

MINUTES

EXECUTIVE COMMITTEE MEETING August 24, 2017

SAN ANDREAS I/II CONFERENCE ROOMS

CALL TO ORDER

The meeting was called to order by President Joe Pandolfo at 12:38 p.m.

ATTENDANCE

Those in attendance were:

Executive Committee

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

RESIG Staff

Rose Burcina	Executive Director
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
Sheri Reed	Clerical/Receptionist

Guests

Diane Davis	Diane Davis Photography
Zack Davis	Davis Consulting Group

APPROVAL OF AGENDA

A motion was made by Jason Lea and seconded by Sue Field to approve the agenda as presented. Ayes: Pandolfo, Raines, Downey, Field, Lea, Standring, and Hoppes. Motion passed unanimously.

INTRODUCTIONS & RECOGNITIONS

Lois Standring was welcomed to her first Executive Committee Meeting as a Director; Joe Pandolfo was recognized as the incoming President of the Executive Committee; and Bob Raines, Vice President.

Also welcomed were Chris Thomas, Chief Business Official—Petaluma City Schools; and Sheri Reed, RESIG's Clerical/Receptionist who was in attendance for training to backup the Executive Secretary in the event she is unable to attend.

PUBLIC COMMENTS

None

CONSENT CALENDAR

- A. Minutes Approval:**
 - **Executive Committee Meeting – June 8, 2017**
 - **Special Executive Committee Meeting – June 19, 2017**
- B. Warrants Issued – June and July 2017**
- C. Quarterly Investment Report – June 30, 2017**
- D. Internal Complaint Report – April through June 2017**
- E. Annual Review of Investment Policy 1.1.108**

A motion was made by Bob Raines and seconded by Sue Field to approve the Consent Calendar as presented. Ayes: Pandolfo, Raines, Downey, Field, Lea, Standring, and Hoppes. Motion passed unanimously.

ACTION

F. RESIG's Employee Handbook

Rose Burcina referenced page 35 of the agenda packet. Burcina and Ronda Bergesen have been working on the Employee Handbook project for several months now. The amendments are regularly presented, section-by-section to the Executive Committee, following review by School & College Legal Services.

At the very beginning of the project, the Executive Committee was presented with RESIG's current Employee Handbook. Once all sections have been updated, the Executive Committee will be presented with the entire new Employee Handbook for final review and approval.

RESIG Staff recommended that the Executive Committee consider approving pages 52-69 of the amended Employee Handbook.

President Pandolfo expressed his appreciation for updating the Employee Handbook. Pandolfo and Burcina previously discussed possibly providing the new handbook as a template for member districts' use, once it's been completely updated.

It was moved by Jason Lea and seconded by Mary Downey that the Executive Committee approve pages 52-69 of the amended Employee Handbook. Ayes: Pandolfo, Raines, Downey, Field, Lea, Standring, and Hoppes. Motion passed unanimously.

**G. Resolution 17/18-01 PERS Requirement
2017/18 Adoption of Annual Salary Schedule**

RESIG's Salary Schedule was presented to the Executive Committee. This is a routine item that's 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 Sue Field and seconded by Mary Downey that the Executive Committee adopt Resolution 17/18-01 as presented. Motion passed unanimously with the following roll call vote:

Joe Pandolfo	Aye	Eric Hoppes	Aye
Bob Raines	Aye	Jason Lea	Aye
Mary Downey	Aye	Lois Standring	Aye
Sue Field	Aye		

H. Change Vendors for Section 125 FSA—Terminate WageWorks and Adopt Resolution 17/18-02 Agreement to Participate with American Fidelity

The Executive Committee was presented with a request to move RESIG's Flexible Spending Account (FSA) from WageWorks to American Fidelity Assurance (AFA), effective January 1, 2018. This will reduce the cost of the program from \$7 per participant per month and a \$50 monthly compliance fee to no cost to RESIG or its employees.

RESIG Staff recommended that the Executive Committee consider terminating WageWorks as the FSA carrier, adopt Resolution #17/18-02, and move to American Fidelity Assurance Flexible Benefits Plan, effective January 1, 2018.

A motion was made by Bob Raines and seconded by Mary Downey that the Executive Committee terminate WageWorks as RESIG's FSA carrier, adopt Resolution 17/18-02, and move to American Fidelity Assurance Flexible Benefits Plan, effective January 1, 2018. Motion passed unanimously with the following roll call vote:

Joe Pandolfo	Aye	Eric Hoppes	Aye
Bob Raines	Aye	Jason Lea	Aye
Mary Downey	Aye	Lois Standring	Aye
Sue Field	Aye		

REPORT/DISCUSSION

I. BASIC's Needs Assessment Survey (Handout)

Rose Burcina reported that there has been numerous discussions in the past regarding the types of claims that are being received at the RESIG and BASIC retention levels. When the BASIC Board of Directors met over the last few months, they directed BASIC Staff to develop a program to prevent and minimize claims exposure. BASIC Staff presented a contract with Making Right Choices (MRC) to the BASIC Board of Directors and was approved. MRC was contracted to develop a needs assessment survey, to collect data from each of BASIC's underlying member districts (RESIG and member districts), regarding current policies and procedures, and trainings to assess each members' needs and resources. This is the first step in an attempt to mitigate some of the claims that are being received.

Burcina distributed a handout, *DRAFT Survey to Employees*, which was not available at the time the agenda packet was distributed. The survey and following distribution plan was reviewed, and was approved by the BASIC Board of Directors on August 16, 2017:

- It was strongly recommended that each JPA's board approach their own member districts about the upcoming survey to stress the importance of collecting the information to gain top-down support.
- The survey is expected to be delivered to every district employee, i.e. certificated, classified, administration, management, facilities, etc.
- The survey will be available from late-September to mid-November. Each JPA's Executive Committee will determine the best timeframe for its own members to participate in the survey.
- The survey will be distributed to each BASIC member separately to streamline the collection of data and reporting.
- MRC will report the results of the survey individually to each JPA and then collectively to BASIC.

There is no underlying cost for the survey at this time; BASIC has paid MRC for the survey.

The handout included a survey consisting of 21 questions, samples of letters to superintendents from the Board, and samples of emails to staff from the superintendent that stress the importance of completing the survey.

MRC is aware that not all employees have access to a computer and therefore it has been questioned if the survey can also be distributed in paper for those that don't have access to a computer. It has also been requested that the survey be available in English and Spanish. Burcina added that there is no way to determine who has/has not responded to the survey.

Once the survey results have been received, BASIC will assess where each JPA is in terms of policies, if employees are aware of the policies, if the policies are being followed, etc., in an effort to minimize exposure in certain types of cases.

Discussion was held regarding the 21 questions in the survey. The following comments/suggestions were made:

- MRC developed the questions and are the experts in this field.
- The survey questions were poorly written.
- The Executive Committee would suggest the questions be reworded to generate the necessary data. The Executive Committee requested that “do not know” be an option for a response. Employees may speculate when they don't know.
- Employees may not understand the question which would indicate they need to be educated/trained in that area.
- Provide a different set of questions based on position.

Burcina appreciated the feedback. She requested any further comments or suggestions be submitted to her by the end of August so they can be addressed prior to releasing the survey in late-September. All four JPAs will use the same survey.

Sue Field offered to review the questions and provide suggestions on how they should be re-worded to obtain the data desired.

It was questioned why the survey needs to go to all employees instead of asking the Human Resources Dept. the specific questions pertaining to Human Resources. Burcina explained, that MRC is trying to determine the employee's experience.

It was questioned what will be done after all data is received. Burcina clarified that this is BASIC's first step of assessing each JPA. BASIC has not made a commitment to do anything further following the survey assessment.

MRC has not worked with JPAs in the past, however, they have worked with public schools.

Steve Fields explained the reasons for the broad spectrum of questions is to determine if there is a clear policy, procedure and understanding, and if employees are aware of specific programs.

Mary Downey asked how other JPAs felt about the survey. Burcina informed the Executive Committee that North Bay Schools' Insurance Authority met with their Executive Committee yesterday and reported a few things that would help encourage superintendent buy-in and maximize responses:

1. A good balanced message to the superintendents which BASIC is working on.
2. It's beyond messaging; a "packet" of information to the superintendent is suggested.
3. Not all employees have access to a computer or know how to use a computer. Is it possible to make the survey available via paper?
4. Can the survey be available in English and Spanish?

Burcina will report the Executive Committee's feedback to BASIC and discuss further at the next Executive Committee Meeting in September.

J. Strategic Planning Session and Follow-Up

Strategic Plan Update

Rose Burcina reported the following:

- I. Technology:
 - The new website is in the test phase and expected to be launched in the next 90 days or sooner.
- II. Finance & Facility:
 - Staff has met with some financial advisors and other JPAs as directed by the Investment Committee (Mary Downey and Joe Pandolfo). Ronda Bergesen and Burcina met with five groups over the summer and reported back to the Investment Committee this morning and received direction to move forward on that.
 - Staff is working with Dan Wells on the exterior paint job and have considered using the CUCCAC (California Uniform Construction Cost Accounting Commission). Several board members currently use this process, which extends the bid threshold, but requires adoption of a Board Resolution.
 - Diane Vieyra has met with a couple of contractors to obtain quotes for repaving and restriping the parking lot. One quote received was for \$11,000-\$12,000 and is awaiting one other quote.
- III. HR and Professional Development:
 - The last Certified School Risk Manager (CSRM) course is scheduled for this coming Friday, August 25th at RESIG.
- IV. Governance: No Report
- V. Member Services: No Report

Strategic Planning Session/Update

The session is scheduled to be held immediately after the Executive Committee Meeting on October 19, 2017.

Discussion was held to facilitate in the preparation of the planning session. Burcina stated that last year a Strategic Plan Update was conducted with Facilitator Dr. Paul Porter, monthly updates are currently being provided in the Executive Committee Meeting agenda packets, and in October RESIG and the Executive Committee are scheduled to conduct a full review of the plan and determine if the goals are still relevant, if there are items to pursue, and add anything new. RESIG's Strategic Plan is a living document and can be updated as needed. Burcina asked the Executive Committee if they had any particular instructions on how they would like the meeting conducted.

The Executive Committee requested that the following be addressed for each goal:

- progress made,
- outcome,
- considerations made as to whether the goal was completed faster or took more time,
- unforeseen barriers that occurred or are anticipated,
- and recommendations.

The information will then be reviewed and determined whether to adjust or proceed with the goals.

Burcina appreciated the input and stated that the information will be illustrated on a spreadsheet.

K. Executive Director's Report (Handout)

Rose Burcina reported that the last two items were added to the Executive Director's Report and therefore the reason for the handout. She reported the following:

- NBBJ (North Bay Business Journal) awarded RESIG the *Best Places to Work Award for 2017*, which is the third year in a row. The award presentation will be held on September 26, 2017. She received two free tickets to attend. Burcina will be attending and extended the invitation to a board member. There being no volunteers she will ask a member of RESIG Staff to attend.
- Financial Audit – The auditors are currently at RESIG. The audit report will be presented to the Executive Committee in January.
- 2016/17 year-end workers' compensation actuarial study has been completed and will be presented by Jack Joyce—Bay Actuarial Consultants, during the October Executive Committee Meeting.
- Workers' Compensation Claims Audit was conducted by the State of California. A failing score is 1.47886 or greater; RESIG scored .73048. These are great results for RESIG. The score was primarily due to one issue

that was corrected long ago. RESIG anticipates presenting a final report to the Executive Committee in early fall. RESIG did receive a letter from the State of California stating that all information has been received.

- Superintendent/CBO Orientation was held in July and was very successful with received high marks on the survey provided.
- Upcoming Training Opportunities
 - August 25th – CSRSM Class (Certified School Risk Managers)
 - Sept. 15th – School Behavioral Threat Assessments: An Introduction (class held at Sonoma County Office of Education)
 - October 10th – Post Offer Pre-Placement Program, Workers' Compensation, Return-to-Work Workshop
 - October 25th – CIF Training (California Interscholastic Federation)
- Two Legal Updates were brought to the Executive Committee's attention:
 - Prevailing Wage – Burcina referenced School & College Legal Services' Memo No. 18-2017.
 - Electronic Devices – Several Executive Committee Members currently bring their laptops, iPads, etc. for agenda viewing which is acceptable but there are restrictions. Burcina recommended Board Members to refrain from texting or emailing one another during the meeting or emailing someone outside the meeting with any information that's being discussed during the meeting; these are Brown Act violations.
- Claim Settlements Reminder – Burcina informed the Executive Committee that RESIG directly pays the Property & Liability claims and settlements and then RESIG contacts the reinsurer to reimburse RESIG. This process keeps the full amount of settlement and claims costs recorded in each claim. She just wanted to remind the Executive Committee in case there was question as to why there were large warrants being issued.
- Property & Liability Claims Audit – A routine claims audit for Property & Liability was performed in August. An audit is performed every two years. The contract was approved by BASIC so all four JPAs can be audited on the same basis and from the same company. There were only three questions asked of staff and they have been responded to. 35 cases were reviewed. Steve Fields and Deborah Fraser were commended for their support. The report will be presented to the Executive Committee in October or November.
- Website Design, Development and Maintenance – The website has been in progress for months. In the development of the website, new law came out regarding ADA accessibility. Although the website is about ready to launch, RESIG's current website contains documents and forms that will need to be converted and accessible. RESIG has over 200 forms. This was not previously known or included in the original design and development of the project. To complete this task will cost an additional \$30,000-\$40,000 depending on the complexity of the forms/documents and the final number, in addition to an on-going maintenance cost, which will require a budget update. RESIG has obtained a couple of comparative estimates on this work. The current contract for the website design is \$15,000. There was discussion regarding the possibility of a way to simplify the conversion process. Under RESIG's risk management role, there was discussion about ways RESIG can

assist or support member districts to be in compliance or to consider a contract where districts could tap into for assistance.

BOARD COMMUNICATION

1. *Business Insurance (6/13/17) article*—“High-profile losses create hardening market for California public entities”.
2. Resolution #2017-494 Twin Hills Union School District – Official notice to join RESIG’s pool for vision.

ADJOURNMENT

The meeting was adjourned by President Joe Pandolfo at 1:37 p.m.

SUBMITTED BY:

APPROVED BY:

Rose R. Burcina, Executive Director
President

Joseph V. Pandolfo, Jr., Ed.D.,