



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

MINUTES Executive Committee

Date: Thursday, October 27, 2022
Time: 9:30AM
Location: Video Meeting
 Join Zoom Meeting
<https://us02web.zoom.us/j/7358807014?pwd=bEZVTndqUW8vZEh6c3hQWkhoanM3QT09>
Meeting ID: 735 880 7014
Passcode: acsig22

I. This meeting was called to order at 9:30 AM

II. Roll call

III. Executive Committee Members

Annette Heldman	President	New Haven USD
Susan Kinder	Vice Present	Livermore Valley Joint USD
Jackie Kim	Board Member	Albany USD
Leigh Ann Blessing	Board Member	Alameda COE
Ruth Alahydoian	Board Member	Piedmont USD
Ahmad Sheikholeslami	Board Member	Pleasanton 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

Patrice Grant	Guest	Keenan & Associates
Ron Martin	Guest	Keenan & Associates
Michael Clark	Guest	Keenan & Associates
Margot Bringas	Guest	Keenan & Associates
Laurena Grabert	Guest	SETECH
Cary Allison	Guest	Morgan Stanley
Heather Rubio	Guest	Christy White

IV. Acceptance of the Agenda

It was moved by Dr. Kevin Collins and seconded by Susan Kinder to approve the agenda as presented.

Ayes: Heldman, Kinder, Kim, Blessing, Alahydoian, Sheikholeslami, Collins

Nays: None.

Abstain: None.

V. Public Comment on Closed Session Agenda Items

No public present to comment.

VI. Closed Session

Closed session began at 9:32 AM

A. Settlement Authorization

- **Claim Numbers:** None

B. Settlement Notification

- **Claim Numbers:**

Kandefer	445307	Roark	511774	Galloway	550597
Roark	489663	Rodriguez Sparks	531781	Austin	551160
Shrivastava	491626	Schoon	541282	Torres	555442
Erickson	503665	Clarke	545938	Delgado	564034
				Fuller	567338

C. CastlePoint/ Reinsurance Update

Ron Martin of Keenan discussed the status summary memo, loss run and calculation of ACSIG potential exposure.

Open Session

Open session began at 9:37 AM

VII. Public Comment on Open Session Agenda Items

No public present to comment.

VIII. Report of Action Taken in Closed Session

No action was taken during closed session.

IX. Approval of Minutes

The Executive Committee reviewed and approved the Executive Committee meeting minutes from May 19, 2022 and Full Board minutes from May 26, 2022.

It was moved Susan Kinder and seconded by Dr. Kevin Collins to approve the Executive Committee meeting minutes.

Ayes: Heldman, Kinder, Kim, Blessing, Alahydoian, Sheikholeslami, Collins

Nays: None.

Abstain: None.

General Business

X. Election of Officers

The Executive Committee elected officers for the 2022/23 year.

There was a motion to vote Albany USD for Secretary.

It was moved by Dr. Kevin Collins and seconded by Annette Heldman to approve.

There was a motion to vote New Haven USD for President and San Leandro for Vice President.

It was moved by Ahmad Sheikholeslami and seconded by Susan Kinder to approve.

Ayes: Heldman, Kinder, Kim, Blessing, Alahydoian, Sheikholeslami, Collins

Nays: None.

Abstain: None.

XI. Annual Report

The Executive Director presented the 2021/22 Annual Report. The report will be presented to the Full Board at the meeting on November 3, 2022.

XII. 2021/ 22 Audit

The Executive Director presented the 2021/22 Audit with the Executive Committee. It was moved by Jackie Kim and seconded by Ahmad Sheikholeslami to recommend approval of the Audit to the Board.

Ayes: Heldman, Kinder, Kim, Blessing, Alahydoian, Sheikholeslami, Collins

Nays: None.

Abstain: None.

XIII. 2021/ 22 Fourth Quarter Financials

Laurena Grabert from SETECH presented the 2021/22 4th Quarter Financials.

Alameda County Schools Insurance Group (ACSIG)						
Consolidated						
Statement of Revenues, Expenditures and Changes in Net Position						
As of 06/30/2022 and For The Fiscal Year Then Ended						
	2020/2021		2021/2022			
	Budget	Actuals	Budget	Activity 07/01/2021 - 06/30/2022	Variance	Percentage of Budget
Operating Revenue:						
Premiums Paid by Members	\$ 197,768,036	\$ 161,037,626	\$ 154,729,201	\$ 165,005,608	\$ (10,276,407)	106.64 %
Return of Premiums	--	--	--	3,000	--	--
PIPS - Accelerated Profit Commission	--	--	--	546,925	--	--
Total Operating Revenue	197,768,036	161,037,626	154,729,201	165,555,533	(10,276,407)	107.00
Operating Expenditures:						
Classified Salaries	278,593	331,598	338,031	357,350	(19,318)	105.71
Statutory Benefits	88,316	28,746	51,738	36,941	14,796	71.40
Health & Welfare	51,190	65,039	56,750	47,125	9,625	83.04
Employer Tax Expense	4,769	5,219	5,510	5,347	163	97.05
Net Pension Expense	74,804	(202,608)	416,154	151,505	264,649	36.41
Telephone & Internet	7,926	6,453	7,450	6,523	927	87.56
Supplies Office	3,000	6,541	5,000	397	4,603	7.94
Supplies - Other	4,000	1,467	8,500	3,803	4,697	44.75
Eligibility Processing	250,000	210,615	235,620	219,791	15,829	93.28
Brokerage Fees-Dental-ACSIG	325,000	290,054	293,760	303,141	(9,381)	103.19
Brokerage Fees-Dental-MD	500,000	607,679	520,000	694,592	(174,592)	133.58
Travel and Conferences	22,000	2,842	22,925	5,043	17,882	22.00
Mileage	8,500	6,051	12,000	6,500	5,500	54.17
Dues & Memberships	12,000	2,185	11,400	685	10,715	6.01
Postage & Meter	8,000	6,230	3,910	2,458	1,452	62.88
Insurance Expense-PIPS&NCR	24,818,844	24,013,869	23,900,848	23,847,452	53,396	99.78
Insurance Expense-PY Adj	1,000,000	584,688	500,000	86,069	413,931	17.21
Utility - Operating-Rent	48,432	41,919	48,476	49,440	(964)	101.99
Advertising	2,000	--	--	--	--	--
Contract Services - Actuarial	32,414	18,670	20,000	14,020	5,980	70.10
Contract Services - Claim Audit	20,000	--	--	15,750	(15,750)	--
Contract Services	3,125	--	5,000	--	5,000	--
Audit Fees	15,000	14,300	14,475	14,575	(100)	100.69
Other Services/Operating Expenses	27,248	3,236	11,400	5,764	5,636	50.56
Capital Equipment/Depreciation	4,000	592	9,500	595	8,905	6.26
Repairs & Maintenance	3,500	--	5,000	--	5,000	--
Legal	10,000	--	6,500	--	6,500	--
Accounting Services	15,500	15,500	15,500	16,000	(500)	103.23
County Courier	4,200	--	4,400	4,163	237	94.61
Shredding	1,080	651	1,600	227	1,373	14.17
Copier & Scanner	16,700	12,465	17,900	7,558	10,342	42.22
Claims Administration Services	155,000	139,411	143,219	118,870	24,349	83.00
Self-Insurance Fee	431,959	388,794	553,082	281,372	271,710	50.87
Claims Paid-WC	1,250,000	936,718	1,200,000	537,775	662,225	44.81
Claims Paid-PL	100,000	10,263	100,000	25,205	74,795	25.21
Physical Abilities Testing	50,000	3,403	20,000	9,660	10,340	48.30
Training	--	--	10,000	--	10,000	--
First-Aid Prog&Responder Fees	50,000	1,208	35,000	3,749	31,251	10.71
Food Service Training	--	--	--	--	--	--
Risk Mgmt Prev Program	100,000	27,610	250,000	97,500	152,500	39.00
EAP Program	100,000	119,315	200,000	162,038	37,962	81.02
Safety Inspections	12,446	12,819	18,819	12,819	6,000	68.12
Bank Charge & WC Penalty Reimb	25,000	112	6,000	--	6,000	--
Cobra Premiums	270,000	268,395	250,000	218,392	31,608	87.36
Dental Insurance Premiums	163,000,000	123,344,909	123,100,000	131,487,423	(8,387,423)	106.81
Vision Insurance Premiums	4,375,000	5,022,017	4,520,000	6,304,171	(1,784,171)	139.47
Claim Development Expense	1,000,000	(992,480)	(1,000,000)	(2,989,709)	1,989,709	298.97
Adjustment to Prefund Deposit	--	--	--	651,600	(651,600)	--
Total Operating Expenditures	198,579,546	155,356,494	155,955,466	162,823,680	(6,868,214)	104.40 %
Net Increase/(Decrease)						
from Operations	(811,510)	5,681,132	(1,226,265)	2,731,853	(3,408,193)	(222.78) %
Non Operating Income/(Expense)						
Interest Income	574,500	498,283	650,500	526,681	123,821	80.97
Net Increase/(Decrease) in Fair Value	--	(343,866)	--	(2,305,443)	2,305,443	--
Realized Gain/(Loss) on Investments	--	32,290	--	940,339	(940,339)	--
Cumulative effect of GASB 68	--	--	--	--	--	--
Interfund Trans, Other Inc/Exp	--	--	--	--	--	--
Total Non Operating Income/(Expense)	574,500	186,707	650,500	(838,423)	1,488,925	(128.89) %
Net Increase/(Decrease)						
in Net Position	\$ (237,010)	\$ 5,867,839	\$(575,765)	\$ 1,893,430	\$ (1,919,268)	(328.85) %
Beginning Balance Prior						
Year End	\$ 44,710,878	\$ 44,710,878	\$ 50,578,716	\$ 50,578,716	\$ 595	100.00 %
Ending Balance, as of 06/30/2022	\$ 44,473,868	\$ 50,578,716	\$ 50,002,951	\$ 52,472,146	\$ (1,918,673)	

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It was moved by Dr. Kevin Collins and seconded by Jackie Kim to recommend approval of the 4th Quarter Financials to the Board.

Ayes: Heldman, Kinder, Kim, Blessing, Alahydoian, Sheikholeslami, Collins

Nays: None.

Abstain: None.

XIV. 2022/ 23 First Quarter Financials & Cash Flow Statement Laurena Grabert from SETECH presented the 2022/23 1st Quarter Financials.

Alameda County Schools Insurance Group (ACSIG)						
Consolidated						
Statement of Revenues, Expenditures and Changes in Net Position						
As of 09/30/2022 and For The Three Months Then Ended						
	2021/2022		2022/2023			
	Budget	Actuals	Budget	Activity 07/01/2022 - 09/30/2022	Variance	Percentage of Budget
Operating Revenue:						
Premiums Paid by Members	\$ 154,729,201	\$ 165,005,608	\$ 154,729,201	\$ 41,030,195	\$ 113,699,006	26.52 %
Return of Premiums	--	3,000	--	--	--	--
PIPS - Accelerated Profit Commission	--	546,925	--	--	--	--
Total Operating Revenue	154,729,201	165,555,533	154,729,201	41,030,195	113,699,006	26.52
Operating Expenditures:						
Classified Salaries	338,031	357,350	338,031	91,628	246,403	27.11
Statutory Benefits	51,738	36,941	51,738	9,275	42,463	17.93
Health & Welfare	56,750	47,125	56,750	12,188	44,562	21.48
Employer Tax Expense	5,510	5,347	5,510	3,372	2,137	61.21
Net Pension Expense	416,154	151,505	416,154	--	416,154	--
Telephone & Internet	7,450	6,523	7,450	1,269	6,181	17.04
Supplies Office	5,000	397	5,000	12	4,988	0.24
Supplies - Other	8,500	3,803	8,500	180	8,321	2.11
Eligibility Processing	235,620	219,791	235,620	55,406	180,214	23.51
Brokerage Fees-Dental-ACSIG	293,760	303,141	293,760	76,470	217,290	26.03
Brokerage Fees-Dental-MD	520,000	694,592	520,000	178,369	341,631	34.30
Travel and Conferences	22,925	5,043	22,925	2,384	20,541	10.40
Mileage	12,000	6,500	12,000	1,722	10,278	14.35
Dues & Memberships	11,400	685	11,400	150	11,250	1.32
Postage & Meter	3,910	2,458	3,910	1,705	2,205	43.60
Insurance Expense-PIPS&NCR	23,900,848	23,847,452	23,900,848	6,063,921	17,836,927	25.37
Insurance Expense-PY Adj	500,000	86,069	500,000	--	500,000	--
Utility - Operating-Rent	48,476	49,440	48,476	15,266	33,210	31.49
Advertising	--	--	--	--	--	--
Contract Services - Actuarial	20,000	14,020	20,000	--	20,000	--
Contract Services - Claim Audit	--	15,750	--	--	--	--
Contract Services	5,000	--	5,000	--	5,000	--
Audit Fees	14,475	14,575	14,475	7,425	7,050	51.30
Other Services/Operating Expenses	11,400	5,764	11,400	1,390	10,010	12.19
Capital Equipment/Depreciation	9,500	--	9,500	--	9,500	--
Repairs & Maintenance	5,000	595	5,000	--	5,000	--
Legal	6,500	--	6,500	--	6,500	--
Accounting Services	15,500	16,000	15,500	4,120	11,380	26.58
County Courier	4,400	4,163	4,400	--	4,400	--
Shredding	1,600	227	1,600	606	994	37.90
Copier & Scanner	17,900	7,558	17,900	3,205	14,695	17.91
Claims Administration Services	143,219	118,870	143,219	51,639	91,580	36.06
Self-Insurance Fee	553,082	281,372	553,082	--	553,082	--
Claims Paid-WC	1,200,000	537,775	1,200,000	76,188	1,123,812	6.35
Claims Paid-PL	100,000	25,205	100,000	23,508	76,492	23.51
Physical Abilities Testing	20,000	9,660	20,000	1,104	18,896	5.52
Training	10,000	--	10,000	--	10,000	--
First-Aid Prog&Responder Fees	35,000	3,749	35,000	--	35,000	--
Food Service Training	--	--	--	--	--	--
Risk Mgmt Prev Program	250,000	97,500	250,000	68,250	181,750	27.30
EAP Program	200,000	162,038	200,000	41,239	158,761	20.62
Safety Inspections	18,819	12,819	18,819	--	18,819	--
Bank Charge & WC Penalty Reimb	6,000	--	6,000	333	5,667	5.55
Cobra Premiums	250,000	218,392	250,000	55,144	194,856	22.06
Dental Insurance Premiums	123,100,000	131,487,423	123,100,000	32,251,178	90,848,822	26.20
Vision Insurance Premiums	4,520,000	6,304,171	4,520,000	2,023,856	2,496,144	44.78
Claim Development Expense	(1,000,000)	(2,989,709)	(1,000,000)	63,705	(1,063,705)	(6.37)
Adjustment to Prefund Deposit	--	651,600	--	--	--	--
Total Operating Expenditures	155,955,466	162,823,680	155,955,466	41,186,207	114,769,260	26.41 %
Net Increase/(Decrease)						
from Operations	(1,226,265)	2,731,853	(1,226,265)	(156,012)	(1,070,254)	12.72 %
Non Operating Income/(Expense)						
Interest Income	650,500	526,680	650,500	138,541	511,960	21.30
Net Increase/(Decrease) in Fair Value	--	(2,305,443)	--	(140,001)	140,001	--
Realized Gain/(Loss) on Investments	--	940,339	--	(397,182)	397,182	--
Cumulative effect of GASB 68	--	--	--	--	--	--
Interfund Trans, Other Inc/Exp	--	--	--	--	--	--
Total Non Operating Income/(Expense)	650,500	(838,424)	650,500	(398,642)	1,049,143	(61.28) %
Net Increase/(Decrease)						
in Net Position	\$ (575,765)	\$ 1,893,429	\$ (575,765)	\$ (554,654)	\$ (21,111)	96.33 %
Beginning Balance Prior						
Year End	\$ 50,578,718	\$ 50,578,718	\$ 50,578,718	\$ 50,578,718	\$ 50,578,718	100.00 %
Ending Balance, as of						
09/30/2022	\$ 50,002,953	\$ 52,472,146	\$ 51,896,381	\$ 51,917,492	\$ (21,111)	142

It was moved by Dr. Kevin Collins and seconded by Jackie Kim to recommend approval of the 1st Quarter Financials and the motion to the Board.
 Ayes: Heldman, Kinder, Kim, Blessing, Alahydoian, Sheikholeslami, Collins
 Nays: None.

Abstain: None.

XV. 2021/22 Fourth Quarter Investment Report

Cary Allison presented the 2021/22 4th Quarter investment report.

Time Weighted Performance Summary (Net of fees) – June 30, 2022

Total Ending Value **\$26,700,965.95**

Rolling Periods

Quarter to Date	-0.68%
Year to Date	-3.46%
Last 12 Months	-4.11%
Last 3 Years	0.09%
Last 5 Years	0.74%
Last 10 Years	0.84%
Since 7/12/10 Inception (annualized %)	0.99%

Calendar Years

Fiscal Years

2022 YTD	-3.46%	2021-22 YTD	-4.11%
2021	-1.13%	2020-21	-0.17%
2020	3.92%	2019-20	4.74%
2019	3.69%	2018-19	1.31%
2018	1.01%	2017-18	-0.42%
2017	0.59%	2016-17	-0.35%
2016	0.99%	2015-16	2.13%
2015	0.87%	2014-15	1.09%
2014	1.01%	2013-14	1.32%
2013	-0.03%	2012-13	0.48%
2012	2.44%	2011-12	1.75%
2011	1.91%		
2010 (partial year)	0.29%		

It was moved by Ahmad Sheikholeslami and seconded by Dr. Kevin Collins to recommend approval of the 4th Quarter Investment Report to the Board.

Ayes: Heldman, Kinder, Kim, Blessing, Alahydoian, Sheikholeslami, Collins

Nays: None.

Abstain: None.

XVI. 2022/ 23 First Quarter Investment Report

Cary Allison presented the 2022/23 1st Quarter investment report.

Time Weighted Performance Summary (Net of fees) – September 30, 2022

Total Ending Value **\$26,298,735.43**

Rolling Periods

Quarter to Date	-1.49%
Year to Date	-4.89%
Last 12 Months	-5.14%
Last 3 Years	-0.65%
Last 5 Years	0.39%
Last 10 Years	0.59%
Since 7/12/10 Inception (annualized %)	0.85%

Calendar Years

2022 YTD	-4.89%
2021	-1.13%
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

2022-23 YTD	-1.49%
2021-22	-4.11%
2020-21	-0.17%
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 Dr. Kevin Collins and seconded by Ahmad Sheikholeslami to recommend approval of the 1st Quarter Investment Report to the Board.

Ayes: Heldman, Kinder, Kim, Blessing, Alahydoian, Sheikholeslami, Collins

Nays: None.

Abstain: None.

XVII. Strategic Planning Update

The Executive Director updated the Committee on topics of discussion for the strategic plan.

XVIII. Executive Director Job Description

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

Workers Compensation

XIX. Workers Compensation Claims History

Michael Clark of Keenan Associates reviewed a 3-year claims history report. As resources are dedicated to improving 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 the districts.

XX. EAP Update

The Executive Director discussed with the committee how implementation has been slow due to the current remote working environment and direct access to employees for the program introduction. Those who have utilized the services have given very positive feedback. The Committee will re-evaluate if we will continue to fund this program.

XXI. Special Education - Additional Protective Equipment

The Executive Director discussed having additional protective equipment for workers within the Special Education program. Protection in the form of Kevlar sleeves, face shields, safety goggles, gloves, etc. have been used successfully to reduce injuries to employees.

XXII. Future Planning

- Look into expanding services for retirees and dental expertise

XXIII. This meeting was adjourned by Annette Heldman at 10:43 AM