

# CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP

## Executive Committee Meeting

Thursday, January 29, 2009

**12:00 Noon**

CCCSIG 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 President of the Board 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. 291.*

### ORDER OF BUSINESS

1. **CALL TO ORDER - 12:00 Noon**
2. **PUBLIC COMMENT**
  - 2.1 **Items on the Agenda**
  - 2.2 **Items of Interest to the Public**
3. **CONSENT CALENDAR**
  - 3.1 **Approve Minutes of Executive Committee Meeting Held on November 25, 2008** .....◆ **Action Required**  
The Committee will review the November 25, 2008 minutes for approval.
  - 3.2 **Ratify Expenditures for November - December 2008...** .....◆ **Action Required**  
Ratify the Accounts Payable Registers for November - December 2008 as attached.
  - 3.3 **Ratification of Expenditures for VOS Maintenance & Support Agreement** .....◆ **Action Required**  
The Committee will be asked to ratify expenditures for the annual VOS (claims software) Maintenance & Support Agreement.
4. **FINANCIAL ITEMS**
  - 4.1 **Financial Update as of November 30, 2008.** .....◆ **Informational**  
The CFO will update the Committee on financial status as of November 30, 2008.
  - 4.2 **Establishing Payroll Estimate for Determining Annual District Premium Contributions for FY2009/10**.....◆ **Action Required**
5. **GENERAL ADMINISTRATIVE ITEMS**
  - 5.1 **Consider Appointment of Executive Committee Member** .....◆ **Action Required**  
The Committee will consider appointment of Denise Perterfield to replace Bryan Richards whose term expires June 30, 2011.

- 5.2 Revision to Bylaws .....◆ Action Required**  
The Committee will review the Board’s comments regarding proposed amendments to the Group’s Bylaws.
  
- 5.3 Consider Approval of Revisions to Administrative Policies & Regulations .....◆ Action Required**  
The Executive Committee will consider approval of revisions to the Group’s Administrative Policies & Regulations.
  
- 5.4 Health and Safety Services Proposed Incentive Program for Fiscal Year 2009/10 .....◆ Action Required**  
The Committee will consider recommendations to approve the Health & Safety Services proposed incentive programs for FY 2009/10.
  
- 5.5 Claims Cost Containment Activities Update .....◆ Informational**  
The Executive Director will update the Committee on claims operations.
  
- 5.6 Health & Safety Services Activities Update.....◆ Informational**  
The Executive Director will update the Committee on Health & Safety Services activities.
  
- 5.7 CCCSIG General Administrative Update.....◆ Informational**  
The Executive Director will update the Committee on administrative operations.

**6. ADJOURNMENT (Approximately 2:30 p.m.)**

*Next Executive Committee meeting is scheduled for **March 19, 2009, Noon – 2:30 p.m.***