

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP
SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, June 14, 2018
Contra Costa County Schools Insurance Group, Conference Room
550 Ellinwood Way, Pleasant Hill, CA**

Present were:

Executive Committee:

Norma Gonzales, Vice President
Bill Clark, Secretary
Liz Robbins
Daniela Parasidis
Audrey Katzman

Pittsburg USD
CCC Office of Education
Liberty Union High SD
Moraga SD
Walnut Creek SD

Staff:

Bridget Moore, Executive Director
Joe Emmett, Chief Financial Officer
Karen Ward, Claims Manager
Erica Williamson, HR/Communications Mgr.

CCCSIG
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CCCSIG

Guests:

Marc Cohen, Attorney
Bruce Picaithley, Attorney

Cohen & Associates
Cohen & Associates

1. CALL TO ORDER

The meeting was called to order at 9:05 a.m. by Vice President Gonzales.

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

A motion was made by Katzman to approve the agenda as presented; second by Robbins.
AYES: Gonzales, Clark & Parasidis. ABSENT: Huff, Bautista, Romeo & Mount-Benites.

The Committee adjourned to Closed Session to consider Agenda Items 5.1 & 5.2.

5. CLOSED SESSION

5.1 Existing Litigation Conference with Counsel, Litigation Formally Initiated (CA Gov. Code § 54956.9 (a) Muller v. Contra Costa County Office of Education WCAB No. ADJ10733749

5.2 Existing Litigation Conference with Counsel, Litigation Formally Initiated (CA Gov. Code § 54956.9 (a) Grimes v. Contra Costa Community College District WCAB No. ADJ2704370

The Committee reconvened to open session. Vice-President Gonzales reported out of closed session that both items were approved as presented and there were no other items to report.

6. CONSENT CALENDAR

6.1–6.3 Approve Minutes of Executive Committee Meeting Held on March 15, 2018 and Special Executive Committee Meeting Held on April 12, 2018; Ratify Claims Settlement Padilla vs. Pittsburg USD, Government Code § 54956.9(a) WCAB No. ADJ7176777; Ratify the Company Nurse Agreement

A motion was made by Robbins to approve all items on the consent calendar as presented; second by Parasidis. AYES: Gonzales, Clark & Katzman. ABSENT: Huff, Bautista, Romeo & Mount-Benites.

7. GENERAL ADMINISTRATIVE ITEMS

7.1 Appoint Executive Director

The Committee discussed the Executive Director position and the status of contract negotiations. Motion was made by Parasidis to appoint Jürg Morach to the position of Executive Director, effective October 1, 2018, pending successful negotiation of the contract terms and approval of the contract by the Executive Committee on August 30, 2018; second by Robbins. AYES: Gonzales, Clark & Katzman. ABSENT: Huff, Bautista, Romeo & Mount-Benites.

7.2 Appoint Interim Deputy Director

The Committee discussed appointing Jürg Morach to the role of interim Deputy Director, in order to allow him six weeks to work with Bridget Moore prior to her retirement and his appointment to Executive Director. A motion was made by Katzman to appoint Jürg Morach to the Interim Deputy Director position as presented; second by Robbins. AYES: Gonzales, Clark & Parasidis. ABSENT: Huff, Bautista, Romeo & Mount-Benites.

7.3 Approve Revisions to CCCSIG Salary Schedules

CCCSIG's HR/Communications Manager reviewed information that was brought forth through the Executive Director's retirement planning with PERS, related to the Executive Director's salary needing to be included on the publicly available salary schedule. The salary schedules from 2012 to 2018 were updated to reflect that change. A motion was made by Robbins to approve revisions to CCCSIG's salary schedules as presented; second by Parasidis. AYES: Gonzales, Clark & Katzman. ABSENT: Huff, Bautista, Romeo & Mount-Benites.

7.4 Approve Revisions to the CCCSIG Investment Policy

At the annual Board of Directors' meeting, Iazc Chyou with Public Financial Management provided an overview of the Group's Investment Portfolio, current market conditions and information related to how changing the maximum maturity of investments would affect the Group's portfolio. At that meeting, the Board of Directors recommended changing the maximum maturity for investments purchased from no more than five years to no more than ten years and that change is reflected in the revised Investment Policy. A motion was made by Katzman to approve the change to the Investment Policy as presented, effective June 14, 2018; second by Robbins. AYES: Gonzales, Clark & Parasidis. ABSENT: Huff, Bautista, Romeo & Mount-Benites.

7.5 Review CAJPA Accreditation With Excellence Study

The Committee received an update on the CAJPA Accreditation With Excellence Study, which approves CCCSIG "with excellence" for the next three years and a copy of the final report was provided. A motion was made by Robbins to adopt the CAJPA Accreditation Study With Excellence as presented; second by Clark. AYES: Gonzales, Katzman & Parasidis. ABSENT: Huff, Bautista, Romeo & Mount-Benites.

7.6 Review Value Added Products and Services

The Committee received information on new Value Added Products and Services, which are underwritten through Colonial Life and serviced by Building Blocks for Business. These Value Added Products and Services were recently introduced to CCCSIG's Health Benefits Program through Keenan & Associates, and the Committee was asked to consider making them available for all CCCSIG member districts. Discussion followed around the products available, implementation and how this might affect current optional benefits should a district elect this offering. Additional information will be shared with all districts so that each district can evaluate whether or not the products and services are something they would like to consider. A motion was made by Katzman to approve the offering of the "Value Added Products and Services" to member districts; second by Clark. AYES: Gonzales, Robbins & Parasidis. ABSENT: Huff, Bautista, Romeo & Mount-Benites.

7.7 Member Comments

President Gene Huff was unable to attend the meeting, but asked Bridget Moore, Executive Director to discuss the current status of the upcoming retirement of Joe Emmett, Chief Financial Officer and the subsequent recruitment for this position. The recruitment plan was shared with the Committee, with an anticipated new CFO starting on August 1st, and with Joe continuing to assist through the transition.

7.8 Future Agenda Items

There were no future agenda items.

9. ADJOURNMENT

The meeting was adjourned at 10:01 a.m. The next regularly scheduled Executive Committee meeting will be at **9:00 AM on Thursday, August 30, 2018.**

Respectfully submitted,

Secretary of the Executive Committee
Contra Costa County School Insurance Group