected on the basis of (1) - (5).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Reported Loss Development
Unlimited Losses

Program Year	Cumulative Reported Losses as of 12/31/18 (1)	Reported Development Factor as of 12/31/18 (2)	Projected Ultimate Losses (3)
1985-86	$2,888,068	1.002	$2,895,287
1986-87	3,031,281	1.004	3,042,327
1987-88	2,917,191	1.005	2,932,329
1988-89	4,015,845	1.009	4,052,119
1989-90	2,927,231	1.015	2,971,637
1990-91	5,575,677	1.019	5,682,638
1991-92	5,213,641	1.021	5,323,120
1992-93	4,280,573	1.023	4,380,942
1993-94	3,856,447	1.027	3,960,135
1994-95	4,930,051	1.030	5,077,965
1995-96	5,528,529	1.032	5,705,679
1996-97	7,393,114	1.036	7,662,700
1997-98	7,155,587	1.042	7,459,636
1998-99	10,332,032	1.048	10,827,692
1999-00	7,791,104	1.053	8,207,747
2000-01	11,243,503	1.058	11,895,564
2001-02	12,977,256	1.061	13,773,125
2002-03	10,443,070	1.064	11,109,635
2003-04	6,251,284	1.066	6,666,975
2004-05	5,799,082	1.069	6,199,210
2005-06	9,302,836	1.077	10,019,989
2006-07	13,284,955	1.090	14,483,698
2007-08	10,251,379	1.093	11,203,157
2008-09	9,665,951	1.128	10,904,806
2009-10	10,350,922	1.148	11,880,721
2010-11	9,781,918	1.200	11,738,177
2011-12	9,736,242	1.245	12,124,681
2012-13	8,164,828	1.304	10,649,373
2013-14	8,665,414	1.363	11,811,057
2014-15	11,726,636	1.408	16,506,929
2015-16	8,517,750	1.500	12,778,397
2016-17	9,831,670	1.705	16,762,606
2017-18	9,796,366	2.103	20,606,455
2018-19	2,863,858	5.925	16,968,662
Total	$256,491,294		$318,265,170

Notes:
(1) Provided by Keenan & Associates.
(2) Page 61.
(3) (1) x (2), rounded.

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Alameda County Schools Insurance Group
Workers' Compensation Program

Paid Loss Projection
Unlimited Losses

Program Year	Cumulative Paid Losses as of 12/31/18 (1)	Paid Development Factor as of 12/31/18 (2)	Projected Ultimate Losses (3)
1985-86	$2,862,840	1.016	$2,910,017
1986-87	2,881,023	1.019	2,935,002
1987-88	2,880,987	1.021	2,941,026
1988-89	4,003,242	1.028	4,114,111
1989-90	2,927,231	1.035	3,030,865
1990-91	5,486,630	1.038	5,697,848
1991-92	5,154,657	1.042	5,370,045
1992-93	4,089,666	1.045	4,273,954
1993-94	3,717,806	1.050	3,903,359
1994-95	4,775,218	1.055	5,039,477
1995-96	5,331,992	1.063	5,668,273
1996-97	7,132,762	1.075	7,670,676
1997-98	6,794,874	1.084	7,362,420
1998-99	9,024,359	1.090	9,840,724
1999-00	7,360,498	1.100	8,100,114
2000-01	10,832,259	1.110	12,027,714
2001-02	12,259,879	1.124	13,777,678
2002-03	9,989,287	1.137	11,353,732
2003-04	6,009,870	1.152	6,922,604
2004-05	5,534,181	1.172	6,487,051
2005-06	8,630,140	1.183	10,211,817
2006-07	9,784,901	1.205	11,788,990
2007-08	8,980,943	1.221	10,968,670
2008-09	9,217,726	1.264	11,650,529
2009-10	9,433,623	1.305	12,308,922
2010-11	8,757,324	1.369	11,989,799
2011-12	9,147,353	1.438	13,157,021
2012-13	7,413,837	1.510	11,192,610
2013-14	7,308,262	1.634	11,941,199
2014-15	8,783,066	1.781	15,641,098
2015-16	5,619,437	2.092	11,755,577
2016-17	6,078,514	2.650	16,108,360
2017-18	4,162,172	4.175	17,377,793
2018-19	457,746	29.721	13,604,487
Total	$222,824,304		$309,123,562

Notes:
(1) Provided by Keenan & Associates.
(2) Page 62.
(3) (1) x (2), rounded.

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Alameda County Schools Insurance Group
Workers' Compensation Program

IBNR to Case Reserves Ratio Method
Unlimited Losses

Program Year	Reported Development Factor as of 12/31/18 (1)	Paid Development Factor as of 12/31/18 (2)	IBNR to Case Reserves Ratio (3)	Case Reserves as of 12/31/18 (4)	Estimated IBNR as of 12/31/18 (5)	Estimated Ultimate Losses (6)
1985-86	1.002	1.016	0.182	$25,228	$4,591	$2,892,659
1986-87	1.004	1.019	0.246	150,258	36,963	3,068,244
1987-88	1.005	1.021	0.338	36,205	12,237	2,929,428
1988-89	1.009	1.028	0.497	12,603	6,264	4,022,109
1989-90	1.015	1.035	0.776	0	0	2,927,231
1990-91	1.019	1.038	1.032	89,046	91,896	5,667,573
1991-92	1.021	1.042	1.052	58,984	62,052	5,275,693
1992-93	1.023	1.045	1.134	190,908	216,489	4,497,062
1993-94	1.027	1.050	1.226	138,641	169,974	4,026,421
1994-95	1.030	1.055	1.250	154,834	193,542	5,123,593
1995-96	1.032	1.063	1.098	196,537	215,798	5,744,327
1996-97	1.036	1.075	1.007	260,352	262,175	7,655,289
1997-98	1.042	1.084	1.122	360,713	404,720	7,560,307
1998-99	1.048	1.090	1.231	1,307,674	1,609,746	11,941,778
1999-00	1.053	1.100	1.252	430,606	539,119	8,330,223
2000-01	1.058	1.110	1.230	411,244	505,830	11,749,333
2001-02	1.061	1.124	1.103	717,378	791,267	13,768,523
2002-03	1.064	1.137	0.997	453,783	452,421	10,895,491
2003-04	1.066	1.152	0.897	241,414	216,548	6,467,832
2004-05	1.069	1.172	0.784	264,901	207,682	6,006,764
2005-06	1.077	1.183	0.859	672,697	577,846	9,880,682
2006-07	1.090	1.205	0.949	3,500,054	3,321,551	16,606,506
2007-08	1.093	1.221	0.883	1,270,435	1,121,794	11,373,173
2008-09	1.128	1.264	1.193	448,225	534,732	10,200,683
2009-10	1.148	1.305	1.228	917,298	1,126,442	11,477,364
2010-11	1.200	1.369	1.619	1,024,594	1,658,818	11,440,736
2011-12	1.245	1.438	1.828	588,889	1,076,489	10,812,731
2012-13	1.304	1.510	2.237	750,991	1,679,966	9,844,794
2013-14	1.363	1.634	2.189	1,357,153	2,970,807	11,636,221
2014-15	1.408	1.781	1.945	2,943,570	5,725,244	17,451,880
2015-16	1.500	2.092	1.768	2,898,313	5,124,217	13,641,967
2016-17	1.705	2.650	1.977	3,753,157	7,419,991	17,251,661
2017-18	2.103	4.175	2.224	5,634,194	12,530,447	22,326,813
2018-19	5.925	29.721	6.151	2,406,112	14,799,993	17,663,851
Total				$33,666,990	$65,667,651	$322,158,945

(1) Page 38, Column (2).
(2) Page 39, Column (2).
(3) [(1) - 1.000] x (2)/ [(2) - (1)].
(4) Page 38, Column (1) - Page 39, Column (1).
(5) (3) x (4), rounded.
(6) (5) + Page 38, Column (1).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Bornhuetter-Ferguson Using Reported Losses
Unlimited Losses

Program Year	*A Priori* Ultimate Losses (1)	Cumulative Reported Loss Development Factors (2)	Percentage of Losses Not Yet Reported (3)	Expected Unreported Losses (4)	Losses Reported as of 12/31/18 (5)	Estimated Ultimate Losses (6)
2008-09	$12,025,967	1.128	11.4%	$1,370,960	$9,665,951	$11,036,911
2009-10	12,056,408	1.148	12.9%	1,555,277	10,350,922	11,906,199
2010-11	12,086,925	1.200	16.7%	2,018,516	9,781,918	11,800,434
2011-12	12,117,520	1.245	19.7%	2,387,151	9,736,242	12,123,393
2012-13	11,879,921	1.304	23.3%	2,768,022	8,164,828	10,932,850
2013-14	12,117,520	1.363	26.6%	3,223,260	8,665,414	11,888,674
2014-15	12,359,870	1.408	29.0%	3,584,362	11,726,636	15,310,998
2015-16	13,609,838	1.500	33.3%	4,532,076	8,517,750	13,049,826
2016-17	14,986,216	1.705	41.3%	6,189,307	9,831,670	16,020,977
2017-18	16,501,788	2.103	52.5%	8,663,439	9,796,366	18,459,805
2018-19	17,488,422	5.925	83.1%	14,532,879	2,863,858	17,396,737
Total	$147,230,395			$50,825,249	$99,101,554	$149,926,803

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Notes:
(1) Page 42, Column (4).
(2) Page 38, Column (2).
(3) 100% - [1.000 / (2)].
(4) (1) x (3).
(5) Page 38, Column (1).
(6) (4) + (5).

Alameda County Schools Insurance Group
Workers' Compensation Program

A Priori Losses for Bornhuetter-Ferguson
Unlimited Losses

Program Year	*A Priori* Loss Rate (1)	Factor to Remove Trend (2)	Exposure Index (3)	*A Priori* Ultimate Losses (4)
2008-09	$18,170,633	0.689	0.961	$12,025,967
2009-10	18,170,633	0.704	0.942	12,056,408
2010-11	18,170,633	0.720	0.924	12,086,925
2011-12	18,170,633	0.736	0.906	12,117,520
2012-13	18,170,633	0.736	0.888	11,879,921
2013-14	18,170,633	0.736	0.906	12,117,520
2014-15	18,170,633	0.736	0.924	12,359,870
2015-16	18,170,633	0.795	0.942	13,609,838
2016-17	18,170,633	0.858	0.961	14,986,216
2017-18	18,170,633	0.926	0.980	16,501,788
2018-19	18,170,633	0.962	1.000	17,488,422
Total				$147,230,395

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Notes:
(1) Page 43, Item (5).
(2) Estimated by BAC.
(3) Page 43, Column (3).
(4) (1) x (2) x (3).

Alameda County Schools Insurance Group
Workers' Compensation Program

A Priori Loss Rate for Bornhuetter-Ferguson Method
Unlimited Losses

Program Year	*A Priori* Ultimate Losses (1)	Estimated Pure Premium Trend (2)	Exposure Index (3)	Constant Dollar, Constant Exposure Losses (4)
2008-09	$11,256,506	1.420	0.961	$16,632,424
2009-10	12,081,116	1.389	0.942	17,805,784
2010-11	11,855,706	1.358	0.924	17,429,445
2011-12	12,603,725	1.358	0.906	18,899,714
2012-13	10,901,166	1.358	0.888	16,673,602
2013-14	11,870,246	1.358	0.906	17,799,837
2014-15	16,124,682	1.258	0.924	21,958,792
2015-16	12,351,233	1.165	0.942	15,275,258
2016-17	16,506,473	1.080	0.961	18,539,307
2017-18	19,524,786	1.039	0.980	20,692,163
2018-19	16,409,462	1.000	1.000	16,409,462
Total	$151,485,101			$18,010,526
10/11-17/18	$111,738,017			$18,170,633
			(5) Selected A Priori 2018-19 Loss Level:	$18,170,633

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Notes:
(1) Page 44, Column (3).
(2) Estimated by BAC.
(3) Page 50, Column (2).
(4) (1) x (2) / (3).
(5) Selected on the basis of (4).

Alameda County Schools Insurance Group
Workers' Compensation Program

A Priori Ultimate losses
Unlimited Losses

Program Year	Reported Loss Projection (1)	Paid Loss Projection (2)	*A Priori* Selection (3)
1985-86	$2,895,287	$2,910,017	$2,902,601
1986-87	3,042,327	2,935,002	3,031,281
1987-88	2,932,329	2,941,026	2,936,644
1988-89	4,052,119	4,114,111	4,082,831
1989-90	2,971,637	3,030,865	3,000,959
1990-91	5,682,638	5,697,848	5,690,172
1991-92	5,323,120	5,370,045	5,346,346
1992-93	4,380,942	4,273,954	4,328,007
1993-94	3,960,135	3,903,359	3,932,062
1994-95	5,077,965	5,039,477	5,058,955
1995-96	5,705,679	5,668,273	5,687,253
1996-97	7,662,700	7,670,676	7,666,615
1997-98	7,459,636	7,362,420	7,411,966
1998-99	10,827,692	9,840,724	10,344,013
1999-00	8,207,747	8,100,114	8,155,105
2000-01	11,895,564	12,027,714	11,960,043
2001-02	13,773,125	13,777,678	13,775,336
2002-03	11,109,635	11,353,732	11,227,648
2003-04	6,666,975	6,922,604	6,789,871
2004-05	6,199,210	6,487,051	6,336,505
2005-06	10,019,989	10,211,817	10,111,397
2006-07	14,483,698	11,788,990	13,284,955
2007-08	11,203,157	10,968,670	11,092,423
2008-09	10,904,806	11,650,529	11,256,506
2009-10	11,880,721	12,308,922	12,081,116
2010-11	11,738,177	11,989,799	11,855,706
2011-12	12,124,681	13,157,021	12,603,725
2012-13	10,649,373	11,192,610	10,901,166
2013-14	11,811,057	11,941,199	11,870,246
2014-15	16,506,929	15,641,098	16,124,682
2015-16	12,778,397	11,755,577	12,351,233
2016-17	16,762,606	16,108,360	16,506,473
2017-18	20,606,455	17,377,793	19,524,786
2018-19	16,968,662	13,604,487	16,409,462
Total	$318,265,170	$309,123,562	$315,638,089

Notes:
(1) Page 38, Column (3).
(2) Page 39, Column (3).
(3) Selected on the basis of (1) and (2).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Frequency Times Severity Method
Unlimited Losses

Program Year	Selected Indemnity Claim Severity (1)	Factor to Remove Trend (2)	Selected Ultimate Indemnity Claims (3)	Estimated Ultimate Losses (4)
2008-09	$52,700	0.689	331	$12,011,270
2009-10	52,700	0.704	339	12,579,365
2010-11	52,700	0.720	362	13,736,170
2011-12	52,700	0.736	334	12,959,899
2012-13	52,700	0.736	308	11,951,045
2013-14	52,700	0.736	334	12,959,899
2014-15	52,700	0.736	359	13,929,952
2015-16	52,700	0.795	275	11,519,317
2016-17	52,700	0.858	297	13,430,412
2017-18	52,700	0.926	296	14,449,854
2018-19	52,700	0.962	305	15,470,025
Total				$144,997,208

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Notes:
(1) Page 46, Item (5).
(2) Estimated by BAC.
(3) Page 47, Column (3).
(4) (1) x (2) x (3).

Alameda County Schools Insurance Group
Workers' Compensation Program

Calculation of Expected Indemnity Claim Severity
Frequency Times Severity Method
Unlimited Losses

Program Year	*A Priori* Ultimate Losses (1)	Estimated Severity Trend (2)	Selected Indemnity Claim Count (3)	Trended Indemnity Claim Severity (4)
2008-09	$11,256,506	1.420	331	$48,298
2009-10	12,081,116	1.389	339	49,495
2010-11	11,855,706	1.358	362	44,481
2011-12	12,603,725	1.358	334	51,252
2012-13	10,901,166	1.358	308	48,070
2013-14	11,870,246	1.358	334	48,269
2014-15	16,124,682	1.258	359	56,508
2015-16	12,351,233	1.165	275	52,343
2016-17	16,506,473	1.080	297	59,998
2017-18	19,524,786	1.039	296	68,535
2018-19	16,409,462	1.000	305	53,802
Total	$151,485,101		3,540	$52,823
08/09-17/18	$135,075,639		3,235	$52,725
			(5) Selected Severity:	$52,700

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Notes:
(1) Page 44, Column (3).
(2) Estimated by BAC.
(3) Page 47, Column (3).
(4) (1) x (2) / (3).
(5) Selected on the basis of (4).

Alameda County Schools Insurance Group
Workers' Compensation Program

Selected # of Indemnity Claims

Program Year	Reported Indemnity Claim Count Projection (1)	Bornhuetter-Ferguson Method (2)	Selected Indemnity Claim Count (3)
1985-86	327		327
1986-87	318		318
1987-88	319		319
1988-89	397		397
1989-90	351		351
1990-91	398		398
1991-92	421		421
1992-93	395		395
1993-94	409		409
1994-95	402		402
1995-96	421		421
1996-97	381		381
1997-98	302		302
1998-99	326		326
1999-00	321		321
2000-01	328		328
2001-02	312		312
2002-03	326		326
2003-04	255		255
2004-05	215		215
2005-06	250		250
2006-07	279		279
2007-08	319		319
2008-09	331		331
2009-10	339		339
2010-11	362		362
2011-12	334		334
2012-13	308		308
2013-14	334		334
2014-15	359		359
2015-16	275		275
2016-17	297		297
2017-18	296		296
2018-19	309	305	305
Total	11,316		11,312

Notes:
(1) Page 48, Column (3).
(2) Page 49, Column (6).
(3) Selected on the basis of (1) and (2).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Projection of Ultimate # of Indemnity Claims
Projection of Reported Claims

Program Year	Total Indemnity Claims Reported 12/31/18 (1)	Development Factors as of 12/31/18 (2)	Projected Ultimate Indemnity Claims (3)
1993-94	409	1.000	409
1994-95	402	1.000	402
1995-96	421	1.000	421
1996-97	381	1.000	381
1997-98	302	1.000	302
1998-99	326	1.000	326
1999-00	321	1.000	321
2000-01	328	1.000	328
2001-02	312	1.000	312
2002-03	326	1.000	326
2003-04	255	1.000	255
2004-05	215	1.000	215
2005-06	250	1.001	250
2006-07	279	1.001	279
2007-08	318	1.002	319
2008-09	330	1.002	331
2009-10	338	1.004	339
2010-11	360	1.006	362
2011-12	331	1.010	334
2012-13	304	1.014	308
2013-14	327	1.021	334
2014-15	349	1.030	359
2015-16	265	1.039	275
2016-17	280	1.060	297
2017-18	266	1.115	296
2018-19	99	3.123	309
Total	8,094		8,390

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Notes:
(1) Provided by Keenan & Associates.
(2) Page 63.
(3) (1) x (2), rounded.

Alameda County Schools Insurance Group
Workers' Compensation Program

Projection of Ultimate # of Indemnity Claims
Bornhuetter-Ferguson Method

Program Year	A Priori Claim Count (1)	Claim Development Factor (2)	Estimated Percentage of Claims Unreported (3)	Estimated Unreported Claims (4)	Reported Claims as of 12/31/18 (5)	Projected Ultimate Claims (6)
2018-19	303	3.123	68.0%	206	99	305

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Notes:
(1) Page 50, Item (6).
(2) Page 48, Column (2).
(3) 100% - [1.000 / (2)].
(4) (1) x (3).
(5) Page 48, Column (1).
(6) (4) + (5).

Alameda County Schools Insurance Group
Workers' Compensation Program

Calculation of Expected # of Indemnity Claims
A Priori Claim Count

Program Year	Projected Ultimate Indemnity Claims (1)	Exposure Index (2)	Indicated Indemnity Claim Frequency (3)
2008-09	331	0.961	344
2009-10	339	0.942	360
2010-11	362	0.924	392
2011-12	334	0.906	369
2012-13	308	0.888	347
2013-14	334	0.906	369
2014-15	359	0.924	389
2015-16	275	0.942	292
2016-17	297	0.961	309
2017-18	296	0.980	302
2018-19	309	1.000	309
Average			344
15/16-17/18			301
		(4) Selected Claim Frequency:	303
		(5) 2018-19 Exposure Index:	1.000
		(6) 2018-19 A Priori Claim Count:	303

Notes:
(1) Page 48, Column (3).
(2) Estimated by BAC.
(3) (1) / (2).
(4) Selected on the basis of (3).
(5) (2).
(6) (4) x (5).

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Alameda County Schools Insurance Group
Workers' Compensation Program

Actuarial Analysis of the
Workers' Compensation Program

Future Loss Exhibits

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Alameda County Schools Insurance Group
Workers' Compensation Program

Projected 2019-20 Loss Rate

Unlimited Losses

Program Year	Estimated Ultimate Losses (1)	Pure Premium Trend (2)	Exposure Indexed to 2019-20 (3)	Trended Loss @ 2019-20 Exposure Level (4)
2006-07	$15,600,000	1.543	0.924	$26,055,084
2007-08	11,290,000	1.509	0.942	18,078,549
2008-09	11,200,000	1.476	0.961	17,194,494
2009-10	12,040,000	1.443	0.942	18,437,412
2010-11	11,850,000	1.411	0.924	18,100,640
2011-12	12,600,000	1.411	0.906	19,631,175
2012-13	10,930,000	1.411	0.888	17,369,850
2013-14	11,820,000	1.411	0.906	18,415,912
2014-15	16,230,000	1.307	0.924	22,964,407
2015-16	13,160,000	1.211	0.942	16,910,388
2016-17	16,680,000	1.122	0.961	19,465,012
2017-18	20,470,000	1.080	0.980	22,540,154
2018-19	17,400,000	1.039	1.000	18,078,762
Average				$19,480,141
06/07-17/18				$19,596,923
			(5) Selected 2019-20 Level Losses:	$19,009,817

Program Year	Maximum Claim (6)	LDF (7)	Sev trend (8)	Trended Developed (9)
2010-11	$618,333	1.200	1.411	$1,047,065
2011-12	907,956	1.245	1.411	1,595,580
2012-13	470,733	1.304	1.411	866,416
2013-14	350,377	1.363	1.411	673,922
2014-15	786,416	1.408	1.307	1,447,043

(10) Factor for Unlimited Retention: 1.017

(11) Unlimited 2019-20 Level Losses: **$19,340,192**

(12) Unlimited 2019-20 Level Rate: **$1.90**

Notes:
(1) Page 37, Column (6).
(2) Estimated by BAC.
(3) Estimated by BAC.
(4) (1) x (2) / (3).
(5) Selected on the basis of (4).
(6) Provided by Keenan & Associates.
(7) Page 38, Column (2).
(8) Estimated by BAC.
(9) (6) x (7) x (8).
(10) Estimated by BAC.
(11) (5) x (10).
(12) (6) / 2019-20 payroll.

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Alameda County Schools Insurance Group
Workers' Compensation Program

Actuarial Analysis of the
Workers' Compensation Program

Discounting Exhibits

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Alameda County Schools Insurance Group
Workers' Compensation Program

Discounted Value of Unpaid Losses as of June 30, 2019
Assuming a 2.00% Interest Rate

Self-Insured Losses Limited to Stated SIR

Program Year	Projected Unpaid Losses (1)	Discount Factor (2)	Discounted Unpaid Losses (3)
1985-86	$25,545	0.933	$23,823
1986-87	157,815	0.920	145,185
1987-88	56,681	0.912	51,715
1988-89	28,947	0.904	26,167
1989-90	12,214	0.911	11,132
1990-91	195,745	0.914	178,917
1991-92	168,140	0.903	151,899
1992-93	290,867	0.894	259,922
1993-94	308,961	0.884	273,136
1994-95	303,767	0.878	266,764
1995-96	345,827	0.873	301,921
1996-97	493,394	0.872	429,997
1997-98	703,948	0.875	616,181
1998-99	1,751,300	0.870	1,523,766
1999-00	738,615	0.863	637,219
2000-01	886,635	0.859	761,626
2001-02	1,068,573	0.854	912,773
2002-03	942,214	0.852	803,124
2003-04	638,675	0.849	541,939
2004-05	672,480	0.846	568,856
2005-06	1,341,008	0.846	1,134,209
2006-07	869,004	0.838	727,805
2007-08	813,603	0.836	680,270
2008-09	701,743	0.830	582,643
Total	$13,515,702		$11,610,989

(4) Indicated Discount Factor: 0.859

Notes:
(1) Page 26, Column (6).
(2) Based upon a 2.00% interest rate.
(3) (1) x (2).
(4) [Sum of Column (3)] / [Sum of Column (1)].

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Alameda County Schools Insurance Group
Workers' Compensation Program

Discounted Value of 2018-19 Losses as of July 1, 2019
Assuming a 2.00% Interest rate

Unlimited Losses

Program Year	Projected Loss Payments (1)	Discount Factor (2)	Discounted Value of Payments (3)
2019-20	$2,267,165	0.990	$2,244,828
2020-21	3,200,716	0.971	3,107,040
2021-22	2,167,588	0.952	2,062,892
2022-23	1,639,165	0.933	1,529,404
2023-24	1,270,033	0.915	1,161,754
2024-25	1,149,321	0.897	1,030,719
2025-26	824,321	0.879	724,762
2026-27	767,334	0.862	661,429
2027-28	660,857	0.845	558,478
2028-29	577,000	0.829	478,051
2029-30	475,245	0.812	386,026
2030-31	393,029	0.796	312,984
2031-32	348,354	0.781	271,968
2032-33	344,557	0.765	263,730
2033-34	264,710	0.750	198,641
2034-35	227,164	0.736	167,123
2035-36	217,606	0.721	156,953
2036-37	181,600	0.707	128,414
2037-38	171,088	0.693	118,609
2038-39	152,079	0.680	103,363
2039-40	92,151	0.666	61,404
2040-41	92,642	0.653	60,521
41-42 & later	1,526,090	0.554	845,551
Total	$19,009,817		$16,634,644

(4) Indicated Discount Factor: 0.875

Notes:
(1) Based upon the observed payment pattern.
(2) Based upon a 2.00% interest rate.
(3) (1) x (2).
(4) [Sum of Column (3)] / [Sum of Column (1)].

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Alameda County Schools Insurance Group
Workers' Compensation Program

Discounted Value of 2018-19 Losses as of July 1, 2019
Assuming a 2.00% Interest rate

$1,000,000 SIR

Program Year	Projected Loss Payments (1)	Discount Factor (2)	Discounted Value of Payments (3)
2019-20	$2,216,633	0.990	$2,194,794
2020-21	3,060,260	0.971	2,970,695
2021-22	2,125,469	0.952	2,022,806
2022-23	1,559,216	0.933	1,454,808
2023-24	1,214,775	0.915	1,111,208
2024-25	1,109,176	0.897	994,717
2025-26	836,924	0.879	735,843
2026-27	776,820	0.862	669,606
2027-28	668,505	0.845	564,941
2028-29	582,465	0.829	482,579
2029-30	508,153	0.812	412,755
2030-31	396,122	0.796	315,448
2031-32	348,821	0.781	272,333
2032-33	339,345	0.765	259,740
2033-34	261,816	0.750	196,469
2034-35	223,827	0.736	164,668
2035-36	211,271	0.721	152,383
2036-37	176,106	0.707	124,529
2037-38	163,707	0.693	113,492
2038-39	144,429	0.680	98,163
2039-40	91,617	0.666	61,048
2040-41	47,732	0.653	31,182
41-42 & later	1,282,634	0.545	699,398
Total	$18,345,825		$16,103,605

(4) Indicated Discount Factor: 0.878

Notes:
(1) Based upon the observed payment pattern.
(2) Based upon a 2.00% interest rate.
(3) (1) x (2).
(4) [Sum of Column (3)] / [Sum of Column (1)].

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Alameda County Schools Insurance Group
Workers' Compensation Program

Discounted Value of 2018-19 Losses as of July 1, 2019
Assuming a 2.00% Interest rate

$500,000 SIR

Program Year	Projected Loss Payments (1)	Discount Factor (2)	Discounted Value of Payments (3)
2019-20	$2,121,278	0.990	$2,100,378
2020-21	2,807,904	0.971	2,725,725
2021-22	2,093,833	0.952	1,992,699
2022-23	1,457,935	0.933	1,360,309
2023-24	1,253,268	0.915	1,146,418
2024-25	1,106,310	0.897	992,147
2025-26	991,482	0.879	871,734
2026-27	1,010,847	0.862	871,333
2027-28	581,661	0.845	491,551
2028-29	477,537	0.829	395,644
2029-30	368,081	0.812	298,979
2030-31	333,512	0.796	265,588
2031-32	289,737	0.781	226,205
2032-33	276,298	0.765	211,483
2033-34	212,193	0.750	159,231
2034-35	179,760	0.736	132,249
2035-36	166,986	0.721	120,442
2036-37	138,310	0.707	97,803
2037-38	126,778	0.693	87,890
2038-39	110,757	0.680	75,278
2039-40	72,003	0.666	47,978
2040-41	21,114	0.653	13,793
41-42 & later	882,293	0.535	471,871
Total	$17,079,878		$15,156,728

(4) Indicated Discount Factor: 0.887

Notes:
(1) Based upon the observed payment pattern.
(2) Based upon a 2.00% interest rate.
(3) (1) x (2).
(4) [Sum of Column (3)] / [Sum of Column (1)].

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Alameda County Schools Insurance Group
Workers' Compensation Program

Discounted Value of 2018-19 Losses as of July 1, 2019
Assuming a 2.00% Interest rate

$250,000 SIR

Program Year	Projected Loss Payments (1)	Discount Factor (2)	Discounted Value of Payments (3)
2019-20	$1,941,584	0.990	$1,922,455
2020-21	2,520,424	0.971	2,446,659
2021-22	2,041,645	0.952	1,943,031
2022-23	1,410,682	0.933	1,316,220
2023-24	1,019,670	0.915	932,736
2024-25	970,473	0.897	870,327
2025-26	1,155,718	0.879	1,016,134
2026-27	911,055	0.862	785,314
2027-28	415,527	0.845	351,154
2028-29	347,744	0.829	288,110
2029-30	365,102	0.812	296,560
2030-31	223,755	0.796	178,185
2031-32	189,782	0.781	148,167
2032-33	175,111	0.765	134,033
2033-34	133,119	0.750	99,893
2034-35	110,908	0.736	81,595
2035-36	100,354	0.721	72,382
2036-37	82,095	0.707	58,052
2037-38	73,525	0.693	50,972
2038-39	63,146	0.680	42,918
2039-40	42,255	0.666	28,156
2040-41	39,917	0.653	26,077
41-42 & later	388,538	0.552	214,316
Total	$14,722,130		$13,303,446

(4) Indicated Discount Factor: 0.904

Notes:
(1) Based upon the observed payment pattern.
(2) Based upon a 2.00% interest rate.
(3) (1) x (2).
(4) [Sum of Column (3)] / [Sum of Column (1)].

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Alameda County Schools Insurance Group
Workers' Compensation Program

Program Information

Program Year	SIR (1)	Payroll ($00's) (2)	Total Exposure Indexed to 2018-19 (3)	Potential Future Medical Reopenings Under SIR (4)
1985-86	$250,000	$0	0.610	5
1986-87	500,000	0	0.622	4
1987-88	10,000,000	0	0.634	0
1988-89	10,000,000	0	0.647	2
1989-90	10,000,000	0	0.660	1
1990-91	10,000,000	0	0.673	4
1991-92	10,000,000	0	0.686	5
1992-93	10,000,000	0	0.700	3
1993-94	10,000,000	0	0.714	2
1994-95	10,000,000	0	0.728	7
1995-96	2,000,000	0	0.743	7
1996-97	2,000,000	0	0.758	10
1997-98	2,000,000	0	0.773	11
1998-99	2,000,000	5,217,298	0.788	17
1999-00	1,000,000	5,809,776	0.804	15
2000-01	1,000,000	6,457,665	0.820	23
2001-02	1,000,000	6,791,261	0.837	30
2002-03	1,000,000	6,878,794	0.853	26
2003-04	10,000,000	6,804,882	0.871	27
2004-05	3,000,000	7,298,747	0.888	22
2005-06	3,000,000	7,967,892	0.906	28
2006-07	250,000	7,924,497	0.924	36
2007-08	250,000	8,373,523	0.942	51
2008-09	250,000	8,379,779	0.961	37
2009-10	PIPS	7,983,289	0.942	
2010-11	PIPS	7,698,192	0.924	
2011-12	PIPS	7,873,713	0.906	
2012-13	PIPS	7,928,199	0.888	
2013-14	PIPS	8,039,488	0.906	
2014-15	PIPS	9,079,586	0.924	
2015-16	PIPS	9,753,745	0.942	
2016-17	PIPS	10,155,693	0.961	
2017-18	PIPS	10,376,783	0.980	
2018-19	PIPS	10,588,791	1.000	
2019-20	?	10,906,455	1.010	

Notes:
(1) Provided by Keenan & Associates.
(2) Provided by Keenan & Associates.
(3) Estimated by BAC.
(4) Provided by Keenan & Associates. 1985-86 includes older years.

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Alameda County Schools Insurance Group
Workers' Compensation Program

Actuarial Analysis of the
Workers' Compensation Program

Claims Data Exhibits

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Alameda County Schools Insurance Group
Workers' Compensation Program

Cumulative Reported Losses - Unlimited ($000's)

Program	Months of Development														
	6	18	30	42	54	66	78	90	102	114	126	138	150	162	174
1992															4,559
1993														3,939	3,946
1994													3,584	3,526	3,600
1995												4,458	4,440	4,626	4,932
1996											4,767	4,863	5,152	5,311	5,536
1997										5,711	5,884	6,435	6,728	6,877	6,719
1998									5,742	5,923	6,548	6,420	6,465	7,402	7,185
1999								7,696	8,065	9,823	9,884	10,287	10,497	10,818	10,672
2000							6,224	6,409	7,200	7,162	7,465	8,278	8,284	8,446	8,480
2001						7,909	8,710	11,125	10,953	13,502	13,997	13,873	11,154	11,281	11,384
2002					7,525	8,186	10,233	11,254	11,695	11,853	11,938	14,419	14,614	14,435	14,444
2003				6,070	7,110	9,059	8,593	8,775	8,504	10,093	10,236	9,873	10,052	10,009	10,245
2004			3,527	4,604	5,652	5,700	6,236	6,346	6,147	6,297	6,174	6,335	6,350	6,382	6,334
2005		2,278	3,069	4,738	5,249	5,021	5,794	5,518	5,457	5,419	5,470	5,651	5,629	5,659	5,799
2006	647	2,754	6,344	6,936	6,441	7,085	6,960	7,811	9,259	9,219	9,463	9,400	9,486	9,303	
2007	1,014	5,880	7,487	8,423	9,310	8,770	9,098	11,194	12,933	13,014	13,401	14,483	13,285		
2008	2,355	7,633	8,644	9,340	8,524	8,755	9,056	9,421	9,999	10,293	10,382	10,251			
2009	2,843	7,418	7,830	8,612	8,778	9,120	9,190	9,347	10,045	9,975	9,666				
2010	1,627	5,942	7,779	9,403	9,807	10,367	10,540	10,414	10,282	10,351					
2011	3,232	6,935	8,678	9,125	9,352	9,851	9,948	9,947	9,782						
2012	2,238	6,594	7,919	8,706	9,348	9,537	10,196	9,736							
2013	1,615	5,128	6,306	7,455	8,114	8,262	8,165								
2014	1,674	5,369	6,920	7,968	8,733	8,665									
2015	1,954	8,202	9,976	11,009	11,727										
2016	2,080	6,587	8,186	8,518											
2017	2,539	9,110	9,832												
2018	4,244	9,796													
2019	2,864														

	6 - 18	18 - 30	30 - 42	42 - 54	54 - 66	66 - 78	78 - 90	90 - 102	102 - 114	114 - 126	126 - 138	138 - 150	150 - 162	162 - 174	174 - Ult.
ALL YR VOL	3.113	1.240	1.131	1.056	1.043	1.047	1.059	1.044	1.057	1.019	1.043	0.977	1.016	1.006	
3 YR VOL	2.876	1.171	1.096	1.081	1.010	1.024	0.981	1.014	1.010	1.005	1.027	0.962	0.994	1.015	
EX HI LO	3.304	1.234	1.136	1.066	1.033	1.045	1.047	1.038	1.045	1.017	1.032	1.002	1.012	1.008	
REFERENCE	2.817	1.274	1.114	1.058	1.037	1.023	1.010	1.015	1.010	1.007	1.012	1.008	1.003	1.003	1.069
SELECT	2.817	1.234	1.136	1.066	1.033	1.045	1.047	1.038	1.045	1.017	1.032	1.002	1.012	1.008	1.069
CUMULATIVE	5.925	2.103	1.705	1.500	1.408	1.363	1.304	1.245	1.200	1.148	1.128	1.093	1.090	1.077	1.069

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Alameda County Schools Insurance Group
Workers' Compensation Program

Cumulative Paid Losses - Unlimited ($000's)

Program	Months of Development														
	6	18	30	42	54	66	78	90	102	114	126	138	150	162	174
1992															4,457
1993														3,925	3,938
1994													3,491	3,500	3,513
1995												4,472	4,502	4,555	4,603
1996											4,758	4,886	4,932	4,980	5,015
1997										5,579	5,671	5,836	5,930	6,152	6,318
1998									5,495	5,632	5,881	5,946	6,017	6,340	6,387
1999								7,206	7,505	7,816	8,053	8,200	8,559	8,650	8,755
2000							5,899	6,067	6,310	6,466	6,544	6,724	6,808	6,905	6,962
2001						7,245	7,872	8,443	9,060	9,523	9,888	10,176	10,269	10,551	10,581
2002					6,922	7,442	8,167	8,716	9,134	9,439	9,632	11,042	11,173	11,464	11,551
2003				5,218	6,109	6,836	7,033	7,265	7,573	8,479	9,325	9,430	9,644	9,802	9,834
2004			3,009	3,693	4,254	4,720	4,959	5,271	5,496	5,644	5,731	5,755	5,791	5,831	5,948
2005		1,826	2,408	2,993	3,685	3,962	4,368	4,513	4,755	4,890	4,974	5,374	5,405	5,482	5,534
2006	209	1,697	2,912	3,826	4,642	5,006	5,904	6,525	6,893	7,999	8,358	8,537	8,585	8,630	
2007	254	2,003	3,945	5,021	6,004	6,564	7,436	7,704	8,444	8,877	9,284	9,623	9,785		
2008	244	2,909	5,028	6,166	6,851	7,496	7,807	8,108	8,593	8,811	8,884	8,981			
2009	463	3,335	4,881	6,133	7,477	7,838	8,177	8,513	8,809	8,975	9,218				
2010	439	3,070	4,873	6,411	7,061	7,563	8,376	8,615	9,120	9,434					
2011	607	3,403	5,458	6,424	7,115	7,686	8,353	8,668	8,757						
2012	531	3,826	5,019	5,994	7,566	8,086	8,625	9,147							
2013	831	2,414	3,752	5,254	6,225	7,086	7,414								
2014	367	2,680	4,123	5,543	6,544	7,308									
2015	593	3,626	6,115	7,692	8,783										
2016	413	3,094	4,534	5,619											
2017	482	3,953	6,079												
2018	750	4,162													
2019	458														

	6 - 18	18 - 30	30 - 42	42 - 54	54 - 66	66 - 78	78 - 90	90 - 102	102 - 114	114 - 126	126 - 138	138 - 150	150 - 162	162 - 174	174 - Ult.
ALL YR VOL	6.499	1.563	1.262	1.170	1.089	1.080	1.049	1.051	1.049	1.034	1.036	1.015	1.019	1.009	
3 YR VOL	6.817	1.567	1.276	1.166	1.106	1.067	1.042	1.035	1.026	1.027	1.023	1.010	1.008	1.010	
EX HI LO	7.064	1.564	1.263	1.173	1.089	1.078	1.046	1.050	1.042	1.028	1.028	1.012	1.016	1.008	
REFERENCE	3.578	1.673	1.287	1.171	1.122	1.088	1.066	1.055	1.042	1.042	1.032	1.022	1.022	1.018	1.172
SELECT	7.118	1.576	1.267	1.175	1.090	1.082	1.050	1.051	1.049	1.032	1.035	1.014	1.018	1.009	1.172
CUMULATIVE	29.721	4.175	2.650	2.092	1.781	1.634	1.510	1.438	1.369	1.305	1.264	1.221	1.205	1.183	1.172

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Alameda County Schools Insurance Group
Workers' Compensation Program

Cumulative # of Indemnity Losses Reported

Months of Development

Program	6	18	30	42	54	66	78	90	102	114	126	138	150	162	174
1992															423
1993														397	397
1994													406	406	408
1995												403	403	404	405
1996											416	416	416	416	416
1997										377	377	379	380	380	381
1998									302	302	303	303	304	304	304
1999								317	320	323	324	324	324	324	324
2000							306	308	315	316	321	321	321	321	321
2001						290	293	312	314	316	317	318	319	319	319
2002					282	284	307	309	313	314	316	318	318	318	318
2003				283	286	316	322	324	326	326	326	326	326	326	326
2004			215	220	244	249	253	253	255	255	255	255	255	255	254
2005		160	166	196	201	212	213	213	213	213	213	213	213	214	215
2006	74	187	238	247	248	249	248	249	250	250	250	250	250	250	
2007	85	257	274	280	279	278	280	280	280	280	280	280	279		
2008	95	303	314	316	316	316	316	317	317	318	318	318			
2009	123	309	321	322	327	326	329	329	329	330	330				
2010	97	310	326	336	338	336	336	337	338	338					
2011	116	330	351	353	355	356	357	359	360						
2012	135	314	325	328	328	328	330	331							
2013	98	278	294	301	302	302	304								
2014	106	298	314	321	324	327									
2015	113	326	339	345	349										
2016	93	243	258	265											
2017	86	264	280												
2018	106	266													
2019	99														

	6 - 18	18 - 30	30 - 42	42 - 54	54 - 66	66 - 78	78 - 90	90 - 102	102 - 114	114 - 126	126 - 138	138 - 150	150 - 162	162 - 174	174 - Ult.
ALL YR VOL	2.777	1.062	1.025	1.013	1.013	1.012	1.008	1.006	1.002	1.003	1.001	1.000	1.000	1.001	
3 YR VOL	2.712	1.053	1.022	1.008	1.003	1.005	1.004	1.002	1.002	1.000	1.000	0.999	1.001	1.000	
EX HI LO	2.802	1.052	1.021	1.008	1.008	1.007	1.003	1.005	1.002	1.001	1.001	1.001	1.000	1.001	
SELECT	2.802	1.052	1.021	1.008	1.008	1.007	1.003	1.005	1.002	1.001	1.001	1.001	1.000	1.001	1.000
CUMULATIVE	3.123	1.115	1.060	1.039	1.030	1.021	1.014	1.010	1.006	1.004	1.002	1.002	1.001	1.001	1.000

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: 2019/2020 Dental Rates

Enclosed are the proposed 2019/2020 Dental rate changes for ACSIG members. The program continues to perform well. There is also the potential of 30% growth in the program with the partnership with the FBC in San Diego. Throughout the past 5 years, rates have been decreased and/or held flat with additional rebates. We are recommending a flat renewal for 2019/2020 and a $500,000 rebate.

These rates will be reviewed by the Executive Director at the meeting and will be asking for approval of the 2019/2020 dental rates.

Fixed Rate Dental

Dental Renewal Action and History

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Underwriting Results	-1.7%	-0.9%	-6.1%	0.4%	0.1%
Actual Applied to Members	0.00%	0.00%	-2.00%	0.00%	0% (Proposed)

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Alameda County Schools Insurance Group
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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Alliant Contract

When reviewing existing contracts, I found that ACSIG has a rolling contract with Alliant for all brokerage & underwriting services for both the Dental and Vision programs. There are no issues with the services received from Alliant. However, in the interest of best practices and with the goal of not obligating ACSIG indefinitely, I have requested the enclosed contract with a maximum of 3-year terms. While there is the option to roll the contract for an additional 3 years, there are "no-cause" provisions for termination should circumstances change.

The Executive Director will present this contract for approval.

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (***"Agreement"***) is effective May 1, 2019 (***"Effective Date"***) between Alliant Insurance Services, Inc., a Delaware corporation with its principal place of business at 1301 Dove Street, Suite 200, Newport Beach, CA 92660 (***"Alliant"***), and Alameda County Schools Insurance Group (ACSIG), a California Joint Powers Authority with its principal place of business at 1911 San Miguel Dr., Walnut Creek, CA 94596 (***"Client"***). Alliant and Client may be referred to in this Agreement individually as a "Party" and together as the "Parties."

1. Services.

a. Scope of Services. Alliant shall provide the services described in Schedule I (collectively, ***"Services"***) for Client's employee benefit plan(s) for which Alliant is designated as the broker of record (***"Plan(s)"***).

b. Services Warranty. Alliant warrants that the Services will be performed in a professional and workmanlike manner in accordance with industry standards and in compliance with applicable laws and regulations.

2. Compensation. As consideration for the Services, Alliant shall receive the compensation described in Schedule II.

3. Client Obligations.

a. Service-Specific Obligations. Client shall be responsible for all client obligations identified in Schedule I.

b. Client-Provided Information. Client shall, promptly after the Effective Date and thereafter upon Alliant's request, provide all information requested by Alliant that may be necessary for Alliant to perform the Services, including, without limitation, information about Client, Client's existing employee benefits plans, loss experience, and risk exposures; provided that, Client shall not provide Alliant with any individual's personally identifiable information unless Alliant specifically requests such information in order to perform the Services. Client acknowledges that Alliant relies on such Client-provided information in order to perform the Services. Client confirms that all information it provides to Alliant will be complete and accurate.

c. Material Changes. Client shall promptly report to Alliant in writing any significant changes in exposures, loss-related data, Client's operations, coverages or limits, lines of coverage, or any other change that will change the scope or nature of Client's insurance plans.

d. Review. Client shall promptly review coverage documents, templates, and other documents for the Plan(s) provided by Alliant, the insurer, or the third party administrator (TPA), to ensure that the documents are consistent with Client's specifications. Client shall promptly inform Alliant of any discrepancies or required changes.

e. Delay. Client shall perform its obligations under this Section 3, including the obligation to provide all information requested by Alliant, as soon as practicable but no later than the dates agreed upon by Alliant and Client. Alliant is not liable for any delay or partial performance in performing the Services to the extent such delay or partial performance arises from Client's delay in performing its obligations under this Section 3 or promptly making decisions related to the Plan(s).

4. Disclaimers.

a. Not Legal or Tax Advice. Alliant is not responsible for Client's compliance with any laws, regulations, and/or statutes affecting the Plan(s). None of the services, advice, recommendations, or communications provided by Alliant constitutes legal or tax advice, analysis, or opinion, and Client shall not interpret or rely on any of Alliant's services, advice, recommendations, or communications as legal or tax advice, analysis, or opinion.

b. No Fiduciary Relationship. Alliant will not have discretionary authority or discretionary control with respect to the administration or management of any of the Plan(s). Alliant also will not have authority to exercise any discretion or control with regard to the management, use, or disposition of any assets of the Plan(s) and will not render any investment advice with respect to the Plan(s) or any assets of the Plan(s). Alliant's performance of the Services will not make it a "fiduciary" for purposes of the Employee Retirement Income Security Act of 1974 (***"ERISA"***), as amended. Client shall not represent that Alliant is a fiduciary for purposes of ERISA.

c. Plan Recommendations and Funding. Any plans or plan provisions recommended by Alliant are solely recommendations, and Client, not Alliant, has the ultimate authority to select and modify the plans. Alliant shall have no responsibility, risk, liability, or obligation for funding the Plan(s). All responsibility, risk, liability, and obligation for funding the Plan(s) lies solely with the Plan(s) and the plan sponsor(s).

d. Other Brokers. Alliant is not responsible for, and hereby disclaims all liability for, any acts, errors, and/or omissions of Client's previous brokers, consultants, and/or advisors. If Client has any employee benefits plan(s) for which Alliant is not the broker of record, Alliant is not responsible for performing any services with respect to such plan(s) and hereby disclaims all liability for any acts, errors, and/or omissions of Client's other brokers, consultants, and/or advisors.

5. Confidentiality.

a. Definitions. The Services and work product exchanged by the Parties under this Agreement are to be used exclusively to carry out the terms, conditions, and purposes set forth in this Agreement. During the Term, the Parties may each exchange information considered confidential, proprietary, and/or trade secret, including, without limitation, financial information, pricing information, intellectual property, ideas, concepts, systems, designs, research and technical information, business and operational policies, plans, processes, procedures and strategies, system design and operating specifications, data, recommendations, proposals, reports and similar information (collectively, ***"Confidential Information"***). For purposes of this Section 5, the Party disclosing Confidential Information is the ***"Disclosing Party"*** and the Party receiving Confidential Information is the ***"Receiving Party."***

b. Exclusions. Confidential Information does not include information that is (i) in, or that becomes part of, the public domain other than as a result of a breach of this Section 5; (ii) independently developed by the Receiving Party as demonstrated by its records; (iii) lawfully known by the Receiving Party, without any obligation of confidentiality or other restriction on use or disclosure, prior to disclosure of the information by Disclosing Party; or (iv) disclosed by a third party whom the Receiving

Party has no reason to believe has any confidentiality or fiduciary obligation to such information's owner.

c. **Legal Compulsion.** A Receiving Party may disclose Confidential Information only to the extent necessary to comply with a valid order of a court or governmental agency with proper jurisdiction or as required by law or regulation; provided that, the Receiving Party shall, to the extent allowed by law, promptly advise the Disclosing Party of the order, subpoena, or request in order to enable the Disclosing Party to employ lawful means to avoid or limit disclosure. Either Party is also entitled to release Confidential Information as required to prosecute or defend any claim under this Agreement; provided however, that the Party seeking to release or use the information shall take all reasonable steps necessary to avoid disclosing Confidential Information, including filing documents and papers under seal.

d. **Non-Disclosure; Reasonable Efforts.** Except as otherwise provided in this Agreement or as required by applicable law, a Receiving Party shall not distribute, use, or rely upon Confidential Information without the Disclosing Party's permission. Additionally, except as otherwise provided in this Agreement, a Receiving Party shall not directly or indirectly communicate, divulge, or otherwise disclose the Confidential Information to any unauthorized person or entity. The Parties shall employ reasonable and customary business practices to protect and secure Confidential Information from unauthorized release or distribution and to limit access and usage of Confidential Information to those employees, officers, directors, agents, subcontractors, representatives, and advisors (including, without limitation, attorneys, accountants, and financial advisors) (collectively, its ***"Representatives"***) who have legitimate "need to know" the information in order to perform under this Agreement and who are bound by obligations of confidentiality no less restrictive than this Section 5. The Receiving Party will be liable for any breach of this Agreement by any of its Representatives.

e. **Ownership of Confidential Information.** Except as otherwise provided in this Agreement, Confidential Information is and remains the absolute and exclusive property of the Disclosing Party and its unique and variable asset.

f. **Return of Confidential Information.** Upon this Agreement's termination or earlier upon the Disclosing Party's request, the Receiving Party shall promptly return all Confidential Information, including all copies, received in non-electronic form and shall destroy all information received electronically. Notwithstanding anything to the contrary in this Agreement, the Receiving Party may retain copies of Confidential Information in order to comply with legal or regulatory requirements and any electronic files automatically saved pursuant to its archiving and document retention procedures and that cannot reasonably be deleted; with respect to all such retained copies, the Receiving Party will remain subject to the confidentiality obligations stated in this Section 5 for so long as the copies are retained.

g. **Survival.** The obligations contained in this Section 5 will survive termination of this Agreement for a period of two years or longer as required by law. Nothing in this section limits or otherwise diminishes the protections afforded to trade secret information or by applicable law.

h. **Injunctive Relief.** A breach of this Section 5 may cause irreparable injury to a Disclosing Party. For this reason, in the event of a breach, a Disclosing Party is entitled to seek injunctive relief or other equitable relief, without prejudice to any other remedies that may be available.

6. Licenses and Ownership.

a. Media License. To the extent that Alliant will prepare benefit brochures, open enrollment materials, or other benefit communications for Client's employees (collectively, ***"Benefit Materials"***), and Client has or will provide photographs, images, other media, trademarks, and/or logos (collectively, ***"Media"***) to include in the Benefit Materials, Client hereby grants Alliant a worldwide, perpetual, royalty-free, non-exclusive, sublicensable right and license to use the Media in the Benefit Materials. This license includes the right to use, reproduce, edit, crop, retouch, distribute, and create derivative works of the Media as needed to incorporate the Media into the Benefit Materials and to otherwise prepare and distribute the Benefit Materials. Client represents and warrants that (i) it is the owner of the Media or has the right to grant Alliant the licenses to use the Media, free of all liens, claims, and encumbrances; and (ii) Alliant's use of the Media as specified in this Agreement will not infringe the rights, including the personal or proprietary rights, of any other party.

b. Other Client Information. Client hereby grants Alliant a worldwide, royalty-free, non-exclusive, sublicensable, and revocable license to use all Client-provided information as necessary to provide the Services. Client represents and warrants that it has or will obtain the necessary consents from each individual before providing or otherwise disclosing any of the individual's personally identifiable information to Alliant.

c. Ownership. Except as otherwise expressly stated in this Agreement, Client will retain all ownership rights in the Media and other Client-provided information. Alliant will retain all ownership rights to all information, data, benefit analysis, materials, specifications, and products supplied by Alliant (collectively, ***"Work Product"***), together with all intellectual property rights in the Work Product. Work Product is solely for use by Client and its Plan(s) and may not, without Alliant's prior written consent, be shared with anyone other than Client's employees and advisors who have a legitimate need to know, Plan participants and beneficiaries, or as required by law.

7. Term and Termination.

a. Term. Unless terminated in accordance with this Section 7, this Agreement will have an initial term of three years from the Effective Date (***"Initial Term"***), after which it will automatically renew for successive three-year periods (***"Renewal Term(s)"***). The Initial Term and all Renewal Term(s) are collectively the ***"Term."***

b. Termination.

i. For Convenience. Either Party may terminate this Agreement by notifying the other Party in writing of its intent not to renew the Agreement at least 60 days before the end of the Initial Term or the then-current Renewal Term. Additionally, during any Renewal Term, either Party may terminate this Agreement for any reason upon 90 days' prior written notice.

ii. For Cause. During the Initial Term or any Renewal Term, either Party may terminate this Agreement if the other Party's material breach remains uncured for 30 days following its receipt of the terminating Party's written notice of the breach.

c. **Final Fees.** No later than 30 days after this Agreement's termination, Alliant shall issue a final invoice for any services performed and expenses incurred by Alliant on or before the Agreement's effective date of termination and that remain payable by Client. The Client shall pay such invoice within 45 days of its receipt of the invoice.

d. **Survival.** Except as otherwise stated in this Agreement, the rights and obligations contained in Sections 5, 7, 8, 9, 10, and 11 of this Agreement shall survive the termination of this Agreement.

8. **Indemnification.**

a. **Claims Subject to Indemnification.** With respect to any action, claim, suit, investigation, or proceeding brought by a third party and that arises out of this Agreement (each, a ***"Third Party Claim"***), each Party (***"Indemnitor"***) shall indemnify, defend, and hold harmless the other Party, including its affiliates and each of their officers, directors, employees, and assigns (each, an ***"Indemnitee"***), from and against all losses, damages, claims, fines, penalties, costs, and expenses (including reasonable attorneys' fees) (collectively, ***"Losses"***) arising out of that Third Party Claim to the extent the Losses resulted from the Indemnitor's breach of this Agreement, negligence, willful misconduct, and/or violation of applicable law or regulation.

b. **Process.** Indemnitee shall promptly notify Indemnitor in writing of any claims subject to indemnification under this Section 8, provided that Indemnitee's delay in providing such notice will not relieve Indemnitor of its indemnification obligations except to the extent that Indemnitor is materially prejudiced by the delay. Indemnitor, at its sole expense, will have the right to control the defense and settlement of the claim. Indemnitor may settle or consent to the entry of any judgment with respect to any claim involving only the payment of money, but shall not, without the Indemnitee's prior written consent, which shall not be unreasonably withheld, settle any other claim or consent to any judgment that obligates Indemnitee to take any independent action or pay money. Indemnitee shall reasonably cooperate with the Indemnitor, at Indemnitor's expense, in connection with the defense of any claim subject to this Section 8 and shall, at the Indemnitor's expense, provide all information reasonably requested for defense of such claim. The Indemnitee may, at its own expense, retain separate counsel and participate in (but not control) any action under this Section 8.

9. **Limitation of Liability.** ***Alliant will not be liable to Client for any special, indirect, consequential, or punitive damages arising out of this Agreement, even if Alliant knows of the possibility of such damages. Additionally, Alliant will not be liable to Client for damages of any kind in an amount in excess of the total amount Client paid to Alliant for the Services in the twelve-month period preceding the incident giving rise to such liability. Notwithstanding the foregoing, nothing in this Section 9 shall limit a Party's indemnification obligations under Section 8 or limit a Party's liability resulting from the Party's fraud, gross negligence, or willful misconduct.***

10. **Arbitration.** If the Parties are unable to resolve any dispute relating to this Agreement, they may submit the dispute to binding arbitration in accordance with the JAMS Rules, in front of a panel of three arbitrators. Each Party shall select an arbitrator unaffiliated with either Party and disinterested in the dispute, but knowledgeable about the subject matter of the dispute, and these two arbitrators shall mutually agree on a third arbitrator. Judgment based on the arbitration award may be entered by any court with valid jurisdiction. Any request for arbitration is barred if made after the date when institution of legal or equitable proceedings based on such claims would be barred by the applicable statute of limitations.

11. Miscellaneous.

a. **Independent Contractor.** Alliant is an independent contractor for Client. This Agreement does not create a partnership, joint venture, franchise, employment, or any agency relationship between the Parties. Neither Party has any authority to act on behalf of the other Party or bind the other Party in any respect; provided, however, that Alliant has the authority to act as a broker on behalf of Client as contemplated hereunder.

b. **Notice.** All notices given under this Agreement shall be in writing and deemed given: (i) on the business day when delivered personally; (ii) one business day after being sent by a reputable overnight courier services (charges prepaid); or (iii) five business days after being sent by certified mail (charges prepaid). Notices must be sent to the Party's following address or any other address that the Party designates by proper notice:

If to Client:

Alameda County Schools
Insurance Group (ACSIG)
PO BOX 2487
Dublin, CA 94568
Attn: Kimberly Dennis

If to Alliant:

Alliant Insurance Services, Inc.
100 Pine Street
11th Floor
San Francisco, CA 94111
Attn: Tom Sher

With a copy to:
General Counsel
701 B Street, 6th Floor
San Diego, CA 92101

c. **Governing Law; Venue.** This Agreement will be governed by and construed in accordance with the laws of Delaware without regard to its conflicts of law principles, and the Parties each consent to the exclusive jurisdiction of the state and federal courts in Delaware.

d. **Assignment.** Neither Party may assign this Agreement without the prior written consent of the other Party, except that prior written consent will not be required for a Party to assign this Agreement to its successor in interest after a merger, consolidation, reorganization, or sale of substantially all of that Party's assets. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the Parties and their permitted successors and assigns.

e. **Waiver.** A Party's failure to enforce any provision of this Agreement shall not be construed as a waiver of that provision and shall not prevent the subsequent enforcement of each and every provision of this Agreement.

f. **No Third Party Beneficiaries.** Except as stated in this Agreement, this Agreement does not create any right or cause of action in or on behalf of any person or entity other than the Parties.

g. **Entire Agreement; Amendments; Severability.** This Agreement, together with its attached schedules, constitutes the entire agreement between the Parties relating to its subject matter and supersedes all prior or contemporaneous agreements,

negotiations, representations and proposals of any kind, whether written, oral, express or implied, related to its subject matter. Any modification to this Agreement must be in writing and signed by authorized representatives of both Parties. If any provision of this Agreement is declared invalid by a court of competent jurisdiction, that provision will be severed from this Agreement without affecting the validity or enforceability of all other provisions of this Agreement, which will remain in full force and effect.

h. **Construction.** The Parties jointly negotiated the terms of this Agreement and each Party has had an opportunity to review and discuss each provision with legal counsel, to the extent desired. Therefore, the normal rule of construction that construes any ambiguities against the drafting party shall not be employed in the interpretation of this Agreement.

SO AGREED:

Alameda County Schools Insurance Group (ACSIG)

By: _____

Name: Kimberly Dennis

Title: Executive Director

Alliant Insurance Services, Inc.

By: _____

Name: Tom Sher

Title: Senior Vice President

SCHEDULE I

Plans and Lines of Coverage. The services set forth in this Schedule apply to the Client's group benefits program.

Standard Services.
Program Management:

1. Providing professional, customary insurance consulting services related to the Dental and Vision Benefit Programs (hereafter referred to as "Programs.")
2. Providing assistance to participants of the Programs, including but not limited to modeling of plan design and pricing alternatives, general questions, claim issues, account structure and setup, etc.
3. Providing liaison services between ACSIG, and all insurance carriers, Alliant and Non-Alliant brokers/consultants and participating districts to ensure the smooth functioning and growth in enrollment of the Programs.
4. Assisting in the preparation and distribution of ACSIG participation agreements, summary plan descriptions, forms, and any other announcement or materials necessary to provide proper communication for the participants of the Programs.
5. Providing a quarterly commission statement to ACSIG, summarizing enrollment/ commission, in order to pay broker commissions (to broker/consultants representing participants of the Programs).
6. Distributing experience reports to self-funded participants (or their broker/consultant) on a quarterly basis.
7. Representing ACSIG in negotiations with providers on all issues related to administrative fees, benefit levels, plan design and special terms and conditions, and negotiating changes and contract additions.
8. Providing financial reporting and underwriting support for ACSIG, including trend analysis, reserve projections, renewal recommendations and new business underwriting.
9. Developing prospects and providing marketing support to promote participation in the Programs.
10. Creating and distributing new business quotes, including the creation of a formal proposal document.
11. As requested by ACSIG, preparing bid specifications and soliciting proposals from insurance markets. Evaluate bids and bidders, including administration, claim payment procedures, customer service, network, reserve establishment policies, financial solvency, and identifying the most cost-beneficial package for ACSIG.
12. Reviewing and analyzing claims experience data, claims service, efficiency and accuracy of claims administration to ensure that ACSIG is receiving optimum service and benefit from all carriers and vendors.
13. Assisting ACSIG in adherence to government mandated requirements and state and federal laws and regulations.
14. Keeping ACSIG informed of federal and state legislative developments and court rulings affecting insurance and employee benefits.

SCHEDULE II

COMPENSATION

1. **Compensation.** As consideration for the Services, Alliant shall receive the following compensation:

a. **Fees and Payment.**

i. **Fees.** Client shall pay Alliant the following fees:

1. Dental Program Management Fee.

Client shall pay Alliant on a per-employee-per-month ("PEPM") basis. The PEPM fee is:

$0.25	ACSIG Original Group 7046
$0.15	ACSIG Willis Corroon Group 7046
$0.25	Sonoma Group 7046
$0.20	Schools Insurance Authority Group 7006
$0.20	Central Regions SIG Group 9678
$0.16	Tri-County SIG Group 7084
$0.25	Yolo Group 6575
$0.25	Petaluma Group 1076
$0.25	San Ramon, Ft. Bragg, Azusa Pacific Group 643
$0.20	Schools Insurance Group 7005
$0.22	Butte JPA Group 7018
$0.22	RESIG Group 6748

ii. **Payment.** Client shall pay any fee hereunder within 45 days of its receipt of Alliant's invoice.

b. **Commissions.** Client's insurance carriers (or excess pools) may pay commissions directly to Alliant for Alliant's placement of coverage for the Plan(s). Alliant's projected commissions for 2019 are:

Vision Service Plan (VSP)	2% of paid claims

c. **Changes in Services.** If Client requests a change in Services or if changes in Client's size, operations, or organization require a change in the scope and/or nature of the Services and/or Plans, the compensation described in this Section 1 will be adjusted accordingly.

2. **Transparency and Disclosure.** Upon Client's reasonable request, Alliant will disclose Commissions it receives, where possible, in connection with any insurance placements on behalf of Client under Alliant's "Transparency and Disclosure" policy, a copy of which is made available upon request. Pursuant to its policy, Alliant will conduct business in conformance with all applicable insurance regulations and in advancement of the best interests of its clients. In addition, Alliant's conflict of interest policy precludes it from accepting any form of broker incentives that would result in business being placed with carriers in conflict with the interests of Alliant's clients.

3. **Services Included in Cost of Premium.** In addition to the compensation described in this Schedule II, Alliant and/or its related entities may receive additional compensation for underwriting, program administration, and other services that are (a) provided to either Client or the insurance carrier, (b) not contracted for directly by Client, and (c) outside the scope of Services described in Schedule I. This additional compensation, if any, will be included in the cost of the premium Client pays to the carrier and accordingly, will create no additional cost for Client. Notwithstanding this paragraph, any services contracted for directly by Client may be subject to additional costs, as provided in Section 1 above.

4. **Indirect Income.** With exception, Alliant may also receive income as a result of a contingent or supplemental income agreement with the insurance carriers. Client may opt-out of having its premiums included in the calculation of indirect income by accessing the "opt-out" form from the link on Alliant's website: http://www.alliant.com/Legal-Notices/Pages/Disclosure-Policy.aspx. The parties acknowledge that indirect income, if any, is determined by insurance carriers, and if the Client does not opt-out, it remains the carriers' exclusive decision to include or exclude certain premiums in any calculation. The availability of information regarding the make-up of any indirect income payment is at the carrier's discretion.

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Declaration of Rebate

In 2014, due to the large undesignated ending fund balance in the Dental Fund and Vision Fund, the JPA Board declared a surplus/rebate and transferred the rebate to other ACSIG programs as well as returning $500,000 participating members. At the same time, the JPA established a Capital Target policy which would be used before determining any future rebates.

The Dental Fund and Vision Fund have continued to see growth without incurring additional costs which has led to a surplus above the capital target. Due to the continued challenges in both the Workers' Compensation Program and Liability Programs, I am requesting that the JPA Board declare a surplus of $2,500,000 in the Dental Fund and Vision Fund to be designated as a rebate to member agencies as well as allocated to both the Workers' Compensation Program and the ACSIG Liability Program. In order to accomplish this, the Board is asked to review and approve the declaration of a Rebate from the Dental fund and Vision.

The Executive Director will review this information with the Executive Committee.

ALAMEDA COUNTY SCHOOLS INSURANCE GROUP

POLICY AND PROCEDURES MANUAL

SUBJECT: CAPITAL TARGET POLICY

It shall be the policy of the Alameda County Schools Insurance Group (ACSIG) to annually fund the Workers' Compensation and Property/Liability Programs at the expected confidence level as determined by the annual actuarial report, which funding shall include claims costs at the ultimate net loss amount as defined, discounted to reflect projected interest income.

DENTAL PROGRAM

It shall be the policy of the Alameda County Schools Insurance Group to establish a Dental Program Capital Target Reserve, such reserve is to be used for claims fluctuation as needed. The amount shall be determined annually by multiplying the most recent unaudited actual income for the program by 2%. This amount will be determined at September 30 each year.

VISION PROGRAM

It shall be the policy of the Alameda County Schools Insurance Group establish a Vision Program Capital Target Reserve, such reserve is to be used for claims fluctuation as needed. The amount shall be determined annually by multiplying the most recent unaudited actual income for the program by 2%. This amount will be determined at September 30 each year.

APPROVED: 12/11/08
REVISED: 10/30/14
REVIEWED:

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Distribution of Rebate

In 2014, due to the large undesignated ending fund balance in the Dental Fund and Vision Fund, the JPA Board declared a surplus/rebate and transferred the rebate to clients other ACSIG programs. At the same time, the JPA established a Capital Target policy which would be used before determining any future rebates.

The Dental Fund and Vision Fund have continued to see growth without incurring additional costs which has led to a surplus above the capital target. Due to the continued challenges in both the Workers' Compensation Program and Liability Programs, I am requesting that the JPA Board declare a surplus of $2,000,000 in the Dental Fund and $500,000 in the Vision Fund to be designated as $500,000 to member agencies as well as $1,000,000 to the Workers' Compensation Program and $1,000,000 to the Liability Program. After the Rebate is declared, the Board must then determine and distribute the amount of rebate.

The Executive Director will review this information with the Executive Committee.

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: 2019/2020 Vision Rates

Enclosed are the proposed 2019/2020 Vision rate changes for ACSIG members. The underwriting model shows a slight decrease in claim development within the past several years.

Because of the increasing growth within the program, it is our recommendation that rates remain flat for 2019/2020.

This rate recommendation and the underwriting information will be reviewed by the Executive Director at the meeting and will be asking for approval of the 2019/2020 vision rates.

Fixed Rate Vision

Vision Renewal Action and History

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Underwriting Results	-1.8%	0.2%	-2.3%	-5.2%	0.7%
Actual Applied to Members	0.00%	0.00%	0.00%	0.00%	0% (Proposed)

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Property/Liability Program 2019/2020 Rates

The Alameda County Schools Insurance Group participates in the Northern California ReLiEF Property/Liability JPA. The ReLiEF Board met on Friday, May 3, 2019 to approve rates. NCR Property rates and Liability rates showed adverse development in the program. ACSIG has higher experience than the NCR average. These negative factors have resulted in an increase to the ACSIG property/liability rates.

We have included the adjusted property valuations and ADA estimates. The rates have been estimated using the latest NCR and SAFER rate estimates.

The Executive Director will review and recommend action for the rate schedule at the meeting.

ESTIMATED

2019/20 Property & Liability Program Rates

		Property	Liability	Total
ACSIG				
	ACOE	$33,122	$39,832	$72,954
	Albany	$99,009	$291,454	$390,463
	Dublin	$263,015	$799,388	$1,062,403
	Emery	$47,947	$53,344	$101,291
	Piedmont	$87,200	$213,830	$301,030
ACSIG TOTAL		$530,293	$1,397,848	$1,928,141

$50,000 loss fund funding included for Property
$50,000 loss funding included for Liability
Safety Inspection fee of $12, 446 Included

NOT ALL RATES ARE FINALIZED….ESTIMATE AS OF 04/11/19

2019/2020
Property Program Rates

Member	EDP	Total Values	Rate $225,000 x $25,000	Rate PER TIV excess layers above $250,000		Loss Fund	Safety Inspection	Total Premium
ACSIG								
ACOE		43,034,780	0.01272180	0.0552	$29,222	$3,123	$ 777.38	$33,122
Albany	1,260,000	128,639,680	0.01272180	0.0552	$87,350	$9,335	$ 2,323.74	$99,009
Dublin		341,728,700	0.01272180	0.0552	$232,043	$24,799	$ 6,172.97	$263,015
Emery	365,438	62,296,400	0.01272180	0.0552	$42,301	$4,521	$ 1,125.32	$47,947
Piedmont		113,297,370	0.01272180	0.0552	$76,932	$8,222	$ 2,046.60	$87,200
ACSIG TOTAL	1,625,438	688,996,930			$467,847	$50,000	$ 12,446.00	$530,293

	NCR Premium	0.06790269
ACSIG		
ACOE	33,122	
Albany	99,009	
Dublin	263,015	
Emery	47,947	
Piedmont	87,200	0
ACSIG TOTAL	530,293	

MRL $25,000

TIV's increased by audit	
Estimated NCR rates	0.014
updated SAFER property rate	0.0551809
ACSIG ex-mod decreased to	0.9087

2019/2020
Liability Program Rates

MEMBER	SIR	Risk Factor ADA	ADA to $1 m	NCR to $1 million	SAFER $49 mil x $1 mil			Cyber	EDP	Crime	Equipment Breakdown	Total Liability	Loss Fund	Total Premium
				$43.73	$18.55				.002713/$100					
ACSI $25,000														
ACOE	$5,000	734	398	$17,402	$18.55	$7,381	$32,200	$56		$68	$1,061	$33,384	$6,447	39,832
Albany	$5,000	4,775	4,057	$177,416	$18.55	$75,256	$242,241	$568	$3,418	$694	$2,603	$249,524	$41,930	291,454
Dublin	$5,000	12,853	10,954	$478,990	$18.55	$203,178	$675,358	$1,534		$1,873	$7,765	$686,530	$112,858	799,388
Emery	$5,000	856	702	$30,696	$18.55	$13,020	$42,526	$98	$991	$120	$2,089	$45,824	$7,520	53,344
Piedmont	$5,000	3,558	2,907	$127,111	$18.55	$53,918	$179,128	$407		$497	$2,554	$182,586	$31,244	213,830
	$25,000	22,777	19,017	$831,614		$352,754	$1,171,452	$2,662	$4,409	$3,252	$16,072	$1,197,848	$200,000	1,397,848

NCR layer to $1 million is multiplied by the rates and then adjusted by the Risk Factor ADA
as calculated by the actuary.

assumptions:

Estimated ADA used
Estimated NCR Rate $26.94
Ex-mod increased to 162.32
estimated SAFER Rates at $ 17.839
plus 50 cents for deficit
Estimated renewal - Cyber
Estimated renewal for EDP
Estimated renewal in crime
Estimated renewal Equipment Breakdown
Estimated ADA

Alameda County Schools Insurance Group
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Dublin, CA 94568
Phone (925) 225-1030
Fax (925) 225-0653
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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Proposal for Claims Administration

Beginning in July 2008, ACSIG joined Northern California ReLiEF (NCR) for Property/Liability coverage. Keenan & Associates is the administrator contracted by NCR. In an effort to keep consistency, ACSIG also utilizes Keenan & Associates for claims administration from $1 to our SIR of $25,000. Keenan & Associates provide expertise in claims handling and negotiations.

The contract for the Claims Administration services with Keenan & Associates was approved in 2019/2020 for the subsequent 3 years. Enclosed is a proposed extension of terms with no fee increase. The Executive Committee will be asked to review and recommend approval to the full Board in May.

AMENDMENT No 1 to
PROPERTY AND CASUALTY CLAIMS ADMINISTRATION SERVICES AGREEMENT

This Amendment modifies the **Property and Casualty Claims Administration Services Agreement** ("Agreement") effective on **July 1, 2018** by and between **Alameda County Schools Insurance Group** ("Client") and **Keenan & Associates** ("Keenan").

1. The effective date of this Amendment is **July 1, 2019**.

2. This Amendment amends **Exhibit B Compensation** of the Agreement for the period from **July 1, 2019** through **June 30, 2020** to read as outlined below. This Amendment supersedes any and all prior understanding between the Parties as to this matter.

   For the period **July 1, 2019 – June 30, 2020**:

V.P./A.V.P./Claims Manager -	$ 92.75 per hour
Senior Claims Examiner -	$ 87.50 per hour
Claims Examiner -	$ 77.50 per hour
Expenses -	42% of hourly billings
Minimum per file charge	One hour

3. All other terms and conditions of the Agreement remain unchanged.

4. Each person signing this Amendment on behalf of a Party represents and warrants that he or she has the necessary authority to bind such Party and that this Amendment is binding on and enforceable against such Party.

Alameda County Schools Insurance Group			**Keenan & Associates**	
Signature:			**Signature:**	
By:	**Kimberly Dennis**		**By:**	**Eric J. Lucas, Esq.**
Title:	**Executive Director**		**Title:**	**Vice President**
Address:	**P.O. Box 2487** **Dublin, CA 94568**		**Address:**	**2355 Crenshaw Blvd., Ste. 200** **Torrance, CA 90501**
Attention:	**Kimberly Dennis**		**Attention:**	**Ron Martin**
Telephone:	**(925) 225-1030 x24**		**Telephone:**	**(510) 986-6761 x8150**
E-mail:	**kdennis@acsig.com**		**E-mail:**	**rmartin@keenan.com**

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Property/Liability Actuarial Study

Enclosed please find the draft of the 2018/2019 Actuarial study of the ACSIG property/liability program. This report was completed by Jack Joyce of Bay Actuarial.

Due to adverse claims experience, the reserve for incurred losses, the reserve for the P/L program needs to be increased. This is the fourth annual actuarial report ACSIG has commissioned for the P/L program. As a condition of accreditation, actuarial studies must be completed on an annual basis.

The Executive Director will review this report at the meeting.

Alameda County Schools Self Insurance Group

An Actuarial Review of the Property and Liability Program

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BAY ACTUARIAL CONSULTANTS
Moraga, California
February 4, 2019

Bay Actuarial Consultants

February 4, 2019

Ms. Kimberly Dennis
Executive Director
Alameda County Schools Insurance Group
P.O. Box 2487
Dublin, CA 94568

Dear Ms. Dennis:

This report documents our actuarial review of the Alameda County Schools Insurance Group's property and liability program. We appreciate the opportunity to serve the Authority.

If you have any questions, please call me at (925) 377-5269.

Respectfully,

BAY ACTUARIAL CONSULTANTS

Jack Joyce, FCAS, MAAA
Principal

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346 Rheem Blvd., Suite 204, Moraga, California 94556
Tel 925.377.5269 · Fax 925.377.5270 · www.bayactuarial.com

Alameda County Schools Insurance Group

An Actuarial Review of the Property & Liability Self-Insurance Program

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Alameda County Schools Insurance Group

An Actuarial Review of the
Property & Liability Self-Insurance Program

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Introduction

Alameda County Schools Insurance Group

An Actuarial Review of the Property & Liability Self-Insurance Program

Introduction

Background & Purpose

The Alameda County Schools Insurance Group ("ACSIG") self-insures its members' auto, general liability, and property claims up to a limit of $25,000 per loss. The portion of any loss that exceeds these limits is covered by the Northern California Regional Liability Excess Fund ("NCR"). ACSIG asked Bay Actuarial Consultants to provide an actuarial report on program, using data evaluated as of December 31, 2018. This report covers the following topics:

1) **Projected 2019-20 Losses.** A projection of the losses expected to be incurred during 2019-20, and a recommended level of funding, expressed both as a dollar amount and in terms of funding rates per ADA and per $1,000 of TIV.
2) **Balance Sheet Liability.** A Projection of the program's balance sheet liability for unpaid losses as of June 30, 2019. We also recommend levels of funding to finance this liability at expected value and at various "probability levels."

Conditions & Limitations

We prepared this report for ACSIG's internal use. It may provide a copy to its financial auditors. Bay Actuarial Consultants does not authorize any other use. In particular, anyone considering providing liability or property coverage to ACSIG must perform his own actuarial analysis and may not rely upon our work.

Keenan & Associates provided the data. We did not audit this data and are not responsible for its accuracy. In any actuarial analysis the accuracy and relevance of the conclusions and the reasonableness of the recommendations depend upon the accuracy and relevance of the underlying data.

The term "losses" refers to all costs that can be tied to a specific claim. These include loss payments, attorney's fees, and other expenses linked to a specific claim. We did not estimate the liability for unpaid ULAE. Keenan & Associates provides ACSIG with an

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estimate of the ULAE liability.

We assumed that ACSIG will continue to purchase "excess" coverage attaching at $25,000 per loss in 2019-20.

The actuarial projections in this report are uncertain. Uncertainty is unavoidable because many of events that will determine the actual claims costs will take place in the future. These future events include the outcomes of future claims litigation and the amounts of future claims settlements, changes in the law and its interpretation, future rates of inflation, and the numbers and severity of the losses that will occur in 2019-20. Our projections are based upon ACSIG's past claims experience. We used actuarial methods that should produce reasonable results given current information. We did not anticipate any extraordinary changes in the various factors that might affect the future cost of claims. There is no guarantee, express or implied, that losses will develop as projected in this report.

Organization of the Report

We have divided the remainder of this report into seven sections:

- the *Management Summary*,
- the *Technical Approach* section,
- the *Property & Liability Summary,*
- the *Liability Summary,*
- the *Property Summary,*
- the *Liability Exhibits, and*
- the *Property Exhibits*.

The *Management Summary* provides an overview of the results of the analysis. We discuss and explain the assumptions and details that underlie the calculations in the *Technical Approach* section. Detailed results are displayed in the *Combined Property & Liability Summary*. The *Liability Summary* and the *Property Summary* provide summary exhibits for these two programs individually. The *Liability Exhibits* and the *Property Exhibits* document the actual calculations used in developing our results.

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Alameda County Schools Insurance Group

An Actuarial Review of the
Property & Liability Self-Insurance Program

Management Summary

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Alameda County Schools Insurance Group

An Actuarial Review of the Property & Liability Self-Insurance Program

Management Summary

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Recommended Funding for 2019-20

We project that ACSIG will incur losses of **$88,700** during 2019-20, net of deductibles. The discounted value is **$85,700**. We used a 2.0% interest rate to calculate the expected discount. This "discounted" value is our estimate of the amount ACSIG would need to invest at 2.0% interest on July 1, 2019 to pay for the claims that will be incurred during 2019-20. We assumed that ACSIG will continue to self-insure property and liability claims up to a limit of $25,000 per loss and that the members themselves, and not ACSIG, will pay the first $5,000 of every loss through a deductible.

These are "actuarial central estimates." These are our "best" estimates of the actual costs. There is roughly a 45% probability that the actual costs will turn out to be higher, and a 55% probability that they will be lower. Many self-insurers go beyond funding the actuarial "expected" losses, and appropriate supplemental funds in the form of contingency, or "probability level", reserves. We recommend that ACSIG fund at the discounted 70% probability level, or **$102,000**. Table 1 shows this and other funding options.

Table 1: Projected 2019-20 Funding Needs
(Dollars in Thousands) - $25K Retention – Net of Deductibles

Probability Level	Undiscounted	Discounted at 2.0% Interest
Central Estimate	$88.7	$85.7
70%	105.6	**$102.0**
80%	121.5	117.4
90%	145.5	140.5

Projected average daily attendance ("ADA") for 2019-20 is 18,951. Projected total insured value ("TIV") is $657.5 million.

2019-20 Funding Rates

The amounts in Table 1 were calculated by multiplying ACSIG's projected 2019-20 ADA and TIV by the rates in Tables 2 and 3. We highlighted the recommended discounted 70% probability level funding rates.

Table 2: Projected 2019-20 Liability Funding Rates
Dollars per ADA, $25,000 Retention, $5,000 Deductible

Probability Level	Undiscounted	Discounted @ 2.0%
Central Estimate	$3.31	$3.18
70%	3.93	**$3.77**
80%	4.52	4.34
90%	5.44	5.23

Table 3 shows the projected property rates for 2019-20.

Table 3: Projected 2019-20 Property Funding Rates
Cents per $1,000 TIV, $25,000 Retention, $5,000 Deductible

Probability Level	Undiscounted	Discounted @ 2.0%
Central Estimate	4.01¢	3.93¢
70%	4.76	**4.67¢**
80%	5.48	5.38
90%	6.60	6.47

Two years ago we projected an undiscounted central estimate liability rate of $3.08 for 2017-18. Therefore the projected rate of **$3.31** for 2019-20 is roughly an increase of 7.5%. On the property side the projected rate of **4.01¢** is a decrease of 15.4% from the 4.74¢ rate that we projected for 2017-18.

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Rates at $50,000 and $100,000 Retention

We calculated the rates in Tables 2 and 3 assuming a retention of $25,000. The following tables show rates at the $50,000 and $100,000 retention.

Table 4: Projected 2019-20 Liability Funding Rates
Dollars per ADA, $50,000 Retention, $5,000 Deductible

Probability Level	Undiscounted	Discounted @ 2.0%
Central Estimate	$6.35	$6.09
70%	7.58	**$7.28**
80%	8.82	8.46
90%	10.74	10.31

Table 5: Projected 2019-20 Property Funding Rates
Cents per $1,000 TIV, $50,000 Retention, $5,000 Deductible

Probability Level	Undiscounted	Discounted @ 2.0%
Central Estimate	6.7¢	6.57¢
70%	8.00	**7.84¢**
80%	9.30	9.12
90%	11.33	11.11

Table 6: Projected 2019-20 Liability Funding Rates
Dollars per ADA, $100,000 Retention, $5,000 Deductible

Probability Level	Undiscounted	Discounted @ 2.0%
Central Estimate	$10.70	$10.27
70%	12.94	**$12.42**
80%	15.43	14.81
90%	19.36	18.59

Table 7: Projected 2019-20 Property Funding Rates
Cents per $1,000 TIV, $100,000 Retention, $5,000 Deductible

Probability Level	Undiscounted	Discounted @ 2.0%
Central Estimate	9.98¢	9.78¢
70%	12.07	**11.83¢**
80%	14.39	14.11
90%	18.06	17.71

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Liability at December 31, 2018 and June 30, 2019

We estimate that ACSIG's liability was **$136.4 thousand** on December 31, 2018 and project that it will be **$149.6 thousand** on June 30, 2019. The discounted liability, assuming a 2.0% interest rate, is 2.5% lower. Table 8 shows the December 31 estimates and Table 9 shows the June 30 projections.

Table 8: Estimated Liability as of December 31, 2018 (Dollars in Thousands), Net of $5,000 Deductible

Probability Level	Undiscounted	Discounted @ 2.0%
Central Estimate	**$136.4**	**$133.0**
70%	142.4	**$138.9**
80%	151.0	147.3
90%	165.2	161.0

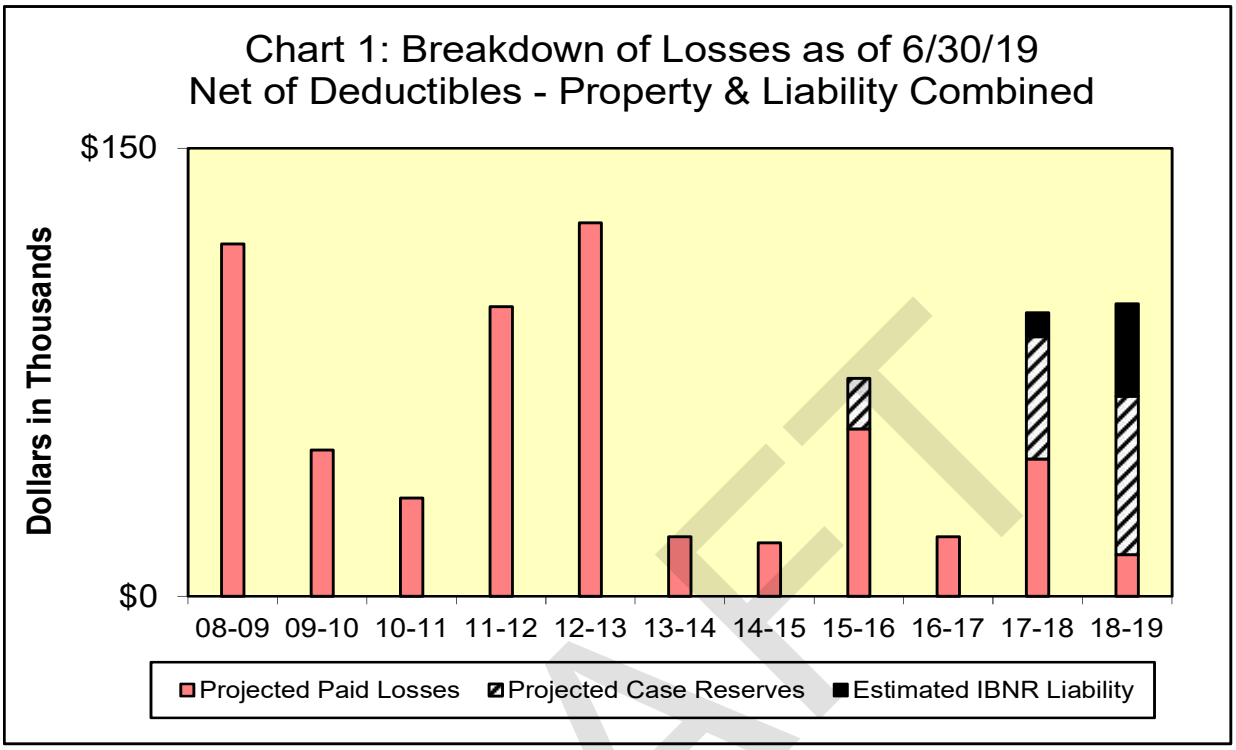
Table 9: Projected Liability as of June 30, 2019 (Dollars in Thousands), Net of $5,000 Deductible

Probability Level	Undiscounted	Discounted @ 2.0%
Central Estimate	**$149.6**	**$145.9**
70%	172.0	**$167.8**
80%	196.0	191.1
90%	233.4	227.6

The difference between the 90% probability level and the central estimate in Table 8 is **$28.0 thousand**. That is the estimated capital needed at December 31 to provide a 90% probability that the total funds will be adequate. For the projected June 30 liability the current estimate of the required capital is **$81.7 thousand**. This much higher amount is currently necessary because there is a large amount of uncertainty regarding the losses that will be incurred over the next six months. Once June 30 arrives the uncertainty about these six months of losses will be considerably lower. At that point the capital required to achieve 90% would fall back toward the **$28.0 thousand** level if the liability were to be re-evaluated on the basis of the actual June 30 claims data.

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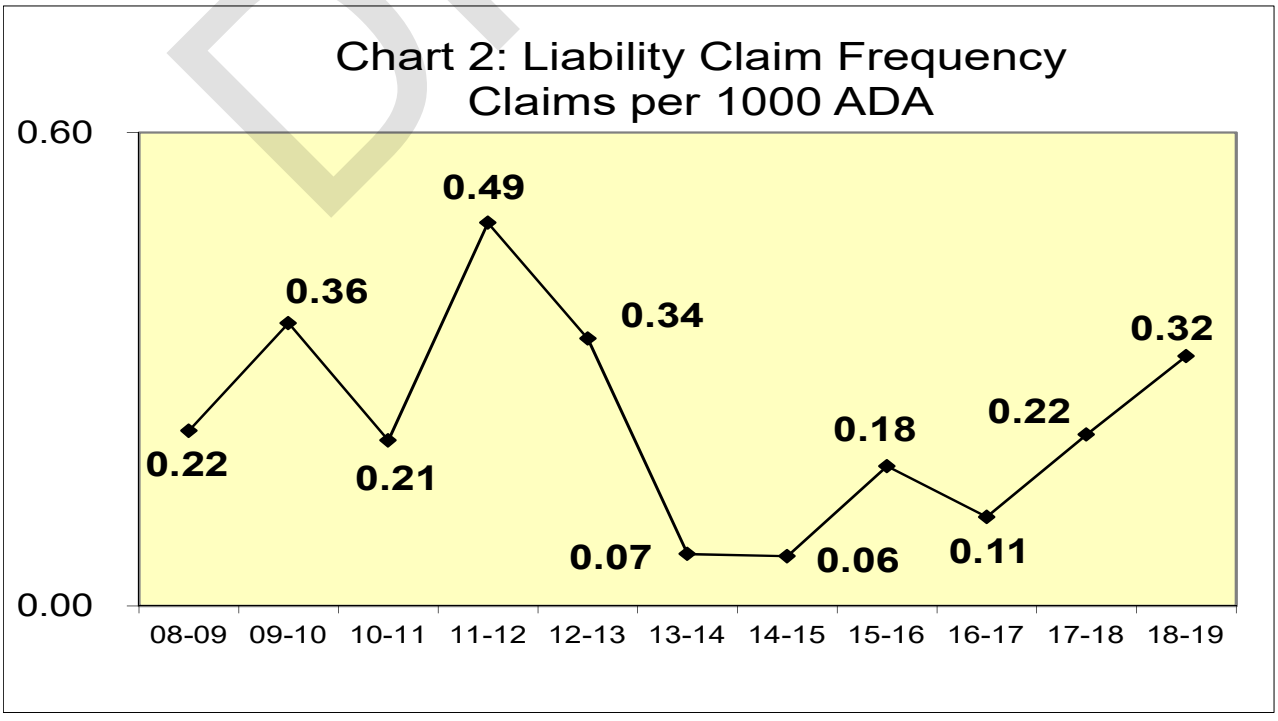
Chart 1 shows the projected ultimate losses in terms of paid losses, case reserves, and IBNR liabilities for program years 2012-13 through 2018-19.



There is 35¢ of IBNR liability for every $1.00 of case reserves.

Claim Frequency – Liability Claims

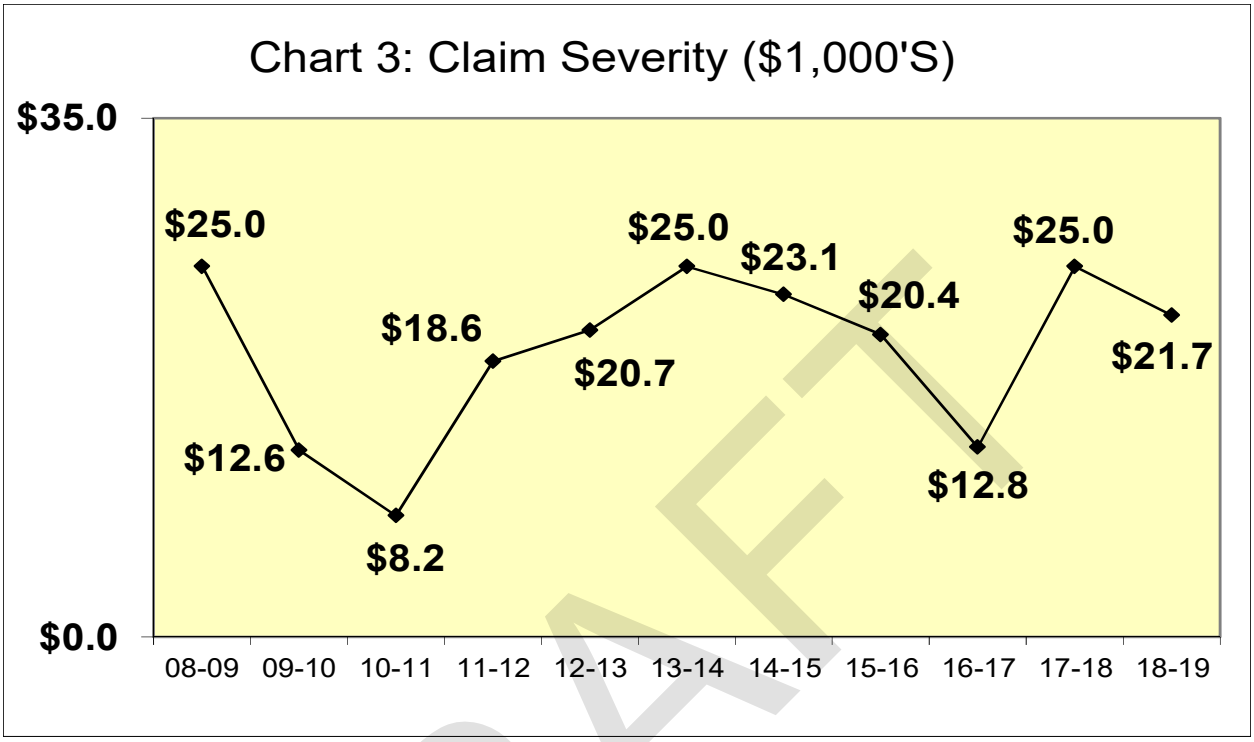
Chart 2 shows claim frequency.



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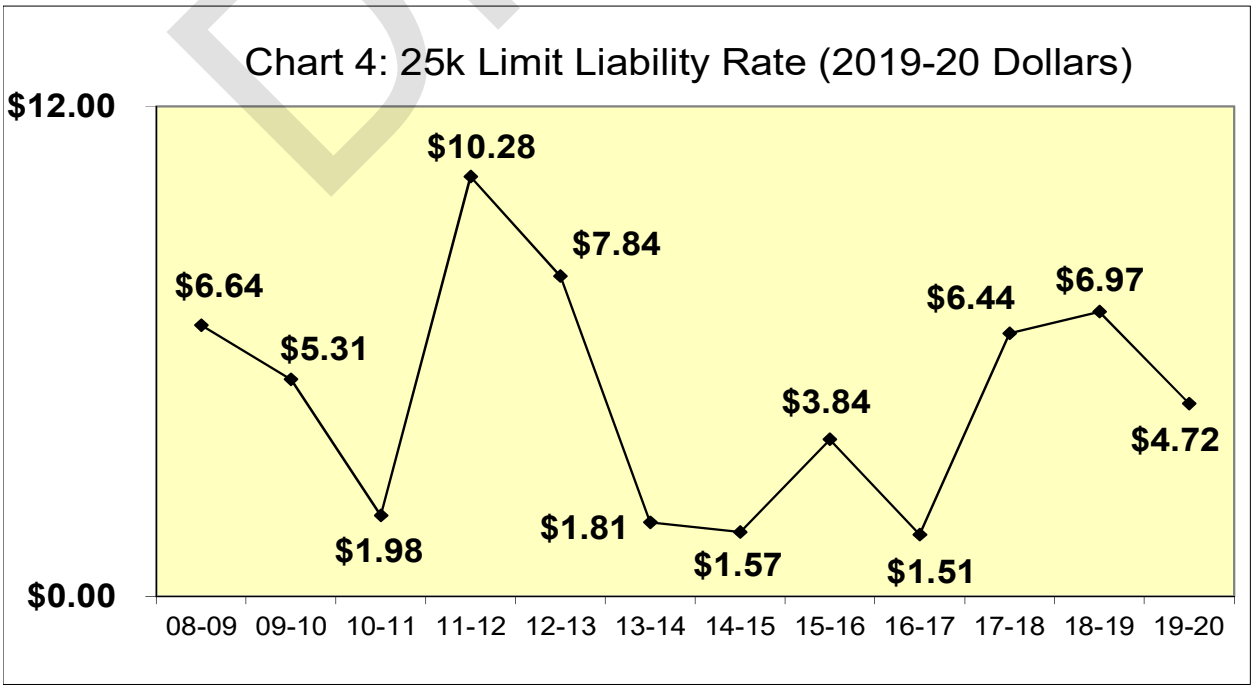
Claim Severity – Liability Claims

Chart 3 displays claim severity (average claim size). Claims are limited to the current $25,000 SIR.

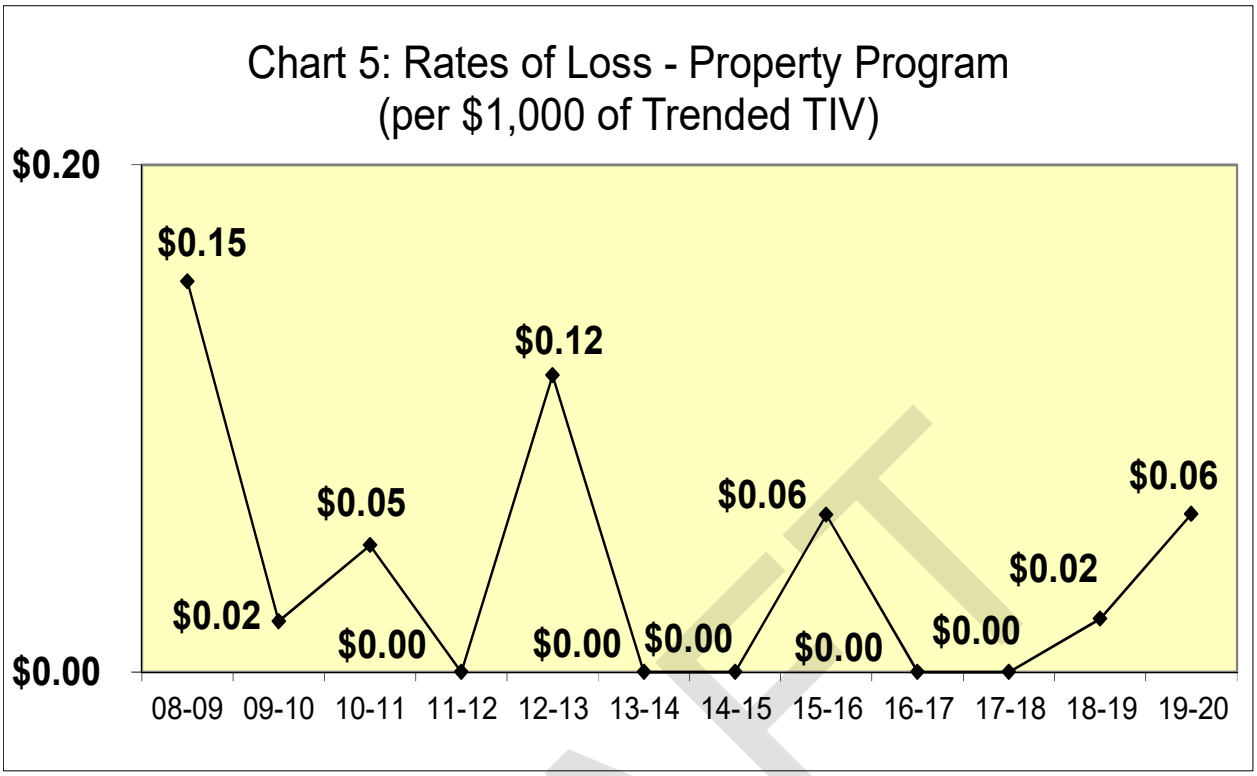


Past Rates of Loss

The following charts show how ACSIG's basic loss costs have changed over time. Chart 5 shows the past history in the liability program (average liability loss per ADA).



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Interest Rates

The discounted liabilities and rates in this report were calculated using a 2.0% interest rate. Table 10 provides factors to adjust them for different interest rates:

Table 10: Factors to Adjust for Alternative Interest Rates

Interest Rate	1.5%	2.0%	2.49%	2.51%
Liability Rates	+1.0%	+0.0%	-1.0%	-1.0%
Property Rates	+0.5%	+0.0%	-0.5%	-0.5%
Liabilities	+0.6%	+0.0%	-0.6%	-0.6%

The Table includes columns for 2.49% and 2.51% interest rates. Those are the "risk-free buy-and-hold" interest rates obtained by calculating the overall yield on a hypothetical portfolio of US Treasuries selected to mature to match the future claims expenditures. The portfolio that matches the payments on the 2019-20 losses yields 2.51% and the portfolio matching the 6/30/19 liability expenditures yields 2.49%. We use these benchmark interest rates to evaluate the reasonableness the rate that is actually used in the discounting.

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Alameda County Schools Insurance Group

An Actuarial Review of the
Property & Liability Self-Insurance Program

Technical Approach

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Alameda County Schools Insurance Group

An Actuarial Review of the Property & Liability Self-Insurance Program

Technical Approach

This section describes the actuarial calculations.

Combined Summary

These exhibits provide an overall summary of our findings. They show the projected liabilities as of June 30, 2019 and projected funding for the 2019-20 program year. These estimates represent the sum of the totals from the *Property Summary* and the *Liability Summary*.

All estimates are shown 1) on a nominal value basis, 2) discounted for investment income, and 3) discounted for investment income at 70%, 80%, and 90% probability levels. Part 3 breaks out the liabilities between case reserves and the IBNR liability.

Liability Summary

These exhibits summarize our findings for the Liability Program only. Part 1 shows the projected liability for unpaid losses as of June 30, 2019. Part 2 details our projection of losses for 2019-20.

Property Summary

These exhibits summarize the statistics on the Property Program. The format is identical to that of the Liability Summary.

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Liability Exhibits

Exhibit 1

Exhibit 1 shows the projection of the unpaid losses as of June 30, 2019. The liability is calculated as the sum of the case reserves and an estimated incurred-but-not-reported (IBNR) liability.

Exhibit 2

This exhibit shows the results (and the calculations) of the various actuarial projection methods and our estimates of what the total gross losses will be for each program year once all the claims are settled.

We used five different actuarial methods, to avoid placing too much reliance on any given set of judgments and assumptions. Each actuarial projection method involves a specific set of assumptions regarding the claims process. Each can yield spurious results when important underlying assumptions do not hold. Multiple methods serve to check each other.

We used five standard actuarial methods:

1) Reported loss projection method,
2) Paid loss projection method,
3) IBNR to case reserves ratio projection method,
4) Bornhuetter-Ferguson method using reported losses, and
5) Frequency times severity method.

For liability claims, the actual case reserves at any given time usually understate the ultimate cost of the corresponding claims. Although some claims will settle for less than their current case reserves, this effect is usually more than offset by larger increases in the case reserves for claims that have been underestimated. The result is that the estimated total cost of the claims incurred in a given year, when computed as the sum of the case reserves and paid claims, rises over time. This is known as *loss development*. In applying the *reported loss projection method* (Part 2), we have assumed that future loss development can be reasonably predicted by analyzing past loss development.

The *paid loss projection method* (Part 3) is similar. It has the advantage of not being based on the subjective judgments of claims administrators, as well as the disadvantage that the projections are more sensitive to random variations in experience.

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The *IBNR to case reserves ratio method* (Part 4) estimates dollars of IBNR per dollar of case reserve, and often produces a reasonable result when the other methods fail to produce realistic outcomes.

The *Bornhuetter-Ferguson method using reported losses* (Part 5) uses assumptions about the underlying relationship between losses and Average Daily Attendance (ADA). They are based on the assumption that future loss payments or future loss reports can be estimated from this underlying relationship. For example, if we estimate that 46% of all losses for a given program year have been reported and that the loss rate is $10 per ADA, then we would estimate the unreported losses as 54% times $10 times the ADA for that year. This estimate of the unreported losses is then added to the losses that have been reported to produce an estimate of the total losses.

In the *frequency times severity method* (Part 9) we estimate an average claim size for each program year. The average claim amount, or *severity*, is multiplied by the projected ultimate number of claims (Exhibit 3) to produce an estimate of the total losses.

Exhibit 3

We used two actuarial techniques to project the ultimate number of claims: a *reported claim count projection technique* (Part 2), analogous to the projection methods for losses, and a *Bornhuetter-Ferguson method using the reported claim counts* (Part 3), corresponding to the Bornhuetter-Ferguson method using reported losses. Part 1 shows our selection of the ultimate claim counts based on these two techniques.

Exhibit 4

This exhibit documents our projection of the 2019-20 losses. First we estimated a loss rate for 2019-20. A loss rate is simply the expected ratio of ultimate losses to average daily attendance (ADA) for a given accident period. We estimated the loss rate on the basis of the past experience, adjusted for inflation and for the changes in ACSIG's retention over time. We then applied the selected rate to the projected ADA for 2019-20, after adjusting for inflation. This calculation is shown on Part 1.

Exhibit 5

These exhibits show our discounted value calculations for unpaid losses as of June 30, 2019, and for losses expected to be incurred during 2019-20. The calculations are based on the observed claims payment pattern and a 2.0% interest rate.

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Exhibit 6

This exhibit contains historical statistics on ADA's and self-insured retentions.

Property Exhibits

Exhibit 1 - Part 1

Part 1 shows our estimates of the liability for unpaid losses as of June 30, 2019. As in the Liability exhibits, this is calculated as the sum of case basis reserves and estimated IBNR liability.

Exhibit 1 - Part 2

This exhibit documents our estimation of ultimate losses. Due to the short-tailed nature of property claims, we use only the Bornhuetter-Ferguson method to estimate ultimate losses.

Exhibit 1 - Part 3

This exhibit documents our projection of the 2019-20 losses. First we selected loss rate for 2019-20. A loss rate is simply the expected ratio of ultimate losses to TIV for a given program year. We estimated the loss rate on the basis of the past experience, adjusted for inflation and for the changes in ACSIG's retention. We then applied the selected rate to the projected TIV for 2019-20, after adjusting for inflation.

Exhibit 1 - Part 4

This exhibit contains historical information and lists the SIR and TIV for each program year.

Deductibles Exhibits

Exhibit 1

This exhibit shows our estimate of member deductibles paid and reported as of June 30, 2019.

Exhibit 2

This exhibit projects paid and reported deductibles to June 30, 2019.

Exhibit 3

This exhibit shows the calculation of ultimate member deductibles. We used deductible claims data evaluated as of December 31, 2018.

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Alameda County Schools Insurance Group

An Actuarial Review of the
Property & Liability Self-Insurance Program

Property & Liability Summary

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Alameda County Schools Insurance Group
Property & Liability Programs

Projected Unpaid Losses as of June 30, 2019

	Gross of Deductibles	Net of Deductibles
(1) Projected Unpaid Losses:	$184,382	$149,605
(2) Discounted Unpaid Losses: Assuming a 2.00% interest rate	$179,777	$145,912

		Undiscounted		Discounted	
Probability Level (3)	Gross Probability Factor (4)	Gross of Deductibles (5)	Net of Deductibles (6)	Gross of Deductibles (7)	Net of Deductibles (8)
Central Estimate	1.00	$184,382	$149,605	$179,777	$145,912
70%	1.15	212,039	172,045	206,744	167,799
80%	1.31	241,540	195,982	235,508	191,145
90%	1.56	287,636	233,383	280,452	227,623

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Notes:
- (1) Page 21, Columns (1) & (3).
- (2) Page 21, Columns (4) & (6).
- (3) Estimated Probability that funding will be adequate.
- (4) Estimated by BAC.
- (5) - (6) (1) x (4).
- (7) - (8) (2) x (4).

Alameda County Schools Insurance Group
Property & Liability Programs

Projected Losses for the 2019-20 Program Year
$25,000 Property & $25,000 Liability Retention

	Gross of Deductibles	Net of Deductibles
(1) Projected Ultimate Losses:	$130,474	$88,700
(2) Discounted Value of Losses: (as of 7/1/19, 2.00% interest)	$126,054	$85,695

		Undiscounted		Discounted Value	
Probability Level (3)	Gross Probability Factor (4)	Gross of Deductibles (5)	Net of Deductibles (6)	Gross of Deductibles (7)	Net of Deductibles (8)
Central Estimate	1.00	$130,474	$88,700	$126,054	$85,695
70%	1.19	155,264	105,553	150,004	101,977
80%	1.37	178,749	121,519	172,694	117,402
90%	1.64	213,977	145,468	206,729	140,540

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Notes:
(1) Column 1: [Page 28, Item (1)] + [Page 31, Item (1)].
Column 2: [Page 28, Item (1), net] + [Page 31, Item (1), net].
(2) Column 1: [Page 28, Item (2)] + [Page 31, Item (2)].
Column 2: Estimated by BAC.
(3) Estimated Probability that funding will be adequate.
(4) Estimated by BAC.
(5) - (6) (1) x (4).
(7) - (8) (2) x (4).

Alameda County Schools Insurance Group
Property & Liability Programs

Projected Unpaid Losses
by Member and Program

Program Year	Undiscounted: Claims Liabilities as of 6/30/19 (1)	Undiscounted: Members' Portion (2)	Undiscounted: Program's Portion (3)	Discounted at 2.00% interest: Claims Liabilities as of 6/30/19 (4)	Discounted at 2.00% interest: Members' Portion (5)	Discounted at 2.00% interest: Program's Portion (6)	Estimated Ultimate Losses: Estimated Gross Ultimate Losses (7)	Estimated Ultimate Losses: Members' Portion (8)	Estimated Ultimate Losses: Program's Portion (9)
2008-09	$0	$0	$0	$0	$0	$0	$147,507	$30,000	$117,507
2009-10	0	0	0	0	0	0	72,651	23,913	48,738
2010-11	0	0	0	0	0	0	49,463	16,323	33,141
2011-12	0	0	0	0	0	0	130,315	33,772	96,543
2012-13	0	0	0	0	0	0	163,489	38,444	125,045
2013-14	0	0	0	0	0	0	25,000	5,000	20,000
2014-15	0	0	0	0	0	0	23,078	5,000	18,078
2015-16	20,246	3,574	16,672	19,897	3,513	16,384	97,777	25,000	72,777
2016-17	0	0	0	0	0	0	25,600	5,600	20,000
2017-18	50,963	2,568	48,396	49,849	2,512	47,337	115,243	20,751	94,492
2018-19	113,172	28,635	84,537	110,031	27,840	82,191	143,907	44,897	99,010
Total	$184,382	$34,777	$149,605	$179,777	$33,865	$145,912	$994,030	$248,700	$745,330

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Notes:
(1) [Page 27, Column (1)] + [Page 30, Column (1)].
(2) Page 63, Column (6).
(3) (1) - (2).
(4) [Page 27, Column (2)] + [Page 30, Column (2)].
(5) Estimated by BAC.
(6) (4) - (5).
(7) Page 65, Column (1).
(8) Page 63, Column (1).
(9) (7) - (8).

Alameda County Schools Insurance Group
Combined Property & Liability Programs

Projected Unpaid Losses as of 6/30/19
Gross of Member Deductibles - Limited to the SIR

Program Year	Estimated Ultimate Losses (1)	Projected Paid Losses as of 6/30/19 (2)	Projected Case Reserves 6/30/19 (3)	Projected Reported Losses as of 6/30/19 (4)	Projected IBNR as of 6/30/19 (5)	Projected Unpaid Losses as of 6/30/19 (6)
2008-09	$147,507	$147,507	$0	$147,507	$0	$0
2009-10	72,651	72,651	0	72,651	0	0
2010-11	49,463	49,463	0	49,463	0	0
2011-12	130,315	130,315	0	130,315	0	0
2012-13	163,489	163,489	0	163,489	0	0
2013-14	25,000	25,000	0	25,000	0	0
2014-15	23,078	23,078	0	23,078	0	0
2015-16	97,777	77,531	20,246	97,777	0	20,246
2016-17	25,600	25,600	0	25,600	0	0
2017-18	115,243	64,280	42,897	107,177	8,066	50,963
2018-19	143,907	30,735	68,709	99,444	44,463	113,172
Total	$994,030	$809,649	$131,852	$941,500	$52,530	$184,382

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Notes:
(1) - (6) Sum of Page 33 + Page 56 entries.

Alameda County Schools Insurance Group
Combined Property & Liability Programs

Estimated Unpaid Losses as of 12/31/18
Gross of Member Deductibles - Limited to the SIR

Program Year	Estimated Ultimate Losses (1)	Paid Losses as of 12/31/18 (2)	Case Reserves 12/31/18 (3)	Reported Losses as of 12/31/18 (4)	Estimated IBNR as of 12/31/18 (5)	Estimated Unpaid Losses as of 12/31/18 (6)
2008-09	$147,507	$147,507	$0	$147,507	$0	$0
2009-10	72,651	72,651	0	72,651	0	0
2010-11	49,463	49,463	0	49,463	0	0
2011-12	130,315	130,315	0	130,315	0	0
2012-13	163,489	163,489	0	163,489	0	0
2013-14	25,000	25,000	0	25,000	0	0
2014-15	23,078	23,078	0	23,078	0	0
2015-16	97,777	72,777	25,000	97,777	0	25,000
2016-17	25,600	25,600	0	25,600	0	0
2017-18	115,243	43,125	56,875	100,000	15,243	72,118
2018-19	71,954	6,203	48,797	55,000	16,954	65,751
Total	$922,077	$759,209	$130,672	$889,880	$32,197	$162,868

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Notes:
(1) - (6) Sum of Page 35 + Page 59 entries.

Alameda County Schools Insurance Group
Combined Property & Liability Programs

Projected Unpaid Losses as of 6/30/19
Net of Member Deductibles - Limited to the SIR

Program Year	Estimated Ultimate Losses (1)	Paid Losses as of 12/31/18 (2)	Case Reserves 12/31/18 (3)	Reported Losses as of 12/31/18 (4)	Estimated IBNR as of 12/31/18 (5)	Estimated Unpaid Losses as of 12/31/18 (6)
2008-09	$117,507	$117,507	$0	$117,507	$0	$0
2009-10	48,738	48,738	0	48,738	0	0
2010-11	33,141	33,141	0	33,141	0	0
2011-12	96,543	96,543	0	96,543	0	0
2012-13	125,045	125,045	0	125,045	0	0
2013-14	20,000	20,000	0	20,000	0	0
2014-15	18,078	18,078	0	18,078	0	0
2015-16	72,777	56,106	16,672	72,777	0	16,672
2016-17	20,000	20,000	0	20,000	0	0
2017-18	94,492	46,096	40,718	86,814	7,678	48,396
2018-19	99,010	14,473	53,380	67,852	31,158	84,537
Total	$745,330	$595,726	$110,769	$706,495	$38,836	$149,605

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Notes:
(1) - (6) Page 22 entries - Page 63 entries.

Alameda County Schools Insurance Group
Combined Property & Liability Programs

Estimated Unpaid Losses as of 12/31/18
Net of Member Deductibles - Limited to the SIR

Program Year	Estimated Ultimate Losses (1)	Paid Losses as of 12/31/18 (2)	Case Reserves 12/31/18 (3)	Reported Losses as of 12/31/18 (4)	Estimated IBNR as of 12/31/18 (5)	Estimated Unpaid Losses as of 12/31/18 (6)
2008-09	$117,507	$117,507	$0	$117,507	$0	$0
2009-10	48,738	48,738	0	48,738	0	0
2010-11	33,141	33,141	0	33,141	0	0
2011-12	96,543	96,543	0	96,543	0	0
2012-13	125,045	125,045	0	125,045	0	0
2013-14	20,000	20,000	0	20,000	0	0
2014-15	18,078	18,078	0	18,078	0	0
2015-16	72,777	52,777	20,000	72,777	0	20,000
2016-17	20,000	20,000	0	20,000	0	0
2017-18	94,492	26,543	53,457	80,000	14,492	67,949
2018-19	49,505	1,020	38,980	40,000	9,505	48,485
Total	$695,825	$559,392	$112,436	$671,828	$23,997	$136,433

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Notes:
(1) - (6) Page 23 entries - Page 66 entries.

Alameda County Schools Insurance Group

An Actuarial Review of the
Property & Liability Self-Insurance Program

Liability Summary

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Alameda County Schools Insurance Group
Liability Program

Projected Unpaid Losses as of 06/30/19

Program Year	Undiscounted Claims Liabilities as of 6/30/19 (1)	Discounted (2.00% Interest) Claims Liabilities as of 6/30/19 (2)	Estimated Gross Ultimate Losses (3)
2008-09	$0	$0	$75,000
2009-10	0	0	62,961
2010-11	0	0	24,463
2011-12	0	0	130,315
2012-13	0	0	103,444
2013-14	0	0	25,000
2014-15	0	0	23,078
2015-16	0	0	61,096
2016-17	0	0	25,600
2017-18	50,822	49,710	115,000
2018-19	105,788	102,755	130,000
Total	$156,610	$152,465	$775,957

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Notes:
(1) Page 33, Column (6).
(2) Page 52, Column (3).
(3) Page 36, Column (6).

Alameda County Schools Insurance Group
Liability Program

Projected $25K Limit Losses for the 2019-20 Program Year

	Gross of Member Deductibles	Net of Member Deductibles
(1) Projected Losses:	$89,487	$62,700
(2) Discounted Value of Projected Losses: (as of July 1, 2019, 2.00% interest rate)	$85,880	$60,192

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Notes:
(1) Page 50, Column (3).
Net Column: Page 50, Item (5).
(2) Page 53, Column (3).
Net Column: Page 53, Item (4) x [Page 50, Item (5)].

Alameda County Schools Insurance Group

Actuarial Analysis of the
Property & Liability Self-Insurance Program

Property Summary

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Alameda County Schools Insurance Group
Property Program

Projected Unpaid Losses
Individual Losses Limited to SIR

Program Year	Undiscounted Claims Liabilities as of 6/30/19 (1)	Discounted (2.00% Interest) Liabilities as of 6/30/19 (2)	Estimated Ultimate Losses (3)
2008-09	$0	$0	$72,507
2009-10	0	0	9,690
2010-11	0	0	25,000
2011-12	0	0	0
2012-13	0	0	60,045
2013-14	0	0	0
2014-15	0	0	0
2015-16	20,246	19,897	36,681
2016-17	0	0	0
2017-18	141	139	243
2018-19	7,385	7,276	13,907
Total	$27,772	$27,312	$218,073

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Notes:
(1) Page 56, Column (6).
(2) Assuming 2.00% interest.
(3) Page 60, Column (6).

Alameda County Schools Insurance Group
Property Program

Projected Losses for the 2019-20 Program Year

	Gross of Member Deductibles	Net of Member Deductibles
(1) Projected Losses:	$40,987	$26,000
(2) Discounted Value of Losses: (as of July 1, 2019, 2.00% interest rate)	$40,174	$25,484

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Notes:
(1) Page 61, Item (6).
Net Column: Page 61, Item (8).
(2) Estimated by BAC.
Net Column: Estimated by BAC.

Alameda County Schools Insurance Group

An Actuarial Review of the
Property & Liability Self-Insurance Program

Liability Exhibits

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Alameda County Schools Insurance Group
Liability Program

Projected Unpaid Losses as of 6/30/19
Gross of Member Deductibles - Limited to the SIR

Program Year	Estimated Ultimate Losses (1)	Projected Paid Losses as of 6/30/19 (2)	Projected Case Reserves 6/30/19 (3)	Projected Reported Losses as of 6/30/19 (4)	Projected IBNR as of 6/30/19 (5)	Projected Unpaid Losses as of 6/30/19 (6)
2008-09	$75,000	$75,000	$0	$75,000	$0	$0
2009-10	62,961	62,961	0	62,961	0	0
2010-11	24,463	24,463	0	24,463	0	0
2011-12	130,315	130,315	0	130,315	0	0
2012-13	103,444	103,444	0	103,444	0	0
2013-14	25,000	25,000	0	25,000	0	0
2014-15	23,078	23,078	0	23,078	0	0
2015-16	61,096	61,096	0	61,096	0	0
2016-17	25,600	25,600	0	25,600	0	0
2017-18	115,000	64,178	42,876	107,054	7,946	50,822
2018-19	130,000	24,212	67,408	91,620	38,380	105,788
Total	$775,957	$619,347	$110,283	$729,631	$46,326	$156,610

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Notes:
(1) Page 36, Column (6).
(2) Page 34, Column (3).
(3) (4) - (2).
(4) Page 34, Column (6).
(5) (1) - (4).
(6) (3) + (5).

Alameda County Schools Insurance Group
Liability Program

Projected Losses Paid and Reported between 1/1/19 and 6/30/19
Individual Losses Limited to SIR

Program Year	Losses Paid as of 12/31/18 (1)	Projected Losses Paid 1/1/19 - 6/30/19 (2)	Projected Losses Paid as of 6/30/19 (3)	Losses Reported as of 12/31/18 (4)	Projected Losses Reported 1/1/19 - 6/30/19 (5)	Projected Losses Reported as of 6/30/19 (6)
2008-09	$75,000	$0	$75,000	$75,000	$0	$75,000
2009-10	62,961	0	62,961	62,961	0	62,961
2010-11	24,463	0	24,463	24,463	0	24,463
2011-12	130,315	0	130,315	130,315	0	130,315
2012-13	103,444	0	103,444	103,444	0	103,444
2013-14	25,000	0	25,000	25,000	0	25,000
2014-15	23,078	0	23,078	23,078	0	23,078
2015-16	61,096	0	61,096	61,096	0	61,096
2016-17	25,600	0	25,600	25,600	0	25,600
2017-18	43,125	21,053	64,178	100,000	7,054	107,054
2018-19	6,203	18,009	24,212	55,000	36,620	91,620
Total	$580,285	$39,062	$619,347	$685,957	$43,674	$729,631

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Notes:
(1) Page 38, Column (1).
(2) Projected by BAC.
(3) (1) + (2).
(4) Page 37, Column (1).
(5) Projected by BAC.
(6) (4) + (5).

Alameda County Schools Insurance Group
Liability Program

Estimated Unpaid Losses as of 12/31/18
Gross of Member Deductibles - Limited to the SIR

Program Year	Estimated Ultimate Losses (1)	Paid Losses as of 12/31/18 (2)	Case Reserves 12/31/18 (3)	Reported Losses as of 12/31/18 (4)	Estimated IBNR as of 12/31/18 (5)	Estimated Unpaid Losses as of 12/31/18 (6)
2008-09	$75,000	$75,000	$0	$75,000	$0	$0
2009-10	62,961	62,961	0	62,961	0	0
2010-11	24,463	24,463	0	24,463	0	0
2011-12	130,315	130,315	0	130,315	0	0
2012-13	103,444	103,444	0	103,444	0	0
2013-14	25,000	25,000	0	25,000	0	0
2014-15	23,078	23,078	0	23,078	0	0
2015-16	61,096	61,096	0	61,096	0	0
2016-17	25,600	25,600	0	25,600	0	0
2017-18	115,000	43,125	56,875	100,000	15,000	71,875
2018-19	65,000	6,203	48,797	55,000	10,000	58,797
Total	$710,957	$580,285	$105,672	$685,957	$25,000	$130,672

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Notes:
(1) Page 33, Column (1). 50% of 2018-19 incurred through 12/31/18.
(2) Page 38, Column (1).
(3) (4) - (2).
(4) Page 37, Column (1).
(5) (1) - (4).
(6) (3) + (5).

Alameda County Schools Insurance Group
Liability Program

Estimated Ultimate Losses
Individual Losses Limited to SIR

Program Year	Reported Projection (1)	Paid Projection (2)	IBNR to Case Reserves Ratio (3)	B-F Method Using Reported (4)	Frequency Times Severity (5)	Selected Ultimate Losses (6)
2008-09	$75,000	$75,000	$75,000			$75,000
2009-10	62,961	63,002	62,961			62,961
2010-11	24,463	24,514	24,463			24,463
2011-12	130,315	130,890	130,315			130,315
2012-13	103,444	104,251	103,444			103,444
2013-14	25,005	25,285	25,000			25,000
2014-15	23,088	23,770	23,078			23,078
2015-16	61,246	67,628	61,096	$61,273	$62,235	61,096
2016-17	25,833	37,642	25,600	26,444	42,158	25,600
2017-18	111,383	136,977	109,953	110,104	85,656	115,000
2018-19	170,669	104,171	180,897	125,206	130,506	130,000
Total	$813,407	$793,130	$821,807			$775,957
15/16-18/19	$369,131	$346,418	$377,546	$323,027	$320,555	$331,696

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Notes:
(1) Page 37, Column (3).
(2) Page 38, Column (3).
(3) Page 39, Column (6).
(4) Page 40, Column (6).
(5) Page 44, Column (5).
(6) Selected on the basis of (1) - (5).

Alameda County Schools Insurance Group
Liability Program

Reported Loss Projection Method
Individual Losses Limited to SIR

Program Year	Cumulative Reported Losses as of 12/31/18 (1)	Reported Development Factor as of 12/31/18 (2)	Projected Ultimate Losses (3)
2008-09	$75,000	1.000	$75,000
2009-10	62,961	1.000	62,961
2010-11	24,463	1.000	24,463
2011-12	130,315	1.000	130,315
2012-13	103,444	1.000	103,444
2013-14	25,000	1.000	25,005
2014-15	23,078	1.000	23,088
2015-16	61,096	1.002	61,246
2016-17	25,600	1.009	25,833
2017-18	100,000	1.114	111,383
2018-19	55,000	3.103	170,669
Total	$685,957		$813,407

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Notes:
(1) Provided by Keenan & Associates.
(2) Estimated by BAC.
(3) (1) x (2), rounded.

Alameda County Schools Insurance Group
Liability Program

Paid Loss Projection Method
Individual Losses Limited to SIR

Program Year	Cumulative Paid Losses as of 12/31/18 (1)	Paid Development Factor as of 12/31/18 (2)	Projected Ultimate Losses (3)
2008-09	$75,000	1.000	$75,000
2009-10	62,961	1.001	63,002
2010-11	24,463	1.002	24,514
2011-12	130,315	1.004	130,890
2012-13	103,444	1.008	104,251
2013-14	25,000	1.011	25,285
2014-15	23,078	1.030	23,770
2015-16	61,096	1.107	67,628
2016-17	25,600	1.470	37,642
2017-18	43,125	3.176	136,977
2018-19	6,203	16.794	104,171
Total	$580,285		$793,130

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Notes:
(1) Provided by Keenan & Associates.
(2) Estimated by BAC.
(3) (1) x (2), rounded.

Alameda County Schools Insurance Group
Liability Program

IBNR to Case Reserves Ratio Method
Individual Losses Limited to SIR

Program Year	Reported Development Factor as of 12/31/18 (1)	Paid Development Factor as of 12/31/18 (2)	IBNR to Case Reserves Ratio (3)	Case Reserves as of 12/31/18 (4)	Estimated IBNR Losses as of 12/31/18 (5)	Estimated Ultimate Losses (6)
2008-09	1.000	1.000	0.000	$0	$0	$75,000
2009-10	1.000	1.001	0.000	0	0	62,961
2010-11	1.000	1.002	0.000	0	0	24,463
2011-12	1.000	1.004	0.000	0	0	130,315
2012-13	1.000	1.008	0.000	0	0	103,444
2013-14	1.000	1.011	0.016	0	0	25,000
2014-15	1.000	1.030	0.016	0	0	23,078
2015-16	1.002	1.107	0.026	0	0	61,096
2016-17	1.009	1.470	0.029	0	0	25,600
2017-18	1.114	3.176	0.175	56,875	9,953	109,953
2018-19	3.103	16.794	2.580	48,797	125,897	180,897
Total				$105,672	$135,850	$821,807

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Notes:
(1) Page 37, Column (2).
(2) Page 38, Column (2).
(3) [(1) - 1.000] x (2) / [(2) - (1)].
(4) Page 37, Column (1) - Page 38, Column (1), rounded.
(5) (3) x (4), rounded.
(6) (5) + Page 37, Column (1).

Alameda County Schools Insurance Group
Liability Program

Bornhuetter-Ferguson Method Using Reported Losses
Individual Losses Limited to SIR

Program Year	*A Priori* Ultimate Losses (1)	Cumulative Reported Loss Development Factors (2)	Percentage of Losses Not Yet Reported (3)	Expected Unreported Losses (4)	Losses Reported as of 12/31/18 (5)	Estimated Ultimate Losses (6)
2015-16	$88,269	1.002	0.2%	$177	$61,096	$61,273
2016-17	93,806	1.009	0.9%	844	25,600	26,444
2017-18	99,060	1.114	10.2%	10,104	100,000	110,104
2018-19	103,548	3.103	67.8%	70,206	55,000	125,206
Total	$384,683			$81,331	$241,696	$323,027

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Notes:
(1) Page 41, Column (5).
(2) Page 37, Column (2).
(3) 100% - [1.000 / (2)].
(4) (1) x (3).
(5) Page 37, Column (1).
(6) (4) + (5).

Alameda County Schools Insurance Group
Liability Program

A Priori Loss Rate for Bornhuetter-Ferguson Method
Individual Losses Limited to SIR

Program Year	Selected Loss Rate (1)	Factor from 2019-20 Cost Levels (2)	Detrended SIR-Adjusted Loss Rate (3)	Average Daily Attendance (ADA) (4)	Expected Ultimate Losses (5)
2015-16	$5.55	0.939	$5.211	16,939	$88,269
2016-17	5.55	0.954	5.295	17,716	93,806
2017-18	5.55	0.969	5.379	18,416	99,060
2018-19	5.55	0.985	5.464	18,951	103,548
Total				72,022	$384,683

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Notes:
(1) Page 42, Item (6).
(2) Estimated using a 6.0% primary trend.
(3) (1) x (2).
(4) Page 54, Column (1).
(5) (3) x (4).

Alameda County Schools Insurance Group
Liability Program

A Priori Loss Rate for Bornhuetter-Ferguson Method
Individual Losses Limited to SIR

Program Year	*A Priori* Ultimate Losses (1)	Factor to 2019-20 Cost Level (2)	Constant $ *A Priori* Losses (3)	Average Daily Attendance (ADA) (4)	Indicated Loss Rate (5)
2008-09	$91,524	1.197	$109,555	13,527	$8.10
2009-10	77,791	1.176	91,502	13,953	6.56
2010-11	83,959	1.156	97,061	14,302	6.79
2011-12	130,602	1.137	148,446	14,415	10.30
2012-13	103,846	1.118	116,060	14,754	7.87
2013-14	25,144	1.100	27,647	15,183	1.82
2014-15	23,424	1.082	25,346	15,884	1.60
2015-16	64,279	1.065	68,442	16,939	4.04
2016-17	30,639	1.048	32,107	17,716	1.81
2017-18	118,028	1.032	121,749	18,416	6.61
2018-19	160,298	1.016	162,792	18,951	8.59
Total	$909,534		$1,000,707	174,040	$5.83
08/09-17/18	$749,236		$837,915	155,089	$5.55

(6) Selected $25K Retention 2019-20 Loss Rate: $5.55

DRAFT

Notes:
(1) Page 43, Column (3).
(2) Estimated using a 6.0% primary trend.
(3) (1) x (2), rounded.
(4) Page 54, Column (1).
(5) (3) / (4).
(6) Selected on the basis of (5).

Alameda County Schools Insurance Group
Liability Program

A Priori Ultimate losses
Individual Losses Limited to SIR

Program Year	Reported Loss Projection (1)	Paid Loss Projection (2)	*A Priori* Selection (3)
2008-09	$75,000	$75,000	$75,000
2009-10	62,961	63,002	62,981
2010-11	24,463	24,514	24,489
2011-12	130,315	130,890	130,602
2012-13	103,444	104,251	103,846
2013-14	25,005	25,285	25,144
2014-15	23,088	23,770	23,424
2015-16	61,246	67,628	64,279
2016-17	25,833	37,642	30,639
2017-18	111,383	136,977	118,028
2018-19	170,669	104,171	160,298
Total	$813,407	$793,130	$818,730

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Notes:
(1) Page 37, Column (3).
(2) Page 38, Column (3).
(3) Selected on the basis of (1) and (2).

Alameda County Schools Insurance Group
Liability Program

Frequency Times Severity Method
Individual Losses Limited to SIR

Program Year	Selected Claim Severity (1)	Factor to Remove Severity Trend (2)	De-Trended Severity (3)	Estimated Ultimate Claims (4)	Estimated Ultimate Losses (5)
2015-16	$22,089	0.939	$20,745	3	$62,235
2016-17	22,089	0.954	21,079	2	42,158
2017-18	22,089	0.969	21,414	4	85,656
2018-19	22,089	0.985	21,751	6	130,506
Total				15	$320,555

DRAFT

Notes:
(1) Page 45, Item (5).
(2) Estimated by BAC.
(3) (1) x (2), rounded.
(4) Page 46, Column (3).
(5) (3) x (4).

Alameda County Schools Insurance Group
Liability Program

Calculation of Expected Claim Severity
Frequency Times Severity Method

Program Year	*A Priori* Ultimate Losses (1)	Severity Trend Factor to 2019-20 (2)	Estimated Ultimate Claim Counts (3)	Constant $ Claim Severity (4)
2008-09	$75,000	1.197	3	$29,925
2009-10	62,981	1.176	5	14,816
2010-11	24,489	1.156	3	9,437
2011-12	130,602	1.137	7	21,207
2012-13	103,846	1.118	5	23,212
2013-14	25,144	1.100	1	27,647
2014-15	23,424	1.082	1	25,346
2015-16	64,279	1.065	3	22,814
2016-17	30,639	1.048	2	16,053
2017-18	118,028	1.032	4	30,437
2018-19	160,298	1.016	6	27,132
Total	$818,730		40	$22,548
08/09-17/18				$22,089
		(5) Selected $25K SIR 2019-20 Severity:		$22,089

DRAFT

Notes:
(1) Page 43, Column (3).
(2) Estimated by BAC.
(3) Page 46, Column (3).
(4) [(1) x (2)] / (3).
(5) Selected on the basis of (4).

Alameda County Schools Insurance Group
Liability Program

Selected Claim Counts

Program Year	Reported Claim Count Projection (1)	Bornhuetter-Ferguson Method (2)	Selected Claim Count (3)
2008-09	3		3
2009-10	5		5
2010-11	3		3
2011-12	7		7
2012-13	5		5
2013-14	1		1
2014-15	1		1
2015-16	3		3
2016-17	2		2
2017-18	4		4
2018-19	10	6	6
Total	44		40

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Notes:
(1) Page 47, Column (3).
(2) Page 48, Column (6).
(3) Selected on the basis of (1) and (2).

Alameda County Schools Insurance Group
Liability Program

Projection of Ultimate Claim Counts
Reported Claim Development Method

Program Year	Total Claims Reported 12/31/18 (1)	Development Factors as of 12/31/18 (2)	Projected Ultimate Claims (3)
2008-09	3	1.000	3
2009-10	5	1.000	5
2010-11	3	1.000	3
2011-12	7	1.000	7
2012-13	5	1.000	5
2013-14	1	1.000	1
2014-15	1	1.000	1
2015-16	3	1.000	3
2016-17	2	1.000	2
2017-18	4	0.960	4
2018-19	3	3.360	10
Total	37		44

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Notes:
(1) Provided by Keenan & Associates.
(2) Estumated by BAC,
(3) (1) x (2), rounded.

Alameda County Schools Insurance Group
Liability Program

Projection of Ultimate Claim Counts
Method 2: Exposure and Development Method

Program Year	A Priori Claim Count (1)	Claim Development Factor (2)	Percentage of Claims Unreported (3)	Estimated Unreported Claims (4)	Claims as of 12/31/18 (5)	Projected Ultimate Claims (6)
2018-19	4	3.360	70.2%	3	3	6

DRAFT

Notes:
(1) Page 49, Item (6).
(2) Page 47, Column (2).
(3) 100% - [1.000 / (2)].
(4) (1) x (3).
(5) Page 47, Column (1).
(6) (4) + (5).

Alameda County Schools Insurance Group
Liability Program

Projection of Ultimate Claim Counts
Bornhuetter-Ferguson Method
Calculation of Expected 2018-19 Claim Counts

Program Year	Projected Ultimate Claim Counts (1)	Average Daily Attendance (ADA) (2)	Indicated Claim Frequency (3)
2008-09	3	13,527	2.2
2009-10	5	13,953	3.6
2010-11	3	14,302	2.1
2011-12	7	14,415	4.9
2012-13	5	14,754	3.4
2013-14	1	15,183	0.7
2014-15	1	15,884	0.6
2015-16	3	16,939	1.8
2016-17	2	17,716	1.1
2017-18	4	18,416	2.2
2018-19	10	18,951	5.3
Total	44	174,040	2.5
08/09-17/18	34	155,089	2.3
		(4) Selected Claim Frequency:	2.3
		(5) 2018-19 ADA:	18,951
		(6) 2018-19 Expected Claim Count:	4

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Notes:
(1) Page 47, Column (3).
(2) Page 54, Column (1).
(3) (1) x 10,000 / (2).
(4) Selected on the basis of (3).
(5) Page 54, Column (1).
(6) (4) x (5) / 10,000.

Alameda County Schools Insurance Group
Liability Program

Projected 2019-20 Ultimate Losses
$25,000 Limit

Program Year	2019-20 Level Loss Rate (1)	Projected Average Daily Attendance (ADA) (2)	Projected Ultimate Losses (3)
2019-20	$4.72	18,951	$89,487
		(4) $5K Deductible Losses:	29.9%
		(5) Projected Losses after $5K Deductible:	$62,700
		(6) Implied Net Loss Rate:	$3.31

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Notes:
(1) Page 51, Item (6).
(2) Projected by BAC.
(3) (1) x (2), rounded.
(4) Estimated by BAC.
(5) (3) x [1.000 - (4)], rounded.
(6) (5) / (2), rounded.

Alameda County Schools Insurance Group
Liability Program

Projected 2019-20 $25k Loss Rate

Program Year	Estimated Ultimate Losses @ $25K Retention (1)	Pure Premium Trend (2)	Trended Losses (3)	Average Daily Attendance (ADA) (4)	Indicated $25K Limit Loss Rate (5)
2008-09	$75,000	1.197	$89,776	13,527	$6.64
2009-10	62,961	1.176	74,058	13,953	5.31
2010-11	24,463	1.156	28,281	14,302	1.98
2011-12	130,315	1.137	148,120	14,415	10.28
2012-13	103,444	1.118	115,611	14,754	7.84
2013-14	25,000	1.100	27,489	15,183	1.81
2014-15	23,078	1.082	24,971	15,884	1.57
2015-16	61,096	1.065	65,054	16,939	3.84
2016-17	25,600	1.048	26,826	17,716	1.51
2017-18	115,000	1.032	118,626	18,416	6.44
2018-19	130,000	1.016	132,023	18,951	6.97
Total	$775,957		$850,835	174,040	$4.93
08/09-17/18	$645,957		$718,812	155,089	$4.72

(6) Selected 2019-20 Level Loss Rate - Limited to $25,000 per Loss: $4.72

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Notes:
(1) Page 36, Column (6), adjusted to $25K retention.
(2) Estimated using a 6.0% primary trend.
(3) (1) x (2).
(4) Page 54, Column (1).
(5) (3) / (4).
(6) Selected on the basis of (5).

Alameda County Schools Insurance Group
Liability Program

Discounted Value of Unpaid Losses as of June 30, 2019
Assuming a 2.00% Interest Rate

Program Year	Projected Unpaid Losses (1)	Discount Factor (2)	Discounted Unpaid Losses (3)
2008-09	$0	1.000	$0
2009-10	0	0.990	0
2010-11	0	0.986	0
2011-12	0	0.980	0
2012-13	0	0.975	0
2013-14	0	0.968	0
2014-15	0	0.971	0
2015-16	0	0.978	0
2016-17	0	0.980	0
2017-18	50,822	0.978	49,710
2018-19	105,788	0.971	102,755
Total	$156,610		$152,465

(4) Indicated Discount Factor: 0.974

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Notes:
(1) Page 33, Column (6).
(2) Estimated by BAC.
(3) (1) x (2).
(4) [Sum of Column (3)] / [Sum of Column (1)].

Alameda County Schools Insurance Group
Liability Program

Discounted Value of 2019-20 Losses as of July 1, 2019
Assuming a 2.00% Interest rate

Program Year	Projected Loss Payments (1)	Discount Factor (2)	Discounted Value of Payments (3)
2019-20	$17,572	0.990	$17,398
2020-21	28,561	0.971	27,725
2021-22	25,357	0.952	24,132
2022-23	12,448	0.933	11,614
2023-24	3,752	0.915	3,432
2024-25	948	0.897	850
2025-26	307	0.879	270
2026-27	254	0.862	219
2027-28	167	0.845	141
2028-29	92	0.829	76
2029-30	29	0.812	23
Total	$89,487		$85,880

(4) Indicated Discount Factor: 0.960

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Notes:
(1) Based upon the observed payment pattern.
(2) Based upon a 2.00% interest rate.
(3) (1) x (2).
(4) [Sum of Column (3)] / [Sum of Column (1)].

Alameda County Schools Insurance Group
Liability Program

Program Information

Program Year	Average Daily Attendance (ADA) (1)	Self-Insured Retention (SIR) (2)	Deductible Level (3)
2008-09	13,527	$25,000	$5,000
2009-10	13,953	25,000	5,000
2010-11	14,302	25,000	5,000
2011-12	14,415	25,000	5,000
2012-13	14,754	25,000	5,000
2013-14	15,183	25,000	5,000
2014-15	15,884	25,000	5,000
2015-16	16,939	25,000	5,000
2016-17	17,716	25,000	5,000
2017-18	18,416	25,000	5,000
2018-19	18,951	25,000	5,000
2019-20	18,951	?	?

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Notes:
(1) - (3) Provided by Keenan & Associates.
2019-20 projected by BAC.

Alameda County Schools Insurance Group

An Actuarial Review of the Property & Liability Self-Insurance Program

Property Exhibits

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Alameda County Schools Insurance Group
Property Program

Projected Unpaid Losses as of June 30, 2019
Individual Losses Limited to SIR

Program Year	Estimated Ultimate Losses (1)	Projected Losses Paid as of 6/30/19 (2)	Projected Case Reserves as of 6/30/19 (3)	Projected Losses Reported as of 6/30/19 (4)	Projected IBNR as of 6/30/19 (5)	Projected Losses Unpaid as of 6/30/19 (6)
2008-09	$72,507	$72,507	$0	$72,507	$0	$0
2009-10	9,690	9,690	0	9,690	0	0
2010-11	25,000	25,000	0	25,000	0	0
2011-12	0	0	0	0	0	0
2012-13	60,045	60,045	0	60,045	0	0
2013-14	0	0	0	0	0	0
2014-15	0	0	0	0	0	0
2015-16	36,681	16,435	20,246	36,681	0	20,246
2016-17	0	0	0	0	0	0
2017-18	243	102	21	123	120	141
2018-19	13,907	6,522	1,301	7,824	6,083	7,385
Total	$218,073	$190,301	$21,568	$211,870	$6,204	$27,772

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Notes:
(1) Page 60, Column (6).
(2) Page 57, Column (3).
(3) (4) - (2).
(4) Page 57, Column (6).
(5) (1) - (4).
(6) (3) + (5).

Alameda County Schools Insurance Group
Property Program

Projected Losses Paid and Reported as of June 30, 2019
Individual Losses Limited to SIR

Program Year	Losses Paid as of 12/31/18 (1)	Projected Payments 1/1/19 - 6/30/19 (2)	Projected Losses Paid as of 6/30/19 (3)	Losses Reported as of 12/31/18 (4)	Projected Losses Reported 1/1/19 - 6/30/19 (5)	Projected Losses Reported as of 6/30/19 (6)
2008-09	$72,507	$0	$72,507	$72,507	$0	$72,507
2009-10	9,690	0	9,690	9,690	0	9,690
2010-11	25,000	0	25,000	25,000	0	25,000
2011-12	0	0	0	0	0	0
2012-13	60,045	0	60,045	60,045	0	60,045
2013-14	0	0	0	0	0	0
2014-15	0	0	0	0	0	0
2015-16	11,681	4,754	16,435	36,681	0	36,681
2016-17	0	0	0	0	0	0
2017-18	0	102	102	0	123	123
2018-19	0	6,522	6,522	0	7,824	7,824
Total	$178,923	$11,378	$190,301	$203,923	$7,946	$211,870

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Notes:
(1) Provided by Keenan & Associates.
(2) Based upon the observed payment pattern.
(3) (1) + (2).
(4) Page 60, Column (5).
(5) Based upon the observed reporting pattern.
(6) (4) + (5).

Alameda County Schools Insurance Group
Property Program

Estimated Unpaid Losses as of December 31, 2018
Individual Losses Limited to SIR

Program Year	Estimated Ultimate Losses (1)	Losses Paid as of 12/31/18 (2)	Case Reserves as of 12/31/18 (3)	Losses Reported as of 12/31/18 (4)	Estimated IBNR as of 12/31/18 (5)	Estimated Losses Unpaid as of 12/31/18 (6)
2008-09	$72,507	$72,507	$0	$72,507	$0	$0
2009-10	9,690	9,690	0	9,690	0	0
2010-11	25,000	25,000	0	25,000	0	0
2011-12	0	0	0	0	0	0
2012-13	60,045	60,045	0	60,045	0	0
2013-14	0	0	0	0	0	0
2014-15	0	0	0	0	0	0
2015-16	36,681	11,681	25,000	36,681	0	25,000
2016-17	0	0	0	0	0	0
2017-18	243	0	0	0	243	243
2018-19	6,954	0	0	0	6,954	6,954
Total	$211,120	$178,923	$25,000	$203,923	$7,197	$32,197

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Notes:
(1) Page 59, Column (6). 2018-19 adjusted for incomplete program year @ 12/31/18.
(2) Provided by Keenan & Associates.
(3) (4) - (2).
(4) Provided by Keenan & Associates.
(5) (1) - (4).
(6) (1) - (2).

Alameda County Schools Insurance Group
Property Program

Estimated Ultimate Losses - Gross of Member Deductibles
Individual Losses Limited to SIR

Program Year	Total Insured Value (Trended) ($000's) (1)	Expected Loss Rate per $1,000 TIV (2)	Estimated Percentage of Losses Unreported (3)	Estimated Unreported Losses (4)	Reported Losses as of 12/31/18 (5)	Estimated Ultimate Losses (6)
2008-09	$469,343	$0.154	0.0%	$0	$72,507	$72,507
2009-10	484,124	0.154	0.0%	0	9,690	9,690
2010-11	496,233	0.086	0.0%	0	25,000	25,000
2011-12	500,154	0.074	0.0%	0	0	0
2012-13	511,916	0.055	0.0%	0	60,045	60,045
2013-14	526,801	0.068	0.0%	0	0	0
2014-15	551,123	0.056	0.0%	0	0	0
2015-16	587,728	0.047	0.0%	0	36,681	36,681
2016-17	614,688	0.049	0.0%	0	0	0
2017-18	638,975	0.043	0.9%	243	0	243
2018-19	657,538	0.038	55.7%	13,907	0	13,907
Total	$6,038,624			$14,150	$203,923	$218,073

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Notes:
(1) Page 61, Column (2).
(2) Estimated by BAC based on loss data.
(3) Estimated by BAC.
(4) (1) x (2) x (3).
(5) Provided by Keenan & Associates.
(6) (4) + (5).

Alameda County Schools Insurance Group
Property Program

Projected Loss Rate and Losses for 2019-20
Individual Losses Limited to SIR

Program Year	Estimated Ultimate Losses (1)	Trended Total Insured Value ($000's) (2)	Indicated Loss Rate (3)
2008-09	$72,507	$469,343	$0.154
2009-10	9,690	484,124	0.020
2010-11	25,000	496,233	0.050
2011-12	0	500,154	0.000
2012-13	60,045	511,916	0.117
2013-14	0	526,801	0.000
2014-15	0	551,123	0.000
2015-16	36,681	587,728	0.062
2016-17	0	614,688	0.000
2017-18	243	638,975	0.000
2018-19	13,907	657,538	0.021
Total	$218,073	$6,038,624	$0.039
		(4) Selected 2019-20 Loss Rate:	$0.062
		(5) Projected 2019-20 TIV ($000's):	$657,538
		(6) Projected 2019-20 Gross Losses:	$40,987
		(7) $5K Deductible Ratio:	35.6%
		(8) Projected 2019-20 Net Losses:	$26,000

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Notes:
(1) Page 59, Column (6).
(2) Page 59, Column (1).
(3) (1) / (2).
(4) Selected on the basis of (3).
(5) Estimated by BAC from program history.
(6) (4) x (5), rounded.
(7) Estimated by BAC.
(8) (6) x [1.000 - (7)], rounded.

Alameda County Schools Insurance Group
Property Program

Historical Summary

Program Year	Total Insured Value ($000's) (1)	Total Insured Value (Trended) ($000's) (2)	Self-Insured Retention (SIR) (3)	Member Deductible (4)
2008-09	$329,809	$469,343	$25,000	$5,000
2009-10	350,297	484,124	25,000	5,000
2010-11	335,308	496,233	25,000	5,000
2011-12	350,784	500,154	25,000	5,000
2012-13	361,534	511,916	25,000	5,000
2013-14	392,314	526,801	25,000	5,000
2014-15	502,027	551,123	25,000	5,000
2015-16	543,377	587,728	25,000	5,000
2016-17	604,210	614,688	25,000	5,000
2017-18	613,864	638,975	25,000	5,000
2018-19	636,533	657,538	25,000	5,000
2019-20	657,538	657,538	?	?

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Notes:
(1) , (3), (4) Provided by Keenan & Associates.
2019-20 projected by BAC.
(2) 2018-19 is set equal to projected 2019-20 value.
Older years are in proportion to annual ADA.

Alameda County Schools Insurance Group

An Actuarial Review of the
Property & Liability Self-Insurance Program

Deductibles Exhibits

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Alameda County Schools Insurance Group
Deductibles

Estimated Unpaid Deductibles as of June 30, 2019

Program Year	Estimated Ultimate Deductibles (1)	Projected Deductibles Paid as of 6/30/19 (2)	Projected Deductible Reserves as of 6/30/19 (3)	Projected Deductibles Reported as of 6/30/19 (4)	Projected Deductibles IBNR as of 6/30/19 (5)	Projected Deductibles Unpaid as of 6/30/19 (6)
2008-09	$30,000	$30,000	$0	$30,000	$0	$0
2009-10	23,913	23,913	0	23,913	0	0
2010-11	16,323	16,323	0	16,323	0	0
2011-12	33,772	33,772	0	33,772	0	0
2012-13	38,444	38,444	0	38,444	0	0
2013-14	5,000	5,000	0	5,000	0	0
2014-15	5,000	5,000	0	5,000	0	0
2015-16	25,000	21,426	3,574	25,000	0	3,574
2016-17	5,600	5,600	0	5,600	0	0
2017-18	20,751	18,183	2,179	20,363	388	2,568
2018-19	44,897	16,262	15,329	31,591	13,306	28,635
Total	$248,700	$213,923	$21,083	$235,006	$13,694	$34,777

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Notes:
(1) Page 65, Column (6).
(2) Page 64, Column (3).
(3) (4) - (2).
(4) Page 64, Column (6).
(5) (1) - (4).
(6) (3) + (5).

Alameda County Schools Insurance Group
Deductibles

Projected Deductibles Paid and Reported as of June 30, 2019

Program Year	Deductibles Paid as of 12/31/18 (1)	Projected Payments 1/1/19 - 6/30/19 (2)	Projected Deductibles Paid as of 6/30/19 (3)	Deductibles Reported as of 12/31/18 (4)	Projected Reported 1/1/19 - 6/30/19 (5)	Projected Deductibles Reported as of 6/30/19 (6)
2008-09	$30,000	$0	$30,000	$30,000	$0	$30,000
2009-10	23,913	0	23,913	23,913	0	23,913
2010-11	16,323	0	16,323	16,323	0	16,323
2011-12	33,772	0	33,772	33,772	0	33,772
2012-13	38,444	0	38,444	38,444	0	38,444
2013-14	5,000	0	5,000	5,000	0	5,000
2014-15	5,000	0	5,000	5,000	0	5,000
2015-16	20,000	1,426	21,426	25,000	0	25,000
2016-17	5,600	0	5,600	5,600	0	5,600
2017-18	16,582	1,601	18,183	20,000	363	20,363
2018-19	5,182	11,079	16,262	15,000	16,591	31,591
Total	$199,816	$14,107	$213,923	$218,052	$16,954	$235,006

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Notes:
(1) Provided by Keenan & Associates.
(2) Based upon the observed payment pattern.
(3) (1) + (2).
(4) Page 65, Column (5).
(5) Based upon the assumed reporting pattern.
(6) (4) + (5).

Alameda County Schools Insurance Group
Deductibles

Estimated Ultimate Losses Limited to Member Deductibles

Program Year	Estimated Gross Ultimate Losses (1)	Expected Percentage of Losses Below Deductible (2)	Estimated Deductible Percentage Unreported (3)	Estimated Unreported Deductibles (4)	Reported Deductibles as of 12/31/18 (5)	Estimated Ultimate Losses Below Deductible (6)
2008-09	$147,507	20.3%	0.0%	$0	$30,000	$30,000
2009-10	72,651	20.3%	0.0%	0	23,913	23,913
2010-11	49,463	24.5%	0.0%	0	16,323	16,323
2011-12	130,315	26.0%	0.0%	0	33,772	33,772
2012-13	163,489	26.0%	0.0%	0	38,444	38,444
2013-14	25,000	25.3%	0.0%	0	5,000	5,000
2014-15	23,078	25.1%	0.0%	0	5,000	5,000
2015-16	97,777	24.9%	0.0%	0	25,000	25,000
2016-17	25,600	25.0%	0.0%	0	5,600	5,600
2017-18	115,243	24.9%	2.6%	751	20,000	20,751
2018-19	143,907	32.8%	63.4%	29,897	15,000	44,897
Total	$994,030			$30,648	$218,052	$248,700

DRAFT

Notes:
(1) Page 36, Column (6) plus Page 59 ,Column (6).
(2) Estimated by BAC.
(3) Estimated by BAC.
(4) (1) x (2) x (3).
(5) Provided by Keenan & Associates.
(6) (4) + (5).

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Investment Policy

In order to stay in compliance with CAJPA accreditation standards, the written investment policy must be reviewed annually by the Executive Committee. No changes are proposed to this policy.

The policy will be reviewed by the Executive Director at the meeting.

ALAMEDA COUNTY SCHOOLS INSURANCE GROUP

POLICY AND PROCEDURES MANUAL

SUBJECT: INVESTMENT OF FUNDS

1.0 POLICY

It shall be the policy of Alameda County Schools Insurance Group (Authority), that the Executive Committee shall have the power to invest or cause to be invested in compliance with Section 6509.5 of the California Government Code such funds as are not necessary for the immediate operation of the Schools Insurance Group in such securities as allowed by Section 53601 of the California Government Code.

The amount of money to be retained for the day-to-day operation of the Schools Insurance Group shall be determined by the Executive Committee.

All funds shall be invested in a manner which will 1) preserve principal; 2) meet the Authority's daily cash flow needs; and 3) optimize returns while conforming to all federal, state, and local statutes governing the investment of public funds. The Authority's investment portfolio shall be a suitable blend of investment strategies which achieve the desired objectives of the Authority as stated above.

2.0 SCOPE

This investment policy applies to all financial assets of the Authority. These funds are accounted for in the Authority's annual financial report and include:

2.1 Funds

2.1.1 Dental
2.1.2 Operations
2.1.3 Property/Liability
2.1.4 Workers' Compensation
2.1.5 Vision

3.0 PRUDENCE

Investments shall be made with same judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

The standard of prudence to be used by the Authority's investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The Investment Committee, acting in accordance with written procedures and their investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. The Executive Committee serves as the Investment Committee.

4.0 OBJECTIVE

The primary objectives, in priority order, of the Authority's investment activities shall be:

4.1 Liquidity

The Authority's investment portfolio will remain sufficiently liquid to enable the Authority to meet all operating requirements which can be reasonably anticipated.

4.2 Safety

Safety of principal is a primary objective of the investment program. Investments of the Authority shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.3 Return on Investment

The Authority's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Authority's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the Authority's investment program is derived from Government Code Sections 53601 & 53601.1. In accordance with Government Code Section 53607, Management responsibility for the investment program is hereby delegated to the Executive Committee, subject to annual review. The Executive Committee shall establish written investment program consistent with this investment policy.

Procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. Such

procedures shall include explicit delegation of authority to persons responsible for investment transactions, except as provided under the terms of this

policy, and the procedures established by the Executive Committee. The Executive Committee shall be responsible for all transactions undertaken and shall establish a system of control to regulate the activities of subordinate officials.

6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Governing Board of Directors, any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Authority's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the Authority particularly with regard to the time of purchases and sales.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The ACSIG treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1. No public deposit shall be made except in a qualified public depository as established by state laws. All financial institutions and/or broker/dealers who desire to be placed on the list of financial institutions for investment transactions must supply the Treasurer with the following: 1.) audited financial statements, 2.) proof of National Association of Security Dealers certification, 3.) trading resolution, 4.) proof of state registrations, 5.) complete broker/dealer questionnaire, 6.) certification of having read Authority's investment policy and depository contracts). A current audited financial statement is required to be on file for each financial institution and broker/dealer through which ACSIG invests.

8.0 AUTHORIZED & SUITABLE INVESTMENTS

Deposit up to a maximum of 30% of the portfolio, b.) Repurchase Agreements, c.) Reverse Repurchase Agreement, d.) Corporate Obligations up to a maximum of 30% of the portfolio, e.) Money Market Accounts, f.) Local Agency Investment Fund, g.) County Treasurer. Securities eligible for investment shall be rated "A" or better at the time of

purchase. *If an investment is subsequently downgraded below "A" the Executive Director shall notify the Executive Committee upon learning of the downgrade. After review, the Executive Director shall make a recommendation to the

Executive Committee and a determination shall be made as to the action to be taken at either a special meeting or regular Executive Committee meeting.

9.0 COLLATERALIZATION

Collateralization will be required on two types of investments: certificates of deposit and repurchase (and reverse) agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be (102%) of market value of principal and accrued interest. The entity chooses to limit collateral to the following:

- Treasuries under ten years
- Agencies under ten years
- A1/P1 Commercial Paper/Bankers Acceptance

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Authority and retained. The right of collateral substitution is granted.

10.0 SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements, entered into by the authority shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Executive Committee and evidenced by safekeeping receipts.

11.0 DIVERSIFICATION

The Authority will diversify its investments by security type, maturity, and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the entity's total investment portfolio will be invested in a single security type or with a single financial institution.

12.0 MAXIMUM MATURITIES

To the extent possible, the Authority will attempt to match its investments with anticipated cash flow requirements. In accordance with Government Code Section 53601, the Board of

Directors authorizes investments in U.S. Treasuries or Agencies of up to 20% of the investment portfolio in maturities over 5 years but not over 7 years. Any investment with a maturity over 5 years must be approved by two members of the Executive Committee.

13.0 INTERNAL CONTROL

A system of internal controls shall be established and documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, misrepresentation of third parties, or imprudent actions by ACSIG employees or officers.

14.0 PERFORMANCE STANDARDS

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the Authority's investment risk constraints and cash flow needs.

14.1 Market Yield (Benchmark)

The Authority's investment strategy is passive. Given this strategy, the basis used by the Executive Committee to determine whether market yields are being achieved shall be the six-month U.S. Treasury Bill and the average Fed Funds rate.

15.0 REPORTING

The Executive Director shall submit a quarterly report to the Board which complies with the requirements of Government Code Sections 53646 (b) and (c). Reports will include performance, market sector breakdown, interest earnings, portfolio market value, etc.

16.0 INVESTMENT POLICY ADOPTION

The Authority's investment policy shall be adopted by the Board of Directors. The Policy shall be reviewed on an annual basis by the Executive Committee and any modifications made thereto must be approved by the Board of Directors.

APPROVED: 12/11/08
REVISED:
REVIEWED: 05/22/14

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Conflict of Interest

In order to stay in compliance with CAJPA accreditation standards, the written conflict of interest policy must be reviewed annually by the Executive Committee. No changes are proposed to this policy.

The policy will be reviewed by the Executive Director at the meeting.

Alameda County Schools Insurance Group

CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code Sections 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a resolution, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the Alameda County Schools Insurance Group.

Pursuant to Section 4 (A) of the standard Code, designated employees shall file Statements of Economic Interests with the Agency. Upon receipt of the statements of the members of the Board, the agency will retain the original statements.

APPENDIX A

DESIGNATED EMPLOYEES	DISCLOSURE CATEGORIES
Members of the Board	All
Alternates	All
Administrator	All
Consultants *	All
General Counsel	All
Insurance Broker	All
Claims Manager	All
Risk Manager	All

DISCLOSURE CATEGORIES

1. Investments and business positions in business entities, and sources of income, of the type to contract with the agency to supply materials, commodities, supplies, books, machinery, vehicles or equipment utilized by the agency.

2. Investments and business positions in business entities, and sources of income, which are contractors, or subcontractors, engaged in the performance of work or services of the type utilized by the agency, including but not limited to, insurance companies, carriers, holding companies, underwriters, agents or accounting firms.

3. Investments and business positions in business entities, and sources of income, which have filed claims, or have claims pending against the agency.

4. Investments and business positions in business entities, and sources of income, from banks or savings and loans.

5. Investments and business positions in, and income from, entities in which the Authority is empowered to invest its funds.

6. Interests in commercial real property (or interests in real property used for commercial leasing purposes).

- With respect to Consultants, the Chairperson of the Board, in the absence of an Administrator, however, may determine in writing that a particular consultant, although a "designated person", is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. A copy of this determination shall be retained by Alameda County Schools Insurance Group. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.

WRITTEN EXPLANATION OF REASONS FOR DESIGNATIONS AND DISCLOSURE RESPONSIBILITIES

DESIGNATIONS

The position of Board Member, Administrator and Consultants have been designated as those positions subject to the provisions of the Conflict of Interest code in that those positions are the only positions that have any substantial responsibility relative to the Alameda County Schools Insurance Group decision making process or policy. The term consultant includes the insurance brokers, the general counsel, and the risk manager and the claims administrator even though said positions are separately specified as well.

DISCLOSURE RESPONSIBILITIES

The categories relative to the types of interests that must be disclosed are based upon the types of financial interests relevant to the ACSIG business, which is confined to providing various types of insurance coverage to local public entities.

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Authorization of Signatures

In order to stay in compliance with CAJPA accreditation standards, the ACSIG Executive Committee must designate those authorized to sign documents on behalf of the JPA. Currently, the Executive Director and Board President are designated as authorized signers. No changes are proposed to this procedure.

The procedure will be reviewed by the Executive Director at the meeting.



Authorization of Signatures
May 9, 2019

The authorized signers on behalf of ACSIG are Kimberly Dennis, Executive Director and Annette Heldman, Board President.

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: 2019/2020 Draft Calendar

Enclosed is a draft calendar for the 2019/2020 fiscal year. We try to coordinate our full Board meetings with the monthly CBO meeting, however, that calendar has not been finalized. We have coordinated with the County Office of Education to avoid duplicating meeting dates and any foreseen conflicts.

Please check these dates at your earliest convenience and notify Celina Flotte of any conflicts.



2019/ 2020 Calendar (DRAFT)

October 31, 2019	**Executive Committee**	9:30am – 12:00pm
November 7, 2019	**Joint Full Board** Lunch will be served	12:00pm – 3:00pm
December 19, 2019	**Executive Committee**	9:30am – 12:00pm
February 6, 2020	**Executive Committee**	9:30am – 12:00pm
May 7, 2020	**Executive Committee**	9:30am – 12:00pm
May 14, 2020	**Joint Full Board** Lunch will be served	12:00pm – 3:00pm

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EXECUTIVE SUMMARY

TO: ACSIG Executive Committee

FROM: Kimberly Dennis

DATE: May 9, 2019

SUBJECT: Posting and Mailing Address

As a matter of administration and in order to stay in compliance with CAJPA accreditation standards, the official ACSIG mailing and posting address must be reviewed and approved annually. No changes are proposed to this policy. The mailing and posting address for the JPA are:

Alameda County Schools Insurance Group
5776 Stoneridge Mall Road, Suite 130
Pleasanton, CA 94588