

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP  
EXECUTIVE COMMITTEE MEETING MINUTES  
Thursday, November 25, 2008  
Contra Costa County Schools Insurance Group, Conference Room  
550 Ellinwood Way, Pleasant Hill, CA**

**Present were:**

***Executive Committee:***

Ellen Elster, President  
Chris Learned, Vice President  
Roberta Silverstein, Secretary  
Margaret Kruse  
Mark Bonnett

Contra Costa County Office of Education  
Acalanes Union High SD  
San Ramon USD  
Brentwood Union SD  
Pittsburg USD

***Staff:***

Bridget Moore, Executive Director  
Joe Emmett, CFO  
Erica Williamson, HR Manager  
Denise Cifelli, Executive Assistant

CCCSIG  
CCCSIG  
CCCSIG  
CCCSIG

**1. CALL TO ORDER**

The meeting was called to order at 12:13 p.m. by President Ellen Elster.

**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 Silverstein at 12:15p.m. to adjourn to closed session to consider item 3.1; second by Bonnett. Motion was approved unanimously.

**3. CLOSED SESSION**

**3.1 Consider Approval of Executive Director's Contract**

Motion to return to open session was made by Learned at 12:18p.m.; second by Silverstein. Motion was approved unanimously.

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

#### **4. CONSENT CALENDAR**

##### **4.1 – 4.2 Approve Minutes of Executive Committee Meeting Held on October 13, 2008 and Ratify Expenditures for –September - October 2008**

Motion was made by Kruse to approve minutes of the October 13, 2008 Executive Committee meeting as presented and ratify expenditures for September - October 2008 as presented; second by Silverstein. Motion was approved unanimously.

#### **5. FINANCIAL ITEMS**

##### **5.1 Financial Update as of September 30, 2008**

The CFO presented the financial reports and update as of September 30, 2008. Net assets increased by \$11.9M (compared to September 2007). Group total assets decreased by \$309k (compared to September 2007) to \$92,772,710. Net decrease was due to removing the Deficit Assessment Receivable of \$6.3M which was offset by asset growth of \$6M. Total cash and investment balance was \$85,429,674. 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 Sheri Gamba from West Contra Costa County USD as Tim Rahill's replacement on the Executive Committee. Sheri's term will run through June 30, 2009. Second by Kruse. Motion was approved unanimously. Bryan Richards, John Swett USD, will be leaving the Committee in December. The Executive Director will forward an e-mail to all Board members requesting interest in filling his vacancy after this meeting and bring to the Executive Committee to appoint a replacement at the January 29, 2009 meeting.

##### **6.2 Consider Approval of Amended American Fidelity Plan Document**

The Executive Committee was asked to approve the amended American Fidelity plan document which modifies eligibility start dates in Section F-8: Health Savings Accounts. Motion was made by Learned to approve the amended language and authorize the Executive Director to execute the change; second by Silverstein. Motion was approved unanimously.

##### **6.3 Consider Ratification of American Fidelity (403b) Plan Administrative Services Agreement**

Effective January 1, 2009, CCCSIG must either self-administer our own plan, or have a third party plan administrator. Motion was made by Bonnett to ratify the American Fidelity 403(b) Plan Administrative Services Agreement; second by Kruse. Motion was approved unanimously.

##### **6.4 Consider Contracting with Consultant for Market Survey**

The Committee discussed contracting with Doug Johnson to complete a market study to review the Group's benefits and compensation package. Last study was completed January 2007. Committee was advised that Doug Johnson recommends this level of study every 2-3 years, up to 5 years. Committee agreed to every 3 years. Motion was made by Silverstein to wait the additional year (3 years) and consider a COLA discussion at the Budget Planning Executive Committee meeting; second by Bonnett. Motion was approved unanimously.

### **6.5 PEP Program Staffing**

Requests by districts for Health and Safety Services have increased this fiscal year. The addition of a part-time Strength Testing Technician would free up Health & Safety Services staff to facilitate this increase and could be accomplished at no additional cost to the 2008/09 Health & Safety Services budget. Motion was made by Learned to approve the addition of a part-time (10-15 hour/week) Strength Testing Technician; second by Bonnett. Motion was approved unanimously.

### **6.6 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 2008/09, Future Medical Settlement Project (FY reductions through October - \$252,327), Compromise and Release Settlements (FY reduction - \$40,981) and Utilization Review (\$267,344). Bill Review PPO reduction was \$114,468. Company Nurse calls countywide received through October – 365 calls with 149 resulting in non-medical referrals (41%). "Return to Work" savings for the fiscal year totaled \$319,319. There was no action necessary for this item.

### **6.7 CCCSIG General Administrative Update**

The General Administrative Update noted that Health and Safety Services increased the number of services delivered per month this fiscal year compared to last year 53% in September and 21% in October. Walktober was a huge success within the participating districts with great feedback from the 295 employees who joined in. Passport to Better Health Program begins January 15<sup>th</sup>, a six-week physical/nutritional program. Next County-Wide Health & Safety Committee Meeting will be held at CCCSIG, January 21, 2009 (9-11) meeting details will be sent mid-December. There was no action necessary for this item.

## **7. ADJOURNMENT**

There being no further business, a motion was made by Kruse to adjourn the meeting; second by Silverstein. Motion was approved unanimously. The meeting was adjourned at 1:08 p.m.

The next Executive Committee meeting is scheduled for **Thursday, January 29, 2009** and will begin at Noon.

Respectfully submitted,

Secretary of the Executive Committee  
Contra Costa County School Insurance Group