



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
ZOOM MEETING  
December 1, 2022**

**MEMBERS PRESENT**

Mike Mathiesen, President, Mountain View-Los Altos Union High School District  
Mark Schiel, Vice President, Santa Clara Unified School District  
Delores Perley, Treasurer, Los Gatos-Saratoga Joint Union High School District  
Wendy Zhang, Member at Large, Milpitas Unified School District

**MEMBERS ABSENT**

Rebecca Westover, Secretary, Mountain View Whisman School District

**GUESTS & CONSULTANTS**

Matt Gowan, Alliant Insurance Services  
Joan Crossley, Alliant Insurance Services

**A. CALL TO ORDER**

The meeting was called to order at 9:04 a.m.

**B. ROLL CALL**

The above-mentioned members were present constituting a quorum.

**C. APPROVAL OF AGENDA**

**A motion was made to approve the agenda.**

**MOTION: Wendy Zhang                      SECOND: Delores Perley                      MOTION CARRIED**

**AYES: 4                      NOES: 0                      ABSTAIN: 0                      ABSENT: 1**

**AYES:** Mathiesen, Schiel, Perley, Zhang

**NAYS:** None

**ABSENT:** Westover

**D. PUBLIC COMMENT**

There were no public comments.

**E. CONSENT CALENDAR**

1. Executive Committee Meeting Minutes – October 13, 2022
2. Financial Report for Quarter Ending September 30, 2022
3. Investment Report for Quarter Ending September 30, 2022



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**A motion was made to approve the items in the Consent Calendar as presented.**

**MOTION: Delores Perley      SECOND: Mark Schiel      MOTION CARRIED**

**AYES: 4                      NOES: 0                      ABSTAIN: 0                      ABSENT: 1**

**AYES:** Mathiesen, Schiel, Perley, Zhang

**NAYS:** None

**ABSENT:** Westover

**F.      PROPERTY SETTLEMENT AUTHORITY REQUEST FOR BERRYESSA UNION  
SCHOOL DISTRICT**

Ms. Joan Crossley said a fire damaged the warehouse at the maintenance yard at Berryessa Union School District on July 18, 2022. Belfor provided mitigation services in amount of \$145,495.12.

**A motion was made to authorize payment of \$135,495.12 (\$145,495.12 less \$10,000 district deductible).**

**MOTION: Mark Schiel                      SECOND: Delores Perley                      MOTION CARRIED**

**AYES: 4                      NOES: 0                      ABSTAIN: 0                      ABSENT: 1**

**AYES:** Mathiesen, Schiel, Perley, Zhang

**NAYS:** None

**ABSENT:** Westover

**G.      GENERAL ADMINISTRATION**

**1.      Cyber Security Services Provided by KYND**

Mr. Matt Gowan said this is the continuation of the KYND external vulnerability scans which were approved last December. KYND provided access to run the scans to the members' IT staff so the IT staff can run the scans at any time. In addition, annually KYND reviews the completed Cyber renewal applications in order to advise members of potential cyber risks based on the members' responses to questions on the application. The annual fee is \$16,334.

**A motion was made to approve continuing with KYND for cyber security services.**

**MOTION: Mark Schiel                      SECOND: Delores Perley                      MOTION CARRIED**

**AYES: 4                      NOES: 0                      ABSTAIN: 0                      ABSENT: 1**

**AYES:** Mathiesen, Schiel, Perley, Zhang

**NAYS:** None

**ABSENT:** Westover

*Approved 3/16/23*



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**2. Loss Control-Liability and Property Safety Inspections on Exterior of Buildings to Include Crime Prevention through Environmental Design**

Mr. Gowan presented the summary of responses to the Request for Proposal (RFP) for Liability and Property Safety Inspections on Exterior of Buildings to include Crime Prevention through Environmental Design (CPTED). The RFP was sent to five firms, but only three are able to perform the inspections. After discussion, the Executive Committee selected ESM Insite to perform the inspections.

**A motion was made to approve using ESM Insite for the Liability and Property Safety Inspections including CPTED.**

**MOTION: Mark Schiel                      SECOND: Wendy Zhang                      MOTION CARRIED**

**AYES: 4                      NOES: 0                      ABSTAIN: 0                      ABSENT: 1**

**AYES:** Mathiesen, Schiel, Perley, Zhang

**NAYS:** None

**ABSENT:** Westover

**3. Cyber Security Multi-Factor Authentication (MFA) Project**

Mr. Gowan said Santa Clara County Office of Education (SCCOE) is interested in performing a group review of vendors who provide Multi-Factor Authentication (MFA) in the hopes of driving down the cost of the software. The Executive Committee said their districts are already using MFA, but it's possible other JPA members may be interested. After discussion, the Executive Committee directed staff to ask SCCOE the following questions: (1) Please confirm the MFA project is to explore options only and it wouldn't be mandatory for any school district to purchase MFA arising out of this project; (2) Why wasn't the MFA project mentioned at the County CBO meeting?

**4. Review of Board Agenda Items**

Mr. Gowan reviewed the items of the upcoming Board meeting, including presentations by representatives from James Marta & Company on the audited financial report as of June 30, 2022 and Carl Warren & Company on the claims stewardship report.

Mr. Gowan advised staff would also provide a loss control and insurance market update and present the target surplus funding analysis.

**H. COMMENTS FOR THE GOOD OF THE ORDER**

There were no comments for the good of the order.

**ADJOURNMENT**

The meeting was adjourned at 9:40 a.m.

*Approved 3/16/23*



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Reviewed and Approved by: \_\_\_\_\_

Date: March 30, 2023