



Alameda County Schools Insurance Group (ACSIG)

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

MINUTES Full Board

Date: Thursday, November 9, 2017
Time: 12:00PM
Location: Alameda County Office of Education
313 W. Winton Ave.
Hayward, CA 94544

I. The meeting was called to order by Susan Kinder at 12:04pm.

II. Roll call

Full Board

Susan Kinder	Vice President	Livermore Valley Joint
USD		
Bryan Richards	Secretary	Newark Unified School District
Teresa Kapellas	Board Member	Alameda County Office of
Education		
Daniella Kruger	Alternate	Alameda Unified School District
Marites Fermin	Board Member	Eden Area ROP
Dora Siu	Board Member	Emery Unified School District
Raul Parungao	Board Member	Fremont USD
Joyce Veasley	Board Member	Mission Valley ROP
Vicki Hu	Alternate	Mountain House Unified School
District		
Amy Robbins	Alternate	Tri-Valley ROP
Kimberly Dennis	Executive Director	Alameda County
Schools Insurance		
Celina Flotte	Executive Assistant	Alameda County
Schools Insurance		
Tara Cooper-Salaiz	Guest	Keenan & Associates
Patrice Grant	Guest	Keenan & Associates
Ron Martin	Guest	Keenan & Associates
Michael Clark	Guest	Keenan & Associates

Dave Kundert
Laurena Grabert
Heather Daud
Associates

Guest
Guest
Guest

Keenan & Associates
SETECH
Christy White &

III. Acceptance of the Agenda

It was moved by Teresea Kapellas and seconded by Bryan Richards to accept the agenda as presented.

Ayes: Kinder, Ricahrds, Kapellas, Kruger, Fermin, Siu, Parungao, Veasley, Hu, Robbins

Nays: None

Abstain: None

IV. Approval of Minutes

The Full Board reviewed meeting minutes from the Executive Committee meetings from May 11, 2017 and the Full Board minutes from May 25, 2017. It was moved by Bryan Richards and seconded by Raul Parungao to approve the Executive Committee Meeting minutes from May 11, 2017 and the Full Board minutes from May 25, 2017.

Ayes: Kinder, Ricahrds, Kapellas, Kruger, Fermin, Siu, Parungao, Veasley, Hu, Robbins

Nays: None

Abstain: None

Consent Calendar

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

- **2016/17 Fourth Quarter Financials**
- **2016/17 Fourth Quarter Investment Report**
- **Annual Report**
- **Calendar Revision**

General Business

V. Members to Executive Committee

The Full Board has suggested recruiting Dublin USD and San Leandro USD to the Executive Committee.

It was moved by Bryan Richards and seconded by Raul Parungao to recruit the above members to the Executive Committee.

Ayes: Kinder, Richards, Kapellas, Kruger, Fermin, Siu, Parungao, Veasley, Hu, Robbins

Nays: None

Abstain: None

VI. ACOE Endorsement

It was moved by Bryan Richards and seconded by Marites Fermin to approve endorsement of the ACOE Charter.

Ayes: Kinder, Richards, Kapellas, Kruger, Fermin, Siu, Parungao, Veasley, Hu, Robbins

Nays: None

Abstain: None

VII. 2016/ 17 Audit

Heather Daud of Christy White presented the 2016/17 Audit.

It was moved by Bryan Richards and seconded by Marites Fermin to accept the 2016/17 Audit.

Ayes: Kinder, Richards, Kapellas, Kruger, Fermin, Siu, Parungao, Veasley, Hu, Robbins

Nays: None

Abstain: None

VIII. 2017/18 First Quarter Financials

Laurena Grabert from SETECH presented the 2017/18 1st Quarter Financials to the Board.

Alameda County Schools Insurance Group (ACSIG)
Consolidated
Statement of Revenues, Expenditures and Changes in Net Position
For The Three Months Ended 09/30/2017

	2016/2017		2017/2018			
	Budget	Audited Actuals	Budget	Actuals 07/01/2017 - 9/30/2017	Variance	Percentage of Budget
Operating Revenues:						
Premiums Paid by Members	\$ 147,391,011	\$ 158,165,112	\$ 156,427,872	\$ 43,391,348	\$ 113,036,524	27.74 %
Other Income	--	247	--	--	--	--
Total Operating Revenue	147,391,011	158,165,359	156,427,872	43,391,348	113,036,524	27.74
Operating Expenditures:						
Classified Salaries	236,778	237,143	251,051	64,171	186,880	25.56
Statutory Benefits	55,498	70,823	56,552	15,377	41,175	27.19
Health & Welfare	39,000	47,037	39,000	14,865	24,135	38.12
Employer Tax Expense	3,411	3,915	3,477	1,016	2,461	29.23
Net Pension Expense	--	(47,757)	39,345	--	39,345	--
Telephone & Internet	5,250	6,380	7,350	755	6,595	10.28
Supplies Office	5,250	1,675	4,200	349	3,851	8.31
Supplies - Other	5,250	1,946	2,625	151	2,474	5.74
Eligibility Processing	252,000	208,279	240,000	51,239	188,761	21.35
Brokerage Fees-Dental-ACSIG	276,000	271,257	288,000	70,375	217,625	24.44
Brokerage Fees-Dental-MD	300,000	402,435	350,000	99,831	250,169	28.52
Travel and Conferences	21,000	22,759	23,100	818	22,282	3.54
Mileage	8,925	5,370	8,925	2,584	6,341	28.95
Dues & Memberships	1,575	6,635	1,575	835	740	53.02
Postage & Meter	3,400	7,265	8,350	1,098	7,252	13.15
Insurance Expense-PPS&NCR	23,989,931	20,585,426	25,192,893	5,257,206	19,935,687	20.87
Insurance Expense-PY Adj	1,500,000	2,212,707	2,000,000	--	2,000,000	--
Utility - Operating-Rent	35,420	33,655	39,388	8,985	30,403	22.81
Advertising	2,100	--	--	--	600	--
Contract Services	8,426	17,650	26,275	--	26,275	--
Contract Services -Claim Audit	--	--	20,000	--	20,000	--
Contract Services	10,000	--	6,375	--	6,375	--
Audit Fees	14,175	13,250	15,540	6,625	8,915	42.63
Other Services/Operating Expense	5,250	2,499	10,500	1,278	9,222	12.17
Capital Equipment/Depreciation	2,550	592	2,625	--	2,625	--
Repairs & Maintenance	4,800	--	3,675	--	3,675	--
Legal	2,550	--	2,100	--	2,100	--
Accounting Services	15,750	14,000	15,750	3,605	12,145	22.89
County Courier	3,675	--	4,200	--	4,200	--
Shredding	1,575	782	1,574	274	1,300	17.42
Copier & Scanner	15,000	10,928	15,000	1,744	13,256	11.63
Claims Administration Services	190,000	179,067	154,000	4,951	149,049	3.21
Self-Insurance Fee	245,000	261,221	290,000	--	290,000	--
Claims Paid-WC	3,000,000	1,280,507	2,500,000	267,436	2,232,564	10.70
Claims Paid-PL	80,000	27,495	50,000	37,980	12,020	75.96
Physical Abilities Testing	10,000	10,045	25,000	3,185	21,815	12.74
Training	5,000	--	20,000	--	20,000	--
First-Aid Program	10,000	23,945	10,000	5,697	4,303	56.97
Food Service Training	10,000	--	5,000	--	5,000	--
Special Ed Training	10,000	--	15,000	--	15,000	--
Safety Inspections	12,445	--	12,445	--	12,445	--
Bank Charge & WC Penalty Reimb	15,000	26,826	17,200	6,893	10,307	40.08
Cobas Premiums	250,000	188,075	242,000	46,967	195,033	19.41
Dental Insurance Premiums	113,877,908	122,317,587	123,000,000	34,777,402	88,222,598	28.27
Vision Insurance Premiums	2,758,000	3,677,690	3,340,000	1,192,549	2,147,451	35.71
Claim Development Expense	(2,430,000)	(1,819,353)	(2,510,000)	(201,664)	(2,308,336)	8.03
ACA Fees	--	--	--	--	--	--
Total Operating Expenditures	144,867,892	150,309,757	155,850,690	41,744,577	114,106,113	26.78 %
Net Increase/(Decrease) from Operations	2,523,119	7,855,602	577,182	1,646,771	(1,069,589)	285.31 %
Non Operating Income/(Expense)						
Interest Income	218,250	338,231	231,500	105,701	125,799	45.66
Net Increase/(Decrease) in Fair Value	--	(337,414)	--	(22,700)	22,700	--
Realized Gain/(Loss) on Investments	--	19,201	--	92	(92)	--
Cumulative effect of GASB 68	--	--	--	--	--	--
Interfund Trans. Other Inc./Exp	--	--	--	--	--	--
Total Non Operating Income/(Expense)	218,250	20,018	231,500	83,093	148,407	35.89 %
Net Increase/(Decrease) in Net Position	\$ 2,741,369	\$ 7,875,620	\$ 808,682	\$ 1,729,864	\$ (921,182)	213.91 %
Beginning Balance Prior Year End	\$ 7,729,244	\$ 7,729,244	\$ 15,604,864	\$ 15,604,864	\$ --	100.00 %
Unaudited Ending Balance, as of 09/30/2017	\$ 10,470,613	\$ 15,604,864	\$ 16,413,546	\$ 17,334,728	\$ (921,182)	

It was moved by Raul Parungao and seconded by Teresea Kapellas to accept the 2017/18 1st Quarter Financials.

Ayes: Kinder, Richards, Kapellas, Kruger, Fermin, Siu, Parungao, Veasley, Hu, Robbins

Nays: None

Abstain: None

IX. 2017/18 First Quarter Investment Report

The Executive Director presented the 2017/18 1st Quarter Investment Report to the Board.

Time Weighted Performance Summary (Net of fees) – September 30, 2017

Total Ending Value	\$16,243,278.19
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Rolling Periods

Quarter to Date	0.28%
Year to Date	1.00%
Last 12 Months	0.02%
Last 3 Years	1.07%
Last 5 Years	0.80%
Since Inception (annualized %)	1.17%

Calendar Years

2017 (ytd)	1.00%
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

2017-18	0.28%
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 Marites Fermin and seconded by Raul Parungao to accept the 2017/18 1st Quarter Investment Report.

Ayes: Kinder, Richards, Kapellas, Kruger, Fermin, Siu, Parungao, Veasley, Hu, Robbins

Nays: None

Abstain: None

Workers Compensation

X. 2017/18 Service Plan

Tara Salaiz of Keenan reviewed the 2017/18 Service Plan with the Board. The service team consists of Tara Cooper-Salaiz as Account Manager, Michael Clark as Claims Analyst, Dave Kundert as Loss Control Consultant, Patrice Grant as Claims Manager, and Ron Martin as Account Executive. The Service Plan is a tool to show what the team wants to complete within the upcoming year. The team has chosen 5 focus districts, including Alameda USD, Fremont USD, Newark USD, and Dublin USD, and Castro Valley USD.

XI. Company Nurse Update

Michael Clark of Keenan presented the Executive Committee with an update on the Company Nurse program expansion. Aside from Alameda USD—most of the larger districts have joined the program.

XII. Workers Compensation Claims History

The Executive Director reviewed the Workers Compensation Claims History with the Executive Committee. 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 the districts.

XIII. Shoes for Crews

Michael Clark of Keenan Associates informed the Board that ACSIG will be implementing a program that provides shoes for all food service employees. The information for each district should be collected by December, and the shoes should be distributed by January 2018.

XIV. Communication

The Executive Director and service team discussed 3 sample communication instruments to gain better access to the Districts to meet the needs of the member and give timely information in an effort to mitigate injuries.

XV. Title IX

Ron Martin of Keenan Associates reviewed Title IX and its relevance to school agencies.

XVI. Future Planning

XVII. The meeting was adjourned at 1:18pm by Susan Kinder.