

MINUTES

EXECUTIVE COMMITTEE MEETING

August 18, 2016

SAN ANDREAS I/II CONFERENCE ROOMS

CALL TO ORDER

The meeting was called to order by President Steve Jorgensen at 12:32 p.m.

ATTENDANCE

Those in attendance were:

Executive Committee

| | | |
|-----------------|------------------------|--------------------------|
| Steve Jorgensen | President | Windsor Unified |
| Joe Pandolfo | Vice President | Rincon Valley Union |
| Mary Downey | Sec./Treasurer/Auditor | So. County Office of Ed. |
| Bob Raines | Director | Shoreline Unified |
| Sue Field | Director | Bennett Valley U.S.D. |
| Steve Eichman | Director | Santa Rosa City Schools |
| Eric Hoppes | Director | Wilmar Union |

RESIG Staff

| | |
|------------------|---|
| Rose Burcina | Executive Director |
| Chris Spencer | WorkersqCompensation Claims Manager |
| Channing Prewitt | WorkersqCompensation Senior Claims Examiner |
| Will Davis | Director of Environmental Risk Services |
| Patty Baumunk | Director of Employee Benefits |
| Steven Fields | Property & Liability Risk Manager |
| Deborah Fraser | Property & Liability Senior Claims Adjuster |
| Ronda Bergesen | Business Manager |
| Diane Vieyra | Executive Secretary |

Guests:

| | |
|-----------------------------------|----------------------------|
| Chris Thomas (arrived 12:37 p.m.) | Petaluma City Schools |
| Eryn Elola | Alliant Insurance Services |
| Dana Miller | Mullen & Filippi |

APPROVAL OF AGENDA

President Jorgensen declared that Closed Session would be held after Public Comments. A motion was made by Bob Raines and seconded by Sue Field to accept the agenda as amended. Ayes: Jorgensen, Pandolfo, Downey, Field, Raines, Eichman, and Hoppes. Motion passed unanimously.

INTRODUCTIONS & RECOGNITIONS

- Mary Downey was recognized as this was her first meeting as an Executive Committee board member. She was also congratulated on her promotion at SCOE.
- Jodi Misi, RESIG, newly hired Benefits Coordinator was introduced.
- Eryn Elola, representative from Alliant Insurance Services was welcomed.
- Dana Miller, attorney with Mullen & Filippi, was introduced.

PUBLIC COMMENTS

None

ADJOURNMENT TO CLOSED SESSION

The meeting was adjourned to Closed Session at 12:35 p.m. by President Steve Jorgensen.

CLOSED SESSION

The following item was discussed:

1. Anticipated Litigation . (One Potential Case)
WorkersqCompensation Claim: Juarez v. Cotati-Rohnert Park USD

ADJOURNMENT TO OPEN SESSION

The meeting was adjourned to Open Session at 12:55 p.m. by President Steve Jorgensen.

OPEN SESSION

The Executive Committee gave direction on the above named case.

CONSENT CALENDAR

- A. Minutes Approval – June 9, 2016**
- B. Warrants Issued – June and July 2016**
- C. Quarterly Investment Report – June 30, 2016**
- D. Internal Complaint Report – April through June 2016**
- E. Routine Personnel Items**
 - **Employment—Benefits Coordinator**
 - **Resignation—Telephonic Triage Nurse and Workers’ Compensation Clerical Assistant**
- F. Annual Review of Investment Policy 1.1.108**
- G. RESIG’s Personal Necessity Leave Policy 1.6.102 and Employee Handbook**
- H. Strategic Planning Follow-Up**

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

ACTION

- I. Resolution 16/17-01
PERS Requirement 2016/17 Adoption of Annual Salary Schedule**

RESIG’s Salary Schedule is presented to the Executive Committee on an annual basis to ensure compliance with California Code of Regulations, Title 2, Section 570.5 and CalPERS.

A motion was made by Bob Raines and seconded by Steve Eichman that the Executive Committee adopt Resolution 16/17-01 as presented. Motion passed unanimously with the following roll call vote:

| | | | |
|-----------------|-----|--------------|-----|
| Steve Jorgensen | Aye | Mary Downey | Aye |
| Sue Field | Aye | Joe Pandolfo | Aye |
| Bob Raines | Aye | Eric Hoppes | Aye |
| Steve Eichman | Aye | | |

J. New CAJPA Accreditation Required Documents

- **Underwriting Policy**
- **Workers' Compensation Memorandum of Coverage**

President Jorgensen reported that RESIG Staff has presented two new documents that were developed to maintain the CAJPA Accreditation with Excellence.

Rose Burcina added that both documents were reviewed by the CAJPA Accreditation consultant.

There being no questions or comments, a motion was made by Bob Raines and seconded by Sue Field that the Executive Committee recommend adopting the Underwriting Policy and Workers Compensation Memorandum of Coverage, to earn the CAJPA Accreditation with Excellence, for presentation to the Board of Directors at the Fall 2016 Joint Powers Board Meeting, as presented. Ayes: Jorgensen, Pandolfo, Downey, Field, Raines, Eichman and Hoppes. Motion passed unanimously.

REPORT/DISCUSSION

K. Strategic Planning Session

President Jorgensen informed the Executive Committee that he and Rose Burcina met with Dr. Paul Porter to discuss the Strategic Planning Session scheduled on October 20, 2016. There had been previous conversations amongst the Executive Committee regarding obtaining input on RESIG Strategic Plan from member districts, RESIG Staff, and possibly obtaining information via a survey. The three of them came up with a process for developing RESIG Strategic Plan and presented it for review and input from the Executive Committee.

August

- Send a letter out to superintendents that will include:
 - List of RESIG workshops and services that are currently offered
 - Ask if member districts have additional workshops or services they would like
 - Ask member districts for their feedback/input
 - Invite member districts to the September Executive Committee Meeting
 - Timeframe to respond to survey will be needed prior to the September 22nd Executive Committee Meeting
- It was questioned whether the letter should be sent out via email, USPS or both. Porter suggested it be sent out both ways. Therefore, RESIG will send the letter via email first and then about a week later follow-up with a letter to superintendents.

Bob Raines suggested that the question %additional workshops or services they would like+include blanks for them to fill in and/or provide examples within the scope of the program to choose.

The consensus of the Executive Committee was to request a response within 7-10 days.

There was discussion regarding tracking the responses and sending out a reminder to only those that have not responded. Burcina is expecting very few responses based on other surveys RESIG has distributed. In order to get more responses, Raines suggested that a link to the survey be provided and to mention the approximate time it would take to complete the survey.

September

- Burcina will meet with RESIG Staff for feedback and input.
- Porter will attend the September Executive Committee Meeting.
- The survey responses from member districts will be reviewed at the September Executive Committee Meeting.
- The Executive Committee previously discussed holding a stakeholdersq meeting after the September Executive Committee Meeting. After further discussion, being mindful of time, the consensus was to hold off on planning a stakeholdersqmeeting as it may not be necessary.

October

- The Strategic Planning Session is scheduled for four (4) hours immediately following the Executive Committee Meeting on October 20th, which was previously discussed.
- Porter will facilitate the planning session.
- The Executive Committee and RESIG Management will work in small groups and will rotate from table-to-table or subject matter-to-subject matter.
- The planning session will identify goals, plans and concerns, etc.
- The planning session will be summarized, and a plan will be created for review at the November Executive Committee and Joint Powers Board Meetings. Porter and Burcina will work on the summary post the planning session.

November

- RESIG's Strategic Plan will be reviewed and approved by the Executive Committee.
- The plan will be presented to the Board of Directors for acceptance.
- Implementation of RESIG's Strategic Plan will then begin.

Ongoing

- Burcina will present regular progress reports to the Executive Committee on RESIG's Strategic Plan, under the Consent Calendar of the Executive Committee Meeting agendas, as it's been done since 2014.
- Burcina will continue to update and make changes to the plan, as needed, since the plan is a living document.

Mary Downey asked if there was a process for revisions to the Strategic Plan. Burcina stated while there is not a formal process, monthly updates are presented to the Executive Committee and reiterated that it's a living document which can be revised, as needed.

Jorgensen asked if the process looked okay to everybody.

Field asked Burcina if there was anything she would like seen during this process. Burcina stated that it's been two years since RESIG's last Strategic Plan was developed; prior to that it was seven years. RESIG has accomplished much of what was on the last plan. There are a few things under the existing plan, under Governance, that she felt are critical to complete that will remain on the plan, to ensure RESIG is under compliance:

- Review RESIG's job descriptions, to include exempt vs. non-exempt classifications
- Updating the Employee Handbook
- Update of the Joint Powers Agreement, Bylaws and Policies & Procedures Manual

Burcina stated that the one glitch she felt there was with the last Strategic Plan process was the implementation. In October she would like to receive clear direction from the Executive Committee regarding implementing the plan. She explained that stalling certain items causes delays in completing other items on the Strategic Plan.

Burcina emphasized the importance of dedicating at least four hours to the planning session. She would like the Executive Committee and RESIG Staff to walk away feeling like there is a good process in place and all concerns and questions were addressed.

Raines mentioned that the Planning Session is the same day as Shoreline Unified's Board Meeting which starts at 5 p.m. In order to allow for sufficient time in the Planning Session, the financial audit and actuarial presentations, typically held in October, may be delayed until November. The Executive Committee and Planning Session is scheduled for 11:30 a.m. . 4:00 p.m. on October 20th.

Burcina provided Downey with the history of RESIG's Strategic Plan, from about 2007 when a Strategic Plan was developed. She explained that the document is very important and is used as a guiding light for RESIG's goals and direction given by the Executive Committee. At that time, the Executive Director was Brent Howatt and the Strategic Plan was updated internally with management and presented to the Executive Committee for approval. In 2013, Burcina became the new Executive Director. It had been several years since the last Strategic Plan was developed and therefore a new plan was developed. Burcina references the document frequently, and reviews it with staff and management team often. This document demonstrates the expectations that the Executive Committee has of Burcina and RESIG Management.

With no further discussion, Jorgensen directed Burcina to proceed with the plan.

L. Executive Director's Report

Rose Burcina reported the following:

- RESIG has won again, for the second year in-a-row, *One of the Best Places to Work* award, in northern California. This means more than 50% of RESIG Staff responded to the survey with favorable responses and input. The awards ceremony will be held on September 29th from 4-6:30 p.m. Burcina and possibly Jorgensen will attend.
- The financial audit will take place the week of August 29th.
- The 2015/16 actuarial report is being conducted at this time. It will probably be presented at the November Executive Committee Meeting.
- The workers' compensation claims audit was completed and Chris Spencer is preparing a response for presentation to the Executive Committee in October or November. He is in the process of responding to some of the items which will result in a greater score.
- The Superintendent/CBO Orientation was held in July. It was very successful with over a dozen attendees and received very high marks on the survey. The next orientation will be held in February/March 2017.
- RESIG Staffing- The Benefits Coordinator position was filled. There are currently two vacant positions- Telephonic Triage Nurse and Workers' Compensation Clerical Assistant. Interviews were held for the nurse's position; the job was offered to a candidate whom declined and therefore the position continues to be advertised. The deadline for the clerical assistant position is Friday, August 19th. We have received over a dozen responses.

- February 2017 Executive Committee Meeting- Due to the Fullan Workshop scheduled the same day as the Executive Committee Meeting on February 16th, the consensus of the Executive Committee was to change the meeting date to Thursday, February 23.
- RESIG Co-branding with SCOE . There was an email recently distributed regarding the New Healthy Schools Act Amendment and the training being offered. Burcina expressed her enthusiasm partnering with SCOE and believes this will provide RESIG more attention. Bob Raines requested that he/Shoreline Unified be added to the distribution list(s).
- WorkersqCompensation Insurance Rating Bureau (WCIRB)- RESIG has historically used the WCIRB for developing the WorkersqCompensation x-mods but there was a slight change in the 2016/17 eligibility threshold which affected one RESIG district. More changes are expected for 2017/18. Workshops will be held and Ronda Bergesen will be attending them to learn more about the changes. As soon as more information is available the Executive Committee will be updated. At this time, RESIG does not know how the changes will impact the workersqcompensation rates. Jack Joyce, Bay Actuarial Consultants, (RESIG's actuary) recommends that RESIG continue to use this methodology at this time.
- Upcoming Training Opportunities: (handout)
 - October 27th . Post Offer Pre-Placement Program (POPP) and WorkersqCompensation 101 Class
 - November 3rd . Cyber Security Workshop
 - November 10th . Property & Liability Boot camp
 - November 8th . Benefits ManagersqMeeting
 - October 5th . Certified School Risk Manager Program. This is a new program. A flyer was distributed. RESIG received this opportunity through CASBO (California Association of School Business Officials). Other JPAs (North Bay Schools Insurance Authority, Schools Insurance Authority, and San Mateo) are holding this course on their site as well vs. driving to CASBO's office in Sacramento. The program is a course of five classes. Participants who pass each of the five classes will receive the certified school risk manager (CSRМ) designation. This will assist in identifying and implementing risk management for schools. The course is designed for school risk managers, school business officers, superintendents, human resource personnel, and maintenance and operations. The cost is \$90 for member districts and \$149 for non-member districts, which will include lunch. To register for the course, please contact Erin Tarkhanian. Each class will cost RESIG \$1,200 upfront; the registration fees for non-members will be applied towards that amount. The remaining dates for the

classes have yet to be determined, but will be held throughout the 2016/17 fiscal year. This program was reviewed with President Jorgensen prior to making the decision to move forward with it. RESIG is very pleased to be able to provide this opportunity to school officials and receive this important training for risk management. The Loss Prevention Department will still continue to visit school sites and conduct safety inspections.

ADJOURNMENT

The meeting was adjourned by President Steve Jorgensen at 1:34 p.m.

SUBMITTED BY:

APPROVED BY:

Rose R. Burcina, Executive Director

Steve Jorgensen, President