

**MARIN SCHOOLS INSURANCE AUTHORITY
BOARD OF DIRECTORS' MEETING**

**Marin County Office of Education
1111 Las Gallinas Ave.
San Rafael, CA 94913
Thursday, September 4, 2008
9:00 a.m. – 12:00 p.m.**

MINUTES

1. CALL TO ORDER

The meeting was called to order by Ms. Chris Thomas at 9:06 a.m.

MEMBERS PRESENT: Ms. Chris Thomas, President, *San Rafael City Schools*
Ms. Karen Maloney, Treasurer, *MCOE/Rurals*
Ms. Lori Parrish, *Tamalpais*
Ms. Michele Rollins, *Mill Valley Elementary*
Mr. Robert Marical, *Dixie Elementary*
Mr. John Frick, *Reed Union Elementary (entered at 9:25am)*
Ms. Kathleen Clow, *Ross Valley*
Ms. Barbara Johnson, *Kentfield*
Ms. Connie Lehua, *Marin College*
Ms. Daria Carrillo, *Ross SD*

MEMBERS ABSENT: Mr. Dennis Petri, *Marin Pupil Transportation Agency*
Ms. Valerie Pitts, *Larkspur Elementary*
Ms. Marla Blackledge, *Novato Unified*
Ms. Margaret Bonardi, *Sausalito*

OTHERS PRESENT: Mr. Rick Brush, *Executive Director, Bickmore Risk Services*
Ms. Rahneshia Keith, *Analyst, Bickmore Risk Services*
Ms. Gail Gibson, *Accounting Manager, Bickmore Risk Services*
Mr. Ron Martin, *Keenan & Associates*
Mr. Montgomery Stewart, *Keenan & Associates*
Ms. Sandra Keyes, *Keenan & Associates*

2. INTRODUCTIONS

Those in attendance introduced themselves and it was determined a quorum was present.

3. APPROVAL OF AGENDA

Ms. Karen Maloney moved to approve the agenda. Ms. Barbara Johnson seconded the motion. The motion passed unanimously.

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR

Mr. Rick Brush noted for item 5H. the rate increase of 16% suggested by WCIRB may not affect MSIA's rates, it is only a suggestion.

Mr. Robert Marical moved to approve the consent calendar. Ms. Barbara Johnson seconded the motion. The motion passed unanimously.

6. CLOSED SESSION

The Board moved in to closed session at 9:14 am.

The Board reconvened at 9:37 am.

7. REPORT FROM CLOSED SESSION

Ms. Chris Thomas reported that during closed session settlement authority was granted for claim number 3110-08-00006-01-21.

8. JPA ADMINISTRATIVE MATTERS

A. President's Report – Chris Thomas

Ms. Chris Thomas discussed the lock-downs and thefts that have occurred recently within the San Rafael City School Districts, and asked that Keenan provide options for these issues. Mr. Larry Enos noted that solar panels have also been a target for theft at his districts. Mr. Montgomery Stewart, Keenan & Associates, noted that camera systems have definitely aided in securing the campuses along with fencing off the campus and having overnight security. The Board requested that Mr. Stewart research what other districts are doing to minimize theft and report back at the next meeting.

B. Executive Director's Report – Rick Brush

Mr. Rick Brush noted during the Strategic Planning Session the group developed SMART goals (short and long term goals). Mr. Brush stated staff has reviewed notes from the session to develop a Strategic Action Plan showing the action items the group must take to achieve each goal, the responsible party (i.e. Board, Executive Committee, or Staff) for each goal, and timeline. Mr. Brush informed the Board that staff has already begun to work on the action items within the plan, such as the completion of the website and focusing on the liability program.

Mr. Brush noted for the orientation of new Board representatives, which was discussed at the planning session, he met with Peggy Isozaki, new alternate for the

College of Marin, to discuss with her the Strategic Action Plan, provide some history on the group, and answer any questions she had.

In other news; Mr. Brush stated that the bank transfer to California Bank & Trust is complete after four months. Mr. Brush thanked Ms. Gail Gibson for her work on finalizing the transfer process.

Mr. Brush informed the Board the claims audit will be conducted soon and noted he will be attending the NorCal ReLiEF meeting on behalf of MSIA on September 16th and 17th.

C. Bylaws Revision Timeline – Rick Brush

Mr. Brush noted a Bylaws subcommittee has been created consisting of Ms. Chris Thomas, Mr. Larry Enos, and Ms. Karen Maloney. Mr. Brush stated the committee has developed a timeline for the revision of the Bylaws, which was a short-term goal from the planning session. Mr. Brush noted the only addition to the Bylaws index was the “Purpose” section, which was also discussed at the planning session. Mr. Brush informed the Board that the committee hopes to have the “Purpose” prepared by November to bring to the Management Committee.

Mr. Brush informed the Board that any changes made to the Bylaws will have to be approved by the full Board, and noted the Executive Committee will review all changes to the Bylaws before they are presented to the Board. Mr. Larry Enos suggested that there be a feedback period each time the Bylaws are revised, so that the Board can review prior to the meeting.

Mr. Brush noted the timeline is in a column to the left of the Bylaws index. Mr. Brush stated the first revisions the committee will focus on, is the Board and Management Committee roles and responsibilities. Mr. Brush noted the authority the Management Committee has is very vague throughout the Bylaws, and clarification will be made through the revision process.

D. Website Update – Rahnesha Keith

Ms. Rahnesha Keith reported to the Board the website status, and noted a link to the site will be sent to the Board prior to the November Board meeting for a comment period. Ms. Keith noted the full presentation of the website will be given in November in hopes of activating the site and releasing it to the public. The Board noted that there should be a visible governance section on the home page.

9. JPA FINANCIAL MATTERS

A. Un-audited Financial Statements of the Fiscal Year Ended June 30, 2008

Ms. Gail Gibson informed the Board that member deposits are higher than budget because actual districts payroll is higher than estimated. Ms. Gibson noted that meeting expenses are over budgeted by \$3,500 due to the Strategic Planning

Session. Ms. Gibson stated there was a loss of 1.4 million, which was driven by the workers' compensation program and legal fees. Ms. Gibson noted the workers' compensation program is at a negative 1.8 million, which indicates income in other programs brought the overall deficit down.

Ms. Gibson stated that claims are over budget for the year driven by closure of old claims. Ms. Gibson noted the group pays claims for all years yet only budgets for the current year so there will always be some disconnect, however, they current budget is usually sufficient to cover all claims paid during the current year. The Board requested that BRS revise the budget throughout the year whenever there is a significant change.

Ms. Lori Parrish moved to approve the Un-audited Financial Statements of the fiscal year ended June 30, 2008. Ms. Connie Lehua seconded the motion. The motion passed unanimously.

B. Update on Annual Audit of the Fiscal Year Ended June 30, 2008

Ms. Gibson stated that the auditors would be in the office Sept 12-15 and the audit would be presented at the November meeting. Mr. Brush noted that workers' compensation is driving the bulk of the issues this year, and the group has been focusing on claim prevention, such as developing the IIPP and utilizing nurse triage and return-to-work services. Ms. Gibson stated the audit will be presented at the November meeting.

10. POOLED WORKERS' COMPENSATION PLAN

A. Program Update – Bragg & Associates

Mr. Brush noted that the claims status report has been included in the agenda, and noted that six claims had been closed. The Board stated that the claims status for the prior year should also be included with the current claims status for comparison.

The Board discussed the return-to-work program and provided positive feedback. Mr. Brush noted that six occurrences required return-to-work services, and stated that four calls fielded by nurse triage did not result in a claim. Mr. Brush reported that use of these services is already positively impacting the workers' compensation program.

B. Return-to-Work/Nurse Triage Update

This item has been tabled until the next meeting.

11. POOLED PROPERTY AND LIABILITY PROGRAM

A. 08-09 NorCal ReLiEF Renewal Binders – Keenan & Associates

Ms. Sandra Keyes noted the 08-09 NorCal ReLiEF renewal binders are being sent out and stated she would be contacting each district to assist in completing the information needed.

B. NorCal ReLiEF Update – Keenan & Associates

Mr. Ron Martin noted that the Safe Schools training website will be ready for use in November. The site includes workers' compensation and sexual harassment training modules, along with 72 others. Once training modules are completed by employees they will receive a certificate, and supervisors will also be able to access a database showing which training modules have been completed by various employees.

Mr. Martin informed the Board that NCR has created a program hotline to report things such as vandalism, theft, and bomb threats. Members who wish to use the hotline will be charged per average daily attendance (ADA).

Mr. Martin reviewed NCR's 07-08 Treasurers' Report and noted the net assets are at \$12.4 million, at the 90% confidence level. Mr. Martin stated the program is in great shape and noted that discussion of a rebate would occur at the finance meeting which will be held on September 16, 2008.

C. Liability Claims Analysis – Keenan & Associates

This item was tabled until the next meeting.

D. Risk Management Update – Keenan & Associates

Mr. Montgomery Stewart reported that the bi-annual ReLiEF inspection is almost complete with the exception of Marin County Office of Education (MCOE), Ross, and Kentfield. Mr. Stewart noted that inspections have noticeably improved since 2006.

Mr. Stewart informed the Board of issues with paper on the walls, and stated that California fire code (section 807) designates how much paper can be placed on walls, for example, class rooms may only have 20% of the walls covered and storage rooms may only have 10%. If paper covers more than the allowed amount then the paper must be fire retardant. Mr. Stewart stated he would do some research on how to comply with the code and report back to the Board.

The IIPP is scheduled to be completed by December 1st. There are some areas that require more attention, such as the development of a Safety Committee at various districts, and although a workers' compensation program is in place, there is no workers' compensation loss control program. Mr. Stewart noted the need for a heat

illness program which also needs to be added to the IIPP. Mr. Stewart stated members should consider appropriate wording to the individual entity's governance and procedures. Ms. Chris Thomas noted that some districts hold Safety Committee meetings as an item within their cabinet meetings.

Mr. Brush questioned how districts can use unallocated hours. Mr. Stewart noted each district has designated hours each year, and stated he will update the hours at the November 6th meeting.

12. CLOSING COMMENTS

A. Board

There were no closing comments made by the Board.

B. Staff

There were no closing comments made by staff.

13. ADJOURNMENT

There being no further business the meeting was adjourned at 11:07 a.m.