



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
WEBEX MEETING  
October 8, 2020**

**MEMBERS PRESENT**

Eric Dill, President, Santa Clara County Office of Education  
Delores Perley, Vice President, Los Gatos-Saratoga Joint Union High School District  
Mike Mathiesen, Treasurer, Mountain View-Los Altos Union High School District  
Ron Lebs, Secretary, Metropolitan Education 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  
Mark Davis, Davis & Young  
Eric Bengtson, Davis & Young  
Eric Lucero, PRISM

**A. CALL TO ORDER**

The meeting was called to order at 9:33 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: Ron Lebs                                      SECOND: Wendy Zhang                                      MOTION CARRIED**

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

**AYES:** Dill, Perley, Mathiesen, Lebs, Zhang

**NAYS:** None

**ABSENT:** None

**D. PUBLIC COMMENT**

There were no comments from the public.



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
WEBEX MEETING  
October 8, 2020**

**E. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95**

1. Cardozo v. Santa Clara County Office of Education
2. Gomez v. Evergreen School District
3. Garnica v. Santa Clara Unified School District
4. Martinez v. All California Public Schools

The Executive Committee entered closed session at 9:34 a.m. The Executive Committee returned from closed session at 10:01 a.m.

**AYES:** Dill, Perley, Mathiesen, Lebs, Zhang

**NAYS:** None

**ABSENT:** None

**F. PRESIDENT'S REPORT ON ACTION FROM CLOSED SESSION**

Mr. Eric Dill stated the Executive Committee took appropriate action to approve settlement for items 1 and 3 and provided direction on items 2 and 4.

**G. CONSENT CALENDAR**

1. Executive Committee Meeting Minutes – June 11, 2020
2. Executive Committee Meeting Minutes – September 10, 2020
3. Unaudited Financial Report for Quarter Ending June 30, 2020
4. Investment Report for Quarter Ending June 30, 2020

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

**MOTION: Delores Perley      SECOND: Mike Mathiesen      MOTION CARRIED**

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

**AYES:** Dill, Perley, Mathiesen, Lebs, Zhang

**NAYS:** None

**ABSENT:** None

**H. PROPERTY SETTLEMENT AUTHORITY REQUESTS**

1. Milpitas Unified School District-Vehicle Collision on 6/2/20
2. Los Gatos-Saratoga Joint Union High School District-Fire at Saratoga High School on 11/30/17
3. Santa Clara Unified School District-Fire at Santa Clara High School on 4/4/16

Ms. Joan Crossley summarized three property claims which require settlement authority.



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
WEBEX MEETING  
October 8, 2020**

On 6/2/20, a Milpitas Unified School District employee was driving a district vehicle when the employee collided with a pole in a parking lot. The total damage to the vehicle is \$13,071.03. The district has a \$10,000 deductible so the JPA would pay \$3,071.03.

There was a fire at Saratoga High School at Los Gatos-Saratoga Joint Union High School District on 11/30/17. Heat from a ceramics kiln caused the roof to ignite. The JPA has previously paid \$18,705 on this claim and payment of \$43,775.92 for additional invoices is needed.

There was a fire at Santa Clara High School at Santa Clara Unified School District on 4/4/16. The fire was started by two teenage girls. The JPA has previously paid \$216,561.56 and payment of \$273,438.44 is needed for additional invoices. Santa Clara Unified School District is trying to collect \$10,000 from each of the parents in restitution as ordered by the County of Santa Clara.

Ms. Crossley said the payments for the three claims total \$320,285.39.

**A motion was made to approve the property settlement authority requests for total of \$320,285.39.**

**MOTION: Wendy Zhang      SECOND: Mike Mathiesen      MOTION CARRIED**

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

**AYES:** Dill, Perley, Mathiesen, Lebs, Zhang

**NAYS:** None

**ABSENT:** None

**I.      GENERAL ADMINISTRATION**

**1.      Selection of Auditor for Fiscal Year Ending June 30, 2021**

Mr. Matt Gowan said the three year contract with James Marta & Company to perform the annual financial audit expires with the June 30, 2020 audit. The JPA can solicit a new contract with Mr. Marta or issue a Request for Proposal for auditor. The Executive Committee said to solicit a renewal contract with James Marta & Company.

**2.      Claims Audit**

Mr. Gowan said the JPA has a claims audit performed every two years and the next audit is due in 2021. The JPA's Excess Liability carrier, PRISM, performs a Liability claims audit which is also due in 2021. Mr. Gowan said the Liability claims auditor can review some Property claims as well and the JPA won't have to pay a separate fee to have a claims audit performed. The Executive Committee commented this is fine.



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
WEBEX MEETING  
October 8, 2020**

**3. PRISM Loss Control Services**

Mr. Eric Lucero, Senior Risk Control Specialist at PRISM, reviewed loss control services available to the JPA as follows:

- COVID-19 resources are available on the PRISM website
- TargetSolutions catalog has COVID-19 training courses
- Employment Practices/Labor Law Hotline can be used for Employment Practices consultation, COVID-19 questions, Title IX compliance
- PRISM TV has a variety of webinars including preventing molestation, Title IX, returning to work amidst COVID-19
- PRISM Risk Control Open Forum every third Tuesday for school districts to share information and ask questions
- PRISM has a School Administrator's Guide to Preventing Sexual Abuse & Misconduct
- PRISM has a School Liability Handbook on Student Activities and Employment Issues
- Alliant Insurance Services has an Insurance Requirements in Contracts manual
- The Environmental Protection Agency (EPA) has some webcasts on ventilation and indoor air quality

Mr. Lucero will send out an email with links to these services.

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

There were no comments for the good of the order.

**ADJOURNMENT**

The meeting was adjourned at 10:42 a.m.

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

A handwritten signature in blue ink, appearing to read "Richard J. ...", is written over a horizontal line.

Date: December 3, 2020