



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
ZOOM MEETING
December 2, 2021**

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
Rebecca Westover, Secretary, Mountain View Whisman School District
Wendy Zhang, Member at Large, Milpitas Unified School District

MEMBERS ABSENT

None

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Jaesa Cusimano, Alliant Insurance Services
Adam Davis, Davis, Bengtson & Young

A. CALL TO ORDER

The meeting was called to order at 9:01 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: Delores Perley SECOND: Mark Schiel MOTION CARRIED

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0

AYES: Mathiesen, Schiel, Perley, Westover, Zhang

NAYS: None

ABSENT: None

D. PUBLIC COMMENT

Mr. Matt Gowan introduced Ms. Jaesa Cusimano, advising Ms. Cusimano recently joined Alliant Insurance Services and would be an addition to staff to support SBASIA alongside Mr. Gowan and Ms. Joan Crossley. Ms. Cusimano provided a brief background of her experience with pool administration and school districts.



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E. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

1. A.M./M.A. v. Berryessa Union School District

The Executive Committee entered closed session at 9:04 a.m. The Executive Committee returned from closed session at 9:13 a.m.

AYES: Mathiesen, Schiel, Perley, Westover, Zhang

NAYS: None

ABSENT: None

F. PRESIDENT’S REPORT ON ACTION FROM CLOSED SESSION

Mr. Mike Mathieson reported that the closed session item was discussed and the Executive Committee took action to provide settlement authority.

G. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – October 7, 2021

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

MOTION: Delores Perley SECOND: Mark Schiel MOTION CARRIED

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0

AYES: Mathiesen, Schiel, Perley, Westover, Zhang

NAYS: None

ABSENT: None

H. GENERAL ADMINISTRATION

1. Cyber Security Audit Request for Proposal Results

Mr. Gowan presented the results of the RFP for cyber security audit services and advised proposals were received by two firms, Kroll and KYND. The other three recipients of the RFP either did not respond or advised they are unable to participate in the RFP at this time.

Mr. Gowan reviewed the proposal from Kroll, noting the proposed fees were significantly outside the budgeted amount for the cyber audit project. Mr. Gowan advised the proposal from KYND would provide external penetration tests for the members of SBASIA for a fee of \$15,557. KYND would follow up with a report to each individual member of the results of the penetration test. The penetration tests are a good starting point to begin to identify areas for members to focus on related to cyber security.



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Mr. Gowan recommended the Executive Committee consider approving the penetration testing through KYND and provide direction to staff to redistribute the RFP for a broader cyber security audit and include additional recipients.

The Executive Committee requested that staff provide information to the members regarding available resources related to cyber, such as trainings, webinars, and sample policies.

A motion was made to approve contracting with KYND for external penetration testing for a fee of \$15,557 and to redistribute the RFP for cyber security audits.

MOTION: Wendy Zhang SECOND: Delores Perley MOTION CARRIED

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0

AYES: Mathiesen, Schiel, Perley, Westover, Zhang

NAYS: None

ABSENT: None

2. Accounting Contract for July 1, 2022 – June 30, 2025

Mr. Gowan stated the accounting contract with Gilbert Associates expires on June 30, 2022. At the request of the Executive Committee, staff requested a renewal agreement. Gilbert Associates provided a three-year proposed agreement with a 3% fee increase each year, with two years of optional extensions.

A brief discussion ensued, and the Committee agreed the contract should be renewed as presented. Mr. Gowan advised the contract must be approved by the Board and it would be presented at the June Board meeting.

3. Review of Board Agenda Items

Mr. Gowan reviewed the items of the upcoming Board meeting, including presentations by representatives from Safe2Play on playground inspections including sports field impact tests, Carl Warren & Company on the claims stewardship report, and James Marta & Company on the audited financial report as of June 30, 2021.

Mr. Gowan advised staff would also present an amendment to SBASIA's teleconference policy for approval, provide an insurance market update, present the target surplus funding analysis, and discuss insurance options for teacher housing.

I. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

