



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
December 3, 2015**

MEMBERS PRESENT

James Crawford, President, Campbell Union School District
Nelly Yang, Vice President, Evergreen School District
Mark Allgire, Treasurer, Santa Clara Unified School District
Barbara Coats, Secretary, Santa Clara County Office of Education

MEMBERS ABSENT

Phuong Le, Member at Large, Berryessa Union School District

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Mark Davis, Davis & Young
Eric Bengtson, Davis & Young

A. CALL TO ORDER

The meeting was called to order at 9:00 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: Barbara Coats	SECOND: Mark Allgire	MOTION CARRIED
AYES: 4	NOES: 0	ABSENT: 1
	ABSTAIN: 0	

AYES: Crawford, Yang, Allgire, Coats
NAYS: None
ABSENT: Le

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

- 1. Executive Committee Meeting Minutes – June 18, 2015**
- 2. Executive Committee Teleconference Minutes – November 4, 2015**
- 3. Engagement Letter for SBASIA Actuarial Study as of 12/31/15**

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



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MOTION: Barbara Coats

AYES: 4

SECOND: Mark Allgire

NOES: 0

ABSTAIN: 0

MOTION CARRIED

ABSENT: 1

AYES: Crawford, Yang, Allgire, Coats

NAYS: None

ABSENT: Le

F. CLAIMS

1. Closed Session Pursuant to Government Code Section 54956.95

- a. Does vs. Santa Clara County Office of Education
- b. Perrizo vs. Santa Clara County Office of Education
- c. McElroy vs. Santa Clara County Office of Education
- d. Negrillo vs. Santa Clara Unified School District
- e. Milne vs. Berryessa Union School District

The Executive Committee went into closed session at 9:03 a.m.

The Executive Committee returned from Closed Session at 9:40 a.m. Mr. James Crawford reported that the Closed Session items were discussed and no action was taken at this time.

G. GENERAL ADMINISTRATION

1. JPA Website

Ms. Joan Crossley said the software used for the JPA website is out of date and is no longer compatible with the new versions of Internet Explorer. Ms. Crossley said her firm's IT department provided her with software to design a new website, but it is geared toward website designers and is complicated. Another client recommended a website design firm so Ms. Crossley obtained a quote just to get an idea of the cost to hire a vendor to design a website. The cost quoted was \$11,524. The Executive Committee stated there are firms that provide canned websites for schools which staff should look into as they are much less expensive.

2. Review of Board Agenda Items

Regarding the Board of Directors agenda, Mr. Matt Gowan said there would most likely not be a quorum so the Board would be unable to approve the consent calendar and audited financial report. Ms. Robin Zane from James Marta & Company will present the audited financial report as of June 30, 2015. Ms. Tracey Smith-Reed will present the quarterly financial reports as of June 30 and September 30, 2015.

Mr. Gowan said the target surplus funding analysis as of June 30, 2015 shows the JPA is above the target equity by \$82,691. The Executive Committee said there are some upcoming claims so no dividends should be issued.



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Ms. Barbara Coats asked that the JPA consider any funds available for dividends be used for safety credits. Mr. Mark Allgire commented that safety credits could be issued if a member participated in a mandated activity such as training or tasks. The Executive Committee said they would discuss safety credits at a future meeting.

H. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 9:57 a.m.

Reviewed and Approved by: Barbara Coats

Date: 3/3/16