

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

**EXECUTIVE COMMITTEE MEETING**

**Thursday, August 29, 2013**

A meeting of the ASCIP Executive Committee was held on Thursday, August 29, 2013 at 10:00 a.m. at ASCIP Headquarters, 16550 Bloomfield Avenue, Cerritos, California 90703.

**I. CALL TO ORDER – President Fine**

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

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

**Members Present**

Mr. Michael Fine, President  
Ms. Corinne Kelsch, Treasurer  
Ms. Lydia Cano, Member  
Mr. John Didion, Member  
Ms. Susan Hume, Alternate  
Mr. Michael Johnston, Member  
Ms. Mays Kakish, Alternate  
Ms. Janece Maez, Member  
Mr. Vahe Markarian, Member  
Mr. Kris Olafsson, Member  
Ms. Barbara Ott, Alternate  
Ms. Cheryl Plotkin, Alternate  
Ms. Ann Sparks, Member  
Mr. Kim Stallings, Alternate  
Mr. John Vinke, Member  
Mr. Fred Williams, Member

Mr. Fritz J. Heirich, ex officio

**Members Absent**

Ms. Nancy Anderson, Member  
Mr. Rick Bagley, Alternate  
Dr. Michael Conroy, Alternate  
Ms. Teresa Dreyfuss, Alternate  
Ms. Angela Jones, Member  
Ms. Karen Kimmel, Alternate  
Ms. Thuy Nguyen, Alternate  
Ms. Andrea Reynolds, Alternate  
Mr. Quynh Tran, Alternate

**Others Present**

Mr. Reshan Cooray  
Ms. Martha Espinoza  
Mr. Robert J. Feldhake, Esq.  
Mr. Peter Hardash  
Ms. Coni Hernandez  
Mr. Jonathan Lackey  
Mr. Russell O'Donnell  
Mr. Dan Sanger  
Ms. Lynn Truong  
Ms. Felicia Williams

**III. APPROVAL OF AGENDA – President Fine**

On **MOTION** of Ms. Kelsch, **SECONDED** by Mr. Johnston, and **CARRIED**, the Agenda was approved as presented.

**ASCP Executive Committee Meeting**

**Approved Minutes – August 29, 2013**

**Page 2**

**IV. Minutes of the Regular Executive Committee Meeting of June 27, 2013**

On **MOTION** of Ms. Sparks, **SECONDED** by Mr. Olafsson and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of June 27, 2013, were approved as presented.

**V. PUBLIC COMMENTS** – President Fine

There were no attendees from the public.

**VI. PRESIDENT'S REPORT** – President Fine

**VII. COMMITTEE REPORTS**

**A. AD HOC GOVERNANCE COMMITTEE** – President Fine

President Fine reported that the Ad Hoc Governance Committee met to review the drafted Business Conduct Policy presented at the Strategic Planning meeting. The Committee has a follow-up meeting following the Executive Committee meeting today. We will bring a recommendation forward at a later meeting.

**B. AD HOC NOMINATING COMMITTEE** – President Fine

President Fine reported that the Nominating Committee met and the Executive Committee would be considering the slate of officers on a subsequent agenda item.

**C. CLAIMS/COVERAGE COMMITTEE** – Mr. O'Donnell

Mr. O'Donnell reported that the Committee met earlier in the day and reviewed a number of claim matters in closed session and had given direction to staff.

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

Treasurer Kelsch submitted the Treasurer's report for the period ending June 30, 2013 requesting the Executive Committee receives and file. In addition, Ms. Kelsch reported on member's contributions, ASCIP expenditures, and cash balances.

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

**ASCP Executive Committee Meeting**

**Approved Minutes – August 29, 2013**

**Page 3**

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

Mr. Heirich reported on ASCIP's historical and current net income for the property/liability, workers' compensation and health benefits programs.

**X. BOARD MEMBER COMMENTS**

There were no board member comments.

**XI. INFORMATION AND DISCUSSION ITEMS**

**A. Wi-Fi Exposure Concerns and Follow-Up Activities**

Mr. Cooray provided a brief overview of the follow-up activities he has been involved in that addresses Wi-Fi concerns. ASCIP will continue to evaluate ongoing Wi-Fi research and will monitor any regulatory changes.

**B. Claim Administration Audit**

1. Property/Liability
2. Workers' Compensation

Both Mr. Lackey and Ms. Hernandez reported on the claims audit results performed by Bickmore Risk Services for their respective programs.

**C. CalPERS Compliance Audit Status Report**

Mr. Feldhake provided a status report on the response from CalPERS regarding the compliance audit. General Counsel will continue to work with CalPERS regarding the findings and will report back to the Executive Committee at a future meeting.

**XII. CONSENT ITEMS**

**A. Receipt of Gifts and Contributions**

**B. Renewal of Poms & Associates Master Service Agreement**

**C. Approval of Change to Risk Control Assistance Funding Programs Policy**

**D. Approval of Risk Management Deposit Fund**

## **ASCP Executive Committee Meeting**

**Approved Minutes – August 29, 2013**

**Page 4**

On **MOTION** of Ms. Sparks, **SECONDED** by Mr. Johnston and **CARRIED**, Item #XII.A through Item #XII.D were approved as presented.

### **XIII. ACTION ITEMS**

#### **A. Election of ASCIP Executive Committee Officers**

The Executive Committee elected the following slate of officers for the 2013/14 program year as recommended by the Ad Hoc Nominating Committee:

President - Michael Fine, Riverside USD  
Vice President – Corinne Kelsch, SCCSIG  
Treasurer – John Vinke, Lawndale SD

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

#### **B. Approval of Master Service Agreement:**

1. Nicole Miller & Associates
2. Marston + Marston, Inc.

The Executive Committee approved the Master Service Agreements with Nicole Miller & Associates and Marston + Marston, Inc.

On **MOTION** of Ms. Kelsch, **SECONDED** by Ms. Sparks and **CARRIED**, Item #XIII.B.1 through Item #XIII.B.2 were approved as presented.

#### **C. Approval of Position Upgrade: Senior Director of Member Services**

The Executive Committee approved the position upgrade for the Director of Member Services position to a senior position.

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

### **XIV. ADJOURNMENT TO CLOSED SESSION – 11:08 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**

**ASCP Executive Committee Meeting**

**Approved Minutes – August 29, 2013**

**Page 5**

B. Summary of Coverage Declination

C. Claims for Review/Action/Information

1. John Baer vs. Palos Verdes Peninsula Unified School District

On **MOTION** of Ms. Kelsch, **SECONDED** by Mr. Olafsson, and **CARRIED**, the Executive Committee took action in Closed Session on John Baer vs. Palos Verdes Peninsula Unified School District.

2. Mattie Blash vs. Orchard School District

On **MOTION** of Mr. Johnston, **SECONDED** by Ms. Cano, and **CARRIED**, the Executive Committee took action in Closed Session on Mattie Blash vs. Orchard School District.

4. Derrius Salter vs. Paramount Unified School District

On **MOTION** of Ms. Cano, **SECONDED** by Mr. Johnston, and **CARRIED**, the Executive Committee took action in Closed Session on Derrius Salter vs. Paramount Unified School District.

5. Griceldo Torres vs. Tustin Unified School District

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Williams, and **CARRIED**, the Executive Committee took action in Closed Session on Griceldo Torres vs. Tustin Unified School District.

6. Irela Perez-Martinez vs. Compton Unified School District

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Kelsch, and **CARRIED**, the Executive Committee took action in Closed Session on Irela Perez-Martinez vs. Compton Unified School District.

7. Darrell Hildreth/Deon Woolen vs. Long Beach Unified School District

On **MOTION** of Ms. Kelsch, **SECONDED** by Ms. Cano, and **CARRIED**, the Executive Committee took action in Closed Session on Darrell Hildreth/Deon Woolen vs. Long Beach Unified School District.

8. Bryan Zavala vs. Newport-Mesa Unified School District

On **MOTION** of Mr. Williams, **SECONDED** by Mr. Olafsson, and **CARRIED**, the Executive Committee took action in Closed Session on Bryan Zavala vs. Newport-Mesa Unified School District.

D. Chief Executive Office Performance Evaluation

**ASCP Executive Committee Meeting**

**Approved Minutes – August 29, 2013**

**Page 6**

**XV. RETURN TO OPEN SESSION**

By order of **GENERAL CONSENSUS**, the Executive Committee returned to Open Session at 12:00 p.m. President Fine announced that the Executive Committee took action in closed session on Item XIV.B.1 through XIV.B.2 and XIV.B.4 through XIV.B.8.

**XVI. ACTION ITEMS**

A. Chief Executive Officer Compensation

Mr. Fine reported that this item would be brought back to the Executive Committee for consideration at the next regular scheduled meeting.

**XVII. FUTURE MEETINGS**

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

**XVIII. ADJOURNMENT**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 12:05 p.m.

The next regular meeting of the Executive Committee will be held on Thursday, September 26, 2013, at ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.