

CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP

Executive Committee Meeting

Thursday, August 25, 2005

11:30 a.m.

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 - 11:30 a.m.

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

June 30, 2005 ◆ Action Required

The Committee will review the June 30, 2005 minutes for approval.

3.2 Ratify Expenditures for June - July 2005

 ◆ Action Required

Ratify the Accounts Payable Registers for June - July 2005 as attached.

4. PERSONNEL

4.1 Ratify Changes to Administrative Policies

 ◆ Action Required

The Committee will consider recommendations for revisions to Administrative Policies
420 & 422 (a) & (b).

4.2 Consider Revisions to Job Descriptions

 ◆ Action Required

The Committee will be asked to consider recommended title and job description revisions
to Health & Safety Services job descriptions.

4.3 Consider Appointment of Candidate to Interim Executive

Director Position ◆ Action Required

The Committee will consider appointment of a candidate to the position
of Interim Executive Director.

5. GENERAL ADMINISTRATIVE ITEMS

5.1 Consider Establishment of Ongoing Subcommittees ◆ Action Required
The Committee will be asked to consider establishment of ongoing Subcommittees in various areas of CCCSIG Administration.

5.2 CCCSIG General Administrative Update ◆ Informational
The Deputy Director Staff will update the Committee on administrative operations.

5.3 Presentation of PFM Quarterly Investment Report ◆ Informational
PFM will present and review CCCSIG's investment performance for the quarter and ending 6/30/05. year

5.4 Financial Update as of June 30, 2005 ◆ Informational
The CFO will update the Committee on current financial status.

5.5.....Presentation of Financial Audit Status Report and DRAFT Financial Statements
..... ◆ Action Required
CCCSIG's financial auditor will present preliminary information on the 2004/05 financial audit findings.

5.6 Consider a Revision to Method of Adjusting Year-End Workers' Compensation Premium..... ◆ Action Required
CCCSIG's financial auditor will present preliminary information on the 2004/05 financial audit findings.

5.7 Ratification of Expenditures for CCCSIG Web Development..... ◆ Action Required
The Committee will be asked to ratify expenditures for CCCSIG web development.

5.8 Ratification of Expenditures for Delta Systems Associates ◆ Action Required
The Committee will be asked to ratify the IT/Consulting contract and expenditures.

5.9 Ratification of Expenditures for VOS Maintenance & Support. ◆ Action Required
The Committee will be asked to ratify expenditures for the VOS Maintenance & Support Agreement.

6. CLOSED SESSION

6.1 Conference with Legal Counsel - Existing Litigation, Case #04AS02351, Pursuant to Government Code, § 54956.9 ◆ Informational
One case.

6.2 Conference with Legal Counsel - Anticipated Litigation, Initiation of Litigation Pursuant to Government Code, § 54956.9(c) ◆ Action Required
One potential case.

7. ADJOURNMENT (Approximately 2:30 p.m.)

