

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP
EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, July 30, 2009
Contra Costa County Schools Insurance Group, Conference Room
550 Ellinwood Way, Pleasant Hill, CA**

Present were:

Executive Committee:

Chris Learned, President
Roberta Silverstein, Vice President
Margaret Kruse, Secretary
Denise Porterfield
Marcus Battle
Kathy Bell
Lenee Cadotte

Acalanes Union High SD
San Ramon USD
Brentwood Union SD
Antioch USD
Walnut Creek SD
Moraga School District
Lafayette School District

Staff:

Bridget Moore, Executive Director
Denise Cifelli, Executive Assistant

CCCSIG
CCCSIG

Guests:

Bill Clark, Assoc. Supt. Business Svcs.

Contra Costa County Office of Education

1. CALL TO ORDER

The meeting was called to order at 8:17 a.m. by President Chris Learned.

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.

Motion was made by Kruse at 8:18 a.m. to adjourn to closed session to consider item 3.1; second by Silverstein.
Motion was approved unanimously.

3. CLOSED SESSION

**3.1 Public Employee Performance Review
Executive Director**

Motion to return to open session was made by Cadotte at 8:33 a.m.; second by Battle. Motion was approved unanimously.

President Learned reported out of closed session that there was nothing to report on item 3.1.

4. CONSENT CALENDAR

4.1 – 4.3 Approve Minutes of Executive Committee Meeting Held on May 28, 2009, Ratify Expenditures for May - June 2009 and Ratify Claims Settlement, Gargalikis vs. Brentwood Union SD, WCAB # WCK 0062195, WCK 0062196, WCK 0062197

Motion was made by Bell to approve minutes of the May 28, 2009 Executive Committee, ratify expenditures for May - June 2009 and ratify Claims Settlement, Gargalikis vs. Brentwood Union SD, WCAB# WCK 0062195, WCK 0062196, WCK 0062197 as presented; second by Cadotte. Motion was approved unanimously.

5. FINANCIAL ITEMS

5.1 Financial Update as of May 31, 2009

The Executive Director presented the financial reports and update as of March 31, 2009. Net assets increased by \$5.2M (compared to May 2008). Group total assets increased by \$7.4M (compared to May 2008) to \$96,991,397. Total cash and investment balance was \$87,535,426. Jim Marta and Associates will be out to conduct CCCSIG's end of fiscal year audit is scheduled the week of August 10th. There was no action necessary for this item.

6. GENERAL ADMINISTRATIVE ITEMS

6.1 Consider Appointment of Executive Committee Member

Motion was made by Silverstein to appoint Bill Clark from CCCOE as Ellen Elsters' replacement on the Executive Committee. Bill's term will run through June 30, 2011; second by Bell. Motion was approved unanimously.

6.2 Consider Approval of JPA Bylaws Revision

At the May 28, 2009 Executive Committee meeting the Committee reviewed Bylaws revisions limiting Board of Directors voting to participating members within any given program which was circulated to the full Board for review and comments. The Board had no additional input. Motion was made by Kruse to approve the revised Bylaws as presented; second by Silverstein. Motion was approved unanimously.

6.3 Consider Approval of Castro Valley USD for CCCSIG JPA and Health Benefits Program Membership

Castro Valley USD provided required financial information for admittance into CCCSIG's JPA and Health Benefits Program. Information was reviewed with no financial concerns. The Group recommended approval of Castro Valley USD into the Health Benefits Program in anticipation of the Health Benefit Committee recommending CVUSD's participation at their next meeting which takes place at the conclusion of today's Executive Committee meeting. If CVUSD does not elect to join the CCCSIG Health Benefits Program, membership in the JPA is automatically rescinded. Motion was made by Kruse to accept Castro Valley USD into the CCCSIG JPA and Health Benefits Program effective October 1, 2009 through December 31, 2012 pending acceptance by their governing board; second by Cadotte. Motion was approved unanimously.

6.4 Strategic Plan for FY2009/10

The Executive Director presented the Strategic Plan for FY 2009/10 drafted by CCCSIG's management team. Group's goals remain the same. CCCSIG celebrates 15 years of self-administration at the end of FY2009/10. The Executive Committee and management team will utilize the November 19th Executive Committee meeting to discuss long-term strategic objectives with facilitator Bobbie McCrary. November 19th Executive Committee meeting will run 11:00 – noon with the Strategic Planning Session and lunch from noon to approximately 3:30 p.m. Motion was made by Silverstein to approve the Strategic Plan Goals and Objectives for FY 2009/10 as presented; second by Battle. Motion was approved unanimously.

6.5 Claims Cost Containment Activities Update

Claims Department focus in reducing the Group's future liabilities through various cost containment strategies continues with positive outcomes. For FY End 2008/09, Future Medical Settlement Project total reductions were \$242,195 (May/June was \$66,000), Compromise and Release Settlements (FY End reduction - \$1,094,227 – May/June \$390,474) and Utilization Review (FY End referred \$507,818). Bill Review PPO and other reductions was \$389,585 at FY End. Company Nurse calls countywide received through FY End – 1,329 calls with 479 resulting in non-medical referrals (36%). "Return to Work" savings for the fiscal year totaled \$995,470. We will begin noting pharmacy savings in September. There was no action necessary for this item.

6.6 Health & Safety Services Update

Health and Safety Services reached 6,065 participants in FY2008/09. 10 districts completed all requirements for the 2009/09 Incentive Program and 100% district participation in the 2009 Summer Program for Custodians and Buildings and Grounds staff. WCCUSD pilot program for custodians reduced injury costs over last year and will be offered to all districts in 2009/10. There was no action necessary for this item.

6.7 CCCSIG General Administrative Update

CCCSIG has been re-accredited by CAJPA with Excellence for another three years. Annual district meetings will be held October and November. Bill Review is waiting completion of Fresno's Bill Review RFP which should be out within the next few weeks; also a potential opportunity with Santa Clara County SIG for the same services. There was no action necessary for this item.

7. ADJOURNMENT

There being no further business, a motion was made by Silverstein to adjourn the meeting; second by Cadotte. Motion was approved unanimously. The meeting was adjourned at 9:06 a.m.

The next Executive Committee meeting is scheduled for **Thursday, September 24, 2009** and will begin at **8:00 a.m.**

Respectfully submitted,


for Secretary of the Executive Committee
Contra Costa County School Insurance Group