

CRSIG Up-To-Date

July 9, 2013

Becky Slaughter, ARM, Executive Director
Angela Jacobson, Business/Program Specialist
Kari Hornberger, Return To Work Specialist
Phone: (209) 579-7535

Highlights of the July 9, 2013, 2013 Special Executive Committee Meeting

Consent Agenda:

The following items were approved under the consent agenda item:

- Approved the following Auxiliary Organizations:
 - Caswell Parent Teacher Club – Ceres Unified
 - Sinclear Parent Teacher Club – Ceres Unified

Comments From The Public:

There were no comments received from the public.

Action Items

A letter of retirement from Becky Slaughter as Executive Director was accepted effective September 30, 2013.

Discussion Items

Members discussed options available for the filing the Executive Director position and appointed an Ad Hoc Committee to fly the position and develop recommendations. In addition, an additional Executive Committee meeting will be scheduled at the beginning of August followed by a second meeting on August 27, 2013 in place of the member forum that has been postponed until a replacement is found. The Executive Committee Annual Retreat will also be delayed in order to include the replacement.

Members discussed the retirement of Executive Committee member Gail McWilliams and were advised that nominations and applications for the resulting Alternate 2 position will be issued.

Closed Session:

The Executive Committee approved settlement authority for three workers' compensation claims.

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CRSIG Up-To-Date

August 12, 2013

Becky Slaughter, ARM, Executive Director
Angela Jacobson, Business/Program Specialist
Kari Hornberger, Return To Work Specialist
Phone: (209) 579-7535

Highlights of the August 12, 2013 Executive Committee Meeting

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the June 10, 2013 and July 9, 2013 Executive Committee Meetings
- Acceptance of Check Registers for June and July 2013
- Approve Financial Reports for the period ended June 30, 2013
- Approve Treasurer's Investment Reports for the period ending June 30, 2013
- Approve Inter-Fund Transfers and Inter-Fund Purchases
- Approve 2013/14 Auxiliary Organizations
Westport Parent Teacher Club, Ceres Unified
Chatom Parent Teacher Club, Chatom Union
Gustine FFA Ag Booster Club, Gustine Unified
Gustine High Rewards & Beautification Club,
Gustine Unified
Salida Middle School Organization, Salida Union

Comments From The Public:

There were no comments received from the public.

Executive Director Report

The Executive Director reported that 25 applications had been screened for the Office Technician position resulting in 6 interviews. However, the written testing and reference checks for the 2 finalists were unacceptable and no recommendation for hiring would be presented. The Director also advised that there had been some activity regarding the lease of Suite 502 however, no formal request for the lease had been presented yet. Members were informed that four Executive Committee members had been able to

register to attend the CAJPA conference on September 11th and 12th.

Executive Committee Report

There were no reports or requests presented by members.

Action Items

Susan Dyke of Oakdale Unified School District was elected as the 2nd Alternate to the Executive Committee.

Closed Session:

Action was taken to provide settlement authority for three workers' compensation claims and authority from the property & liability program for a global settlement on one of the claims.

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August 27, 2013

Becky Slaughter, ARM, Executive Director
Angela Jacobson, Business/Program Specialist
Kari Hornberger, Return To Work Specialist
Phone: (209) 579-7535

Highlights of the August 27, 2013 Executive Committee Meeting

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the August 12, 2013 Meeting
- Approve 2013/14 Auxiliary Organizations
Eagle Parents Club, Newman-Crows Landing
Hunt Elementary PTC-Newman-Crows Landing
Bonita Parents Club-Newman-Crows Landing

Presentation:

Members received a presentation from Bickmore Risk Services on the administrative services they provide to JPAs.

Closed Session:

There was no action taken in closed session.

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CRSIG Up-To-Date

October 21, 2013

Susan Adams, Executive Director
Angela Jacobson, Business/Program Specialist
Kari Hornberger, Return To Work Specialist
Phone: (209) 579-7535

Highlights of the October 21, 2013 Executive Committee Meeting

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the August 27, 2013 Executive Committee Meeting
- Adoption of Minutes for the September 20, 2013 Executive Committee Meeting
- Acceptance of Check Registers for August 2013 and September 2013
- Approve Auxiliary Organization
 - A. Ceres Unified School District
 - 1. Cesar Chavez PTC
 - 2. Ceres High Sober Grad Committee
 - 3. Whitmore Charter High School Parent Booster Club
 - B. Dos Palos-Oro Unified School – Class of 2014 Parent Group
 - C. Hughson Unified School District
 - 1. Fox Road Parent Club
 - 2. HHS Ag Boosters
 - 3. HHH Music Boosters
 - 4. Ross Parent Teacher Club
 - 5. Hughson Elementary Parent Teacher Club
 - D. Le Grand Elementary Parents Club
 - E. Newman-Crows Landing USD – Eagle Parents Club
 - F. Shiloh School District – Shiloh Parents Club

Comments From the Public:

There were no comments received from the public.

Action Items:

- Members accepted the Actuarial Update of the Liability and Property program as of June 30, 2013 performed by Bickmore.

- The Members approved the additional of the Stanislaus County Charter School Come Back Kids.

Executive Director Report:

The Executive Director reported that the:

- Self-Insurers Annual Report was filed electronically with the State of California prior to the deadline of October 1, 2013.
- State Controller's Report was filed on September 30, 2013 with the State of California.
- The results of the Return to Work Survey Evaluations for the 2012/2013 year were shared with the Executive Committee.

Loss Control Report:

The Return to Work Specialist reviewed Return to Work and Company Nurse reports as of 9/30/13. She noted that Company Nurse calls decreased by 61 from the 2011/12 year and that the RTW employees have increased by 12 from 74 to 86.

The Business/Program Specialist reported on the services provided to members by Pritchard Safety & Health for the year ending 6/30/13 and the first quarter ending 9/30/13. She advised the Committee that 2,847 employees had been trained during the 2012/13 year an increase of 11,170 and that 324 services had been provided to members.

Executive Committee Report:

There were no reports. There was discussion regarding the Affordable Health Care Act and if CRSIG would be a viable option for tracking employees as required by this law.

Discussion Items:

The Committee Members decided to change the date of the November meeting from the 11th to the 18th due to the Veterans Day Holiday on the 11th.

Closed Session: No items for closed session.

CRSIG Up-To-Date

December 16, 2013

Susan Adams, Executive Director
Angela Jacobson, Business/Program Specialist
Kari Hornberger, Return To Work Specialist
Phone: (209) 579-7535

Highlights of the December 16, 2013 Executive Committee Meeting

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the October 21, 2013 Executive Committee Meeting
- Acceptance of Check Registers for October and November 2013
- Approve Quarterly Financial Reports for the period ended September 30, 2013
- Approval of Treasurer's Investment Reports for the period ending September 30, 2013
- Approval of Auxiliary Organization
 - A. Ceres Unified School District – Lucas Parent Teacher Council

Comments From the Public:

There were no comments received from the public.

Presentations / Action Items:

- The Annual Financial audit for the year ending June 30, 2013 presented by David Becker of James Marta & Company with no findings was accepted by the Board.
- Susan Adams, Executive Director, provided the Board with a Target Equity presentation reflecting CRSIG's financial position against industry standards.
- Mark Stokes of Wells Fargo Insurance Services presented a state of the insurance market place and advised members that the rates for the 2014/15 year should remain stable with current rates. Debbie Siedman from Wells Fargo discussed Certificates of Insurance and in coordination with CRSIG will be offering a training class for members on issuance and reviewing Certificates of Insurance for acceptability for members.
- Susan Adams presented the 2012/13 CRSIG Annual Report for adoption.

Executive Director Report:

- The Executive Director provided a written update in the agenda of the achievement of the 2012/13 objectives. The Executive Director reported to members on the target equity position for all funds as of June 30, 2013: the Workers' Compensation program at (\$1,145,085.70) below target equity; the Property & Liability fund balance at (\$3,117,371.10) below target equity; the Dental fund balance at \$1,487,963 above target equity; and the Vision fund balance at \$260,431.50 above target equity. The board discussed the need to evaluate the release of funds back to members in the dental and vision programs.
- The ED shared that the Department of Industrial Relations Workers' Compensation Policy Assessment rates for FY 13/14 will be increasing.
- The ED informed the Board that the Office Technician position has been filled and will begin work on January 6, 2014.

Loss Control Report:

The Return to Work Specialist referred to reports as of 11/30/13. They show that for 2013-14, 34 employees had entered into temporary modified assignments and 23 employees had returned to full duty within an average of 14 days. The report also reflected Company Nurse had received a total of 80 calls, 38 incident only reports and 42 calls resulted in referrals for medical care.

The Business/Program Specialist referred to the monthly reports on services provided by Pritchard Safety & Health for the month ending 11/30/13. She advised the Committee that so far, 2,016 employees had been trained during the 2012/13 year and 95 other types of services had been provided to members. 800 employees were trained in the months of October and November 2013.

Executive Committee Report:

There were no reports.

Closed Session:

Settlement authorization was provided for four workers' compensation and two liability claims.

CRSIG Up-To-Date

Susan Adams, Executive Director
Angela Jacobson, Business/Program Specialist
Kari Hornberger, Return To Work Specialist
Sothary Ngeth, Office Technician
Phone: (209) 579-7535

Highlights of the February 3, 2014 Executive Committee Meeting

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the December 16, 2013 Executive Committee Meeting
- Acceptance of Check Registers for December 2013
- Approval of Quarterly Financial Reports period ending December 31, 2013.
- Approval of Treasurers' Investment Report for period ending December 31, 2013.

Comments From the Public:

There were no comments received from the public.

Presentations:

- None

Action Items:

- None.

Executive Director Report:

The Executive Director reported on the following:

- CRSIG Training Topics schedule for 2014 was presented and discussed.
- Review of Safety Incentive Funding Report usage.
- Brown Act Amendment eff. 1/1/14 – minutes must reflect votes of each board member.
- Update on BASIC BOD meeting held 1/22/14.

Loss Control Report:

The Return to Work Specialist reviewed Return to Work and Company Nurse reports as of 12/31/13. She reported for 13/14, 43 employees had entered into temporary modified assignments and 29 employees had returned to full duty within an average of 14 days. She noted that Company Nurse received 45 calls, 15 incident only and 30 referred for medical care.

The Business/Program Specialist referred to the monthly reports on services provided by Prichard Safety & Health which were included in the agenda. The report for 2013-14 showed that a total of 2,093 employees had been trained and 108 other types of services had been provided to members as of December 31, 2013. The Business/Program Specialist discussed the spring training schedule which offers several opportunities to members for forklift certification and pesticide applicator trainings.

Executive Committee Report:

There were no comments.

Discussion Items:

- 2014 Spring Annual Retreat – The Executive Director discussed the draft agenda for the Professional Development raining on March 17, 2014.
- 2014 Fall Annual Retreat – The Executive Director discussed with the committee the fall retreat and the possibility/interest in combining it in conjunction with the CAJPA conference in September. The consensus was to have the meeting on September 29th in the local area.

Closed Session:

Settlement authority was provided for two workers' compensation claims for mediation schedule in March 2014.

CRSIG Up-To-Date

Susan Adams, Executive Director
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Kari Hornberger, Return To Work Specialist
Sothary Ngeth, Office Technician
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Highlights of the March 17, 2014 Executive Committee Meeting

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the February 3, 2014 Executive Committee Meeting
- Acceptance of Check Registers for January 2014
- Approval of Inter-Fund Transfers and Inter-Fund Purchases
- Approval of Auxiliary Organization
 1. Keyes Charter School – KTL PSAC

Comments From the Public:

There were no comments received from the public.

Presentations:

- Dodge & Cox – Shirlee Neil provided the Committee the Annual Portfolio Investment Performance Report.
- Terri Ezaki of EPIC provided the Committee with the Vision and Dental Utilization reports as of 12/31/13.

Action Items:

- Approval of CRSIG's Investment Policy
- Approval of Delegation of Investment Authority to CRSIG Treasurer, Don Gatti.

Executive Director Report:

The Executive Director reported on the following:

- Kaiser-On-The-Job – new Occupational Medicine facility for our members to access for injured workers.
- Certificates of Insurance – members will be receiving Certificates of Coverage in the future as CRSIG is not an Insurance company.
- CalSTRS – employees hired prior to 1986 had the option to opt out of Medicare and if they

did there is no need for a MSA in closing a Workers' Compensation claim.

- CRSIG Training Topics schedule for 2014 was presented and discussed.

Loss Control Report:

The Return to Work Specialist reviewed Return to Work and Company Nurse reports as of 2/28/14. She reported for 13/14, 59 employees had entered into temporary modified assignments and 47 employees had returned to full duty within an average of 19 days. She noted that Company Nurse received 45 calls, 15 incident only and 30 referred for medical care. She also reported that the Executive Director and herself had visited all of the clinics on our MPN to review the RTW protocols and address issues.

Terri Prichard reported on the services reflected in the monthly reports on services which were included in the agenda. The report for 2013-14 showed that a total of 2,240 employees had been trained and 169 other types of services had been provided to members as of February 28, 2014. She reported that this is the busiest time of year and stressed the importance of various trainings, specifically heat illness prevention training.

Executive Committee Report:

There were no comments..

Discussion Items:

- CRSIG will issue an RFP for Property Valuation and Asset Tracking services on April 1, 2014.
- The Committee Members decided to change the date of the April meeting from the 21th to the 14th due to Spring Break the week of the 21st.
- Executive Director has requested Cyber Liability quotes for CRSIG office and members from brokers.

Closed Session: An update on recent mediations was presented.

CRSIG Up-To-Date

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Kari Hornberger, Return To Work Specialist
Sothary Ngeth, Office Technician
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Highlights of the April 14, 2014 Executive Committee Meeting

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the March 17, 2014 Executive Committee Meeting
- Acceptance of Check Registers for February and March 2014
- Approval of Inter-Fund Transfers.

Comments From the Public:

There were no comments received from the public.

Presentations /Action Items:

Mike Harrington of Bickmore presented the results of the 2014 Actuarial Studies:

- Property & Liability program - The study showed that CRSIG is experiencing overall unfavorable loss development in both programs. The property program developed worse than expected with an increase of \$90,000 in losses. The liability program loss development was overall favorable decreasing (\$6,878) than expected; however, the two most recent years' development is high and those claims will continue to develop. The study indicates a 5% increase on the pure loss rate for property and a 20% increase for liability. The pool is funded well at just about the 85% confidence level.
- Workers' Compensation program - The study showed unfavorable development with an overall increase of \$1,336,611 above expected. The two most recent years are having the biggest effect on development. The study indicates a 20.6% increase on the pure loss rate. The program continues to be funded well at above the 90% confidence level.

Discussion Items:

The Executive Director presented a historical review of the Property & Liability contributions detailing the components of the contributions. The Director presented the preliminary 2014/15 Property & Liability rates which include an overall increase of 9.7%. The rates include an estimate of a 10% increase to the BASIC excess coverage rates. The Executive Director hopes to have more solid numbers after the BASIC board meeting on Thursday.

The Executive Director presented a historical review of the Workers' Compensation contributions detailing the costs in relation to the components of the contributions. The Director presented the preliminary 2014/15 Workers' Compensation rates which include an overall increase of 19.53%. The rates include an estimate of a 5% increase in the excess coverage. The Executive Director will explore the costs at a lower SIR.

The Executive Director presented a recommendation for a 0% rate increase for the 2014/15 Vision Program.

The Executive Director presented a recommendation for a 0% rate increase for the 2014/15 Dental Program.

The Executive Director presented preliminary operating budgets for the 2014/15 year that included the preliminary rate adjustments presented earlier.

Executive Director Report:

The Executive Director reported on the following:

- Ed Felt advised of his retirement effective June 30th. With his exit, there will be a vacancy on the Executive Committee. An invitation to join the EC will be sent to all members.
- CAJPA's Annual Conference will be held September 16-19th. Conference information was provided to the Committee.

Loss Control Report:

The Return to Work Specialist referred to the Workers' Compensation Status Report as of March 31, 2014, included in the agenda. The Return to Work Specialist also reported that since adding Kaiser to the designated facilities as of April 1st, 9 employees have been seen there and all have been positive experiences.

The Business/Program Specialist referred to the monthly reports on services provided by Prichard Safety & Health which were included in the agenda. The Business/Program Specialist commented that there have been several requests from members for Head Start playground inspections due to recent audits they are undergoing of their program and reminded the board that Terri Prichard is available to do those for members.

Executive Committee Report:

Pam Wall discussed the Head Start program audits and the finding their district received which requires all Head Start employees to have a pre-employment health screening by a physician. CRSIG has agreed to pay for these pre-employment exams as they would for any position they would be subject to pre-employment exams.

Closed Session: Settlement authorization was provided on four Workers' Compensation claims. No action was taken on the Personnel issue.

CRSIG Up-To-Date

Highlights of the May 12th, 2014 Board Meeting

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the April 14, 2014 Executive Committee Meeting
- Acceptance of Check Registers for April 2014
- Quarterly Financial Reports as of March 31, 2014
- Treasurer's Investment Reports as of March 31, 2014
- Auxiliary Organization Application – Hickman Middle School Boosters

Comments From the Public:

There were no comments received from the public.

Action Items:

- The Board adopted 2014/15 Workers' Compensation rates at an overall 15.38% increase effective July 1, 2014.
- The Board adopted the 2014/15 Property and Liability rates, including Cyber Liability for an overall increase of 7.58% increase.
- The Board approved a Workers' Compensation rebate of \$.30 per \$100 payroll based on 6/30/14 payroll reported. The total of the rebate is slightly over \$1,000,000.
- The Board adopted 2014/15 Vision Rates at a 0% increase effective October 1, 2014.
- The Board adopted 2014/15 Dental rates at a 0% increase effective October 1, 2014.
- The Board adopted program budgets for the 2014/15 year as presented which now reflects the WTIS fee allocated to those members utilizing these services.
- Election of 2nd Alternate – Paul Gardner from Hickman Community Charter District was elected.
- Re-Election of Executive Committee Members – The Executive Committee was reelected for the term 7/1/14-6/30/16. Mike Trainor is now an Executive Committee member and Susan Dyke is 1st Alternate.

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- Election of Board Officers – The Board Officers were reelected for a two year term, 7/1/14-6/30/16. Pam Wall as President, Ream Lochry as Vice President, Don Gatti as Treasurer and Susan Adams as Secretary.
- Adoption of the 2014/15 CRSIG Office Posting/Mailing address, Phone and Fax numbers, Website, Meeting Schedule and Authorized Signatories.

Discussion Items:

- Fixed Asset Tracking RFP – The Executive Director and the Ad Hoc Committee informed the Board of their review and conclusions of the proposals from the Fixed Asset Tracking Services RFP and the decision to reject all proposals due to internal issues that we realized. The Board did recommend that only those members utilizing the services pay for them. This item was tabled until the June 16th meeting where additional information will be provided for action on this item.

Executive Director Report:

The Executive Director reported on the following:

- Bickmore was acquired by York Risk Services. The only foreseeable impact to CRSIG will be that we will need to contract with a different auditor for our Workers' Compensation claims as Bickmore was the previous auditor.
- Worker's Compensation Claim Reviews – May 2014 – The Executive Director advised the Board that the Claim reviews will be projected on the screen and no paper will leave our office due to confidential information being presented.

Loss Control Report:

The Return to Work Specialist referred to the Workers' Compensation Status Report as of April 30, 2014, included in the agenda.

Executive Committee Report:

Don Gatti discussed and invited members to the Stanislaus County Office of Education's Business Administration meeting to be held May 22, 2014 at 2:00 pm.

Closed Session: Settlement authorization was provided on one Workers' Compensation claim. No action was taken on the Personnel matter.

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Susan Adams, Executive Director
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Sothary Ngeth, Office Technician
Phone: (209) 579-7535

Highlights of the June 16th, 2014 Executive Committee Meeting

Comments From the Public:

There were no comments received from the public.

Consent Agenda:

The following items were approved under the consent agenda:

- Adoption of Minutes for the May 12, 2014 Board Meeting
- Acceptance of Check Registers for May, 2014
- Approval of Auxiliary Organizations Applications:
 - Knights Ferry Jr. High Graduation Group
 - Dos Palos High School Baseball
 - Gratton Parent Teachers Club

Action Items:

- Approval was granted to enter into a one year contract with AVS for Fixed Asset Tracking service.
- Approval was granted to approve James Marta and Company Audit Engagement Letter for FYE 2014, 2015 and 2016.

Discussion Items:

- Liability Memorandum of Coverage – The Executive Director advised the Committee that she is working on revising the MOC to reverse follow form the Excess Liability coverage document so that there will be no gaps in coverage. The MOC will be reviewed by legal and brought back to the EC for approval.
- CRSIG Member Forum – August 25, 2014 – The ED discussed a draft agenda for this meeting to include a presentation on the Safe School Ambassadors program. The ED will reach out to all our CRSIG members to attend this meeting.
- EC Annual Retreat – September 24, 2014 – the ED discussed utilizing a facilitator for this meeting which can be beneficial in bringing a new perspective during strategic planning for CRSIG. Rob Kramer from Bickmore has extended his services for this meeting.

Executive Director Report:

The Executive Director reported on the following:

- AB 1432 – Mandatory Reporting of Child Abuse and Neglect Training – if passed will require annual training and proof of training.
- CAJPA Key Legislative bills were provided to the members – these are ones CAJPA is watching.
- PRIMA 2014 – the ED provided the Committee with an overview of the sessions she attended and emerging issues. She also advised she will be meeting with each district to gain a better understanding of their policies and procedures as respects these issues.

Loss Control Report:

The Return to Work Specialist referred to the Workers' Compensation Status Report as of May 31, 2014, included in the agenda. The report indicated that for 2013-14, 78 employees had entered into temporary modified assignments and 65 employees had returned to full duty within an average of 20 days. The report also indicated that for the month of May 2014, Company Nurse had received a total of 67 calls, 30 incident only reports and 37 calls resulted in referrals for medical care. The Return to Work Specialist also reported that claims are not slowing down as expected during the summer due to summer school programs.

The Business/Program Specialist referred to the monthly reports on services provided by Prichard Safety & Health which were included in the agenda. The Business/Program Specialist referred to the monthly reports on services provided by Prichard Safety & Health which were included in the agenda. The report for 2013-14 showed that a total of 2,635 employees had been trained and 244 other types of services had been provided to members as of May 31, 2014.

Executive Committee Report:

There were no comments and requests from the board at this time.

Closed Session:

Settlement authorization was provided on four Workers' Compensation claims. No action was taken on one WC claim.