

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP
EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, March 24, 2005
Contra Costa County Schools Insurance Group
550 Ellinwood Way, Pleasant Hill, CA**

Present were:

Executive Committee:

Ellen Elster, President	County Office of Education
Roberta Silverstein, Vice President	San Ramon Valley USD
Mike De Sa	Walnut Creek SD
Chris Learned	Acalanes Union High SD
Lenee Cadotte	Lafayette SD
Mark Bonnett	Oakley Union School District
Ruth Vedovelli	West Contra Costa USD

Staff:

Guy M. Schuelke, Executive Director	CCCSIG
Bridget Moore, Deputy Director	CCCSIG
Erica Williamson, HR Manager	CCCSIG
Linda Grundhoffer, CFO Consultant	CCCSIG
Denise Cifelli, Executive Assistant	CCCSIG

Guests:

Michael Delehunt	Foley & Lardner
Monica Hans	Public

1. CALL TO ORDER

The meeting was called to order by President Ellen Elster at 12:30 p.m.

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.

3. CONSENT CALENDAR

3.1 A motion was made by Learned to approve the minutes of the Executive Committee Meeting held on January 27, 2005. Second by Silverstein. Motion was approved unanimously.

4. GENERAL ADMINISTRATIVE ITEMS

Board President Elster requested item 4.2 be moved to the first item of business. Committee concurred unanimously.

4.2 Consider Appointment of Directors to Vacancies on the Executive Committee

The Executive Director announced there were two volunteers to fill the two Executive Committee vacancies. Motion was made by Silverstein to appoint both Ruth Vedovelli of West Contra Costa USD and Margaret Kruse of Brentwood USD to the Executive Committee. Second by Bonnett. Motion was approved unanimously. Ruth Vedovelli was in attendance at the meeting and became part of the 1uorum voting on agenda items from here forward.

4.2 Review and Consider Benefits & Compensation Subcommittee Recommendations

The Benefits & Compensation Subcommittee Chairperson presented a brief overview on the status of the Benefits & Compensation Subcommittee, to include a summary of recommendations made as a result of the independent market analysis, completed by Doug Johnson and reviewed by the Subcommittee. The Subcommittee Chairperson and staff will present final recommendations at the next Executive Committee meeting, to include estimated annual costs for all proposed salary and benefit increases. The Subcommittee Chairperson recommended that the Chief Financial Officer salary be reviewed and ratified, based on prior approval by the Benefits & Compensation Subcommittee. A motion was made by Learned to increase the Chief Financial Officer annual salary to \$107,341, effective February 1, 2005. Second by De Sa. Motion was approved unanimously.

4.3. Consider Establishment of District Health & Safety Incentive Plan

The Committee reviewed and discussed information presented by the Deputy Director to consider the creation of a District Health & Safety Program that provides incentives to each district, which for each fiscal year would qualify as a monetary incentive equal to 1% of premium for those members who have implemented previously identified specific health and safety requirements. The Committee made some recommendations and asked that the proposal be brought back to the Executive Committee meeting for consideration on April 14. There was no action necessary for this item.

CLOSED SESSION

A motion was made by Bonnett to move to Closed Session at 1:15 p.m. to consider agenda item 5.1. Second by De Sa. Motion was approved unanimously.

5.1 Conference with Legal Counsel -Existing Litigation, Case #04CS00371, Pursuant to Government Code, § 54956(c)

A motion to return to open session was made by Cadotte at 1:28 p.m. Second by Learned. Motion was approved unanimously. Board President Elster reported that no action was taken.

4.4 Review of Draft Actuarial Report for 2005/06

The Executive Director reviewed the actuarial report which included the Experience Modification Factors and Surplus Funding Policy letter and the 2005/06 Estimated WC Premium spreadsheet. The current actuarial estimates for 2005/06 are very close to the mid year estimates issued to all member districts and discussed by the Group since November, 2004. It was agreed the Executive Director will draft a memo to the Board to validate payroll estimates for 2005/06. It was also suggested by the Committee to include the premium spreadsheet and identify district specific rates for surplus funding. The Committee reached consensus to consider a base rate of around \$2.34 (plus determine amount necessary to fund items 4.1). No action was necessary for this item.

4.5 Review of Draft 2005/06 Budget

The Executive Director and Financial Consultant went through the proposed 2005/06 budget. It was noted that account codes reflect differently than at the district level and what the Committee is used to looking at. Health Benefit Reimbursement shows as a new budget item effective January 1, 2005. This is due to the separate trust account necessary to operate the program. A separate health benefit budget detail was not included with this item and will be provided at the April 14, 2005

meeting for consideration as well. The Committee requested some additional information be brought back to them when they consider the budget for adoption on April 14, 2005 and also agreed to the overall budget numbers presented. There was no action necessary for this item.

6. **ADJOURNMENT**

There being no further business, a motion was made by Learned to adjourn. Second by De Sa. Motion was approved unanimously. Meeting was adjourned at 2:10 p.m. Next Executive Committee meeting will be held Thursday, April 14.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Roberta Jewett".

Secretary of the Board of Directors
Contra Costa County Schools Insurance Group