



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

## MINUTES Executive Committee

**Date:** Thursday, May 13, 2021  
**Time:** 9:30 AM  
**Location:** Video Meeting  
Join Zoom Meeting  
[https://us02web.zoom.us/j/7358807014?  
pwd=OWtmZkdMZWVwT0hCZklsNXA4RURXUT09](https://us02web.zoom.us/j/7358807014?pwd=OWtmZkdMZWVwT0hCZklsNXA4RURXUT09)  
**Meeting ID: 735 880 7014**  
**Passcode: acsig20**

### **I. Annette Heldman called the meeting to order 9:33 AM**

### **II. Roll call**

#### **Executive Committee Members**

|                    |                     |                     |
|--------------------|---------------------|---------------------|
| Annette Heldman    | President           | New Haven USD       |
| Dr. Candi Clark    | Board Member        | ACOE                |
| Jackie Kim         | Board Member        | Albany USD          |
| Dr. Kevin Collins  | Board Member        | San Leandro USD     |
| Kimberly Dennis    | Executive Director  | ACSIG               |
| Celina Flotte      | Executive Assistant | ACSIG               |
| Ron Martin         | Guest               | Keenan & Associates |
| Tara Cooper-Salaiz | Guest               | Keenan & Associates |
| Patrice Grant      | Guest               | Keenan & Associates |
| Dave Kundert       | Guest               | Keenan & Associates |
| Michael Clark      | Guest               | Keenan & Associates |
| Laurena Grabert    | Guest               | SETECH              |
| Mark Payne         | Guest               | Morgan Stanley      |

### **III. Acceptance of the Agenda**

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

#### **IV. Public Comment on Closed Session Agenda Items**

No public present to comment.

##### **Closed Session**

*Closed session began at 9:36am*

##### **A. Settlement Notification**

###### **● Claim Numbers:**

|                    |                    |                  |                  |                    |
|--------------------|--------------------|------------------|------------------|--------------------|
| 483040 Oliveira    | 538942 Tam         | 560688 Fortelka  | 569257 Ahmed     | 580129 Chuan       |
| 502115 Kelley      | 539300 Firato      | 561358 Bavishi   | 572775 Poral     | 581037 Firato      |
| 509044 Ahmed       | 541566 Cabrera     | 561693 Tuck      | 572890 Bower     | 581968 Rodriguez   |
| 526202 McNealy     | 543446 Tunner      | 561904 Bobbitt   | 573047 Silva     | 583941 Linden      |
| 527530 Pires       | 546847 Cabrera     | 561962 Rodriguez | 573417 Oko       | 589733 Farro       |
| 527571 Bryant      | 549273 Johnson     | 564315 Drobný    | 573978 Mann      | 2202426 Collins    |
| 530575 Thompson    | 549969 Rivers, Leo | 564918 Coates    | 574498 McElroy   | 2506316 Grasseschi |
| 532134 Silva       | 558246 Williams    | 567749 Maldonado | 576442 Rodriguez |                    |
| 534473 Pitruzzello | 558451 Bouchard    | 568470 Short     | 576539 Elbert    |                    |
| 537902 One Feather | 559791 Padrones    | 568562 Misquitta | 576844 Elbert    |                    |

##### **B. Settlement Authorization**

###### **● Claims Numbers:**

2202869 Butler-Maes

**C. Executive Director Evaluation**

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

**D. CastlePoint Memo**

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

**Open Session**

Open session began at 9:48am.

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

No public present to comment.

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

Motion was moved to approve settlement authorization number 2202869.

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**VII. Approval of Minutes**

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**General**

**VIII. Third Quarter Investment Report**

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

***Time Weighted Performance Summary (Net of fees) – March 31, 2021***

**Total Ending Value** **\$22,683,322.79**

***Rolling Periods***

|                                        |        |
|----------------------------------------|--------|
| Quarter to Date                        | -0.56% |
| Year to Date                           | -0.56% |
| Last 12 Months                         | 0.81%  |
| Last 3 Years                           | 2.83%  |
| Last 5 Years                           | 1.63%  |
| Last 10 Years                          | 1.55%  |
| Since 7/12/10 Inception (annualized %) | 1.49%  |

***Calendar Years***

|                     |        |
|---------------------|--------|
| 2021 YTD            | -0.56% |
| 2020                | 3.92%  |
| 2019                | 3.69%  |
| 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***

|             |        |
|-------------|--------|
| 2020-21 YTD | -0.27% |
| 2019-20     | 4.74%  |
| 2018-19     | 1.31%  |
| 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%  |

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**IX. Third Quarter Financial Report**

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

**Alameda County Schools Insurance Group (ACSIG)**  
**Treasurer's Report- Statement of Net Position**  
**Consolidated**

As of 06/30/2020 and 03/31/2021

|                                                                     | Audited<br>As of<br>06/30/2020 | Activity<br>07/01/2020 -<br>03/31/2021 | As of<br>03/31/2021         |
|---------------------------------------------------------------------|--------------------------------|----------------------------------------|-----------------------------|
| <b>Assets:</b>                                                      |                                |                                        |                             |
| Current Assets                                                      |                                |                                        |                             |
| Workers Compensation                                                | \$ 23,150,875                  | (5,826,769)                            | \$ 17,324,107               |
| Dental                                                              | 5,139,851                      | 542,891                                | 5,682,742                   |
| Vision                                                              | 2,421,563                      | 58,338                                 | 2,479,901                   |
| Property and Liability                                              | 1,466,118                      | (221,591)                              | 1,244,527                   |
| Operations                                                          | 80,677                         | 12,168                                 | 92,845                      |
| Cash and Cash Equivalents                                           | <u>\$ 32,259,084</u>           | <u>(5,434,963)</u>                     | <u>\$ 26,824,122</u>        |
| Investments Morgan Stanley - current                                | 2,936,365                      | (2,814,869)                            | 121,496                     |
| Accounts Receivable                                                 | 7,862,677                      | 4,563,526                              | 12,426,203                  |
| Prepaid Expense                                                     | --                             | 2,320,788                              | 2,320,788                   |
| Interfund Receivable/(payable) (1)                                  | --                             | --                                     | --                          |
| Subtotal Current Assets                                             | <u>43,058,126</u>              | <u>(1,365,518)</u>                     | <u>41,692,608</u>           |
| Noncurrent Assets                                                   |                                |                                        |                             |
| Investments @ FMV - Morgan Stanley (3)                              | 19,523,229                     | 2,925,751                              | 22,448,980                  |
| Capital - Equipment, net of depreciation                            | <u>1,187</u>                   | <u>(592)</u>                           | <u>595</u>                  |
|                                                                     | 19,524,416                     | 2,925,159                              | 22,449,575                  |
| <b>Total Assets</b>                                                 | <b><u>\$ 62,582,542</u></b>    | <b><u>\$ 1,559,641</u></b>             | <b><u>\$ 64,142,183</u></b> |
| <b>Deferred Outflow of Resources:</b>                               |                                |                                        |                             |
| Deferred outflow of resources - pension                             | <u>146,854</u>                 | <u>--</u>                              | <u>146,854</u>              |
| <b>Liabilities:</b>                                                 |                                |                                        |                             |
| Current Liabilities                                                 |                                |                                        |                             |
| Accounts Payable                                                    | \$ 342,458                     | \$ (14,929)                            | \$ 327,529                  |
| Prefunding deposits (2)                                             | 4,132,048                      | --                                     | 4,132,048                   |
| Advance Contributions                                               | --                             | --                                     | --                          |
| Other Claim Liabilities - Castlepoint Reinsurance Insolvency        | 671,995                        | --                                     | 671,995                     |
| Current Portion of claims and claim adjustment                      | 3,582,964                      | (294,805)                              | 3,288,159                   |
| Subtotal Current Liabilities                                        | <u>8,729,465</u>               | <u>(309,734)</u>                       | <u>8,419,731</u>            |
| Noncurrent Liabilities                                              |                                |                                        |                             |
| Unpaid claims and claim adjustment expenses less current            | 7,559,199                      | (168,395)                              | 7,390,804                   |
| Unallocated Loss Adjustment Expense (ULAE)                          | 907,745                        | (179,568)                              | 728,177                     |
| Subtotal Noncurrent Claim Liabilities                               | <u>8,466,944</u>               | <u>(347,963)</u>                       | <u>8,118,981</u>            |
| Net Pension Liability (NPL)                                         | 734,426                        | 64,537                                 | 798,963                     |
| <b>Total Liabilities</b>                                            | <b><u>\$ 17,930,835</u></b>    | <b><u>\$ (593,160)</u></b>             | <b><u>\$ 17,337,675</u></b> |
| <b>Deferred Inflow of Resources:</b>                                |                                |                                        |                             |
| Deferred inflow of resources - pension                              | <u>87,683</u>                  | <u>--</u>                              | <u>87,683</u>               |
| <b>Net Position:</b>                                                |                                |                                        |                             |
| Undesignated Net Position - Net Assets/(Deficit)                    | 44,709,691                     | 2,153,393                              | 46,863,084                  |
| Designated - Capital Assets                                         | <u>1,187</u>                   | <u>(592)</u>                           | <u>595</u>                  |
| <b>Total Net Position</b>                                           | <b><u>\$ 44,710,878</u></b>    | <b><u>\$ 2,152,801</u></b>             | <b><u>\$ 46,863,679</u></b> |
| <b>Total Liabilities, Deferred Pension, and Ending Net Position</b> | <b><u>\$ 62,582,542</u></b>    | <b><u>\$ 1,559,641</u></b>             | <b><u>\$ 64,142,183</u></b> |

**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.

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None  
Abstain: None

**X. Budget 2021/2022**

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

**Alameda County Schools Insurance Group (ACSIG)**  
**Consolidated**  
**2021/2022 Budget**

|                                                           | Budget<br>2021/2022 | Allocations | Change in<br>Accruals |                      | 2020/2021<br>Budget | 2019/2020<br>Actuals | 2018/2019<br>Actuals | 2017/2018<br>ACTUAL |
|-----------------------------------------------------------|---------------------|-------------|-----------------------|----------------------|---------------------|----------------------|----------------------|---------------------|
| <b>Audited - Beginning Net Position, as of 07/01/2020</b> |                     |             |                       | <b>\$ 56,400,815</b> |                     |                      |                      |                     |
| Beginning Cash                                            | \$ 56,400,815       |             |                       |                      | 56,228,355          | \$ 32,390,067        | \$ 21,774,574        | 34,318,790          |
| <b>Operating Revenue:</b>                                 |                     |             |                       |                      |                     |                      |                      |                     |
| Premiums Paid by Members                                  | \$ 154,947,536      | \$ --       | \$ --                 | \$ 154,947,536       | 162,868,036         | \$ 143,824,407       | \$ 158,713,739       | 164,546,182         |
| Total Operating Revenue                                   | 154,947,536         | --          | --                    | 154,947,536          | 162,868,036         | 143,824,407          | 158,713,739          | 164,546,182         |
| <b>Operating Expenditures:</b>                            |                     |             |                       |                      |                     |                      |                      |                     |
| Classified Salaries                                       | 338,031             | --          | --                    | 338,031              | 328,018             | 323,830              | 295,213              | 286,178             |
| Statutory Benefits                                        | 51,738              | --          | --                    | 51,738               | 50,460              | 36,288               | 22,941               | 31,954              |
| Health & Welfare                                          | 56,750              | --          | --                    | 56,750               | 56,750              | 47,741               | 42,912               | 47,510              |
| Employer Tax Expense                                      | 5,510               | --          | --                    | 5,510                | 5,510               | 5,048                | 4,550                | 4,443               |
| Net Pension Expense                                       | 416,154             | --          | --                    | 416,154              | 76,494              | 365,809              | 199,053              | (191,171)           |
| Telephone & Internet                                      | 7,450               | --          | --                    | 7,450                | 9,280               | 4,625                | 5,739                | 6,102               |
| Supplies Office                                           | 5,000               | --          | --                    | 5,000                | 4,500               | 3,593                | 2,148                | 1,885               |
| Supplies - Other                                          | 8,500               | --          | --                    | 8,500                | 8,500               | 1,181                | 5,141                | 3,276               |
| Eligibility Processing                                    | 235,620             | --          | --                    | 235,620              | 210,000             | 210,724              | 203,801              | 218,600             |
| Brokerage Fees-Dental-ACSIG                               | 293,760             | --          | --                    | 293,760              | 299,000             | 281,605              | 279,662              | 293,050             |
| Brokerage Fees-Dental-MD                                  | 520,000             | --          | --                    | 520,000              | 500,000             | 500,851              | 470,289              | 410,333             |
| Travel and Conferences                                    | 22,925              | --          | --                    | 22,925               | 20,975              | 13,770               | 10,118               | 10,458              |
| Mileage                                                   | 12,000              | --          | --                    | 12,000               | 11,050              | 7,255                | 7,119                | 6,756               |
| Dues & Memberships                                        | 11,400              | --          | --                    | 11,400               | 11,400              | 7,635                | 885                  | 1,635               |
| Postage & Meter                                           | 3,910               | --          | --                    | 3,910                | 10,180              | 2,963                | 2,764                | 3,875               |
| Insurance Expense-PIPS&NCR                                | 23,900,848          | --          | --                    | 23,900,848           | 25,471,893          | 22,199,152           | 21,043,123           | 21,028,823          |
| PIPS payroll adjustment                                   | 500,000             | --          | --                    | 500,000              | 1,000,000           | 476,909              | (233,378)            | 749,186             |
| Utility - Operating-Rent                                  | 48,476              | --          | --                    | 48,476               | 48,536              | 38,074               | 31,366               | 36,395              |
| Advertising                                               | --                  | --          | --                    | --                   | --                  | --                   | 5,535                | --                  |
| Contract Services                                         | 20,000              | --          | --                    | 20,000               | 28,000              | 15,750               | 18,096               | 8,272               |
| Contract Services -actuarial                              | --                  | --          | --                    | --                   | 20,000              | 8,570                | --                   | --                  |
| Contract Services                                         | 5,000               | --          | --                    | 5,000                | 5,000               | --                   | --                   | 15,570              |
| Audit Fees                                                | 14,475              | --          | --                    | 14,475               | 22,000              | 13,369               | 13,750               | 13,500              |
| Other Services/Operating Expenses                         | 11,400              | --          | --                    | 11,400               | 12,025              | 10,386               | 6,137                | 5,614               |
| Capital Equipment/Depreciation                            | 9,500               | --          | --                    | 9,500                | 9,500               | 1,462                | --                   | --                  |
| Repairs & Maintenance                                     | 5,000               | --          | --                    | 5,000                | 4,100               | --                   | --                   | --                  |
| Legal                                                     | 6,500               | --          | --                    | 6,500                | 6,500               | --                   | 928                  | --                  |
| Accounting Services                                       | 15,500              | --          | --                    | 15,500               | 15,900              | 15,000               | 14,850               | 14,420              |
| County Courier                                            | 4,400               | --          | --                    | 4,400                | 4,400               | 5,604                | 3,872                | 3,567               |
| Shredding                                                 | 1,600               | --          | --                    | 1,600                | 1,180               | 1,413                | 813                  | 848                 |
| Copier & Scanner                                          | 17,900              | --          | --                    | 17,900               | 17,900              | 7,676                | 11,058               | 10,277              |
| Claims Administration Services                            | 143,219             | --          | --                    | 143,219              | 173,819             | 140,232              | 166,650              | 166,909             |
| Self-Insurance Fee                                        | 553,082             | --          | --                    | 553,082              | 431,959             | 432,095              | 337,468              | 297,811             |
| Claims Paid-WC                                            | 1,200,000           | --          | --                    | 1,200,000            | 1,200,000           | 725,255              | 1,022,116            | 1,001,753           |
| Claims Paid-PL                                            | 100,000             | --          | --                    | 100,000              | 200,000             | 82,411               | 57,219               | 53,650              |
| Safety Inspection                                         | 18,819              | --          | --                    | 18,819               | 18,819              | 12,445               | 12,445               | 12,445              |
| Physical Ability Testing                                  | 20,000              | --          | --                    | 20,000               | 20,000              | 4,165                | 6,031                | 26,449              |
| First-Aid Program                                         | 35,000              | --          | --                    | 35,000               | 35,000              | 8,384                | 26,579               | 28,559              |
| Risk Management Prevention Program                        | 250,000             | --          | --                    | 250,000              | 250,000             | 85,115               | 15,989               | --                  |
| EAP                                                       | 200,000             | --          | --                    | 200,000              | 200,000             | 29,602               | --                   | --                  |
| Bank Charge & WC Penalty Reimb                            | 6,000               | --          | --                    | 6,000                | 6,000               | 4,144                | 1,943                | 21,071              |
| Cobra Premiums                                            | 250,000             | --          | --                    | 250,000              | 250,000             | 225,931              | 224,938              | 246,832             |
| Dental Insurance Premiums                                 | 122,590,000         | --          | --                    | 122,590,000          | 127,979,036         | 106,421,564          | 122,360,987          | 129,945,472         |
| Vision Insurance Premiums                                 | 4,520,000           | --          | --                    | 4,520,000            | 4,450,000           | 3,676,970            | 4,234,168            | 4,066,932           |
| Claim Development Expense                                 | (700,000)           | --          | --                    | (700,000)            | (818,000)           | (3,540,853)          | (2,823,823)          | (357,335)           |
| Prior Year Adjustment                                     | --                  | --          | --                    | --                   | --                  | --                   | --                   | --                  |
| Total Operating Expenditures                              | 155,735,466         | --          | --                    | 155,735,466          | 162,665,684         | 132,913,743          | 148,111,194          | 158,531,903         |
| <b>Net Increase/(Decrease)</b>                            |                     |             |                       |                      |                     |                      |                      |                     |
| from Operations                                           | (787,930)           | --          | --                    | (787,930)            | 202,352             | 10,910,664           | 10,602,545           | 6,014,279           |
| <b>Non Operating Income/(Expense)</b>                     |                     |             |                       |                      |                     |                      |                      |                     |
| Interest Income                                           | 650,500             | --          | --                    | 650,500              | 640,000             | 734,153              | 681,271              | 499,738             |
| Change in FMV                                             | --                  | --          | --                    | --                   | --                  | 663,387              | 342,202              | (341,266)           |
| Realized Gain/(Loss)                                      | --                  | --          | --                    | --                   | --                  | --                   | --                   | 644                 |
| GASB 68                                                   | --                  | --          | --                    | --                   | --                  | --                   | --                   | --                  |
| Total Non Operating Income/(Expense)                      | 650,500             | --          | --                    | 650,500              | 640,000             | 1,397,540            | 1,023,473            | 159,116             |
| Ending Cash                                               | \$ 56,263,385       | --          | --                    |                      |                     |                      |                      |                     |
| <b>Net Increase/(Decrease)</b>                            |                     |             |                       |                      |                     |                      |                      |                     |
| in Net Position                                           | \$ --               | \$ --       | \$ --                 | (137,430)            | 842,352             | \$ 12,308,204        | \$ 11,626,018        | 6,173,395           |

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**XI. ACSIG Salaries & Benefits**

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

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**XII. Audit Engagement Letter**

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

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**XIII. CAJPA Fall Conference 2021**

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

**XIV. ACSIG Fall Meetings**

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

**XV. Meeting Calendar**

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

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**Workers Compensation**

**XVI. Claims Audit**

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

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**XVII. Run Off Claims Agreement**

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

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**XVIII. EAP Update**

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

**XIX. Official Change to Invoicing Dates**

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

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

**Dental**

**XX. Dental Rates 2021/2022**

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

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

## **Vision**

### **XXI. Vision Rates 2021/2022**

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

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

Ayes: Heldman, Clark, Kim, Collins

Nays: None

Abstain: None

## **Property & Liability**

### **XXII. Property & Liability Rates 2021/2022**

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

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

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

### **XXIII. PLCA Agreement Renewal**

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

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

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

## **Administrative**

### **XXIV. Dispute Resolution Policy**

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

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

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

### **XXV. Underwriting Policy**

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

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

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

### **XXVI. Investment Policy**

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

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

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

**XXVII. Conflict of Interest Code**

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

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

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

**XXVIII. Authorization of Signatures**

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

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

Ayes: Heldman, Kinder, Kim, Battle, Collins

Nays: None

Abstain: None

**XXIX. Posting and Mailing Address**

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

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

**XXX. Future Planning**

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

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