

**BUTTE SCHOOLS SELF-FUNDED PROGRAMS**

**BOARD OF DIRECTORS**

**May 21, 2018  
Butte County Office of Education  
Oroville, California**

**MINUTES**

Directors:

<b>Member</b>	<b>Director – Management</b>	<b>Director – Labor</b>
Biggs Unified	Pam Ragan	Dave Browning
Butte County Office of Education	Karen Finley (alternate)	Joe Crispin
Butte-Glenn Community College	Chris Little	John Soldate
Chico Unified	Kevin Bultema	Kevin Moretti
Durham Unified	Ron Sherrod	Jean Murphy Atkins
Gridley Unified	Heather Naylor	Jennifer Williamson
Manzanita Elementary	Brittany Smiley	Lora Askea
Oroville City Elementary	Andrew James	Carla Held (alternate)
Oroville Union High	Susan Watts	Deana Fallen
Palermo Union	Absent	Absent
Paradise Unified	David McCready	Jan Hillskemper
Thermalito Union	Cody Walker	n/a
Bangor Union Elementary, Feather Falls Union Elementary, Golden Feather Union Elementary, and Pioneer Union Elementary	Absent	Absent

Staff: Christy Patterson.....Butte Schools Self-Funded Programs  
Nicole Strauch.....Butte Schools Self-Funded Programs

Invited Guests: Christine Kerns .....Alliant Insurance Services, Inc.  
Jim Apetz .....Healthstat, Inc.

**A. CALL TO ORDER**

Vice-President Andrew James called the meeting to order at 2:10 p.m.

**B. ROLL CALL AND DECLARATION OF A QUORUM**

Executive Director Christy Patterson conducted a roll call and declared that a quorum of directors and votes was present with a total of 18 directors and 68 weighted votes.

**C. AGENDA**

Motion: Approve agenda as presented.		Directors	Votes
	Yes	18	68
Made by: Kevin Moretti	No	0	0
Seconded by: Pam Ragan	Absent	6	12

D. PUBLIC COMMENTS

There were none.

E. CONSENT AGENDA

Motion: Approve as presented.		Directors	Votes
	Yes	18	68
Made by: Heather Naylor	No	0	0
Seconded by: Pam Ragan	Absent	6	12

F. REPORT/ACTION ITEMS

*Karen Finely joined the meeting at 2:20 p.m.*

1. Third Party Administrator's Reports: There was no separate report.
2. Consultant's Report: There was no separate report.
3. Executive Director's Report: Mrs. Patterson reviewed the financial statements as of March 31, 2018; reported that she expected one charter school to apply for membership effective October 1, 2018, and reviewed changes in the Health and Wellness Center staffing schedules and utilization. She reported one medical doctor had applied for the vacant position; directors did not indicate an interest in participating in interviews. Jim Apetz of Healthstat reported on the increase in utilization as well and that Healthstat is in the process of receiving the mailing list for doctors licensed within California to assist in recruiting for the doctor vacancy.

G. DISCUSSION/ACTION ITEMS – Employee Benefits and Administrative Matters

1. Voluntary Benefit Options and Open Enrollment Support: Christine Kerns reviewed the results of the survey regarding voluntary benefit offering and how a voluntary benefit vendor may also assist with 1:1 open enrollment meetings. Directors spoke the benefits of a consolidated voluntary vendor may provide and challenges with commission-based sales of current vendors. Others discussed their concerns about the perception of providing financial guidance to employees and the employer's responsibility to full vet vendors allowed in the district. It was the consensus of the directors to allow Ms. Kerns to produce a request for proposals from appropriate voluntary benefit vendors.
2. Participation by non-Butte County Districts: It was the consensus of the directors that Mrs. Patterson may discuss opportunities for membership within BSSP with non-Butte County public educational agencies and that BSSP Board approval would be required after SISC underwriting approval.

3. Strategic Planning Session and Action Plan:

Motion: Administration will work with groups to finalize each table's work from the end of the strategic planning session.		Directors	Votes
	Yes	19	73
Made by: John Soldate	No	0	0
Seconded by: Jean Murphy Atkins	Absent	5	7

4. Communication with Board of Directors: There was extended discussion regarding the merits and downsides to certain employer-focused communications being distributed to labor representatives as well as management. It was the consensus that Mrs. Patterson should continue to communicate as she has to date.

5. Composition of Board of Directors: Mrs. Patterson expressed her concerns with consolidating the number of directors and acknowledged the difficulties of scheduling a meeting for so many participants. Following extended discussion, Mr. Bultema withdrew his request for discussion on this item as only quarterly meetings are currently scheduled.

6. CAJPA Annual Conference:

Motion: At BSSP cost, invite one management and one labor director to attend the annual CAJPA conference.		Directors	Votes
	Yes	19	73
Made by: Pam Ragan	No	0	0
Seconded by: Jean Murphy Atkins	Absent	5	7

7. Election of Officers and Executive Committee:

Motion: Appoint the following effective July 1, 2018: President, Ruthie Anaya Vice-President, Andrew James Secretary, Heather Naylor Treasurer, Pam Ragan Director representatives to the Executive Committee: Jean Murphy Atkins, Jan Hillskemper, John Soldate and Kevin Moretti		Directors	Votes
	Yes	19	73
Made by: Carla Held	No	0	0
Seconded by: Pam Ragan	Absent	5	7

8. Meeting Calendar, 2018-2019: Kevin Bultema suggested that the conference room at Marsh Junior High School may be available for the proposed meeting dates when the board room at the Butte County Office of Education is not.

Motion: Approve as presented.		Directors	Votes
	Yes	19	73
Made by: Kevin Bultema	No	0	0
Seconded by: Joe Crispin	Absent	5	7

9. Budget, 2018-2019

Motion: Approve as presented.		Directors	Votes
	Yes	19	73
Made by: Pam Ragan	No	0	0
Seconded by: Heather Naylor	Absent	5	7

*Cody Walker joined the meeting at 3:45 p.m.  
David McCready left the meeting at 4:00 p.m.*

H. CLOSED SESSION

Vice-President James moved the meeting to closed session at 4:03 p.m. to discuss public employee performance evaluation (Government Code Section 54957; Executive Director). Mrs. Patterson reported she was not prepared to discuss labor negotiations at this time.

Vice-President James returned the meeting to open session at 4:15 p.m. and reported that no action had been taken during closed session.

I. EXECUTIVE DIRECTOR CONTRACT

Motion: Approve as presented.		Directors	Votes
	Yes	19	70
Made by: Pam Ragan	No	0	0
Seconded by: Deana Fallen	Absent	5	10

J. ITEMS FROM THE DIRECTORS

There were none.

*All directors representing labor as well as management directors for Manzanita, Chico Unified and Butte Glenn Community College left the meeting at 4:20 p.m.*

K. CONSENT AGENDA

Motion: Approve as presented.		Directors	Votes
	Yes	7	39
Made by: Heather Naylor	No	0	0
Seconded by: Pam Ragan	Absent	4	12

L. DISCUSSION/ACTION – Property and Liability Matters

1. BASIC JPA: Mrs. Patterson reviewed recent activities at BASIC.

2. Memorandum of Liability Coverage, Endorsements A, B and C, effective July 1, 2018:  
Heather Naylor requested that liability requirements for outside vendors be discussed and considered for future inclusion on the items subject to high risk deductible schedule effective July 1, 2019. Others requested a sample draft of a vendor contract be developed.

Motion: Approve as presented.		Directors	Votes
	Yes	7	39
Made by: Pam Ragan	No	0	0
Seconded by: Cody Walker	Absent	4	12

3. Property and Liability Rates effective July 1, 2018

Motion: Approve as presented.		Directors	Votes
	Yes	7	39
Made by: Pam Ragan	No	0	0
Seconded by: Cody Walker	Absent	4	12

M. ADJOURNMENT

Vice-President James adjourned the meeting at 4:40 p.m.

Respectfully submitted,

  
Christy R. Patterson  
Executive Director