

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

**EXECUTIVE COMMITTEE MEETING**

**Friday, April 24, 2015**

A meeting of the ASCIP Executive Committee was held on Friday, April 24, 2015, at 9:30 a.m. at the Omni Hotel & Resort, 675 L. Street, San Diego, California 92101.

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

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 9:30 a.m. by President Kelsch.

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

**Members/Alternates Present**

Ms. Corinne Kelsch, President  
Mr. John Vinke, Vice President  
Mr. Kris Olafsson, Treasurer  
Mr. Luis Camarena, Alternate  
Mr. Michael Clear, Alternate  
Ms. Kathy Everhart, Alternate  
Mr. Michael Fine, Member  
Mr. Phil Hillman, Alternate  
Ms. Susan Hume, Alternate  
Mr. Michael Johnston, Member  
Ms. Angela Jones, Member  
Mr. Vahe Markarian, Member  
Dr. Nancy Nien, Alternate  
Ms. Cheryl Plotkin, Member  
Ms. Andrea Reynolds, Alternate  
Ms. Irene Sumida, Alternate  
Mr. Fred Williams, Member

Mr. Fritz J. Heirich, ex officio

**Members/Alternates Absent**

Ms. Lydia Cano, Member  
Mr. John Didion, Member  
Ms. Teresa Dreyfuss, Alternate  
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. Ann Sparks, Member  
Mr. Jeff Starr, Alternate

**Others Present**

Ms. Nancy Anderson  
Mr. Stephan Birgel  
Mr. John Chino  
Mr. Reshan Cooray  
Mr. Robert Feldhake, Esq.  
Ms. Nidra Kumaradas  
Mr. Jonathan Lackey  
Ms. Jackie Munoz  
Mr. Russell O'Donnell  
Mr. Dan Sanger  
Ms. Felicia Williams

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

On **MOTION** of Mr. Fine, **SECONDED** by Mr. Olafsson, and **CARRIED**, the Agenda was approved as presented.

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Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams

Nay: (0)

Abstentions: (0)

### **IV. Minutes of the Regular Executive Committee Meeting of February 26, 2015**

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Vinke and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of February 26, 2015, were approved as presented.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams

Nay: (0)

Abstentions: (0)

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

There were no attendees from the public.

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

President Kelsch reported that the discussion during the strategic planning meeting went really well and we were able to provide good direction to staff. She also reported that she appreciated everyone taking time to participate in the meeting and acknowledge Michael Fine and Cheryl Plotkin for their contribution and time on the Executive Committee.

### **VII. COMMITTEE REPORTS**

#### **A. MARKETING/UNDERWRITING COMMITTEE – Chair Jones**

Chair Jones reported that the Committee met on March 16, 2015, and reviewed the marketing activities and gave staff direction.

#### **B. RISK CONTROL COMMITTEE – Mr. Cooray**

Mr. Cooray reported that the Risk Control Committee meet last month and review the grant procedures. He also reported that the Committee had a lengthy discussion regarding the training resources that are available and a subcommittee was formed to continue to evaluate and look at alternative resources.

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

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Mr. O'Donnell reported that the Claims/Coverage Committee met on March 26, 2015, and reviewed a number of claims in Closed Session and gave direction to staff regarding approvals and recommendations.

### **VIII. TREASURER'S REPORT –Treasurer Olafsson**

Treasurer Olafsson highlighted ASCIP expenditures, members' contributions, and cash balances for the month of February and March 2015.

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

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams  
Nay: (0)  
Abstentions: (0)

### **IX. STAFF REPORTS**

#### **CHIEF EXECUTIVE OFFICER – Fritz J. Heirich**

Mr. Heirich provided a status report on the marketing prospects for 2015/16.

#### **CHIEF OPERATING OFFICER – Russ O'Donnell**

Mr. O'Donnell reported that the quarterly reports were sent out from the Origami claims system. He also reported that we have started the biannual audit of the third party administrators and a full report will provide at a later meeting.

#### **SENIOR DIRECTOR OF MEMBER SERVICES – Nancy Anderson**

Ms. Anderson reported that the website had been updated with photos from the Annual Membership meeting along with the announcement of the school talent winners.

### **X. BOARD MEMBER COMMENTS**

There were no board member comments.

### **XI. CONSENT ITEMS**

- A. Claims Administration Audit
- B. Approval of Master Service Agreement:
  - 1. It's Personnel Consulting

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On **MOTION** of Ms. Jones, **SECONDED** by Ms. Plotkin and **CARRIED**, Item #XI.A through Item #XI.B were approved as presented.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams  
Nay: (0)  
Abstentions: (0)

## XII. INFORMATION AND DISCUSSION ITEMS

### A. 2015/16 Property & Casualty Reinsurance Report

Mr. Chino from Arthur J. Gallagher provided a status report on the marketing and brokerage activities for the 2015/16 coverage period. This item was for discussion only. No action was taken.

### B. 2015 Executive Committee Elections

Ms. Williams provided the Committee an update on the member's terms expiring June 30, 2015. This item was for information only. No action was taken.

### C. ASCIP End of Year Celebration

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

## XIII. ACTION ITEMS

### A. Approval of Property/Liability Coverage Changes for Fiscal Year 2015/16

The Executive Committee approved the recommended changes to coverage for one current member for the 2015/16 fiscal year.

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

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Sumida, Vinke, Williams  
Nay: (0)  
Abstentions: (0)

## XIV. ADJOURNMENT TO CLOSED SESSION – 10:51 a.m.

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

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

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

- B. Claims for Review/Action/Information

1. Cushman vs. Centinela Valley Union High School District

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Plotkin, and **CARRIED**, the Executive Committee took action in Closed Session on Cushman vs. Centinela Valley Union High School District.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Reynolds Sumida, Williams

Nay: (0)

Abstentions: (0)

2. Garcia-Romero vs. Alhambra Unified School District

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Reynolds, and **CARRIED**, the Executive Committee took action in Closed Session on Garcia-Romero vs. Alhambra Unified School District.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Reynolds, Sumida, Williams

Nay: (0)

Abstentions: (0)

3. Lee-Cristaldi vs. Grossmont Cuyamaca Community College District

On **MOTION** of Mr. Williams, **SECONDED** by Mr. Fine, and **CARRIED**, the Executive Committee took action in Closed Session on Lee-Cristaldi vs. Grossmont Cuyamaca Community College District.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Reynolds, Sumida, Williams

Nay: (0)

Abstentions: (0)

4. Shang vs. Sierra Joint Community College District

On **MOTION** of Ms. Reynolds, **SECONDED** by Ms. Jones, and **CARRIED**, the Executive Committee took action in Closed Session on Shang vs. Sierra Joint Community College District.

Aye: (9) – Fine, Johnston, Jones, Kelsch, Olafsson, Plotkin, Reynolds, Sumida, Williams

Nay: (0)

Abstentions: (0)

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**C. Chief Executive Officer Performance Evaluation**

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

**XV. RETURN TO OPEN SESSION**

By order of **GENERAL CONSENSUS**, the Executive Committee returned to Open Session at 11:58 a.m. President Kelsch announced that the Executive Committee took action in closed session on Item #XIV.B.2 through Item #XIV.B.4 in accordance with staff's recommendation.

**XVI. FUTURE MEETINGS**

May 21, 2015 – Health Benefits Committee  
May 21, 2015 – Finance/Investment Committee  
May 28, 2015 – Claims/Coverage Committee  
May 28, 2015 – Executive Committee  
June 24, 2015 – Claims/Coverage Committee  
June 24, 2015 – Executive Committee

**XVII. ADJOURNMENT**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 11:58 a.m.

The next regular meeting of the Executive Committee will be held on Thursday, May 28, 2015, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.