

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP  
EXECUTIVE COMMITTEE MEETING MINUTES  
Thursday, August 30, 2018  
Contra Costa County Schools Insurance Group, Conference Room  
550 Ellinwood Way, Pleasant Hill, CA**

**Present were:**

***Executive Committee:***

Eugene Huff, President  
Norma Gonzales, Vice President  
Julie Bautista, Secretary  
Jessica Romeo  
Liz Robbins  
Daniela Parasidis  
Audrey Katzman

CCC College District  
Pittsburg USD  
Acalanes Union High SD  
Antioch USD  
Liberty UHSD  
Moraga SD  
Walnut Creek SD

***Staff:***

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

CCCSIG  
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***Guests:***

Marc Cohen, Attorney

Cohen & Associates

**1. CALL TO ORDER**

The meeting was called to order at 9:16 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 Robbins. AYES: Huff, Gonzales, Bautista and Parasidis. ABSENT: Katzman.

The Committee adjourned to Closed Session to consider Agenda Item 5.1.

**5. CLOSED SESSION**

**5.1 Existing Litigation Conference with Counsel. Litigation Formally Initiated, Government Code § 54956.9(a), McGaugh vs. Antioch USD, WCAB Nos. ADJ10431351 and ADJ10431337**

The Committee reconvened to open session. President Huff reported out of closed session that the agenda item was approved as presented.

## **6. CONSENT CALENDAR**

### **6.1 Approve Minutes of Special Executive Committee Meeting Held on June 14, 2018**

A motion was made by Katzman to approve the minutes as presented; second by Gonzales. AYES: Huff, Bautista, Romeo, Robbins and Parasidis. ABSENT: None.

### **6.2 Ratify Expenditures for March–July 2018**

A motion was made by Robbins to ratify the expenditures as presented; second by Bautista. AYES: Huff, Gonzales, Romeo, Parasidis and Katzman. ABSENT: None.

### **6.3 Ratify Settlement Grimes v. Contra Costa Community College District Govt. Code 54956.9(a) WCAB #ADJ2704370**

A motion was made by Romeo to ratify the settlement as presented; second by Gonzales. AYES: Huff, Bautista, Robbins, Parasidis and Katzman. ABSENT: None.

### **6.4 Ratify Settlement Muller v. Contra Costa County Office of Education Govt. Code 54956.9(a) WCAB #ADJ10733749**

A motion was made by Romeo to ratify the settlement as presented; second by Robbins. AYES: Huff, Gonzales, Bautista, Parasidis and Katzman. ABSENT: None.

## **7. FINANCIAL ITEMS**

### **7.1 Financial Update as of June 30, 2018**

The CFO presented the financial reports and update as of June 30, 2018. Net assets increased by \$5.4M (compared to last year) due to a \$5.4M increase from the current year's operations. Group Total Assets and Deferred Outflows increased by \$2.5M (compared to last year) due to a \$4.5M increase in Cash, a \$61k increase in Interest Receivable, a \$188k increase in Accounts Receivable, a \$56k increase in Prepaid Expense and a \$284k increase in Net Fixed Assets, which were offset by a \$2.6M decrease in Investments (a decrease of \$7.7M in Investments, Current, offset by a \$5.1M increase in Investments). Total cash and investment balance as of June 30, 2018 was \$104,161,575. There was no action necessary for this item.

## **8. GENERAL ADMINISTRATIVE ITEMS**

### **8.1 Independent Workers' Compensation Claims Audit Findings**

CCCSIG's independent claims audit is conducted by Captiva Risk Management every other year. CCCSIG's Claims manager presented the findings. CCCSIG achieved excellent scores receiving "A" or "A+" grades on all 15 audit elements. CCCSIG has implemented practices to address each recommendation made in the audit and these were shared with the Committee. Motion made by Bautista to accept the audit as presented; second by Katzman. AYES: Huff, Gonzales, Romeo, Robbins and Parasidis. ABSENT: None.

### **8.2 Consider Appointment of Executive Committee Members**

There are currently two vacancies on the Executive Committee. An interest email was sent out, and three Board Members responded with their interest. The Committee discussed the representation spread between HR and CBO's on the Committee, as well as the number of Health Benefit Program members. A motion was made by Robbins to elect Bill Clark, Associate Superintendent/Contra Costa County Office of Education to the term ending June 30, 2021; second by Gonzales. AYES: Huff, Bautista, Romeo, Parasidis and Katzman. ABSENT: None. A motion was made by Katzman to elect Roxane Jablonski-Liu, Assistant Superintendent HR/Brentwood Union SD to the term ending June 30, 2020; second by Romeo. AYES: Huff, Gonzales, Bautista, Robbins and Parasidis. ABSENT: None.

### **8.3 Biennial Review of CCCSIG's Conflict of Interest Code**

A motion was made by Gonzales to approve CCCSIG's Conflict of Interest Code with the changes as presented, which clarify two position titles and categories; second by Katzman. AYES: Huff, Bautista, Romeo, Robbins and Parasidis. ABSENT: None.

### **8.4 CCCSIG's Revisions to CCCSIG's Administrative Policies**

Every three years, the Group reviews its Administrative Policies. Staff presented a limited number of changes (clarifying language), which were previously reviewed and approved by Contra Costa County Counsel. A motion was made by Robbins to approve the proposed policy changes with one revision to AP 602 (add in "training typically includes, but is not limited to" after Equipment Operator in the third to last bullet); second by Parasidis. AYES: Huff, Gonzales, Bautista, Romeo and Katzman. ABSENT: None.

### **8.5 Consider Revisions to CCCSIG's Job Descriptions**

CCCSIG's HR/Communications Manager presented changes to three of the Group's job descriptions to accurately reflect the amount of state-mandated training hours to match the current practice of ensuring all hours are met, as noted in the Sr. Claims Examiner and Claims Examiner job descriptions and to document clerical functions performed by the part-time Strength Testing Technician. A motion was made by Gonzales to approve the revisions to the job descriptions as presented; second by Romeo. AYES: Huff, Bautista, Robbins, Parasidis and Katzman. ABSENT: None.

### **8.6 Discuss Cash Benefit Tier Plan for 2019**

The Committee reviewed information on the benefit tier plan levels for CCCSIG staff. A motion was made by Katzman to make changes to each level of the benefit tier plan, effective 1/1/19 as presented in the last column of the spreadsheet which was handed out during the meeting (continue to cover the difference in the employee only cost and 50% of the remaining difference for employee plus one and family tier levels); second by Parasidis. AYES: Huff, Gonzales, Bautista, Romeo and Robbins. ABSENT: None.

### **8.7 Consider Addition of a Voluntary Vision Plan**

The HR/Communications Manager reviewed a recommendation to add a voluntary vision plan for CCCSIG employees through the Schools Self Insurance of Contra Costa County (SSICCC) JPA, of which CCCSIG is a member for the dental program. A motion was made by Katzman to approve a voluntary vision offering through SSICCC for CCCSIG employees, effective January 1, 2019; second by Bautista. AYES: Huff, Gonzales, Romeo, Robbins and Parasidis. ABSENT: None.

### **8.8 Approve Executive Director's Contract**

Following the Executive Committee appointment at their last meeting of Jürg Morach as Executive Director, effective October 1, 2018, and subsequent contract negotiation between Jürg and the Board President, the final contract was presented for approval. A motion was made by Gonzales to approve the contract as presented; second by Robbins. AYES: Huff, Bautista, Romeo, Parasidis and Katzman. ABSENT: None.

President Huff reported that the Executive Director contract employs Juerg (Jürg) Morach for the term October 1, 2018 through June 30, 2021 with an annual salary of \$172,500.00. Benefits are commensurate with the benefits provided to other employees of the Group through an IRC-125 cafeteria plan.

### **8.9 CCCSIG's Strategic Priorities Update**

The Committee reviewed the Group's current Strategic Priorities, which was handed out at the meeting, and discussed the plan going forward. A motion was made by Katzman to direct CCCSIG staff to schedule a Strategic Planning session for CCCSIG management and the Executive Committee, sometime before the end of the fiscal year; second by Gonzales. AYES: Huff, Bautista, Romeo, Robbins and Parasidis. ABSENT: None.

### **8.10 Health & Safety Services Activities Update**

From July 1, 2017 to June 30, 2018 Health & Safety Services delivered services to over 7,400 district employees countywide, including 1,636 views of CCCSIG's on-demand videos. Updates on the following were provided: April 18, 2018 Countywide H&S Coordinator Meeting; Hoop it Up for Health Fitness Challenge Results; 2017/18 Incentive Program results; Summer Program 2018 training topics; 2018/19 Incentive Program upcoming deadlines; New Hire CalOSHA Safety Training dates; 2018 CPI Nonviolent Crisis Intervention Training for employees; upcoming CPI Instructor Certification Training at CCCSIG; upcoming Healthy lifestyle program; Safety by Design Services for new school construction/modernization; Fitness Club discounts and new IIPP and Ladder Safety on-demand videos. There was no action necessary for this item.

### **8.11 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, 2018, Compromise and Release Settlements of Future Medical Benefits reduced outstanding liabilities by \$999,827, which were further reduced by \$152,165 due to the apportionment of Permanent Disability; Utilization Review savings were \$58,411; Pharmacy Benefit Management program savings were \$11,163; Durable medical equipment service program savings were \$394,321; Company Nurse received 1,637 calls countywide with 676 resulting in non-medical referrals (41%) and "Return to Work" savings totaled \$1,045,621. Future Liabilities are \$61.8M with 1,311 open claims. There was no action necessary for this item

### **8.12 CCCSIG General Administrative Update**

The Executive Director provided updates on the following: scheduling of Annual District Meetings; annual financial audit; the Group's solar project; claims software system; and 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 11:02 a.m. The next Executive Committee Meeting is scheduled for **Thursday, October 18, 2018** at 9:00 a.m.

Respectfully submitted,

Secretary of the Executive Committee  
Contra Costa County School Insurance Group