

**APPROVED MINUTES**  
**ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS**  
**(ASCP)**

**EXECUTIVE COMMITTEE MEETING**

**Thursday, October 24, 2013**

A meeting of the ASCIP Executive Committee was held on Thursday, October 24, 2013 at 10:00 a.m. at ASCIP Headquarters, 16550 Bloomfield Avenue, Cerritos, California 90703.

**I. CALL TO ORDER – Vice President Kelsch**

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 10:00 a.m. by Vice President Kelsch.

**II. ROLL CALL - Clerk of the Executive Committee**

**Members Present**

Ms. Corinne Kelsch, Vice President  
Mr. John Vinke, Member, Treasurer  
Mr. Rick Bagley, Alternate  
Ms. Lydia Cano, Member  
Mr. John Didion, Member  
Ms. Susan Hume, Alternate  
Ms. Angela Jones, Member  
Ms. Karen Kimmel, Alternate  
Mr. Vahe Markarian, Member  
Mr. Kris Olafsson, Member  
Ms. Barbara Ott, Alternate  
Ms. Andrea Reynolds, Alternate  
Mr. Quynh Tran, Alternate  
Mr. Fred Williams, Member

**Members Absent**

Mr. Michael Fine, President  
Dr. Michael Conroy, Alternate  
Ms. Teresa Dreyfuss, Alternate  
Mr. Michael Johnston, Member  
Ms. Mays Kakish, Alternate  
Ms. Thuy Nguyen, Alternate  
Ms. Janece Maez, Member  
Ms. Cheryl Plotkin, Alternate  
Ms. Joanne Schutlz, Alternate  
Ms. Ann Sparks, Member  
Mr. Kim Stallings, Alternate

**Others Present**

Ms. Nancy Anderson  
Mr. Reshan Cooray  
Mr. Robert J. Feldhake, Esq.  
Ms. Coni Hernandez  
Mr. Kevin Hobby  
Mr. Jonathan Lackey  
Mr. Anthony Nahale  
Dr. Nancy Nien  
Mr. Russell O'Donnell  
Mr. Brian Pelham  
Mr. Dan Sanger  
Ms. Lynn Truong  
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

**III. APPROVAL OF AGENDA – Vice President Kelsch**

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Cano, and **CARRIED**, the Agenda was approved as presented.

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**IV. Minutes of the Regular Executive Committee Meeting of September 26, 2013**

On **MOTION** of Mr. Vinke, **SECONDED** by Mr. Didion and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of September 26, 2013, were approved as presented.

**V. PUBLIC COMMENTS** – Vice President Kelsch

There were no attendees from the public.

**VI. PRESIDENT'S REPORT** – Vice President Kelsch

**VII. COMMITTEE REPORTS**

**A. RISK CONTROL COMMITTEE** – Chair Nahale

Chair Nahale reported that the Risk Control Committee met on October 16, 2013, and reviewed the annual risk control report for coverage year 2012/13 and the proposed Risk Control Grant Program Procedures. Mr. Nahale reported the Risk Control Committee supports the proposed grant procedures.

**B. CLAIMS/COVERAGE COMMITTEE** – Chair Cano

Chairperson Cano reported that the Claims/Coverage Committee met earlier in the morning and reviewed claims in Closed Session. She reported that the Committee gave direction to staff regarding approvals and recommendations. The Committee also received portfolio reports on trends and analyses for both the property/liability and workers' compensation programs.

**VIII. TREASURER'S REPORT** – Treasurer Vinke

Treasurer Vinke submitted the Treasurer's report for the period ending September 30, 2013 requesting the Executive Committee receives and file. In addition, Mr. Vinke highlighted members' contributions, ASCIP expenditures, and cash balances.

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Markarian, and **CARRIED**, Item #VIII was approved as presented.

**IX. CHIEF EXECUTIVE OFFICER'S REPORT** – Fritz J. Heirich, CEO

Mr. Heirich reported on the progress of ASCIP's property/liability claim operations strategic initiatives.

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**X. SCHOOLS EXCESS LIABILITY FUND (SELF) REPORT** – Nancy Anderson

Ms. Anderson reported on the recent activities of SELF.

**XI. BOARD MEMBER COMMENTS**

There were no board member comments.

**XII. INFORMATION AND DISCUSSION ITEMS**

**A. 2013/14 Annual Membership Meeting**

Mr. Heirich announced that the Annual Membership Meeting will be held on March 6, 2014 at the Wyndham Hotel in Costa Mesa and that Steve Seskin will be the keynote speaker.

**B. 2013 CIPA Annual Board Meeting**

Mr. Heirich provided an overview of the draft CIPA Board of Directors Agenda for the annual CIPA Meeting and noted the CIPA board members would be having a planning meeting to finalize the agenda following the Executive Committee agenda.

**C. OCIP Unaudited Financial Statements as of June 30, 2013**

Ms. Truong provided an overview of the OCIP Unaudited Financial Statements as of June 30, 2013, and reported that the financial statements would be presented to the CIPA Board for approval.

**D. Annual Risk Control Report for Coverage Year 2012/13**

Mr. O'Donnell provided an overview of the Risk Control Report for Coverage Year 2012/13.

**XIII ACTION ITEMS**

**A. Appointment of Claims/Coverage Committee Chair**

The Executive Committee appointed Ms. Lydia Cano as the Chair of the Claims/Coverage Committee as recommended by the Claims/Coverage Committee.

On **MOTION** of Mr. Williams, **SECONDED** by Ms. Jones and **CARRIED**, Item #XIII.A. was approved as presented.

**B. Appointment of Executive Committee Members/Alternates**

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The Executive Committee appointed Ms. Cheryl Plotkin to the member seat and Dr. Nancy Nien to the alternate seat through June 30, 2016.

On **MOTION** of Mr. Vinke, **SECONDED** by Ms. Cano and **CARRIED**, Item #XIII.B was approved as presented.

**C. Risk Control Grant Program Procedures**

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Cano and **CARRIED**, Item #XIII.C was approved as presented.

**D. Approval of Amended CEO Employment Agreement**

The proposed Amendment No. 1 to the Chief Executive Officer Agreement, as prepared by ASCIP's General Counsel, was distributed and reviewed by the Executive Committee and available upon request by members of the public prior to Committee discussion in open session. General Counsel advised the Executive Committee that the proposed amendment (Amendment No. 1) documents the Committee's decisions made at their September 26, 2013 meeting (which also occurred in open session) as to salary increase, bonus, and other changes to the CEO's existing Agreement.

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Olafsson and **CARRIED**, Item #XIII.D was approved as presented.

**XIV. ADJOURNMENT TO CLOSED SESSION – 11:15 a.m.**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned to Closed Session for discussion of the following matters.

**A. Summary of Open Claims Reported to ASCIP's excess insurers and reinsurers: SELF, MARP, Markel, and Brit**

**B. Claims for Review/Action/Information**

1. Andrew Kuybus vs. Lynwood Unified School District

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Markarian, and **CARRIED**, the Executive Committee took action in Closed Session on Andrew Kuybus vs. Lynwood Unified School District.

2. Roxanne Perez vs. North Orange County Community College District

This item was for information only. No action was taken

4. Yesenia Cortes vs. Inglewood Unified School District

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On **MOTION** of Ms. Cano, **SECONDED** by Ms. Jones, and **CARRIED**, the Executive Committee took action in Closed Session on Yesenia Cortes vs. Inglewood Unified School District.

**XV. RETURN TO OPEN SESSION**

By order of **GENERAL CONSENSUS**, the Executive Committee returned to Open Session at 11:48 a.m. Vice President Kelsch announced that the Executive Committee took action in closed session on Item XIV.B.1 and XIV.B.3.

**XVI. FUTURE MEETINGS**

The Executive Committee was provided a list of all future meetings.

**XVII. ADJOURNMENT**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 11:48 a.m.

The next regular meeting of the Executive Committee will be held on Thursday, December 5, 2013, at ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.