

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP
EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, September 24, 2009
Contra Costa County Schools Insurance Group, Conference Room
550 Ellinwood Way, Pleasant Hill, CA**

Present were:

Executive Committee:

Chris Learned, President	Acalanes Union High SD
Roberta Silverstein, Vice President	San Ramon Valley USD
Lenee Cadotte	Lafayette SD
Kathy Bell	Moraga SD
Sheri Gamba	West Contra Costa USD
Marcus Battle	Walnut Creek SD
Denise Porterfield	Antioch USD
Bill Clark	Contra Costa County Office of Education

Staff:

Bridget Moore, Executive Director	CCCSIG
Joe Emmett, CFO	CCCSIG
Denise Cifelli, Executive Assistant	CCCSIG

Guests:

Warren Pulley	Pulley & Associates
Jim Griffin	Pulley & Associates
Jim Marta	James Marta & Assoc. (via telephone)
Lauren Brandt	PFM

1. CALL TO ORDER

The meeting was called to order at 12:42 p.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.

4. CONSENT CALENDAR

3.1 Approve Minutes of Executive Committee Meeting Held on July 30, 2009; Ratify Expenditures for July - August 2009 and Adopt Resolution for Local Agency Investment Fund (LAIF)

Motion was made by Bell to approve July 30, 2009 minutes as presented, ratify expenditures for July – August 2009 as presented and adopt revised resolution for Authorization of Transfer of Funds for LAIF; second by Gamba. Motion was approved unanimously.

6. GENERAL ADMINISTRATIVE ITEMS

6.1 Cost Benefit Tier Plan

The Executive Director presented information raising the Kaiser for family and employee +1 benefit tier plan rates. Learned questioned the fiscal implication for budget purposes. As that was not looked at

Learned motioned this item be tabled until the November Executive Committee meeting; second by Gamba. Motion was approved unanimously.

6.2 Claims Cost Containment Activities Update

Claims Department focus in reducing the Group's future liabilities through various cost containment strategies continues with positive outcomes. Future Medical Settlement Project reduced liabilities by \$211,159.61; Compromise and Release Settlements reduced \$202,123.90 for July / August; Utilization Review savings were \$48,695.50. Bill Review PPO and other reductions for July / August were \$82,466.84. Company Nurse received 138 calls countywide with 48 resulting in non-medical referrals (35%). "Return to Work" savings totaled \$95,092. Our newest savings endeavor, Express Scripts - Pharmacy Benefit Manager totaled \$9,936 for July. There was no action necessary for this item.

6.3 Health & Safety Services Update

In July and August Health & Safety Services delivered services to a total of 1,366 district employees countywide. Walktober is back this fall and begins October 1st. Nutri-Sum – 13 week wellness/weight management program also available for sign-up. Numerous trainings available – sign up on the CCCSIG website at www.cccsig.org. Next County-Wide Health & Safety Committee Meeting is scheduled for October 14, 2009, (9 – 11 o'clock) at CCCSIG. There was no action necessary for this item.

6.4 CCCSIG General Administrative Update

CCCSIG was highlighted at CAJPA in the "Best Practices for your JPA" session for conducting new Superintendent meetings with key management and district staff members. Annual District visits begin October 6th and run through mid-November. CCCSIG management will be sharing district and group-wide results for Claims and Health & Safety along with highlighting new programs and services. Our strategic planning session is scheduled for November 19th and will begin at 11:00 with focus on collective members interests and review of CCCSIG's Mission Statement and Core Values. Health Benefits Program marks its 5th anniversary on October 1st. They also welcome Castro Valley USD as the newest Kaiser member and will attend their first meeting on October 9th. CCCSIG did not respond to Fresno's RFP for bill review services as their requirements were outside of our geographical area and additional services were being requested. There was no action necessary for this item.

Motion was made by Silverstein at 1:00 p.m. to adjourn to closed session to consider items 3.1 and 3.2; second by Cadotte. Motion was approved unanimously.

3. CLOSED SESSION (time approx. 1:00 p.m.)

3.1 Litigation conference with Legal Counsel, Government Code, § 54956.9 (a), Grimes vs. Antioch USD, WCAB # SFO 0509666

3.2 Litigation Conference with Legal Counsel, Government Code, § 54956.9 (a), Crandall vs. Antioch USD, WCAB # OAK 0326235

Motion to return to open session was made by Bell at 1:50 p.m.; second by Battle. Motion was approved unanimously.

President Learned reported out of closed session that there was nothing to report on items 3.1 and 3.2.

5. FINANCIAL ITEMS

5.1 Presentation of the 2008/2009 Financial Audit (time approx. 1:30 p.m.)

Jim Marta, CCCSIG's financial auditor, presented the year end financial audit via conference call. Marta was pleased to announce we had an outstanding audit with no deficiencies and no material findings. Our JPA performed better than the average pool with. There was an \$8.4M increase in Net Assets for the year

for Total Net Assets of \$24.7M as of June 30, 2009. Copies of the draft financial audit and presentation were distributed. Motion was made by Bell to accept the audit as presented; second by Gamba. Motion was approved unanimously.

5.2 Presentation of PFM Quarter and End of Year Investment Report

Lauren Brandt from PFM presented our annual investment report. CCCSIG's portfolio has performed well and earned a total return of 5.93%. PFM will continue to maintain a high-quality portfolio ensuring our needs are met and continue to watch the economic trends. Copies of the year end report were distributed to all. There was no action necessary for this item.

5.3 Financial Update as of July 31, 2009

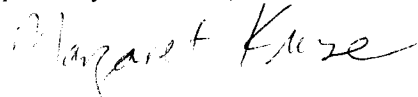
The CFO presented the financial reports and update as of July 31, 2009. Net assets increased by \$6.9M (compared to July 2008). Group total assets increased by \$7.3M (compared to July 2008) to \$102,767,592. Total cash and investment balance was \$94,214,560. There was no action necessary for this item.

7. ADJOURNMENT

There being no further business, a motion was made by Porterfield to adjourn the meeting; second by Battle. Motion was approved unanimously. The meeting was adjourned at 2:40 p.m.

The next Executive Committee meeting is scheduled for **Thursday, November 19, 2009** and will begin at 11:00 a.m. immediately following the CBO meeting. Strategic Planning Session will begin at Noon.

Respectfully submitted,



Secretary of the Executive Committee
Contra Costa County School Insurance Group