

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Friday, April 27, 2007**  
**Contra Costa County Schools Insurance Group**  
**550 Ellinwood Way, Pleasant Hill, CA**

**Present were:**

***Board of Directors:***

Ellen Elster, President	County Office of Education
Chris Learned, Vice President	Acalanes Union High SD
Roberta Silverstein, Secretary	San Ramon Valley USD
Tim Rahill	Martinez USD
Margaret Kruse	Brentwood USD
Lenee Cadotte	Lafayette SD
Mark Bonnett	Pittsburg USD
Doug Roberts	Contra Costa Community College District
Kathy Bell	Moraga School District
Jerry Bucci	Orinda Union School District
Sheri Gamba	Antioch USD
Lisa Erwin	Walnut Creek SD

***Staff:***

Bridget Moore, Executive Director	CCCSIG
Erica Williamson, HR Manager	CCCSIG
Joseph Emmett, Chief Financial Officer	CCCSIG
Michael Clark, Claims Manager	CCCSIG
Denise Dickson, Health & Safety Services Manager	CCCSIG
Denise Cifelli, Executive Assistant	CCCSIG

***Guests:***

Jake O'Malley	CAJPA Accreditation Committee
Lauren Brandt, Managing Director	PFM

**1. CALL TO ORDER**

The meeting was called to order by President Ellen Elster at 9:09 a.m.

**2. PUBLIC COMMENT**

**2.1 Items on the Agenda**

No public comment items.

**2.2 Items of Interest to the Public**

No items of interest to the public.

**3. GENERAL ADMINISTRATIVE ITEMS**

**3.1 CAJPA Accreditation**

Jake O'Malley from the CAJPA Accreditation Committee presented CCCSIG and the Board of Directors with their Certificate of Accreditation with Excellence from CAJPA. CCCSIG has held this accreditation distinction since 1992 without lapse. With over 150 pools within the state of California, 100 of them are members of CAJPA. Currently 44% are accredited. CCCSIG and the Board should be proud to know their pool is considered the cream of the crop within the industry. There was no action for this item.

**3.2 Approve Minutes of the Board Meeting Held on April 30, 2006**

Motion was made by Kruse to approve the minutes as presented. Second by Roberts; motion was approved unanimously.

### 3.3 Election of Directors to the Executive Committee

Current Directors Bonnett, Kruse and Vedovelli have terms which expire on June 30, 2007. Incumbents Bonnett and Kruse have expressed interest in continuing on the Executive Committee. Kathy Bell, Moraga School District, expressed interest in filling Vedovelli's vacancy. President Elster asked if there were other interested parties wishing to serve on the Executive Committee. No one expressed an interest. A motion was made by Cadotte to re-elect Bonnet and Kruse to a new term and Kathy Bell to replace Vedovelli who is retiring at the end of her term. Terms are effective July 1, 2007 through June 30, 2010. Second by Gamba. Motion was approved unanimously.

### 3.4 Election of Officers for 2007/08

All incumbent officers have expressed interest in continuing their leadership roles; Elster continuing her role as President, Learned as Vice President and Silverstein as Secretary. President Elster asked if there were other interested parties wishing to serve on the Executive Committee. No one expressed an interest. A motion was made by Learned to re-elect officers Elster as President; Learned as Vice-President and Silverstein as Secretary for the term 07/08. Second by Bell; motion was approved unanimously.

### 3.5 Investment Portfolio Review

Lauren Brandt from Public Financial Management (PFM) was present to present a review of the Group's portfolio and investment updates as of March, 2007 as well as discuss current market conditions and provide general information regarding the Group's assets. She remarked that we are very well diversified with high quality rated investments and are in compliance with the Group's Investment Policy. There was no action necessary for this item.

### 3.6 Financial Update

Joseph Emmett, Chief Financial Officer, presented a financial update to the Group reflecting on where the Group has been between 1994 and 2006. With a Deficit Recovery Plan and Target Equity Plan in place, the Group is continuing to move in the right direction with the possibility of wiping out the deficit sooner than the 10 years that was planned and continuing to maintain stable rates. Bonnett requested a comparison of our rates to other JPA's as opposed to the state average which encompasses many industries. Emmett remarked that this is something he is already working on and his goal is to have the comparison for the next District meetings which occur around the September/October timeframe. There was no action for this item.

### 3.7 Actuarial Report and Premium Rate for 2007/08

The CFO presented a summary of the final actuarial report and premium rate for 2007/08 which was approved by the Executive Committee at their March 9, 2006 Executive Committee meeting. The approved rate is \$2.61 per \$100 of payroll which includes \$.02 for additional equity funding. The premium spreadsheet outlined the rate for each district, the additional \$.02 of equity funding and the additional assessment for the DRP. There was no action necessary for this item.

### 3.8 Staff Reports

Complete departmental presentation packets were handed out at the beginning of the meeting for reference. Michael Clark, Claims Manager, presented information on savings we have seen between FY2003/04 and 2006/07 in the areas of claims payments, utilization review, and early return to work. Clark also highlighted some of the accomplishments of the claims team which includes an additional supervisor, new bill review software and the implementation of Company Nurse. Denise Dickson, Health & Safety Services Manager, presented a Health & Safety Services update looking at the current objectives, programs and participation for 2006/07. Dickson also overviewed the objectives, incentive program and new programs for the 2007/08 FY. Through the departments efforts to bring awareness, behavioral changes and environmental support they will continue to assist districts in lowering injuries, claims and saving money. The Communications and Health Benefits packages were not covered, however, the presentations were included and the Group was encouraged to review. There was no action necessary for this item.

## 4. ADJOURNMENT

There being no further business, a motion was made by Cadotte to adjourn; second by Kruse. Motion was approved unanimously. Meeting was adjourned at 10:30 a.m.

Respectfully submitted,



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