

**MINUTES**

**SANTA BARBARA COUNTY SCHOOLS  
SELF-INSURANCE PROGRAM FOR EMPLOYEES**

**November 18, 2019  
Santa Ynez Valley Union High School District  
Board Room  
2975 E. Highway 246  
Santa Ynez, CA 93460**

**I. Call to Order**

**The meeting was called to order by President, Elysia Lewis, at 9:33 a.m.**

**The following members were present:**

<b><u>Name</u></b>	<b><u>District</u></b>	<b><u>Member or Alternate</u></b>
<b>Eric D. Smith</b>	<b>Allan Hancock Joint CC District</b>	<b>M</b>
<b>Dr. Randy Haggard</b>	<b>Buellton Union School District</b>	<b>M</b>
<b>Debbie Breck</b>	<b>SB County Education Office</b>	<b>M</b>
<b>Kim Hernandez</b>	<b>SB SELPA</b>	<b>A</b>
<b>Elysia Lewis</b>	<b>Santa Ynez Valley Union High SD</b>	<b>M</b>
<b>Doug Sorum</b>	<b>Lompoc Unified School District</b>	<b>A</b>
<b>Araceli Vasquez</b>	<b>SB County Education Office</b>	<b>A</b>
<b>Scott Roy</b>	<b>Santa Maria-Bonita School District</b>	<b>A</b>
<b>Brad Gitchell</b>	<b>Orcutt Union School District</b>	<b>A</b>

**Others Present:**

<b>Sean Chenoweth</b>	<b>Santa Maria-Bonita School District</b>
<b>Keith Cox</b>	<b>SB County Education Office</b>
<b>Eric Callaway</b>	<b>Cuyama Joint Unified School District</b>
<b>Angela Hatley</b>	<b>Alliant Insurance Services, Inc.</b>
<b>Bruce White</b>	<b>WCA</b>

**II. Items to be Deleted or Added According to Government Code 54954.2**

**There were no items to be deleted or added to the Agenda.**

**III. Comments from the Public**

None

**IV. Correspondence**

None

**V. Approval of the Minutes of the September 16, 2019 Meeting**

A motion was made by Brad Gitchell and seconded by Dr. Randy Haggard to approve the September 16, 2019 minutes and carried with no abstentions.

**Vote:**

**Eric D. Smith- Aye**  
**Debbie Breck- Aye**  
**Dr. Randy Haggard – Aye**  
**Scott Roy – Aye**  
**Elysia Lewis – Aye**  
**Kim Hernandez – Aye**  
**Brad Gitchell - Aye**

**VI. Approval of Warrants**

Araceli Vasquez presented the Commercial Warrant Report for the period September 19, 2019 to November 14, 2019 totaling \$1,199,782.16. Of interest for this period were the claims payment of \$87,873.76, the WCA quarterly administration fee in the amount of \$157,913.50 and a \$450,000.00 Compromise and Release settlement. A motion was made by Dr. Randy Haggard and seconded by Scott Roy to approve the fund warrants in the amount of \$1,199,782.16 which was unanimously carried.

**Vote:**

**Eric D. Smith- Aye**  
**Debbie Breck- Aye**  
**Dr. Randy Haggard – Aye**  
**Scott Roy – Aye**  
**Elysia Lewis – Aye**  
**Kim Hernandez – Aye**  
**Brad Gitchell - Aye**

**VII. Unaudited Financial Statements**

Araceli Vasquez presented the 2018-19 Unaudited Financial Statements for SB SIPE for review by the Board as an informational item. Araceli noted that the Ending Fund Balance was budgeted at \$26,273,796 but the Actual Ending Fund Balance was \$27,804,404.86. The increase in ending fund

balance was due primarily to the decrease in the liability reported in the actuarial study and claim payments that came in lower than projected. The Board will be presented with the Audited Financial Statements at the January Board meeting.

**VIII. Annual PARMA Conference**

Debbie Breck provided the Board with information regarding the annual PARMA conference. Elysia Lewis stated that she had attended the conference in a previous year and that it was very informative. Keith Cox stated that he was planning to attend this year.

**IX. Excess Insurance Coverage Premium Audit**

Debbie Breck presented the Board with the Excess Workers' Compensation Premium Audit. Alliant Insurance Services provided SIPE with the audit of the excess insurance policy for the 2018-2019 term which resulted in an additional premium of \$2,655.00. Angela Hatley of Alliant Insurance Services was present for the meeting and noted that adjustments occur each year and that the adjustment this year was very minor. A motion was made by Eric Smith and seconded by Dr. Randy Haggard to approve the Excess Insurance Premium Audit and the item was unanimously carried.

**Vote:**

**Eric D. Smith- Aye**

**Debbie Breck- Aye**

**Dr. Randy Haggard – Aye**

**Scott Roy – Aye**

**Elysia Lewis – Aye**

**Kim Hernandez – Aye**

**Brad Gitchell - Aye**

**X. RFP For Consulting Services**

The Board has been considering going out to bid for consulting services. The Board formed a subcommittee at the September 2019 Board meeting and the subcommittee met September 24, 2019 to finalize the language to be included in the RFP. The Board reviewed the subcommittee's draft copy of the RFP. Once approved, Debbie Breck will complete the timeline dates in the RFP and post and distribute the RFP.

**A motion to approve the RFP was made by Dr. Randy Haggard, seconded by Scott Roy and passed unanimously.**

**Vote:**

**Eric D. Smith- Aye**

**Debbie Breck- Aye**

**Dr. Randy Haggard – Aye**

**Scott Roy – Aye**

**Elysia Lewis – Aye**

**Kim Hernandez – Aye**

**Brad Gitchell - Aye**

**XI. Attorney Services**

**The Board discussed options for attorney services for SIPE. Potential areas of need were noted as Brown Act and general JPA-related issues. Debbie Breck stated that she would do some research related to other JPA attorney services and report her findings at the next meeting.**

**XII. Report by Claims Administrator**

**Bruce White presented his report to the Board. He indicated that there are a total of 479 open claims of which 44 are litigated claims.**

**Bruce also reported that he is now projecting the claim frequency for 2019/2020 to be 504. This is an eleven percent increase from the prior year. Bruce added to his report information related to the top five most frequently injured occupations for the year. Of particular concern are injuries in Special Education Occupations, which represented 17.46% of the claims and 23.67% of the total incurred amount year-to-date.**

**XIII. Report by Loss Control Manager**

**Keith Cox presented his report outlining his activities over the last two months. Keith reported that he continues to be very busy conducting ergonomic assessments for the SIPE JPA members. He has also worked with Bruce White to gather actual injury data from last year and this year to trend the most common types of injuries so that he can formulate a plan to address any gaps in training. He is continuing to reach out to the member districts to offer his services.**

**XIV. Items for Next Agenda**

**The next meeting is scheduled for Monday, January 27, 2020 at the SBCEO North County office. In addition to the usual items, the agenda will include a review of the SIPE Financial Audit and Statement, the establishment of the Rates Committee, and information regarding the status of the RFP for Consultant Services.**

**XV. Adjournment**

**There being no further business to discuss, the meeting was adjourned at 10:30 a.m. on a motion made by Dr. Randy Haggard, seconded by Eric Smith and passed unanimously.**

**Vote:**

**Eric D. Smith- Aye**

**Debbie Breck- Aye**

**Dr. Randy Haggard – Aye**

**Scott Roy – Aye**

**Elysia Lewis – Aye**

**Kim Hernandez – Aye**

**Brad Gitchell - Aye**