



**ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS  
EXECUTIVE COMMITTEE MEETING  
AGENDA**

**Time: Thursday, June 29, 2017, 10:00 A.M.**

**Location: ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703**

**MEMBERS**

Corinne Kelsch, President  
Angela Jones, Vice President  
Kris Olafsson, Treasurer

Teresa Dreyfuss  
Susan Hume  
Mays Kakish  
Michael Johnston  
Nancy Nien  
Barbara Ott  
Ann Sparks  
Irene Sumida  
Fred Williams

Santa Clara County Schools' Insurance Group JPA  
Hermosa Beach City School District  
MERGE JPA

Rio Hondo Community College District  
Fullerton School District  
Riverside Unified School District  
Clovis Unified School District  
Downey Unified School District  
Brea Olinda Unified School District  
Bonita Unified School District  
Fenton Charter Public Schools  
North Orange County Community College District

**ALTERNATES**

Luis Camarena  
Tim Corcoran  
Clark Hampton  
Peter Hardash  
Antoine Hawkins  
Phil Hillman  
Karen Kimmel  
Andrea Reynolds  
Jeff Starr  
Joanne Schultz  
Yumi Takahashi  
Kent Taylor

Newport-Mesa Unified School District  
Grossmont-Cuyamaca Community College District  
Capistrano Unified School District  
Rancho Santiago Community College District  
Bassett Unified School District  
Ontario-Montclair School District  
Las Virgenes Unified School District  
Lowell Joint School District  
Saddleback Valley Unified School District  
Valley Insurance Program JPA  
Long Beach Unified School District  
Lennox School District

**EX OFFICIO**

Fritz J. Heirich

Chief Executive Officer

**ASCIP STAFF**  
Russell O'Donnell  
Lynn Truong  
Stephan Birgel  
Reshan Cooray  
Nidra Kumaradas  
Martha Espinoza

Chief Operating Officer  
Chief Financial Officer  
Senior Director of Litigation & Claim Services  
Senior Director of Risk Services  
Senior Director of Workers' Compensation  
Director of Administration, Education and Training

**I. CALL TO ORDER**

**II. ROLL CALL – Felicia Williams, Clerk of Executive Committee**

**III. APPROVAL OF THE AGENDA**

Action may be taken by the Executive Committee on any item listed on this Agenda.

- A. Amendments
- B. Approval

**IV. MINUTES – May 25, 2017**

- A. Corrections
- B. Approval

**V. PUBLIC COMMENTS**

At this time, members of the public may address the Executive Committee regarding any item within the subject matter jurisdiction of the Board, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to five minutes per person and twenty minutes for all comments, unless different time limits are set by the President and subject to the approval of the Executive Committee.

**VI. REPORTS**

A. Board President's Report	Corinne Kelsch
B. Treasurer's Report	Treasurer Olafsson
C. Committee Chair Reports:	
1. Nominating Committee	President Kelsch
2. Claims & Coverage Committee	Chair Hardash
D. Staff Reports	
1. Chief Executive Officer	Fritz J. Heirich
2. Director of Administration & Education/Training	Martha Espinoza
E. Schools Excess Liability Fund Report	Nancy Anderson/Peter Hardash
F. Board Member & Alternate Comments	President Kelsch

**VII. INFORMATION AND DISCUSSION ITEMS**

- A. Update on Capital Retention and Rebate Policy Development      Aaron Koch/Fritz J. Heirich

**VIII. CONSENT REQUESTED**

Any member of the Executive Committee may request that an item on Consent be pulled and placed in Action Items for discussion and/or action.

- A. Reappointment of Standing ASCIP Committee Members (Action)
- B. Approval of Attendance at Professional Conferences
- C. Approve Master Service Agreements for Risk Control Services – Physical Site Safety
- D. Approve Extension of Master Service Agreements (Action)
  - 1. Property & Liability and Workers Compensation Programs
    - i. Bilingual Services, Inc.
    - ii. Communication Resources for Schools
    - iii. Disaster Survival Skills
    - iv. Insurance Vision
    - v. InsureTech
    - vi. Making the Right Choices

- vii. MPR + Strategic Communications
- viii. P.L. Daltaon
- ix. Paul Bunnell
- x. Rescue Training Institute
- xi. SAMBA
- xii. Sherri Mudd
- xiii. Steven A. Kanda
- xiv. Survival Skills & Co.
- xv. Syntrio
- xvi. The East Company
- xvii. WeTip
- 2. ASCIP Operations
  - i. 1-2-3 Touch
  - ii. Bay Actuarial Consultants
  - iii. Feldhake Law Firm
  - iv. LACOE Peoplesoft Financial System
  - v. McCarthy Designs
  - vi. Rivelle Consulting Services
  - vii. Xcel Mechanical Systems

## **IX. ACTION REQUESTED**

- A. Governance
  - 1. Certification of Election for ASCIP Executive Committee Members
  - 2. Appointment to Fill Executive Committee Vacancies
    - i. Member (Category: K12, Small)
    - ii. Member (Category: K8)
  - 3. Reappointment of Executive Committee Alternates for 2017-18
  - 4. Appointment of Nominating Committee Members for 2017-18
- B. Approve ASCIP Support for School Business Mgmt. Certificate Program
- C. Approve Renewal of Master Service Agreements
  - 1. Property & Liability Program
    - i. Alvarez & Associates
    - ii. BSI Services & Solutions
    - iii. Nicole Miller & Associates
    - iv. Poms & Associates
    - v. Shaw HR Consulting
  - 2. Workers Compensation Program
    - i. Athens Administrator
    - ii. RJI Investigations, Inc.
    - iii. York Risk Services Group
- D. Approve New Master Service Agreement
  - 1. Risk Management & Training Services
    - i. Safety Center Inc.
- E. Approval of 2017-18 Insurance Purchases
- F. Approval of 2016-17 Retrospective Rebates for Workers' Comp. Program
- G. Approval of Operating Budget for 2017-18

Fritz J. Heirich

Fritz J. Heirich  
Reshan Cooray

Nidra Kumaradas

Martha Espinoza

Fritz J. Heirich/John Chino

Lynn Truong

Lynn Truong

## **X. CLOSED SESSION**

"THE EXECUTIVE COMMITTEE WILL NOW BE MOVING INTO CLOSED SESSION. MATTERS TO BE DISCUSSED ARE THOSE PERMITTED BY GOVERNMENT CODE SECTIONS 54956.8, 54956.9, 54956.95, 54957, AND 54957.6 – PERSONNEL, LITIGATION, AND/OR REAL PROPERTY"

A. Open Claims Reported to ASCIP's Property & Liability Excess Insurance and Reinsurance Partners	Russell O'Donnell
B. Claims for Review/Action/Information	O'Donnell/Birgel/Kumaradas
1. A.A. vs. Clovis Unified School District (Discussion/Action)	
2. Damian Casillas vs. Norwalk La Mirada Unified School District (Discussion/Action)	
3. Edward Collins vs. Palos Verdes Peninsula Unified School District (Discussion/Action)	
4. K.K. vs. Brea Olinda Unified School District (Discussion/Action)	
5. S.F. vs. Downey Unified School District (Discussion/Action)	

**XI. RETURN TO OPEN SESSION**

(Announcement of Action Taken in Closed Session as Necessary)

**XII. PERSONNEL ACTION/DISCUSSION**

A. Personnel Report	Corinne Kelsch/Fritz J. Heirich
B. Approval and Ratification of Public Salary Schedule (Action)	Fritz J. Heirich

**XIII. FUTURE 2016-17 MEETINGS**

July 19-21, 2017:	Gallagher CCD Conference
August 24, 2017:	Claims & Coverage Committee
	Executive Committee
August 30, 2017:	CIPA Board of Directors'

**XIV. ADJOURNMENT**

**Americans with Disabilities Act**

The Alliance of Schools for Cooperative Insurance Programs (ASCP) conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of ASCIP, shall be made to: Fritz J. Heirich, Chief Executive Officer, ASCIP, 16550 Bloomfield Avenue; Cerritos, CA, (562) 404-8029.

**Public Record Inspection Location**

ASCP, 16550 Bloomfield Avenue, Cerritos, CA 90703