

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP
ANNUAL BOARD OF DIRECTORS MEETING MINUTES
Thursday, March 23, 2017
Contra Costa County Schools Insurance Group, Conference Room
550 Ellinwood Way, Pleasant Hill, CA**

Present were:

Board of Directors:

Sheri Gamba, President	West Contra Costa USD
Norma Gonzales, Vice President	Pittsburg USD
Glenn Pena (Board Alternate)	Acalanes UHSD
Jessica Romeo	Antioch USD
Troy Miller	Arcohe USD
Lisa Williams	Byron Union SD
Candi Clark	Castro Valley USD
Gene Huff	CCC College District
Bonnie Franzoni	John Swett USD
Lenee Cadotte	Lafayette SD
Brandy Hennefer (Board Alternate)	Lafayette SD
Liz Robbins	Liberty Union High SD
Diane Deshler	Martinez USD
Nance Juner (Board Alternate)	Mt. Diablo USD
Teresa Sidrian	Orinda Union SD
Audrey Katzman	Walnut Creek SD

Staff:

Bridget Moore, Executive Director	CCCSIG
Joe Emmett, Chief Financial Officer	CCCSIG
Karen Ward, Claims Manager	CCCSIG
Denise Schreiner, Health & Safety Services Manager	CCCSIG
Erica Williamson, HR/Communications Manager	CCCSIG

Guests:

Mujtaba Dato	AON Global Risk Consulting
Monique Spyke	PFM
Izac Chyou	PFM

1. CALL TO ORDER

The meeting was called to order at 9:06 a.m. by President Gamba.

2. OPENING PROCEDURES

2.1 Roll Call

3. PUBLIC COMMENT

3.1 Items on the Agenda

No public comment items.

3.2 Items of Interest to the Public

No items of interest to the public.

4. AGENDA REVIEW AND ADOPTION

Motion was made by Huff to approve Agenda as presented; second by Romeo. AYES: Gamba, Gonzales, Pena, Miller, Williams, Hennefer, Robbins, Deshler, Juner, Sidrian, Katzmann. ABSENT: Franzoni, Clark (Castro Valley USD), Cadotte, Jablonski, Faircloth, Clark (CCCOE), Friedmann, Parasidis, Petersen, Rogenski & Smith.

5. GENERAL ADMINISTRATIVE AND FINANCIAL ITEMS

5.1 Approve Minutes of Board Meeting Held on March 24, 2016 and the Special Board Meeting held on June 23, 2016

Motion was made by Romeo to approve minutes as presented; second by Robbins. AYES: Gamba, Gonzales, Pena, Miller, Williams, Huff, Hennefer, Deshler, Juner, Sidrian, Katzmann. ABSENT: Franzoni, Clark (Castro Valley USD), Cadotte, Jablonski, Faircloth, Clark (CCCOE), Friedmann, Parasidis, Petersen, Rogenski & Smith.

5.2 Election of Directors to the Executive Committee

Current Directors Bautista, Deshler and Parasidis have terms expiring on June 30, 2017. All incumbents have expressed interest in continuing on the Executive Committee. Motion was made by Katzman to re-elect Bautista, Deshler and Parasidis to new three-year terms (July 1, 2017 to June 30, 2020); second by Pena. AYES: Gamba, Gonzales, Romeo, Miller, Williams, Huff, Hennefer, Robbins, Deshler, Juner, Sidrian. ABSENT: Franzoni, Clark (Castro Valley USD), Cadotte, Jablonski, Faircloth, Clark (CCCOE), Friedmann, Parasidis, Petersen, Rogenski & Smith.

5.3 Election of Officers for FY2017/18

Incumbent President Gamba will be retiring on July 31, 2017 and Executive Committee member Gene Huff has expressed interest in serving as the Board President, incumbent Vice President Norma Gonzales expressed interest in continuing as Vice President and incumbent Secretary Bill Clark expressed interest in continuing as Secretary. It was also noted that Executive Committee member Lenee Cadotte will be retiring in July, and any interest in openings for Executive Committee members will be requested in July. Motion was made by Romeo to elect Huff as President; re-elect Gonzales as Vice-President and re-elect Clark as Secretary for FY2016/17; second by Williams. AYES: Gamba, Gonzales, Pena, Miller, Huff, Franzoni, Hennefer, Robbins, Deshler, Juner, Sidrian, Katzmann. ABSENT: Clark (Castro Valley USD), Cadotte, Jablonski, Faircloth, Clark (CCCOE), Friedmann, Parasidis, Petersen, Rogenski & Smith.

5.4 PFM Investment Overview

Monique Spyke and Izac Chyou with Public Financial Management provided an overview of the Group's Investment Portfolio and current market conditions. No action was necessary for this item.

5.5 Actuarial Report Overview

Mujtaba Dato, with Aon provided an overview of the Group's Actuarial Report and current market conditions. No action was necessary for this item.

5.6 Overview of Program Rate for 9 FY and Program Rate and Ex-Mods for FY 2017/18

The Program Rates for the past 9 fiscal years, along with the current program rate and experience modification factors, as well as current payroll reporting methods were reviewed with the Board of Directors. The Board of Directors directed staff to work with CCCOE to communicate with our member districts on how to correctly set up their payroll systems in order to accrue the correct amount of Workers' Compensation premiums each year. No action was necessary for this item.

5.7 Approve Workers' Compensation Administrative Budget for 2017/18

The CFO reviewed the 2017/18 Budget Assumptions/Changes that were reflected in the proposed budget worksheets, along with the Fixed Asset Purchases worksheet. Motion was made by Cadotte to approve the 2017/18 Administrative budget as presented; second by Huff. AYES: Gamba, Gonzales, Pena, Romeo, Miller, Williams, Clark (Castro Valley USD), Franzoni, Robbins, Deshler, Juner, Sidrian, Katzmann. ABSENT: Jablonski, Faircloth, Clark (CCCOE), Friedmann, Parasidis, Petersen, Rogenski & Smith.

5.8 CCCSIG Strategic Priorities Overview

The CCCSIG Management team provided a presentation on the current status of the Group's Strategic Priorities, followed by a breakout session to discuss additional objectives. There was no action necessary for this item.

6. ADJOURNMENT

The meeting was adjourned at 12:21 p.m.

Respectfully submitted,

Secretary of the Board of Directors
Contra Costa County School Insurance Group

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