

MINUTES

EXECUTIVE COMMITTEE MEETING

June 9, 2016

SAN ANDREAS I/II CONFERENCE ROOMS

CALL TO ORDER

The meeting was called to order by President Steve Jorgensen at 8:08 a.m.

ATTENDANCE

Those in attendance were:

Executive Committee

Steve Jorgensen	President	Windsor Unified
Joe Pandolfo (arrived 8:11 a.m.)	Vice President	Rincon Valley Union
Jim Cerreta	Sec./Treasurer/Auditor	So. County Office of Ed.
Bob Raines	Director	Alexander Valley Union
Sue Field	Director	Bennett Valley U.S.D.
Steve Eichman	Director	Santa Rosa City Schools

RESIG Staff

Rose Burcina	Executive Director
Deborah Fraser	Property & Liability Senior Claims Adjuster
Patty Baumunk	Director of Employee Benefits
Ronda Bergesen	Business Manager
Diane Vieyra	Executive Secretary

Guests:

Eryn Elola	Alliant Insurance Services
Lola Nickell	Self-Insured Schools of CA (SISC)

APPROVAL OF AGENDA

A motion was made by Steve Eichman and seconded by Bob Raines to approve the Agenda as presented. Ayes: Jorgensen, Cerreta, Field, Raines, Eichman. Absent: Hoppes and Pandolfo. Motion passed.

INTRODUCTIONS & RECOGNITIONS

None

PUBLIC COMMENTS

None

ACTION

A. Executive Committee Vacancy

Due to the upcoming retirement of Jim Cerreta, at the March 2016 Executive Committee Meeting he announced his resignation from the Committee but graciously offered to remain on the Committee until his seat was filled.

President Jorgensen reported that Mary Downey, will assume the Deputy Superintendent position at SCOE effective July 1, 2016, and had expressed interest in serving on the Executive Committee, for the one year term remaining, through June 30, 2017.

It was moved by Bob Raines and seconded by Sue Field that Mary Downey be appointed to the Executive Committee to fill the balance of Jim Cerreta's vacated term, through June 30, 2017, in accordance with RESIG's Bylaws. Ayes: Jorgensen, Cerreta, Field, Raines, Eichman. Absent: Hoppes and Pandolfo. Motion passed.

B. 2016/17 Final Budget

Ronda Bergesen reported that beginning with the 2016/17 fiscal year, as part of the CAJPA Accreditation renewal process, RESIG Staff will present the Final Budget to the Board of Directors for approval.

Bergesen informed the Executive Committee of the most significant changes from the preliminary budget to the final budget that was presented at the April 2016 Executive Committee Meeting:

- increase expense in the Property & Liability Program, at approximately \$80,000 due to receiving the final excess insurance rates from BASIC; and the addition of the STOPit Program at \$35,000;
- change in health and welfare benefits. Due to the dramatic decrease in Blue Shield rates, the final budget had a reduction of \$66,000.

RESIG has a \$20 million budget for 2016/17 and overall revenue is increasing by \$463,000 from 2015/16 which is primarily due to the increased premiums for the Property & Liability Program.

Excluding dividends distributed in 2015/16, overall RESIG expenses are only increasing by .84% for 2016/17 or \$163,000.

Bergesen asked the Executive Committee if they had any questions. She stated that a few more details were provided in the memo that was included in the agenda packet for the benefit of the Joint Powers Board. Other than that the budget is routine in nature and it reflects all rates that will be presented today for adoption.

(8:11 a.m. - Joe Pandolfo arrived.)

RESIG Staff recommended that the Executive Committee recommend to the Board of Directors adoption of the 2016/17 Final Budget contingent upon approval of the 2016/17 program rates by the Board of Directors at the upcoming meeting.

It was moved by Bob Raines and seconded by Jim Cerreta that the Executive Committee recommend to the Board of Directors adoption of the 2016/17 Final Budget contingent upon approval of the 2016/17 program rates by the Board of Directors. Ayes: Jorgensen, Cerreta, Field, Raines, Eichman. Absent: Hoppes Abstain: Pandolfo. Motion passed.

C. CAJPA Accreditation Report

Rose Burcina mentioned at the May Executive Committee that RESIG was currently in the midst of the CAJPA Accreditation process. Recently, RESIG did receive the Accreditation Report approving RESIG with a Conditional Accreditation of Excellence, requiring three items to be completed, which were not previously required. Burcina referenced three items on page 48 in the agenda packet.

1. The Board of Directors must adopt the final budget annually, which the Committee just recommended.
2. The Joint Powers Board must adopt a written underwriting policy for perspective members.
3. A coverage document must be developed for Workers Compensation.

Burcina stated that the final budget will be presented to the Board of Directors later today, and the other two items are not simple but will be worked on over the summer and submitted to CAJPA prior to their deadline in order to receive the full accreditation. The recommended changes/requirements were outlined on page 55; and on page 56 are CAJPA's suggestions which will be taken into consideration, but are not required in order to obtain the accreditation.

RESIG Staff recommended that the Executive Committee accept the 2016 CAJPA Accreditation Report for recommendation to the Board of Directors, which is now required by CAJPA as part of their accreditation.

It was moved by Sue Field and seconded by Steve Eichman that the Executive Committee accept the 2016 CAJPA Accreditation Report for recommendation to the Board of Directors. Ayes: Jorgensen, Pandolfo, Cerreta, Field, Raines, Eichman. Absent: Hoppes. Motion passed.

Sue Field expressed her appreciation for all the effort put forth to obtain the CAJPA Accreditation with Excellence.

CONSENT CALENDAR

- D. Minutes Approval – May 19, 2016**
 - **Special Executive Committee Meeting**
 - **Executive Committee Meeting**
- E. Warrants Issued – May 2016**
- F. 2015/16 Budget Adjustments**
- G. Strategic Planning Follow-Up**

A motion was made by Jim Cerreta and seconded by Bob Raines that the Executive Committee approve the Consent Calendar as presented. Ayes: Jorgensen, Pandolfo, Cerreta, Field, Raines, Eichman. Absent: Hoppes. Motion passed.

ACTION

- H. Draft Dental Actuarial Report as of Dec. 31, 2015**

Patty Baumunk reported that as part of the CAJPA Accreditation process, one of the requirements is to provide an Actuarial Report for RESIG's Dental Program. Since January 2016, RESIG Staff has been working on it.

Currently RESIG's policy requires an actuarial study to be performed not less than every three years, but CAJPA requires every two years; therefore RESIG's policy will soon be amended.

The report as of December 31, 2015 includes the program's assets which supports plan improvements and a rate pass as directed by the stakeholders.

RESIG Staff recommended that the Executive Committee receive and accept RESIG's Dental Actuarial Report as of December 31, 2015, as presented.

Sue Field referenced the draft cover letter on page 114. She requested that the Executive Director's name/addressee be revised to the name of the current Executive Director- Rose Burcina. Baumunk stated that the final report will reflect the change requested.

It was moved by Sue Field and seconded by Bob Raines that the Executive Committee accept RESIG's Dental Actuarial Report as of December 31, 2015. Ayes: Jorgensen, Pandolfo, Cerreta, Field, Raines, Eichman. Absent: Hoppes. Motion passed.

I. Resolution to Authorize 2015/16 Fund Balance Transfers

The Resolution is a routine item that is presented to the Executive Committee annually. The Resolution allows RESIG Staff to perform budget updates over the summer when the auditors are present and there are no board meetings.

RESIG Staff recommended that the Executive Committee approve Resolution #15/16-04 Authorization to Make Transfers Between Fund Balances and Expenditures at Close of Year 2015/16 per E.C. 42601.

It was moved by Steve Eichman and seconded by Bob Raines that the Executive Committee approve Resolution #15/16-04 as presented. Motion passed with the following roll call vote:

Steve Jorgensen	Aye	Eric Hoppes	Absent
Jim Cerreta	Aye	Joe Pandolfo	Aye
Sue Field	Aye	Bob Raines	Aye
Steve Eichman	Aye		

REPORT/DISCUSSION

J. Executive Director's Report

Rose Burcina reported that the new heater was installed at RESIG. At this time RESIG Staff is being trained on the new web-based control system so staff will

be able to make adjustments to the temperature, etc. This RESIG goal has been completed.

BOARD COMMUNICATION

1. BASIC Minutes- April 12, 2016; April 26, 2016; and May 9, 2016
2. Termination Letter from Santa Rosa Charter School

RECESS – 8:20 a.m.

RECONVENE – 10:52 a.m.

There was no further business to conduct.

ADJOURNMENT

The meeting was adjourned by President Steve Jorgensen at 10:53 a.m.

SUBMITTED BY:

APPROVED BY:

Rose R. Burcina, Executive Director

Steve Jorgensen, President