



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

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

DATE/TIME: June 15, 2017
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.

Page

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.

1 E. CONSENT CALENDAR

A 1

2-5 1. Executive Committee Meeting Minutes – May 4, 2017

F. GENERAL ADMINISTRATION

A 1

6-7 1. Executive Committee Meeting Dates for Fiscal Year 2017-2018
The Executive Committee will need to adopt meeting dates for July 1, 2017-2018.

8 2. Review of Board Agenda Items
Staff will review the Board agenda items with the Executive Committee.



South Bay Area Schools Insurance Authority
Executive Committee Meeting
June 15, 2017

G. COMMENTS FOR THE GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING

The next Executive Committee Meeting is set for Thursday, October 5, 2017 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 4, 2017

ATTACHMENTS: Executive Committee Meeting Minutes – May 4, 2017



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
May 4, 2017**

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
Mike Mathiesen, Mountain View-Los Altos Union High School District
Brandon Schlenker, Carl Warren & Company
Kevin Wong, Gilbert Associates, Inc.

A. CALL TO ORDER

The meeting was called to order at 9:35 a.m.

B. ROLL CALL

The above-mentioned members were present constituting a quorum.

C. APPROVAL OF AGENDA

A motion was made to move item F.2. Claims Audit before F.1. Claims Service Contract with Carl Warren & Company and approve the agenda.

MOTION: Barbara Coats	SECOND: Nelly Yang	MOTION CARRIED
AYES: 3	NOES: 0	ABSTAIN: 0
		ABSENT: 2

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

D. PUBLIC COMMENT

There were no comments from the public.



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EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
May 4, 2017**

Mr. Mark Allgire arrived at 9:40 a.m.

E. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – March 2, 2017
2. Financial Report for Quarter Ending December 31, 2016
3. Financial Report for Quarter Ending March 31, 2017
4. Investment Report for Quarter Ending December 31, 2016

Mr. James Crawford commented that the net position has dropped to about \$2 million on the 3/31/17 financials. Mr. Kevin Wong noted that claims reserves have increased to \$1.7 million compared with \$633,574 a year ago.

Ms. Barbara Coats noted the check registers did not contain details that the Executive Committee needs and which have been presented in the past. Mr. Wong stated he will refer to past check registers and capture all the details required going forward.

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

MOTION: Nelly Yang SECOND: Mark Allgire MOTION CARRIED

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

AYES: Crawford, Yang, Allgire, Coats

NAYS: None

ABSENT: Le

F. GENERAL ADMINISTRATION

2. Claims Audit

Mr. Matt Gowan said Mr. Ken Maiolini at Risk Management Services conducted a claims audit at Carl Warren & Company on February 25, 2017. The auditor noted that reserves are appropriate, excess insurance requirements are met and diaries are well managed. The auditor's report said claims handling meets or exceeds industry standards and there are no recommendations.

1. Claims Service Contract with Carl Warren & Company

Ms. Joan Crossley said the claims service renewal contract is being presented to the Executive Committee for review prior to being presented at the June Board of Directors meeting for approval. Mr. Brandon Schlenker of Carl Warren & Company stated the terms of the contract are the same as the expiring contract. The contract is on a flat fee basis. The fee for years 1-2 is \$75,000 for up to 65 claims per year. The fee for years 3-5 is \$78,000 for up to 65 claims per year.



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CAMPBELL, CALIFORNIA
May 4, 2017**

3. Loss Control-Liability and Property Safety Inspections on Exterior of Buildings to include Crime Prevention through Environmental Design

Ms. Crossley 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 responded. Only one of the three firms, Bickmore Risk Services, is able to provide CPTED. After discussion about whether CPTED is necessary, the Executive Committee decided to have CPTED inspections at least this one time. The Executive Committee directed staff to contact Bickmore to find out whether they will talk to the local school contact about any safety concerns before performing the inspection and to obtain more details about the CPTED inspections. Staff will bring back this information to Mr. Crawford who will determine if the information provided is satisfactory.

A motion was made to approve using Bickmore Risk Services for the Liability and Property Safety Inspections including CPTED pending additional information to be provided to Mr. James Crawford.

MOTION: Mark Allgire SECOND: Barbara Coats MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 1

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

4. Slate of Officers for June 15, 2017 Meeting

Ms. Crossley asked the Executive Committee to review the slate of officers selected at the March meeting and confirm that this is the slate that will be presented to the Board of Directors.

President: Mr. James Crawford, Campbell Union School District
Vice President: Mr. Mark Allgire, Santa Clara Unified School District
Treasurer: Mr. Mike Mathiesen, Mountain View-Los Altos Union High School District
Secretary: Ms. Barbara Coats, Santa Clara County Office of Education
Member at Large: Ms. Nelly Yang, Evergreen School District

The Executive Committee confirmed the slate.

G. FINANCIAL

1. Excess Cyber Liability

Mr. Gowan presented an optional proposal for Excess Cyber Liability coverage effective July 1, 2017. The proposal provides \$2,000,000 annual aggregate limit for each member excess of the underlying \$2,000,000 annual aggregate limit on the Beazley policy through APIP (Alliant Property Insurance Program). The proposal also provides a \$1,000,000 annual aggregate sublimit for privacy



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notification costs excess of the underlying \$1,000,000 annual aggregate sublimit for privacy notification costs on the Beazley policy. The annual premium is \$116,416. If a \$4,000,000 policy annual aggregate limit is included, the annual premium is \$59,496. After discussion, the Executive Committee said they will retain the current Cyber Liability policy through APIP and not purchase the Excess Cyber Liability coverage.

2. Preliminary Revenue and Expense Budget for July 1, 2017-2018

Mr. Gowan presented the preliminary budget for 2017-2018. The Liability funding, which comes from the actuarial study, is up 2.98%. The CSAC EIA Liability premium increased by 41% as was previously discussed at the March meeting. The SELF premium, which had been estimated at 20% increase, came in at 9.4% increase.

The Property funding, which comes from the actuarial study, has increased by 2%. The Property rate is estimated to decrease by 2%. The Property premium is estimated to decrease by just 1% due to a slight increase in total insured values. This is still an estimate as the Property insurance quote has not been received yet.

Admin fees are up by 17.5% which includes the loss control fee. The Executive Committee noted the loss control fee will need to be increased from \$100,000 to \$181,312 to pay for the Liability and Property inspections to be performed by Bickmore Risk Services. The overall budget is projected to increase by 8% or \$280,436 from last year.

H. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 10:55 a.m.



Agenda Item F.1

EXECUTIVE COMMITTEE MEETING DATES FOR FISCAL YEAR 2017-2018

ACTION ITEM

ISSUE: The Executive Committee should adopt a schedule establishing regular meetings for the 2017-2018 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 2017-2018



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING DATES
FISCAL YEAR 2017-2018**

October 5, 2017	Thursday @ 9:30 a.m.	Campbell Union School District
December 7, 2017	Thursday @ 9:00 a.m. (BOARD @ 10:00 a.m.)	Campbell Union School District
March 8, 2018	Thursday @ 9:30 a.m.	Campbell Union School District
May 3, 2018	Thursday @ 9:30 a.m.	Campbell Union School District
June 14, 2018	Thursday @ 9:00 a.m. (BOARD @ 10:00 a.m.)	Campbell Union School District



Agenda Item F.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 15, 2017 agenda.

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

- Excess Liability Renewal
- Review and Adoption of Liability Memorandum of Coverage
- Excess Property and Boiler & Machinery Renewal
- Crime Policy Renewal
- Review and Adoption of Property Memorandum of Coverage
- Claims Service Contract with Carl Warren & Company
- Revenue and Expense Budget for July 1, 2017-2018
- SBASIA Election of Officers and Executive Committee
- Investment Authority
- Review of Investment Policy
- Resolution Establishing Meeting Dates for Fiscal Year 2017-2018

ATTACHMENTS: None