



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
REVISED EXECUTIVE COMMITTEE
MEETING AGENDA**

LOCATION: Campbell Union School District
155 N. Third Street
Campbell, CA 95008

DATE/TIME: June 13, 2019
9:00 A.M.

A - Action
I - Information

1 - Included
2 - Hand Out
3 - Separate
4 - Verbal

Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services, in order to participate in the meeting are requested to contact Joan Crossley at Alliant Insurance Services, Inc. at (916) 643-2708.

Documents and material relating to an open session agenda item that are provided to the SBASIA Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard St, Suite 460, Sacramento, CA 95815.

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- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA** A 1
- D. PUBLIC COMMENT**
This time is reserved for members of the public to address the Executive Committee on matters of the SBASIA Executive Committee business.
- E. CONSENT CALENDAR** A 1
 - 1* **1. Executive Committee Meeting Minutes – May 2, 2019**
 - 2-5* **2. Executive Committee Teleconference Minutes – May 29, 2019**
 - 6-7*
- F. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95** A 4
 - 1. Ironteeth vs. Santa Clara County Office of Education**
- G. GENERAL ADMINISTRATION** A 1
 - 9-10* **1. Executive Committee Meeting Dates for Fiscal Year 2019-2020**
The Executive Committee will need to adopt meeting dates for July 1, 2019-2020.



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2. Review of Board Agenda Items

A 1

Staff will review the Board agenda items with the Executive Committee.

H. COMMENTS FOR THE GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING

The next Executive Committee Meeting is set for Thursday, October 3, 2019 at 9:30 a.m. The location will be at Campbell Union School District, 155 N. Third St, Campbell, CA 95008.



Agenda Item E.1

CONSENT CALENDAR

ACTION ITEM

ISSUE: The Executive Committee should review the Consent Calendar and pull any items that need discussion. Otherwise, the Executive Committee should adopt the Consent Calendar as presented.

RECOMMENDATION: The Program Administrator recommends adoption of the Consent Calendar Items as presented.

FISCAL IMPACT: None.

BACKGROUND: The following items are placed on the Consent Calendar for adoption by the Executive Committee. The Committee may accept the Consent Calendar as posted, or pull any item for discussion and a separate action will occur while accepting the remaining items.

1. **Executive Committee Meeting Minutes – May 2, 2019**
2. **Executive Committee Teleconference Minutes – May 29, 2019**

ATTACHMENTS: Executive Committee Meeting Minutes – May 2, 2019
Executive Committee Teleconference Minutes – May 29, 2019



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
May 2, 2019**

MEMBERS PRESENT

James Crawford, President, Campbell Union School District
Megan Reilly, Vice President, Santa Clara County Office of Education
Mike Mathiesen, Treasurer, Mountain View-Los Altos Union High School District

MEMBERS ABSENT

Robert Clark, Secretary, Mountain View Whisman School District
Wendy Zhang, Member at Large, Milpitas Unified School District

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Kevin Wong, Gilbert Associates, Inc.

A. CALL TO ORDER

The meeting was called to order at 9:34 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: Mike Mathiesen	SECOND: Megan Reilly	MOTION CARRIED
AYES: 3	NOES: 0	ABSTAIN: 0
		ABSENT: 2

AYES: Crawford, Reilly, Mathiesen
NAYS: None
ABSENT: Clark, Zhang

D. PUBLIC COMMENT

There were no comments from the public.

E. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – March 7, 2019
2. Financial Report for Quarter Ending March 31, 2019



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
May 2, 2019**

Mr. Kevin Wong noted that the IBNR (Incurred but Not Reported) has increased driven by the actuarial ultimate loss estimates.

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

MOTION: Megan Reilly SECOND: Mike Mathiesen MOTION CARRIED

AYES: 3 NOES: 0 ABSTAIN: 0 ABSENT: 2

AYES: Crawford, Reilly, Mathiesen

NAYS: None

ABSENT: Clark, Zhang

F. GENERAL ADMINISTRATION

1. Loss Control-Infrared Inspections

Mr. Matt Gowan stated according to the JPA's five year loss control plan, it's time to have infrared inspections performed to test for hot spots in electrical systems. Ms. Joan Crossley distributed the summary of responses to the Request for Proposal (RFP) for Infrared Inspections. The RFP was sent to eight firms and six provided proposals. Ms. Crossley noted that all firms will provide an electrician to remove panel covers except Hartford Steam Boiler; if the JPA selects that firm, a separate contract and payment would need to be provided for an electrician. Ms. Crossley said that most firms also have a cancellation or delay fee for less than 72 hours notice of cancellation of an inspection. Mr. Gowan noted there were several instances during the recent inspections on interior of buildings where the inspection was cancelled at the last minute. After discussion, the Executive Committee asked staff to work with Allied Reliability to see if they could provide a flat or not to exceed fee instead of a per location fee.

2. Loss Control-Liability Training for Coaches

Mr. Gowan said Liability training for coaches, volunteer coaches and athletic directors was discussed at the March meeting. Mr. Gowan said the training would not cost the JPA additional money; it would be paid for using the JPA's loss control subsidy fund with CSAC EIA. The Executive Committee discussed potential dates for the training. After discussion, the Executive Committee recommended soliciting input from athletic directors at the school districts for the best time to provide training.

3. Slate of Officers for June 13, 2019 Meeting

Mr. James Crawford stated the current Secretary, Mr. Robert Clark, is out on a long term leave. Ms. Megan Reilly said Mr. Eric Dill at Santa Clara Unified School District has expressed interest in serving on the Executive Committee. After discussion, this is the slate to be presented to the Board of Directors:



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
May 2, 2019**

President: Mr. James Crawford, Campbell Union School District
Vice President: Mr. Eric Dill, Santa Clara Unified School District
Treasurer: Mr. Mike Mathiesen, Mountain View-Los Altos Union High School District
Secretary: Ms. Megan Reilly, Santa Clara County Office of Education
Member at Large: Wendy Zhang, Milpitas Unified School District

G. FINANCIAL

1. Insurance Market Update

Mr. Gowan said the Property market has become significantly worse since the last meeting. The Property rate is now expected to increase by 15%. Many Property insurance carriers are reducing coverage and limits in addition to raising rates. As discussed at previous meetings, the Liability market continues to be hard and the JPA has budgeted for the Liability increase. Staff marketed the Liability insurance to 14 different markets, but the insurance carriers either would not consider the JPA due to loss history or said their indicated premium was significantly higher than the current Liability premium.

2. Preliminary Revenue and Expense Budget for July 1, 2019-2020

Ms. Crossley said staff distributed three budgets with three different confidence levels, 70%, 75% and 80%. Mr. James Crawford commented the JPA is not meeting its target equity minimum surplus at the current 70% confidence level and the JPA has seen an increase in claims payments. After discussion, the Executive Committee decided to recommend the budget at 80% confidence level to the Board of Directors at the June meeting.

Ms. Crossley noted that Metropolitan Education District is no longer required to track ADA so their Liability funding and Liability premium is unable to be calculated based on a rate per ADA. Instead a flat charge, based on the flat charge that SELF (Schools Excess Liability Fund) charges Metropolitan Education District, was used for their Liability funding and Liability premium.

A motion was made to recommend the budget at 80% confidence level to the Board of Directors.

MOTION: Megan Reilly SECOND: Mike Mathiesen MOTION CARRIED

AYES: 3 NOES: 0 ABSTAIN: 0 ABSENT: 2

AYES: Crawford, Reilly, Mathiesen
NAYS: None
ABSENT: Clark, Zhang



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
May 2, 2019**

H. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 10:50 a.m.



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE TELECONFERENCE MINUTES
May 29, 2019**

MEMBERS PRESENT

James Crawford, President, Campbell Union School District
Mike Mathiesen, Treasurer, Mountain View-Los Altos Union High School District
Wendy Zhang, Member at Large, Milpitas Unified School District

MEMBERS ABSENT

Megan Reilly, Vice President, Santa Clara County Office of Education
Robert Clark, Secretary, Mountain View Whisman School District

GUESTS & CONSULTANTS

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

A. CALL TO ORDER

The meeting was called to order at 10:34 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: Mike Mathiesen SECOND: Wendy Zhang MOTION CARRIED

AYES: 3 NOES: 0 ABSTAIN: 0 ABSENT: 2

AYES: Crawford, Mathiesen, Zhang

NAYS: None

ABSENT: Reilly, Clark

D. PUBLIC COMMENT

There were no comments from the public.

**E. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95
1. Prosser vs. Los Gatos-Saratoga Joint Union High School District**

The Executive Committee went into closed session at 10:35 a.m.

The Executive Committee returned from closed session at 10:50 a.m. The closed session item was discussed and appropriate actions were taken.



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE TELECONFERENCE MINUTES
May 29, 2019**

AYES: Crawford, Mathiesen, Zhang

NAYS: None

ABSENT: Reilly, Clark

F. COMMENTS FOR THE GOOD OF THE ORDER

None

ADJOURNMENT

The meeting was adjourned at 10:50 a.m.



Agenda Item F.

CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54956.95

ACTION ITEM

ISSUE: Pursuant to Government Code Section 54956.95, the Executive Committee will hold a Closed Session to discuss the following claim:

1. Ironteeth vs. Santa Clara County Office of Education

RECOMMENDATION: The Program Administrator cannot make a recommendation at this time as the subject matter is confidential.

FISCAL IMPACT: To be determined

ATTACHMENTS: None



Agenda Item G.1

EXECUTIVE COMMITTEE MEETING DATES FOR FISCAL YEAR 2019-2020

ACTION ITEM

ISSUE: The Executive Committee should adopt a schedule establishing regular meetings for the 2019-2020 fiscal year as presented in the attachment or as amended.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: The Bylaws do not establish days or dates for the regular meetings. The Bylaws require that the Executive Committee hold at least 4 regular meetings a year. The Executive Committee should adopt a schedule establishing meeting dates to facilitate JPA business.

ATTACHMENTS: Meeting Dates for Executive Committee for 2019-2020



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING DATES
FISCAL YEAR 2019-2020**

October 3, 2019	Thursday @ 9:30 a.m.	Campbell Union School District
December 5, 2019	Thursday @ 9:00 a.m. (BOARD @ 10:00 a.m.)	Campbell Union School District
March 12, 2020	Thursday @ 9:30 a.m.	Campbell Union School District
May 7, 2020	Thursday @ 9:30 a.m.	Campbell Union School District
June 11, 2020	Thursday @ 9:00 a.m. (BOARD @ 10:00 a.m.)	Campbell Union School District



Agenda Item G.2

REVIEW OF BOARD AGENDA ITEMS

ACTION ITEM

ISSUE: The Executive Committee should make recommendations to the Board of Directors for those items on their agenda that require action.

RECOMMENDATION: None.

FISCAL IMPACT: Various. See the Board of Directors June 13, 2019 agenda.

BACKGROUND: The Board of Directors should take action on the following items:

- Excess Liability Renewal
- Resolution Rescinding Previously Submitted Notice of Withdrawal from Schools Excess Liability Fund Effective July 1, 2019
- Review and Adoption of Liability Memorandum of Coverage
- Excess Property and Boiler & Machinery Renewal
- Review and Adoption of Property Memorandum of Coverage
- Crime Policy Renewal
- Deadly Weapon Response Policy Renewal
- Accounting Contract
- Administration Contract
- Revenue and Expense Budget for July 1, 2019-2020
- SBASIA Election of Officers and Executive Committee
- Investment Authority
- Review of Investment Policy
- Resolution Establishing Meeting Dates for Fiscal Year 2019-2020

ATTACHMENTS: None