

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

**EXECUTIVE COMMITTEE MEETING**

**Friday, November 13, 2015**

A meeting of the ASCIP Executive Committee was held on Friday, November 13, 2015, at 9:30 a.m. at the Laguna Cliffs Resort, Lantern Bay, 25135 Park Lantern, Dana Point, California 92629.

**I. CALL TO ORDER** –Treasurer Olafsson

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 9:34 a.m. by Treasurer Olafsson.

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

**Members/Alternates Present**

Mr. Kris Olafsson, Treasurer  
Mr. Michael Clear, Alternate  
Mr. John Didion, Member  
Mr. Phil Hillman, Alternate  
Ms. Susan Hume, Alternate  
Mr. Michael Johnston, Member  
Ms. Angela Jones, Member  
Mr. Vahe Markarian, Member  
Dr. Nancy Nien, Member  
Ms. Andrea Reynolds, Alternate  
Ms. Ann Sparks, Member  
Mr. Jeff Starr, Alternate  
Ms. Irene Sumida, Alternate  
Mr. Fred Williams, Member

Mr. Fritz J. Heirich, ex officio

**Members/Alternates Absent**

Ms. Corinne Kelsch, President  
Mr. John Vinke, Vice President  
Mr. Luis Camarena, Alternate  
Ms. Lydia Cano, Member  
Ms. Teresa Dreyfuss, Alternate  
Ms. Kathy Everhart, Member  
Ms. Karen Kimmel, Alternate  
Ms. Janece Maez, Member  
Ms. Thuy Nguyen, Alternate  
Ms. Barbara Ott, Alternate  
Dr. Stefanie Phillips, Alternate  
Dr. Joanne Schultz, Alternate  
Ms. Yumi Takahashi, Alternate

**Others Present**

Ms. Nancy Anderson  
Mr. Michael Bishop  
Mr. Robert Feldhake, Esq.  
Ms. Mays Kakish  
Dr. Vincent C. Matthews  
Mr. Russell O'Donnell  
Mr. Dan Sanger  
Ms. Lynn Truong  
Ms. Felicia Williams

**III. APPROVAL OF AGENDA** – Treasurer Olafsson

The Agenda for the Executive Committee was amended unanimously to delete Item #VIII.C.1, Approval of New Master Service Agreements: Listen LP and move Item #VII.C. from Consent and place in the Action items for discussion and/or action.

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Jones, and **CARRIED**, the Agenda was unanimously approved as amended.

Aye: (10) –Didion, Hillman, Johnston, Jones, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

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Nay: (0)  
Abstentions: (0)

**IV. Minutes of the Regular Executive Committee Meeting of September 24, 2015**

On **MOTION** of Ms. Sparks, **SECONDED** by Dr. Nien and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of September 24, 2015, were approved as presented.

Aye: (10) –Didion, Hillman, Johnston, Jones, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)  
Abstentions: (0)

**V. PUBLIC COMMENTS – Treasurer Olafsson**

Dr. Vincent C. Matthews the newly appointed State Administrator for Inglewood Unified School District introduced himself to the Executive Committee and related his background, acknowledged the past problems and continued challenges at Inglewood USD, expressed his commitment towards improving the district operationally and fiscally, and thanked ASCIP for its support and assistance to date.

**VI. REPORTS/PRESENTATIONS/DISCUSSION**

**A. Financial Report**

Ms. Truong highlighted ASCIP expenditures, members' contributions, and cash balances for the month of September 2015.

**B. Committee Reports**

**1. Claims/Coverage Committee**

Mr. O'Donnell reported that the Claims/Coverage Committee met last month and reviewed a number of claims and gave direction to staff. The Committee also reviewed the claims trends for property/liability and workers' compensation.

**C. Board Member/Alternate Comments**

Treasurer Olafsson thanked staff for putting together the Strategic Planning Meeting.

**VII. CONSENT REQUESTED**

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- A. Approval of Renewal Master Service Agreements:
  - 1. Talon Companies
- B. Approve Incentive Program for Member Participation in Risk Management/Loss Control Services

On **MOTION** of Dr. Nien, **SECONDED** by Mr. Johnston and **CARRIED**, Item #VII.A through Item #VII.B were approved as presented.

Aye: (10) –Didion, Hillman, Johnston, Jones, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams  
Nay: (0)  
Abstentions: (0)

**VIII. ACTION ITEMS**

- D. Annual Risk Control Report – Fiscal Year 2014-15

Treasurer Olafsson suggested that the Annual Risk Control Report be distributed to the membership to highlight the variety of services ASCIP makes available.

This item was for discussion only. No action was taken.

- A. Appointment of Executive Committee Member/Alternate

The Executive Committee appointed Ms. Mays Kakish to the member seat and Ms. Kathy Everhart to the alternate seat.

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

Aye: (10) –Didion, Hillman, Johnston, Jones, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams  
Nay: (0)  
Abstentions: (0)

- B. Approval of ASCIP Support for Certified School Risk Manager Program

On **MOTION** of Dr. Nien, **SECONDED** by Ms. Jones and **CARRIED**, Item #VIII.B. was approved as presented.

Aye: (11) –Didion, Hillman, Johnston, Jones, Kakish, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams  
Nay: (0)

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Abstentions: (0)

C. Approval of New and Revised Master Service Agreements:

2. CorVel Enterprise Comp, Inc.

On **MOTION** of Mr. Johnston, **SECONDED** by Mr. Didion and **CARRIED**, Item #VIII.C.2 was approved as presented.

Aye: (11) –Didion, Hillman, Johnston, Jones, Kakish, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

**IX. ADJOURNMENT TO CLOSED SESSION – 9:58 a.m.**

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

A. Open Claims Reported to ASCIP's Property & Liability Excess Insurance and Reinsurance Partners

This item was for information only. No action was taken.

B. Claims for Review/Action/Information

1. Villagomez vs. North Orange County Community District

On **MOTION** of Mr. Didion, **SECONDED** by Dr. Nien, and **CARRIED**, the Executive Committee took action in Closed Session on Villagomez vs. North Orange County Community District.

Aye: (11) –Didion, Hillman, Johnston, Jones, Kakish, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

2. Meeting with Legal Counsel Regarding Pending (Potential) Litigation & Receipt of Claim or Potential Claim (Government Code 549956.9(b)(1))

This item was for discussion only. No action was taken.

**X. RETURN TO OPEN SESSION**

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By order of **GENERAL CONSENSUS**, the Executive Committee returned to Open Session at 11:03 p.m. Treasurer Olafsson announced that the Executive Committee took action in closed session on Item #IX.B.1 in accordance with staff's recommendation.

**XI. DISCUSSION/ACTION**

**A. Approval of Member Request for Change in Coverage or Consent to Late Withdrawal as Member**

The Executive Committee received a report on the discussions with the member, the initial Endorsements, ASCIP's Amending Endorsement draft, the District's proposed revisions. Discussed were ASCIP's efforts to assist the District as requested with a staff recommendation as to the Amending Endorsement and additional changes, but also to be responsive to the best interests of the risk sharing pool as a whole as is the charge of the Executive Committee.

The Executive Committee approved an Amending Endorsement to the 2015-16 renewal for an ASCIP member with an effective date of December 1, 2015, including changes to the notice-cure provision as requested by the District as a change, with any Amending Endorsement being subject to ASCIP's receipt of the full premium payment from the member by November 30, 2015.

The Executive Committee also approved the member request to withdraw by given notice on or before December 1, 2015.

On **MOTION** of Mr. Didion, **SECONDED** by Dr. Nien and **CARRIED**, Item #XI.A was approved as presented.

Aye: (11) –Didion, Hillman, Johnston, Jones, Kakish, Markarian, Nien, Olafsson, Reynolds, Sparks, Williams

Nay: (0)

Abstentions: (0)

**XIII. FUTURE MEETINGS**

November 19, 2015 – Risk Control Committee

November 24, 2015 – Finance/Investment Committee

December 11, 2015 – Claims/Coverage Committee

December 11, 2015 – Executive Committee

**XIV. ADJOURNMENT**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 11:17 a.m.

The next regular meeting of the Executive Committee will be held on Friday, December 11, 2015, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.