



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

MINUTES Full Board

Date: Thursday, May 25, 2023
Time: 12:00PM
Location: Video Meeting
Join Zoom Meeting
<https://us02web.zoom.us/j/7358807014?pwd=SzJEa1BUSzNNMzBYN3VzajB2UEVPQT09>
Meeting ID: 735 880 7014
Passcode: acsig23

I. The meeting was called to order by Annette Heldman at 12:03 PM

II. Roll call

Board Members

Annette Heldman	President	New Haven Unified School District
Dr. Kevin Collins	Vice President	San Leandro Unified School District
Jackie Kim	Secretary	Albany Unified School District
Leigh Ann Blessing	Board Member	Alameda County Office of Education
Dani Krueger	Board Member	Alameda Unified School District
Suzy Chan	Board Member	Castro Valley USD
Anthony Oum	Board Member	Eden Area ROP
Dora Siu	Board Member	Emery Unified School District
Bryan Wakefield	Board Member	Mission Valley ROP
Ruth Alahydoian	Board Member	Piedmont Unified School District
Ahmad Sheikholeslami	Board Member	Pleasanton Unified School District
Julie Duncan	Board Member	Tri-Valley ROP
Kimberly Dennis	Executive Director	ACSIG
Celina Flotte	Executive Assistant	ACSIG

Ron Martin	Guest	Keenan & Associates
Tara Cooper-Salaiz	Guest	Keenan & Associates
Patrice Grant	Guest	Keenan & Associates
Margot Bringas	Guest	Keenan & Associates
Michael Clark	Guest	Keenan & Associates

III. Acceptance of the Agenda

It was moved by Ruth Alahydoian and seconded by Jackie Kim to accept the agenda as presented.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Siu, Wakefield, Alahydoian, Sheikholeslami

Nays: None

Abstain: None

IV. Public Comment on Closed Session Agenda Items

No public present to comment.

Closed Session

Closed session began at 12:06pm

A. Public Employment of Transitional Director

The Executive Committee discussed their process and recommendation with the Full Board.

Julie Duncan joined this meeting at 12:07pm

Anthony Oum joined this meeting at 12:09pm

Open Session

Open session began at 12:09pm

V. Public Comment on Open Session Agenda Items

No public present to comment.

VI. Report of Action Taken in Closed Session

No action was taken in closed session. The Committee shared the process that was in order to hire the next Transitional Executive Director. A recommendation will be made to the Full Board in November.

Consent Calendar

Review Items listed on the consent agenda for any adjustments and adoptions.

- **Executive Committee Minutes from February 9, 2023**
- **2nd Quarter Financials**
- **2nd Quarter Investment Report**
- **3rd Quarter Financials**
- **3rd Quarter Investment Report**
- **Investment Policy**
- **Meeting Calendar**
- **Run Off Claims Agreement**
- **Actuarial Study - Ultimate Loss**
- **EAP Contract**
- **Dental & Vision Actuarial Study**
- **PLCA Agreement Renewal**
- **Dispute Resolution Policy**
- **Underwriting Policy**
- **Conflict of Interest Code**
- **Authorization of Signatures**
- **Posting and Mailing Address**

It was moved by Kevin Collins and seconded by Suzy Chan to approve the consent calendar as presented.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Oum, Siu, Wakefield, Alahydoian, Sheikholeslami, Duncan

Nays: None

Abstain: None

General

VII. Executive Committee Membership

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

It was moved by Julie Duncan and seconded by Suzy Chan to appoint Alameda USD and approve the continuance of ACOE, Piedmont USD, Pleasanton USD and San Leandro USD to serve on the Executive Committee.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Oum, Siu, Wakefield,

Alahydoian, Sheikholeslami, Duncan
Nays: None
Abstain: None

Recommendation: For action

VIII. Budget 2023/2024

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

**Alameda County Schools Insurance Group (ACSIG)
Consolidated
2023/2024 Budget**

	Budget		Change in		2022/23	2021/2022	2020/2021	2019/2020	2018/2019	2017/2018
	2023/2024	Allocations			Budget	Actuals	Actuals	Actuals	Actuals	ACTUAL
Audited - Beginning Net Position, as of 07/01/2023										
Beginning Cash	\$ 48,671,045				\$ 48,671,045					
Operating Revenue:										
Premiums Paid by Members	\$ 178,453,110	\$ --	\$ --	\$ 178,453,110	160,166,608	165,555,533	161,037,627	143,824,407	158,713,739	164,546,182
Total Operating Revenue	178,453,110	--	--	178,453,110	160,166,608	165,555,533	161,037,627	143,824,407	158,713,739	164,546,182
Operating Expenditures:										
Classified Salaries	649,907	--	--	649,907	412,449	357,350	331,598	323,830	295,213	286,178
Statutory Benefits	111,225	--	--	111,225	77,995	36,941	28,746	36,288	22,941	31,954
Health & Welfare	76,250	--	--	76,250	56,750	47,125	65,039	47,741	42,912	47,510
Employee Tax Expense	8,439	--	--	8,439	8,439	5,347	5,219	5,048	4,550	4,443
Net Pension Expense	307,625	--	--	307,625	229,772	151,505	(202,608)	365,809	199,053	(191,171)
Telephone & Internet	11,100	--	--	11,100	10,450	6,523	6,453	4,625	5,739	6,102
Supplies - Office	8,000	--	--	8,000	8,000	397	6,541	3,593	2,148	1,985
Supplies - Other	12,000	--	--	12,000	6,000	3,803	1,467	1,181	5,141	3,276
Eligibility Processing	255,000	--	--	255,000	250,000	219,791	210,615	210,724	203,801	218,600
Backstage Fees-Dental-ACSIG	340,000	--	--	340,000	325,000	303,141	290,054	281,605	279,662	293,050
Backstage Fees-Dental-MID	750,000	--	--	750,000	725,000	694,592	607,679	500,851	470,289	410,333
Travel and Conferences	29,100	--	--	29,100	22,925	5,043	2,842	13,770	10,118	10,458
Mileage	11,850	--	--	11,850	11,850	6,500	6,051	7,255	7,119	6,756
Dues & Memberships	8,550	--	--	8,550	8,550	685	2,077	7,635	885	1,635
Postage & Meter	7,330	--	--	7,330	7,330	2,458	6,338	2,963	2,764	3,875
Insurance Expense-PFPS&NCR	26,927,199	--	--	26,927,199	24,334,504	23,847,452	24,013,869	22,199,152	21,043,123	21,028,823
PIPS payroll adjustment	500,000	--	--	500,000	500,000	86,669	584,688	476,900	(233,378)	749,186
Utility - Operating,Rent	50,740	--	--	50,740	57,820	49,440	41,919	38,074	31,366	36,395
Advertising	--	--	--	--	--	--	--	--	5,535	--
Contract Services	--	--	--	--	20,500	14,020	--	15,750	18,096	8,272
Contract Services - actuals	17,500	--	--	17,500	--	15,750	18,670	8,570	--	--
Contract Services	23,000	--	--	23,000	16,500	14,575	14,300	14,221	13,750	15,570
Audit Fees	12,300	--	--	12,300	12,300	5,764	3,236	10,386	6,137	5,614
Other Services/Operating Expenses	9,500	--	--	9,500	9,500	595	592	1,462	--	--
Capital Equipment/Depreciation	5,000	--	--	5,000	5,000	--	--	--	--	--
Repairs & Maintenance	6,750	--	--	6,750	6,750	--	--	--	928	--
Legal	17,000	--	--	17,000	16,480	16,000	15,500	15,000	14,850	14,420
Accounting Services	2,800	--	--	2,800	1,520	4,163	32	5,604	3,872	3,567
County Courier	1,600	--	--	1,600	900	227	619	1,413	813	848
Shredding	17,900	--	--	17,900	17,900	7,558	12,465	7,676	11,058	10,277
Claims Administration Services	107,000	--	--	107,000	111,400	118,870	139,411	140,232	166,650	166,909
Self-Insurance Fee	650,000	--	--	650,000	300,000	281,372	388,794	432,095	337,468	297,811
Claims Paid-WC	1,000,000	--	--	1,000,000	100,000	537,775	936,718	725,255	1,022,116	1,001,753
Claims Paid-PL	100,000	--	--	100,000	100,000	25,205	10,263	82,411	57,219	53,650
Safety Inspection	20,000	--	--	20,000	10,000	12,819	12,819	12,445	12,445	12,445
Physical Ability Testing	20,000	--	--	20,000	20,000	9,660	3,403	4,165	6,031	26,449
First-Aid Program	35,000	--	--	35,000	35,000	3,740	1,208	8,384	26,579	28,559
Risk Management Prevention Program	250,000	--	--	250,000	250,000	97,500	27,610	85,115	15,989	--
EAP	200,000	--	--	200,000	200,000	162,038	119,315	29,602	--	--
Bank Charge & WC Penalty Rmb	6,000	--	--	6,000	6,000	--	112	4,144	1,943	21,071
Cobra Premiums	300,000	--	--	300,000	300,000	218,392	268,395	225,931	224,938	246,832
Dental Insurance Premiums	137,190,000	--	--	137,190,000	127,590,000	131,487,423	123,344,909	106,421,564	122,360,987	129,945,472
Vision Insurance Premiums	7,300,000	--	--	7,300,000	5,521,000	6,304,171	5,022,017	3,676,970	4,234,168	4,066,932
Claim Development Expense	(300,000)	--	--	(300,000)	(700,000)	(2,989,709)	(992,480)	(3,540,853)	(2,823,823)	(357,335)
Prior Year Adjustment	--	--	--	--	--	651,600	--	--	--	--
Total Operating Expenditures	177,055,665	--	--	177,055,665	161,010,584	162,823,679	155,356,495	132,926,746	148,111,194	158,531,903
Net Increase/(Decrease) from Operations	1,397,445	--	--	1,397,445	(843,976)	2,731,854	5,681,132	10,897,661	10,602,545	6,014,279
Non Operating Income/(Expense)										
Interest Income	149,000	--	--	149,000	199,000	526,681	640,000	734,153	681,271	499,738
Change in FMV	--	--	--	--	--	(2,305,443)	--	663,387	342,202	(341,266)
Realized Gain/(Loss)	--	--	--	--	--	940,339	--	--	--	644
GASB 68	--	--	--	--	--	--	--	--	--	--
Total Non Operating Income/(Expense)	149,000	--	--	149,000	199,000	(838,423)	640,000	1,397,540	1,023,473	159,116
Ending Cash	\$ 50,217,490	--	--	\$ 50,217,490	\$ 50,217,490	\$ 50,217,490	\$ 50,217,490	\$ 50,217,490	\$ 50,217,490	\$ 50,217,490
Net Increase/(Decrease) in Net Position	\$ --	\$ --	\$ --	\$ 1,546,445	(644,976)	1,893,431	6,321,132	\$ 12,295,201	\$ 11,626,018	6,173,395

It was moved by Suzy Chan and seconded by Danielle Krueger to approve of the budget as presented.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Oum, Siu, Wakefield, Alahydoian, Sheikholeslami, Duncan

Nays: None

Abstain: None

IX. ACSIG Salaries & Benefits

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

It was moved by Kevin Collins and seconded by Ruth Alahydoain to approve ACSIG salaries as presented.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Oum, Siu, Wakefield, Alahydoian, Sheikholeslami, Duncan

Nays: None

Abstain: None

X. Hiring of Transitional Executive Director

This item was postponed for a future meeting.

Workers Compensation

XI. Actuarial Study - Ex-Mods

Historically, ACSIG experience modification factors were not “re-benched” to 1.00. The result was program underfunding. In 2008, the Executive Committee and Board agreed to begin a multi-year funding model to begin “re-benching” ex-mods to 1.00. Program year 2009/2010 was the first year of this process. It was the expectation that the rates would become more consistent due to the use of actuarially determined experience-modification rates. Prior to 2013/2014, the ACSIG Board imposed a cap in the amount an ex-mod could increase/decrease in any one program year. Beginning in 2013/14 the actuarially determined ex-mod will be used with no maximum change cap. The assumption that all exmods will remain between 0.75 - 1.25 will continue.

MEMBER	NEW EX-MOD 12/31/22	OLD EX-MOD 12/31/21
ACOE	0.750	0.750
ALAMEDA	1.250	1.250
ALBANY	1.241	1.250
CASTRO VALLEY	0.944	1.030
DUBLIN	0.750	0.750
EDEN ROP	0.750	0.750
EMERY	0.750	0.750
FREMONT	1.065	1.007
LIVERMORE	0.895	0.966
MISSION ROP	0.878	0.915
MT. HOUSE	1.250	0.750
NEW HAVEN	0.815	0.750
NEWARK	0.963	1.025
PIEDMONT	0.750	0.750
PLEASANTON	0.951	1.112
SAN LEANDRO	1.222	1.204
SAN LORENZO	1.227	1.065
SUNOL GLEN	0.750	0.750
TRI VALLEY ROP	1.022	1.051

It was moved by Kevin Collins and seconded by Suzy Chan to approve the Ex-Mods as presented.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Oum, Siu, Wakefield, Alahydoian, Sheikholeslami, Duncan

Nays: None

Abstain: None

XII. Workers Compensation Rates 2023/2024

This item was postponed for a future meeting.

XIII. EAP Update

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

XIV. COVID Claims Update

The Claims manager provided an update regarding open COVID claims.

XV. Claims Trends - 5 year Point in Time

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

Dental

XVI. Dental Program & Rates 2023/ 2024

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

It was moved by Ruth Alahydoian and seconded by Danielle Krueger to approve the Dental Rates.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Oum, Siu, Wakefield, Alahydoian, Sheikholeslami, Duncan

Nays: None

Abstain: None

Vision

XVII. Vision Program & Rates 2023/ 2024

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

It was moved by Julie Duncan and seconded by Anthony Oum to approve the Vision Rates.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Oum, Siu, Wakefield, Alahydoian, Sheikholeslami, Duncan

Nays: None

Abstain: None

Property & Liability

XVIII. Property & Liability Rates 2023/2024

The Executive Director presented the Property and Liability rates.

It was moved by Kevin Collins and seconded by Leigh Ann Blessing to approve the Property & Liability rates.

Ayes: Heldman, Collins, Kim, Blessing, Krueger, Chan, Oum, Siu, Wakefield, Alahydoian, Sheikholeslami, Duncan

Nays: None

Abstain: None

XIX. Arbiter Registration

Ron Martin of Keenan will discussed the new Arbiter Registration with the Full Board. As a member of the NorCal ReLiEF property/liability program, ACSIG members now have access to an exciting product from Arbiter Registration. This platform allows for all documentation that requires parental consent to be accessed, approved and stored electronically. When needed, such data can be accessed through any digital device allowing school staff to quickly determine which children are approved for participation in activities like field trips and sports activities. The NorCalReLiEF program has recently been exposed to large claim settlements/jury verdicts due to the fact that parental participation waivers could not be located and a student was injured while participating. Therefore, this platform is now available to NorCalReLiEF members at no additional costs.

XX. Future Planning

XXI. This meeting was adjourned by Annette Heldman at 12:56 PM



**LOCATION CALL- IN SHEET
ALAMEDA COUNTY SCHOOLS INSURANCE GROUP
FULL BOARD MEETING**

May 25, 2023
12:00 PM

Join Zoom Meeting

[https://us02web.zoom.us/j/7358807014?
pwd=SzJEa1BUSzNNMzBYN3VzajB2UEVPQT09](https://us02web.zoom.us/j/7358807014?pwd=SzJEa1BUSzNNMzBYN3VzajB2UEVPQT09)

Meeting ID: 735 880 7014 Passcode: acsig23

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

Alameda County Office of Education

313 W Winton Ave.
Hayward, CA 94544
Leigh Ann Blessing (510) 670-4187

Alameda Unified School District

2060 Challenger Drive #100
Alameda, CA 94501
Danielle Kruger (510) 337-7066

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) 537-3000ext 1230

Dublin Unified School District

7471 Lakedale Avenue
Dublin, CA 94568
Chris Hobbs (925) 828-2551 ext 8041

Eden Area ROP

26316 Hesperian Blvd.
Hayward, CA 94545
Anthony Oum (510) 293-2906

Emery Unified School District

1275 61st Street
Emeryville, CA 94608
Dora Siu (510) 601-4902

Fremont Unified School District

4210 Technology Drive
Fremont, CA 94539
Daniel Hillman (510) 659-2350

Livermore Unified School District

685 East Jack London Blvd.
Livermore, CA 94501
Teresa Fiscus (925) 606-3253

Mission Valley ROP

5019 Stevenson Blvd.
Fremont, CA 94538
Bryan Wakefield (510) 492-5145

Mountain House School District

3950 Mountain House Road
Byron, CA 94546
Gay Costa (209) 835-2283

New Haven Unified School District

34200 Alvarado-Niles Rd.
Union City, CA 94587
Annette Heldman (510) 471-1100 ext 60413

Newark Unified School District

5715 Musick Avenue
Newark, CA 94560
Marie Dela Cruz (510) 818-4115

Piedmont Unified School District

760 Magnolia Ave
Piedmont, CA 94611
Ruth Alahydoian (510) 594-2608

Pleasanton Unified School District

4665 Bernal Ave
Pleasanton, CA 94566
Ahmad Sheikholeslami (925) 426-4307

San Leandro Unified School District

835 E 14th St
San Leandro, CA 94577
Dr. Kevin Collins (510) 667-3504

San Lorenzo Unified School District

15510 Usher Street
San Lorenzo, CA 94580
Roberto Perez Jr (510) 317-4641

Sunol Glen School District

11601 Main Street
Sunol, CA 94586
Molleen Barnes (925) 670-4277

Tri-Valley ROP

1040 Florence Road
Livermore, CA 94550
Julie Duncan (925) 455-4800 ext 104