

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP  
SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES  
Thursday, November 29, 2004  
Contra Costa County Office of Education  
77 Santa Barbara Road, Pleasant Hill, CA**

**Present were:**

***Executive Committee:***

Jim Campbell, Secretary  
Tim Rahill  
Chris Learned  
Lenee Cadotte  
Mark Bonnett

Mt. Diablo USD  
Martinez USD  
Acalanes Union High SD  
Lafayette SD  
Oakley Union School District

***Staff:***

Guy M. Schuelke, Executive Director  
Bridget Moore, Deputy Director  
Erica Williamson, HR Manager  
Denise Cifelli, Executive Assistant

CCCSIG  
CCCSIG  
CCCSIG  
CCCSIG

***Guests:***

John Alltop, Actuary  
Richard Nicoll  
Judy Parker  
Veeda Jafari, Accountant

Bickmore Risk Services  
Assistant Superintendent, Mt. Diablo USD  
County Office of Education  
CCCSIG

**1. CALL TO ORDER**

The meeting was called to order by Secretary Jim Campbell at 11:38 a.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. Approve Minutes of Executive Committee Meeting held on November 4, 2004**

A motion was made by Cadotte to approve the minutes of the Executive Committee Meeting held on November 4, 2004.  
Second by Rahill. Motion was approved unanimously.

**4. GENERAL ADMINISTRATIVE ITEMS**

**4.1. Report Out on Strategic Planning Retreat**

HR Manager, Erica Williamson, covered the information provided in the agenda detail. The Committee had no questions or upgrades. There was no motion necessary for this item.

#### **4.2. Strategy to Fund Surplus**

Details consisting of the "History of CCCSIG's Rates & Equity" were provided by Staff and the Group's actuary, John Alltop. Alltop provided information on the estimated funding position as of 6/30/04 and 6/30/05 and estimated 2005-06 premium and surplus contributions. After much discussion over many options and variables in which to redevelop surplus over a period of time, Campbell suggested a methodology based upon funding at the 90% confidence level and continuing to do so until a surplus target is reached. This method also permits adjustments in annual funding of the surplus as it would then become indexed with liabilities. A motion was made by Rahill to recommend further consideration of the following surplus funding plan to the Board at their next meeting which is scheduled for December 15, 2004. Rahill's motion included the following:

- Fund at a minimum of 80% with a target of 90%
- Assume 4% interest for purposes of discounting
- Surplus funding would apply amount to Districts without Experience Modification Factors
- Effective fiscal year 2005/06 over a 5 year period

Second by Cadotte. Motion was approved unanimously.

#### **4.3. Establish Benefits & Compensation Subcommittee**

The Executive Director recapped for the Group the reasoning for establishing the Benefits & Compensation Subcommittee discussed at the March 18, 2004 Executive Committee meeting. The HR Manager discussed A motion was made by Learned to accept the establishment of the subcommittee and volunteers. Second by Bonnett. Motion was approved unanimously.

#### **5. ADJOURNMENT**

There being no further business, a motion was made by Cadotte to adjourn. Second by Learned. Motion was approved unanimously. Meeting was adjourned at 1:40 p.m.

Respectfully submitted,



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