

**MINUTES OF MEETING**  
**NORTH COAST SCHOOLS' INSURANCE**  
**GROUP**

**BOARD OF DIRECTORS MEETING**

**September 20, 2006 - 10:00 A.M.**  
**Resource Center Conference Room**

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**BOARD MEMBERS PRESENT:** Clif Anderson (President), Nancy Howatt (Vice-President), Kim Cobine (HCOE Alternate), Gordon Dexter, Rodney Jahn (teleconference), Ron Pontoni, and Brian Stephens.

**NON-MEMBERS PRESENT:** Joan Hill (Keenan & Associates)

**STAFF PRESENT:** Dale McGrew (Interim Executive Director), Kimberly Comet, and Susan Bishop

**ABSENT:** Susan Grinsell, Cyn Van Fleet, and Jerry Johnson.

**1.0 CALL TO ORDER**

Mr. Anderson called the meeting to order at 10:05 A.M. He introduced Mr. McGrew, our interim director, and Ms. Cobine, the alternate for HCOE at this meeting.

**2.0 APPROVAL OF MINUTES - May 17 and August 25, 2006**

Mr. Stephens made a motion to approve the minutes of May 17, 2006 and August 25, 2006. Ms. Howatt seconded the motion; the motion carried.

**3.0 ITEMS/COMMENTS FROM THE PUBLIC**

No members of the public were present. Under this item Mr. McGrew updated the Board regarding the interview process for the JPA director vacancy. He reported that nine candidates, out of twelve, are to be interviewed on September 25, 2006. The panel consists of Clif Anderson, Susan Grinsell, Jerry Johnson, Rodney Jahn, Scott Thomason, and Brian Stephens. The final interview panel will consist of Clif Anderson, Jerry Johnson, Susan Grinsell, and Garry Eagles.

**4.0 CORRESPONDENCE**

Mr. McGrew reported that a letter had been received from Dr. Eagles, appointing

Kim Cobine as alternate for Susan Grinsell for this meeting.

## **5.0 REPORTS/DISCUSSION/ACTION ITEMS**

### **5.1 Risk Management Committee Report - Nancy Howatt**

Ms. Howatt reported that the first meeting of the Risk Management meeting took place on 9/14/06. Topics discussed were Epi-Pens presented by Ruth Fairfield. She also updated the Board on the various activities of that Committee, including NIM/SEMS, the workers’ compensation reports, radios, and repeaters.

### **5.2 Finance Committee Report - Clif Anderson**

Mr. Anderson reported that no meetings had been scheduled for this committee.

### **5.3 Treasurer’s Report - Clif Anderson**

Mr. Anderson reviewed the June 30, 2006 financial statements, beginning with the Property & Liability Program. Mr. Anderson stated that the beginning balance was \$1,132,602.00 and ended the year with \$1,169,107, adding approximately \$36,500.00. Revenue and expenditure items were regular and routine in this program. In the Workers’ Compensation Program, we began the year with \$784,787.00 and ended with 787,509, adding about \$2,700.00. Revenues and expenditures were regular and routine in this program. **Ms. Howatt made a motion to approve the financial reports for the period ending June 30, 2006. Mr. Jahn seconded the motion; the motion carried.**

### **5.4 Risk Manager’s Report - Kimberly Comet**

Ms. Comet reported that Fortuna Union High School District students have developed a TV commercial regarding bus /driver safety, which will be seen in the next few months. She also reported that the two custodian workshops were held over the summer with a good response. There was an emergency response and preparedness presentation at the annual bus drivers’ workshop. She also reported that she is involved in the Williams inspections again this year. Dr. Ann Lindsey from the Department of Health gave an orientation on the pandemic flu. A working group will be developed for “tools for schools” for educational purposes regarding the pandemic flu. Ms. Comet reported that there are new liability issues regarding charter schools, which will be researched further. She reported that the emergency training grant will have four more sessions scheduled this fall. The new school site map CD’s will be going out to the emergency responders, in addition to the school districts. Ms. Comet then explained that there is \$20,000 in available funds from the grant, which could be spent on cargo containers by a lottery process. Ms. Howatt suggested that in lieu of the safety credit program, the money could be added to that fund to purchase the cargo containers for school districts.

**5.5 Keenan & Associates Report - Joan Hill**

Ms. Hill distributed the financial statements for NCR (Northern California ReLiEF) and reviewed our position in this pool. Ms. Hill also reviewed our new MOC, pointing out the changes. Ms. Hill advised that if districts do not have charter schools endorsed onto their MOC, they should make sure that the charter school has the district endorsed onto their policy. She also reviewed the workers’ compensation coverage and the auxiliary organizations. Ms. Hill then introduced Ms. Eve Orlando, who is the new workers’ compensation analyst for our group. Ms. Orlando reviewed the duties that she will be overtaking from K. K. Byrnes.

**5.6 RFP for Independent Safety Inspections - Dale McGrew**

Mr. McGrew reviewed the background for this item and asked the Board for approval to issue the RFP for independent safety inspections. **Mr. Stephens made a motion to approve this RFP. Ms. Howatt seconded the motion; the motion carried.**

**5.7 Appointment of Committees and Chairs - Clif Anderson**

Mr. Anderson recommended Ms. Grinsell to continue as chair of the Finance Committee. Mr. Anderson then appointed Mr. Stephens as the replacement for the Risk Management Committee chair, Nancy Howatt, who will be retiring in December.

**5.8 Appointment of Board Member - Clif Anderson**

Mr. Anderson recommended the appointment of Cyn Van Fleet as the replacement for Laura Lee George of Klamath-Trinity. **Mr. Stephens made a motion to approve the appointment of Cyn Van Fleet as the representative for Klamath-Trinity. Mr. Pontoni seconded the motion; the motion carried.**

**5.9 Property & Liability Program Budget 2006-2007 - Dale McGrew**

Mr. McGrew reviewed the budget, noting that there were two minor adjustments made to revenues and expenditures, totaling approximately \$1,300.00. **Ms. Howatt made a motion to approve the revised 2006-2007 Property & Liability Program Budget as presented. Mr. Stephens seconded the motion; the motion carried.**

**5.10 Investment Policy No. 3010/LAIF Resolution - Dale McGrew**

Mr. McGrew reviewed our Investment Policy No. 3010, noting that the signatories needed to be updated. He requested approval of the resolution

to update the signatures to reflect those of Clif Anderson, Susan Grinsell, and Mary Diegan for our investment account. **Mr. Stephens made a motion to approve the resolution to update the signatures for Policy No. 3010. Mr. Pontoni seconded the motion; the motion carried.**

**5.11 Conflict of Interest Policy No. 2000 - Dale McGrew**

Mr. McGrew explained that this was our annual review of this policy, which was stated to be in compliance with no amendments necessary. **Ms. Howatt made a motion to approve Policy No. 2000 as presented. Mr. Stephens seconded the motion; the motion carried.**

**5.12 Policy No. 3045 Assessment - Dale McGrew**

Mr. McGrew presented Policy No. 3045 Assessment for a second reading. **Ms. Howatt made a motion to approve Policy No. 3045 for a second reading. Mr. Stephens seconded the motion; the motion carried.**

**5.13 Auxiliary Organization Coverage Applications - Kimberly Comet**

Ms. Comet presented the auxiliary organization applications from Rio Dell (Parent Teacher Organization) and Del Norte County (Mountain School PTO, Mountain School Boosters, Del Norte Safe and Sober Grad Night Boosters, and Mary Peacock School PTO). **Mr. Stephens made a motion to approve the auxiliary organization applications from Rio Dell and Del Norte County as presented. Mr. Dexter seconded the motion; the motion carried.**

**5.14 Workers’ Compensation Contract - Dale McGrew**

Mr. McGrew presented the 2006-2007 workers’ compensation claims administration contract in the negotiated amount of \$15,000 for approval. **Mr. Stephens made a motion to approve this contract as presented. Mr. Jahn seconded the motion; the motion carried.**

**5.15 Acceptance of Claim - Joan Hill**

Ms. Hill reviewed the details of this claim from Fortuna Union High School District in the amount of \$14,518.51. Settlement authority was requested in the event that any additional costs bring it over the authorized level. **Mr. Stephens made a motion to approve the presented claim. Ms. Howatt seconded the motion; the motion carried with one abstention from Mr. Dexter.**

**5.16 Adjustment of Calendar 2006-2007 - Clif Anderson**

The Board agreed to change its meeting time from 10:00 a.m. to 10:30 a.m.

**6.0 AGENDA ITEMS/NEXT MEETING**

The next scheduled meeting is November 15, 2006.

- Safety Credit Program/emergency supplies
- RFP Safety Inspection responses.

**7.0 ADJOURNMENT**

Mr. Anderson adjourned the meeting at 11:17 a.m.

Respectfully submitted,

Dale McGrew  
Interim Executive Director