

# CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP

## Finance Subcommittee Meeting

**Tuesday, March 1, 2016**

**11:00 AM**

**CCCSIG Executive Conference Room**

**550 Ellinwood Way, Pleasant Hill, CA 94523**

**1 (866) 922-2744**

To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Committee must fill out a speaker's card. Cards are located in the lobby and should be turned in to the Receptionist. The Chairperson may limit each speaker to three minutes and/or set a limit of twenty minutes for all speakers on any one subject.

***The Contra Costa County Schools Insurance Group will provide reasonable accommodations for persons with disabilities planning to attend Executive Committee or Board meetings who contact the Executive Director at least 24 hours before the meeting, at 1 (866) 922-2744 ext. 261.***

### ORDER OF BUSINESS

#### **1. CALL TO ORDER – 11:00 a.m.**

#### **2. PUBLIC COMMENT**

##### **2.1 Items on the Agenda**

##### **2.2 Items of Interest to the Public**

#### **3. FINANCIAL ITEMS**

##### **3.1 Approve Minutes of Finance Subcommittee Meetings held January 14, 2016**

The subcommittee will review the January 14, 2016 minutes for approval.

##### **3.2 Review Financial Statements**

The subcommittee will review financial statements as of December 2015.

##### **3.3 Investment Policy Review**

The Subcommittee will review current Investment Policy and suggested changes.

##### **3.4 Review Draft Actuarial Report and Premium Rate for 2016/17**

The subcommittee will review and discuss the 2016/17 Draft Actuarial Reports and premium rates.

##### **3.5 Review Draft 2016/17 Budget**

The subcommittee will review and discuss the proposed budget for 2016/17.

#### **4. ADJOURNMENT (Approximately 12:00 noon)**

**Next Finance Subcommittee meeting is tentatively scheduled for October 6, 2016.**

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP  
SPECIAL FINANCE SUBCOMMITTEE MEETING MINUTES  
Thursday, January 14, 2016  
Contra Costa County Schools Insurance Group  
550 Ellinwood Way, Pleasant Hill, CA**

**Present were:**

**Finance Subcommittee:**

Kathy Bell	Moraga SD
Bill Clark	CCCOE
Kevin Collins	Walnut Creek SD
Joe Emmett, CFO	CCCSIG
Bridget Moore, Executive Director	CCCSIG

**1. CALL TO ORDER**

The meeting was called to order by Joe Emmett at 8:08 a.m.

**2. PUBLIC COMMENT**

**2.1. Items on the Agenda**

No items of interest to the public.

**2.2. Items of Interest to the Public**

No items of interest to the public.

**3. FINANCIAL ITEMS**

**3.1 Approve Minutes of Finance Subcommittee Meeting held October 8, 2015**

The subcommittee reviewed the minutes of the October 8, 2015 subcommittee meeting. Motion was made by Bell to approve the minutes as presented; second by Collins.

**3.2 Discuss Payroll Reporting and Equity Allocation Report**

The subcommittee discussed the Payroll Reporting model and the results that were discussed at the October 22, 2015 Executive Committee meeting. The corrected premiums generated by the model using 941wages did not appear to achieve the goal of distributing overall premiums to each district on an appropriate pro rata basis. The discussion centered around what the best source is to use for reporting actual wages(Gross Wages(1000's & 2000's accounts), DE-9(DE-6), or 941). It was noted that Workers Compensation benefits are determined using Gross Wages, so using the 1000's and 2000's accounts would be the most appropriate.

**4. ADJOURNMENT**

There being no further business, motion was made by Collins to adjourn at 8:47 a.m.; second by Clark.

Respectfully submitted,

Joseph R. Emmett  
Chief Financial Officer  
Contra Costa County Schools Insurance Group