

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP
EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, August 24, 2017
Contra Costa County Schools Insurance Group, Conference Room
550 Ellinwood Way, Pleasant Hill, CA**

Present were:

Executive Committee:

Eugene Huff, President	CCC College District
Norma Gonzales, Vice President	Pittsburg USD
Bill Clark, Secretary	COE
Julie Bautista	Acalanes Union High SD
Jessica Romeo	Antioch USD
Daniela Parasidis	Moraga SD

Staff:

Bridget Moore, Executive Director	CCCSIG
Joe Emmett, CFO	CCCSIG
Erica Williamson, HR/Communications Mgr.	CCCSIG
Karen Hurd, WC Claims Manager	CCCSIG

Guests:

Marc Cohen, Attorney	Cohen & Associates
Bruce Picaithley, Attorney	Cohen & Associates

Members of the Public:

Christopher Mount-Benites	West Contra Costa USD
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1. CALL TO ORDER

The meeting was called to order at 8:12 a.m. by President Huff.

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 Romeo to approve the agenda as presented; second by Bautista. AYES: Huff, Clark & Parasidis. ABSENT: Gonzales.

5. CLOSED SESSION

5.1 Existing Litigation Conference with Counsel. Litigation Formally Initiated, Government Code § 54956.9(a), Chandler vs. Antioch USD, WCAB #ADJ8752342

5.2 Existing Litigation Conference with Counsel. Litigation Formally Initiated, Government Code § 54956.9(a), Fanucchi vs. Antioch USD, WCAB #ADJ8380354 & #ADJ9644435

5.3 Existing Litigation Conference with Counsel. Litigation Formally Initiated, Government Code § 54956.9(a), Worthen vs. Antioch USD, WCAB #ADJ9979663

- 5.4 Existing Litigation Conference with Counsel. Litigation Formally Initiated, Government Code § 54956.9(a), Hicks vs. Pittsburg USD, WCAB #ADJ8761840**
- 5.5 Existing Litigation Conference with Counsel. Litigation Formally Initiated, Government Code § 54956.9(a), Mahaney vs. Antioch USD, WCAB #ADJ90979656; #ADJ10231700; #ADJ9244159**
- 5.6 Public Employee Performance Review Executive Director**

President Huff reported out of closed session that all items were approved as presented.

6. CONSENT CALENDAR

- 6.1-6.4 Approve Minutes of Executive Committee Meeting Held on March 16, 2017; Ratify Expenditures for March–July 2017; Ratify Company Nurse Agreement; Ratify ManageWare Bill Review Software Renewal Agreement.**

A motion was made by Romeo to approve all items on consent calendar as presented; second by Gonzales. AYES: Huff, Clark, Bautista & Parasidis. ABSENT: None.

7. FINANCIAL ITEMS

7.1 Financial Update as of June 30, 2017

The CFO presented the financial reports and update as of June 30, 2017. Net assets increased by \$1.8M (compared to last year) due to a \$10k increase from FY16 operations and an \$1.8M increase from the current year's operations. Group Total Assets and Deferred Outflows increased by \$4.4M (compared to last year) due to a \$8.2M increase in Cash, a \$46k increase in Interest Receivable, a \$976k increase in Accounts Receivable and a \$286k increase in Prepaid Expense, which were offset by a \$129k decrease in Net Fixed Assets, and a \$5.0M decrease in Investments. Total cash and investment balance as of June 30, 2017 was \$102,282,714. There was no action necessary for this item.

7.2 CCCSIG Membership Administrative Policy Review and Approval

The CFO presented the Membership Administrative Policy, which is required for review every three years as part of the CAJPA Accreditation Standards for Excellence. Motion was made by Gonzales to accept and approve the Membership Administrative Policy as presented; second by Romeo. AYES: Huff, Clark, Bautista & Parasidis. ABSENT: None.

8. GENERAL ADMINISTRATIVE ITEMS

8.1 Consider Appointment of Executive Committee Members

There are currently three vacancies on the Executive Committee. An interest email was sent out, and five Board Members responded with their interest. The Committee discussed the geographic and size representation on the Committee and the Health Benefit Program membership. A motion was made by Parasidis to elect Christopher Mount-Benites, Associate Superintendent, Business Services/WCCUSD to the term ending June 30, 2018, Liz Robbins, CBO/LUHSD to the term ending June 30, 2018 and Audrey Katzman, CBO/WCSD to the term ending June 30, 2020; second by Romeo. AYES: Huff, Gonzales, Clark & Bautista. ABSENT: None.

8.2 Discuss Cash Benefit Tier Plan for 2018

The Committee reviewed information on the benefit tier plan levels for CCCSIG staff. Motion was made by Gonzales to make changes to increase each level of the benefit tier plan, effective 1/1/18 as presented (cover the difference in the employee only cost and 50% of the remaining difference for employee plus one and family tier levels); second by Romeo. AYES: Huff, Clark, Bautista & Parasidis. ABSENT: None.

8.3 CCCSIG's Strategic Priorities Update

The Executive Director provided an update on current objectives related to the Strategic Priorities previously adopted by CCCSIG's Board of Directors. Motion was made by Romeo to approve the Strategic Priorities and objectives as presented; second by Clark. AYES: Huff, Gonzales, Bautista & Parasidis. ABSENT: None.

8.4 Review and Discuss Executive Director's Contract

In follow up to the Performance Review completed for the Executive Director in closed session, the Executive Committee reviewed the current contract to discuss any proposed changes, with the final amended contract being brought back for approval at the next Executive Committee meeting. Motion was made by Clark to retroactively apply a 1% COLA, effective 7/1/17, to align with the COLA provided to all staff; second by Gonzales. AYES: Huff, Bautista, Romeo & Parasidis. ABSENT: None.

8.5 Health & Safety Services Activities Update

From July 1, 2016 to June 30, 2017 Health & Safety Services delivered services to over 10,500 district employees countywide, including 5,372 views of CCCSIG's on-demand videos. Updates on the following were provided: April 19, 2017 Countywide H&S Coordinator Meeting; 100 Mile Fitness Challenge Results; 2016/17 Incentive Program results; Summer Program 2017 training topics; 2017/18 Incentive Program upcoming deadlines; upcoming H&S trainings and events at CCCSIG; year-round, online Employee Wellness Program through Heia Heia and Safety by Design Services for new school construction/modernization. There was no action necessary for this item.

8.6 Claims Cost Containment Activities Update

Claims Department focus in reducing the Group's future liabilities through various cost containment strategies continues with positive outcomes. As of June 30, 2017, Compromise and Release Settlements of Future Medical Benefits reduced outstanding liabilities by \$931,495; Utilization Review savings were \$129,264; Pharmacy Benefit Management program savings were \$91,648; Company Nurse received 1,580 calls countywide with 663 resulting in non-medical referrals (42%) and "Return to Work" savings totaled \$1,133,015. Future Liabilities are \$63.9M with 1,343 open claims. There was no action necessary for this item.

8.7 CCCSIG General Administrative Update

The Executive Director provided updates on the following: scheduling of Annual District Meetings; Company Nurse telemedicine pilot program; claims software system update; annual financial audit; equity allocation study progress; Solar Panel parking lot project; current countywide trends in workers' compensation; and an update on the Health Benefits Program. There was no action necessary for this item.

9. MEMBER COMMENTS

There were no member comments.

10. FUTURE AGENDA ITEMS

There were no future agenda items.

11. ADJOURNMENT

The meeting was adjourned at 9:50 a.m. The next Executive Committee Meeting is scheduled for **Thursday, October 26, 2017** and the start time was changed to 9:00 a.m.

Respectfully submitted,



Secretary of the Executive Committee
Contra Costa County School Insurance Group