



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

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

DATE / TIME: May 2, 2019
9:30 AM

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 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** **A 4**
 - 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*
- 2-7*
8-13
- 1. Executive Committee Meeting Minutes – March 7, 2019**
 - 2. Financial Report for Quarter Ending March 31, 2019**



F. GENERAL ADMINISTRATION

- | | | | |
|----|---|----------|----------|
| 14 | 1. Loss Control-Infrared Inspections
<i>Staff will present the proposals received to perform the inspections.</i> | A | 2 |
| 15 | 2. Loss Control-Liability Training for Coaches
<i>The Executive Committee should decide if the JPA should provide Liability training for coaches.</i> | A | 1 |
| 16 | 3. Slate of Officers for June 13, 2019 Meeting
<i>Staff will review the final slate of officers for the June Board of Directors meeting.</i> | I | 1 |

G. FINANCIAL

- | | | | |
|----|---|----------|----------|
| 17 | 1. Insurance Market Update
<i>Staff will present an update on the insurance market.</i> | I | 4 |
| 18 | 2. Preliminary Revenue and Expense Budget for July 1, 2019-2020
<i>Staff will present an updated preliminary budget for the July 1, 2019-2020 program year.</i> | A | 2 |

H. COMMENTS FOR THE GOOD OF THE ORDER

ADJOURNMENT

The next Executive Committee Meeting is set for Thursday, June 13, 2019 at 9:00 a.m. The Location will be at Campbell Union School District, 155 N. Third Street, 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 Executive 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 – March 7, 2019**
2. **Financial Report for Quarter Ending March 31, 2019**

ATTACHMENTS: Executive Committee Meeting Minutes – March 7, 2019
Financial Report for Quarter Ending March 31, 2019



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MINUTES
CAMPBELL, CALIFORNIA
March 7, 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
Wendy Zhang, Member at Large, Milpitas Unified School District

MEMBERS ABSENT

Robert Clark, Secretary, Mountain View Whisman School District

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Ron Lebs, Metropolitan Education District
Ron Wheelehan, Mountain View Whisman School District
Eric Dill, Santa Clara Unified School District
Brandon Schlenker, Carl Warren & Company
Eric Lucero, CSAC EIA
Mark Davis, Davis & Young
Kevin Wong, Gilbert Associates, Inc.
John Falappino, SELF
Lois Gormley, SELF

A. CALL TO ORDER

The meeting was called to order at 9:38 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: 4	NOES: 0	ABSENT: 1
	ABSTAIN: 0	

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

D. PUBLIC COMMENT

There were no comments from the public.



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E. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – December 6, 2018
2. Investment Report for Quarter Ending September 30, 2018
3. Financial Report for Quarter Ending December 31, 2018
4. Investment Report for Quarter Ending December 31, 2018

Mr. Kevin Wong noted that claims recovery receivable is at \$1.1 million; last December it was only \$250,000. This is due to several large claims with payments over the JPA's \$250,000 Liability SIR. Claims reserves are down to \$1.9 million from \$2.4 million a year ago.

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

MOTION: Mike Mathiesen SECOND: Megan Reilly MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 1

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

F. CLAIMS

1. **Closed Session Pursuant to Government Code Section 54956.95**
 - a. Zussman vs. Santa Clara Unified School District

The Executive Committee entered closed session at 9:44 a.m. The Executive Committee returned from closed session at 9:49 a.m. Mr. James Crawford reported that the closed session item was discussed and appropriate actions were taken.

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

G. FINANCIAL

1. **SELF (Schools Excess Liability Fund) Update**

Mr. Matt Gowan said the JPA purchases Excess Liability insurance from SELF for the \$5 million to \$55 million Liability layer. Mr. Gowan introduced Mr. John Falappino, Interim CEO, and Ms. Lois Gormley, Director of Communications & Member Services, from SELF. Mr. Falappino began the presentation by stating the SELF Board has selected a new CEO and an announcement will be forthcoming. The SELF Board moved up the timeline on rate setting from April to early March. The 2019-2020 SELF rate is \$9.87 per ADA which is an increase of \$1.27 from the 2018-2019 rate. Mr. Falappino stated SELF has a \$90 million aggregate limit in its upper layers (\$30 million excess \$25



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million) that can withstand three full limit losses; most competitors only have \$25 million aggregate limit. Mr. Falappino noted judgements and settlements are on the rise for sexual molestation claims and Liability rates are increasing; he discussed several large claims in California. Ms. Lois Gormley reiterated that the Liability climate in California has been worsening for the last several years and that deterioration is now spreading across the country. Ms. Gormley discussed resources available to the JPA as SELF members. If a school district is providing loss control training, SELF can provide up to \$500 in funds to supplement the training budget for that school district. The SELF Resource Center provides online training on the SELF website for no charge. Another tool available is the NASDTEC LEA Clearing House; it's a searchable national database that can be used during the hiring process to see if potential employees had certificates or licenses denied, revoked or suspended as actions against a certificate are not prosecuted as a criminal offense; there is a fee to access the database.

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

Ms. Joan Crossley said staff distributed three budgets with three different confidence levels, 70%, 75% and 80%. Mr. Gowan said currently the JPA uses a 70% confidence level, but the Executive Committee has talked about possibly raising the confidence level due to the increase in claims payments. Staff distributed a handout showing the JPA's loss ratio is 201% in the \$25 million Liability insurance layer using claims for the last six years. Mr. Gowan said he recommends raising the confidence level to at least 75%.

Mr. Gowan presented the Preliminary Revenue and Expense budget for July 1, 2019-2020 at the current 70% confidence level. The Liability funding, which is determined by the actuary, is increasing 5.2%. CSAC EIA provides Liability coverage from \$250,000 to \$5 million and the premium is estimated to increase by 25%. CSAC EIA is still in the underwriting process so it's an estimate only. Mr. Gowan said staff did market this layer to both excess insurance carriers and reinsurance carriers; a total of 14 markets were approached. Some carriers would not consider the JPA due to loss history; others said the premium would double or they were no longer covering California schools. Mr. Brandon Schlenker commented that he attends many school Board meetings and all schools are having the same Liability insurance issues; some schools are looking at 40% increases. SELF rates have been established so the SELF premium will increase by 13.7%. Mr. Eric Dill commented that with all the Liability insurance issues in California, he would advocate moving to the 80% confidence level.

The Property funding, which is determined by the actuary, increased by 2.2%. The Property premium is estimated to increase by 10.7%; most of that is due to increases in total insured values. The Property renewal quote has not been received yet so this is just an estimate.

The overall budget is estimated to increase by 11% or approximately \$461,009.

After discussion, the Executive Committee said the subject of increasing the confidence level will be brought back at the next meeting for a decision.



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3. Monitoring Changes in Claims Payments and Reserves

Mr. Brandon Schlenker of Carl Warren & Company reviewed the changes in claims payments and reserves over the last quarter ending December 31, 2018. The total incurred decreased by \$320,000, but that leaves the total incurred for claims at \$2.4 million which is still high. Mr. Schlenker noted there's potentially large claims pending for employment practices liability, two claims for property and a few personal injury claims.

4. Accounting Services Request for Proposal Results

Mr. Gowan said Gilbert Associates has been the JPA's accountant since 2012. Their accounting contract expires June 30, 2019 and the Executive Committee decided to test the market for pricing and issue a RFP for accounting services. The RFP was sent to five firms, but two declined and two did not respond. Gilbert Associates responded with an annual fee of \$32,000 the first year, \$33,000 the second year and \$34,000 the third year. Mr. Gowan commented those fees are in line with the fees provided by several firms back in 2011 which is the last year that a RFP for accounting services was issued. Ms. Crossley commented that Bickmore quoted \$34,150 back in 2011.

A motion was made to contract with Gilbert Associates, Inc. to perform accounting services for the period of July 1, 2019 - June 30, 2022.

MOTION: Megan Reilly SECOND: Mike Mathiesen MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 1

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

H. GENERAL ADMINISTRATION

1. Five Year Loss Control Plan – Year 3

Ms. Gowan said the JPA has a loss control plan with five loss control items that will take place over five years. The JPA completed the loss control item for Year 1 and Year 2 is almost complete. The loss control item for Year 3 is fire/electrical inspection including infrared testing for hot spots. Mr. Gowan also suggested training for coaches, volunteer coaches and athletic directors that would include the topics of bullying, molestation, Title IX and heat index. Mr. Gowan said this training was performed for a JPA in Southern California and was well received. CSAC EIA has \$5,000 in funds that can be applied towards the cost of this training. Mr. Gowan said he will work on getting additional details on the training for coaches and bring it back at the next meeting. The Executive Committee asked staff to issue a RFP for the infrared surveys and present the proposals at the May meeting.



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2. Alliant Deadly Weapon Response Program

Ms. Crossley said this is just a reminder that the firm, Firestorm, which provides crisis management services for the Alliant Deadly Weapon Response Program has offered to provide an active shooter vulnerability assessment conference call to members at no charge. Ms. Crossley said risk management personnel at Santa Clara County Office of Education participated in the conference call and found it beneficial. Ms. Megan Reilly said the call took about 45 minutes to an hour; Firestorm asks questions about current security policies and then issues a report ranking the school district based on industry standards. Ms. Reilly commented that it's good to have a facilities person, human resources person, school resource officer on the conference call if possible.

3. Administration Contract

Mr. Gowan said the administration contract with Alliant Insurance Services expires on June 30, 2019. The annual fee has remained flat for the last three years at \$160,000. The contract contains an option to extend the contract for two more years at annual fee of \$164,800. Mr. Gowan said in light of member budgets, he proposes a three year contract keeping the annual fee flat at \$160,000 with an option to extend the contract for an additional two years at 3% increase.

A motion was made to approve the Administration Contract with Alliant Insurance Services, Inc. for the period of July 1, 2019 – June 30, 2022.

**MOTION: Megan Reilly SECOND: Mike Mathiesen MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 1**

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

4. Underwriting Policy

Ms. Crossley said the JPA is accredited with CAJPA. The JPA adopted an underwriting policy in May 2016 to meet a new CAJPA requirement. The underwriting policy contains a provision that the policy be reviewed every three years by the Executive Committee. There are no recommended changes to the underwriting policy.

A motion was made to adopt the Underwriting Policy as presented.

**MOTION: Mike Mathiesen SECOND: Megan Reilly MOTION CARRIED
AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 1**

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



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5. Claims Audit

Mr. Gowan said Risk Management Services conducted a claims audit at Carl Warren & Company from December 26, 2018 to January 6, 2019. As noted in the audit, Carl Warren & Company scored 98%. The auditor's report said claims handling meets or exceeds industry standards and there are no recommendations.

6. Slate of Officers for June 13, 2019 Meeting

Every June, the Board of Directors elects the Executive Committee officers and a Member at Large for the annual term of the office beginning July 1. The current Executive Committee members said they can continue in their positions if needed. Mr. Ron Wheelahan noted that Robert Clark, the current Secretary, is out on leave, but will return in May.

I. COMMENTS FOR THE GOOD OF THE ORDER

Mr. Brandon Schlenker said Carl Warren & Company has undergone a change in ownership for the first time in their 75 year history. The company was purchased by a private equity firm called Van Brook. There will be no changes in company structure and the JPA's claims team will remain the same.

ADJOURNMENT

The meeting was adjourned at 12:00 p.m.

**South Bay Area Schools Insurance Authority
Statement of Net Position
As of March 31, 2019 and March 31, 2018**

	<u>Mar 31, '19</u>	<u>Mar 31, '18</u>
ASSETS		
Current Assets		
Checking/Savings		
WFB - Santa Clara County	\$ 3,870,710.60	\$ 3,804,301.87
WFB - Transfer Account	3,164.36	3,164.36
B of A Claims Trust Account	151,119.77	44,154.87
B of A - General Checking	1,860,677.83	1,011,122.24
Total Checking/Savings	<u>5,885,672.56</u>	<u>4,862,743.34</u>
Accounts Receivable		
Accounts Receivable		
Claim Recovery Receivable	400,251.57	660,167.42
Claims Deductibles	240,543.18	214,870.67
Total Accounts Receivable	<u>640,794.75</u>	<u>875,038.09</u>
Total Accounts Receivable	<u>640,794.75</u>	<u>875,038.09</u>
Total Current Assets	<u>6,526,467.31</u>	<u>5,737,781.43</u>
Other Assets		
Interest Receivable	-	-
Prepaid Expenses		
Prepaid Contract Administration	58,750.00	58,750.00
Prepaid Excess Insurance	656,136.87	597,402.20
Total Prepaid Expenses	<u>714,886.87</u>	<u>656,152.20</u>
Total Other Assets	<u>714,886.87</u>	<u>656,152.20</u>
TOTAL ASSETS	<u>\$ 7,241,354.18</u>	<u>\$ 6,393,933.63</u>

**South Bay Area Schools Insurance Authority
Statement of Net Position
As of March 31, 2019 and March 31, 2018**

	<u>Mar 31, '19</u>	<u>Mar 31, '18</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	\$ -	\$ -
Dividends Payable	-	-
Claims Reserves	<u>1,744,098.47</u>	<u>2,240,810.76</u>
Total Claims Reserves	<u>1,744,098.47</u>	<u>2,240,810.76</u>
Deferred Revenue	<u>1,039,889.35</u>	<u>959,679.33</u>
Total Current Liabilities	<u>2,783,987.82</u>	<u>3,200,490.09</u>
Total Current Liabilities	2,783,987.82	3,200,490.09
Long Term Liabilities		
IBNR	<u>2,404,733.43</u>	<u>1,373,016.87</u>
Total IBNR	<u>2,404,733.43</u>	<u>1,373,016.87</u>
Unallocated Loss Adjustment	<u>415,000.00</u>	<u>349,000.00</u>
Total Long Term Liabilities	<u>2,819,733.43</u>	<u>1,722,016.87</u>
Total Liabilities	<u>\$ 5,603,721.25</u>	<u>\$ 4,922,506.96</u>
NET POSITION		
Reserve for Shock Loss	2,500,000.00	2,500,000.00
Unrestricted Net Position	(1,690,339.25)	(903,445.25)
Net Revenue Over Expenditures	<u>827,972.18</u>	<u>(125,128.08)</u>
Total Net Position	<u>\$ 1,637,632.93</u>	<u>\$ 1,471,426.67</u>

South Bay Area Schools Insurance Authority
Statement of Revenue, Expenses, and Changes in Net Position
For the Quarter and Year to Date Ended March 31, 2019 and March 31, 2018

	<u>Jan '19 - Mar '19</u>	<u>Jul '18 - Mar '19</u>	<u>Jul '17 - Mar '18</u>
Revenue			
Member Contributions			
Liability Contributions	\$ 329,697.75	\$ 989,093.25	\$ 786,604.50
Property Contributions	318,141.51	954,424.52	1,003,686.75
Crime Policy	8,187.58	24,562.74	24,562.76
Administration	90,362.50	271,087.51	351,684.09
Loss Funding	293,500.02	880,500.05	712,499.92
Member Contributions - Other			
Total Member Contributions	<u>1,039,889.36</u>	<u>3,119,668.07</u>	<u>2,879,038.02</u>
Interest Income	29,090.08	52,114.09	34,868.71
Total Income	<u>1,068,979.44</u>	<u>3,171,782.16</u>	<u>2,913,906.73</u>
Expense			
General & Administrative			
General Expenses			
Accounting Services	6,247.39	18,708.64	18,000.00
Accreditation Fee	-	-	-
Actuarial Study	-	-	2,000.00
Administrative Consulting	8,750.00	8,750.00	-
Appraisal Services	-	-	-
Audit Expense - Financial	8,035.00	13,035.00	16,095.00
Audit Expense - Claims	-	-	-
Bank Service Charges	-	68.01	89.10
Conference	-	-	-
Dues & Membership	-	4,500.00	450.00
Miscellaneous	-	-	-
Legal Expense - JPA	-	-	11,592.00
Loss Control	8,450.00	50,794.00	181,312.50
Supplies, Postage, Misc Expense	-	-	-
Website	-	-	155.00
Total Administration	<u>31,482.39</u>	<u>95,855.65</u>	<u>229,693.60</u>
Program Administration			
Claims Management Fees	23,126.06	60,626.06	57,612.42
Contract Administration	40,000.00	120,000.00	120,000.00
Total Program Administration	<u>63,126.06</u>	<u>180,626.06</u>	<u>177,612.42</u>
Total General and Administrative Expenses	<u>94,608.45</u>	<u>276,481.71</u>	<u>407,306.02</u>
Insurance Expense			
Excess Liability Policy	171,576.25	514,728.75	433,317.15
SELF Contributions	158,121.60	474,364.80	332,537.82
Excess Property Policy	314,700.92	944,102.76	1,003,686.84
Crime Policy	11,738.09	35,214.27	24,562.50
Total Insurance Expense	<u>656,136.86</u>	<u>1,968,410.58</u>	<u>1,794,104.31</u>
Claims Expenses			
Claims Payments	524,559.35	418,014.44	889,965.38
Claims Adjustment Account	652,729.03	(319,096.75)	(52,340.90)
Total Claims Expenses	<u>1,177,288.38</u>	<u>98,917.69</u>	<u>837,624.48</u>
Dividends	-	-	-
Total Expenses	<u>1,928,033.69</u>	<u>2,343,809.98</u>	<u>3,039,034.81</u>
Net Revenue Over (Under) Expenses	<u>\$ (859,054.25)</u>	<u>\$ 827,972.18</u>	<u>\$ (125,128.08)</u>
Net Postion, Beginning		<u>\$ 809,660.75</u>	<u>\$ 1,596,554.75</u>
Net Position, Ending		<u>\$ 1,637,632.93</u>	<u>\$ 1,471,426.67</u>

South Bay Area Schools Insurance Authority
Statement of Revenues and Expenses - Budget vs. Actual
Year to Date Ended March 31, 2019

	<u>Jul '18 - Mar '19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
Member Contributions				
Liability Contributions	\$ 989,093.25	\$ 1,318,791.00	\$ (329,697.75)	75.0%
Property Contributions	954,424.52	1,272,566.00	(318,141.48)	75.0%
Crime Policy	24,562.74	32,750.00	(8,187.26)	75.0%
Administration	271,087.51	361,450.00	(90,362.49)	75.0%
Loss Funding	880,500.05	1,174,000.00	(293,499.95)	75.0%
Total Member Contributions	<u>3,119,668.07</u>	<u>4,159,557.00</u>	<u>(1,039,888.93)</u>	<u>75.0%</u>
Interest Income	52,114.09	-	52,114.09	0.0%
Total Income	<u>3,171,782.16</u>	<u>4,159,557.00</u>	<u>(987,774.84)</u>	<u>76.3%</u>
Expense				
General & Administrative				
General Expenses				
Accounting Services	18,708.64	25,016.00	(6,307.36)	74.8%
Actuarial Study	-	-	-	0.0%
Administrative Consulting	8,750.00	-	8,750.00	0.0%
Audit Expense - Financial	13,035.00	13,035.00	-	100.0%
Audit Expense - Claims	-	3,700.00	(3,700.00)	0.0%
Bank Service Charges	68.01	-	68.01	0.0%
Conference	-	2,500.00	(2,500.00)	0.0%
Contingency	-	5,000.00	(5,000.00)	0.0%
Dues & Membership	4,500.00	4,950.00	(450.00)	90.9%
Legal Expense - JPA	-	2,000.00	(2,000.00)	0.0%
Loss Control	50,794.00	69,594.00	(18,800.00)	73.0%
Meeting Expense	-	500.00	(500.00)	0.0%
Website	-	155.00	(155.00)	0.0%
Total Administration	<u>95,855.65</u>	<u>126,450.00</u>	<u>(30,594.35)</u>	<u>75.8%</u>
Program Administration				
Claims Management Fees	60,626.06	75,000.00	(14,373.94)	80.8%
Contract Administration	120,000.00	160,000.00	(40,000.00)	75.0%
Total Program Administration	<u>180,626.06</u>	<u>235,000.00</u>	<u>(54,373.94)</u>	<u>76.9%</u>
Total General and Administrative Expenses	<u>276,481.71</u>	<u>361,450.00</u>	<u>(84,968.29)</u>	<u>76.5%</u>
Insurance Expense				
Excess Liability Policy	989,093.55	1,318,791.00	(329,697.45)	75.0%
Excess Property Policy	944,102.76	1,272,566.00	(328,463.24)	74.2%
Crime Policy	35,214.27	32,750.00	2,464.27	107.5%
Total Insurance Expense	<u>1,968,410.58</u>	<u>2,624,107.00</u>	<u>(655,696.42)</u>	<u>75.0%</u>
Claims Expenses				
Claims Payments	418,014.44	1,174,000.00	(755,985.56)	35.6%
Claims Adjustment Account	(319,096.75)	-	(319,096.75)	0.0%
Total Claims Expenses	<u>98,917.69</u>	<u>1,174,000.00</u>	<u>(1,075,082.31)</u>	<u>8.4%</u>
Dividends	-	-	-	0.0%
Total Expenses	<u>2,343,809.98</u>	<u>4,159,557.00</u>	<u>(1,815,747.02)</u>	<u>56.3%</u>
Net Revenue Over (Under) Expenses	<u>\$ 827,972.18</u>	<u>\$ -</u>	<u>\$ 827,972.18</u>	<u>0.0%</u>

South Bay Area Schools Insurance Authority
 Check Register - Carl Warren Trust Account
 Jan 1, 2019 - Mar 31, 2019

Check	Payee	Check Date	DOL	Claim	Cov	Claimant	Action Code	Amount	Loss	Expense	
11195	DAVIS & YOUNG, APLC	1/15/2019	41396	1860712	LBI	001	PACHECO, FREDERIC	Payment	\$ 265.06	\$ -	\$ 265.06
11196	KONING & ASSOCIATES, INC.	1/24/2019	43284	1984170	LPD	001	RAMOS, GETRUDE	Payment	\$ 818.00	\$ -	\$ 818.00
11197	MIN WU AS PARENT AND GUARDIAN OF MINOR	1/24/2019	43217	1982702	LBI	001	WU, ZIYU	Payment	\$ 3,408.61	\$ 3,408.61	\$ -
11198	PATANE GUMBERG AVILA, LLP IN TRUST FOR A	1/29/2019	42608	1957920	LBI	001	PIPA, KATELYN	Payment	\$ 3,600.00	\$ 3,600.00	\$ -
11199	ROBERSON APPRAISAL ASSOC.	1/29/2019	43334	1989691	APD	001	JAIME-TELLEZ, MARIA	Payment	\$ 100.00	\$ -	\$ 100.00
11200	MARITA CALDECOTT	1/29/2019	43430	1989011	APD	001	CALDECOTT, MARITA	Payment	\$ 566.40	\$ 566.40	\$ -
11201	EXECUTIVE LINGUIST AGENCY, INC.	2/15/2019	43329	1984725	ABI	001	Zeng, Meirong.	Payment	\$ 25.00	\$ -	\$ 25.00
11202	EXECUTIVE LINGUIST AGENCY, INC.	2/15/2019	43217	1982702	LBI	001	WU, ZIYU	Payment	\$ 25.00	\$ -	\$ 25.00
11203	DAVIS & YOUNG, APLC	2/15/2019	41974	1916921	LEP	001	ADAMS, MARK	Payment	\$ 1,521.65	\$ -	\$ 1,521.65
11204	DAVIS & YOUNG, APLC	2/15/2019	42916	1979256	LEP	001	ZIGLER, TAMMY	Payment	\$ 3,364.90	\$ -	\$ 3,364.90
11205	DAVIS & YOUNG, APLC	2/15/2019	41262	1858406	LBI	001	PETITO, ARIEL	Payment	\$ 180.90	\$ -	\$ 180.90
11206	DAVIS & YOUNG, APLC	2/15/2019	42707	1972826	LBI	001	GARNICA, JESUS	Payment	\$ 8,447.35	\$ -	\$ 8,447.35
11207	DAVIS & YOUNG, APLC	2/19/2019	42899	1966024	LPI	001	TOMBLIN, TYLER	Payment	\$ 1,284.10	\$ -	\$ 1,284.10
11208	DAVIS & YOUNG, APLC	2/19/2019	42707	1972826	LBI	001	GARNICA, JESUS	Payment	\$ 2,239.55	\$ -	\$ 2,239.55
11209	DAVIS & YOUNG, APLC	2/19/2019	42608	1957920	LBI	001	PIPA, KATELYN	Payment	\$ 1,010.90	\$ -	\$ 1,010.90
11210	DAVIS & YOUNG, APLC	2/19/2019	42744	1954961	LBI	001	ZUSSMAN, RACHEL	Payment	\$ 1,497.90	\$ -	\$ 1,497.90
11211	DAVIS & YOUNG, APLC	2/19/2019	43227	1981763	LEP	001	CASERTA, DOMINIC	Payment	\$ 552.40	\$ -	\$ 552.40
11212	SAMUELSON, WILSON & ROE	2/21/2019	42495	1937203	LBI	001	AZARCON, JOMAR	Payment	\$ 4,954.76	\$ -	\$ 4,954.76
11213	CERTIFIED REPORTING SERVICES	2/21/2019	42495	1937203	LBI	001	AZARCON, JOMAR	Payment	\$ 865.00	\$ -	\$ 865.00
11214	DAVIS & YOUNG, APLC	2/26/2019	41855	1935623	LPI	001	GIBBS, JAMES	Payment	\$ 427.50	\$ -	\$ 427.50
11215	ROBERSON APPRAISAL ASSOC.	2/26/2019	43384	1986736	APD	001	HU, BETTY	Payment	\$ 95.00	\$ -	\$ 95.00
11216	ROBERSON APPRAISAL ASSOC.	2/28/2019	43059	1990747	LPD	001	PANKONEN, DAWN	Payment	\$ 100.00	\$ -	\$ 100.00
11217	MARIA VICTORIA JAIME-TELLEZ	3/5/2019	8/22/2018	1989691	APD	001	JAIME-TELLEZ, MARIA VICTORIA	Payment	\$ 1,654.16	\$ 1,654.16	\$ -
11218	LAUREN MILLER	3/12/2019	3/26/2018	1978847	LBI	001	MILLER, LAUREN	Payment	\$ 6,396.20	\$ 6,396.20	\$ -
11219	DAVIS & YOUNG, APLC	3/12/2019	5/5/2016	1948331	LBI	001	AZARCON, JOMAR	Payment	\$ 28,303.61	\$ -	\$ 28,303.61
11220	SANTA CLARA UNIFIED SCHOOL DISTRICT	3/19/2019	10/6/2017	1971475	FRB	001	HUGHES SCHOOL, .	Payment	\$ 2,975.00	\$ 2,975.00	\$ -
11221	SANTA CLARA UNIFIED SCHOOL DISTRICT	3/19/2019	10/6/2017	1971475	FRB	001	HUGHES SCHOOL, .	Payment	\$ 12,214.23	\$ 12,214.23	\$ -
11222	KONING & ASSOCIATES, INC.	3/28/2019	7/3/2018	1984170	LPD	001	RAMOS, GETRUDE	Payment	\$ 54.00	\$ -	\$ 54.00
									86,947.18	30,814.60	56,132.58

Claims Checking Account

Balance at beginning of the quarter	\$ 98,702.37
Deposits - Transfers from general account	119,175.35
Voided Checks	20,189.23
Recoveries	-
Claim Payments	(86,947.18)
Ending Bank Balance	\$ 151,119.77

South Bay Area Schools Insurance Authority
 Transactions - Main Checking
 Jan 1, 2019 - Mar 31, 2019

Type	Date	Num	Memo	Cir	Split	Debit	Credit	Balance	
General Journal	01/04/2019	JLZ 90 Q4	James Marta & Company	√ Inv 12166			8,035.00	1,728,709.70	
Deposit	01/08/2019		Deposit	√ -SPLIT-		12,545.32		1,720,674.70	
General Journal	01/18/2019	JLZ 90 Q5	Carl Warren & Co - ATF SBASIA	√ 1/9/18 Replenishment			9,021.76	1,733,220.02	
General Journal	01/18/2019	JLZ 90 Q5	ESM Solutions, Inc.	√ Inv 3953			4,225.00	1,724,198.26	
Deposit	01/25/2019		Deposit	√ -SPLIT-		19,950.00		1,719,973.26	
General Journal	02/04/2019	JLZ 90 Q3	Campbell Union School Dist	√ Inv 190316			8,750.00	1,739,923.26	
Deposit	02/04/2019		Deposit	√ Undeposited Funds		5,098.31		1,731,173.26	
Deposit	02/15/2019		Deposit	√ Recoveries		245,808.81		1,736,271.57	
General Journal	02/19/2019	JLZ 90 Q6	Carl Warren & Co - ATF SBASIA	√ 2/6/19 Replenishment			3,758.07	1,982,080.38	
General Journal	02/20/2019	JLZ 90 Q7	ESM Solutions, Inc.	√ Inv 3983			4,225.00	1,978,322.31	
General Journal	02/26/2019	JLZ 99	Carl Warren & Co.	√ Subrogation Recovery			3,920.31	1,974,097.31	
General Journal	03/01/2019	JLZ 98	Carl Warren & Co - ATF SBASIA	√ 2/27/19 Pre-Fund			28,303.61	1,970,177.00	
General Journal	03/11/2019	JLZ 100	Carl Warren & Co.	√ Subrogation Recovery			455.75	1,941,873.39	
General Journal	03/12/2019	JLZ 101	Carl Warren & Co - ATF SBASIA	√ Replenishment 3/5/19			26,591.91	1,941,417.64	
General Journal	03/12/2019	JLZ 101	Gilbert Associates	√ Inv 24952			6,247.39	1,914,825.73	
Deposit	03/15/2019		Deposit	√ -SPLIT-		3,599.49		1,908,578.34	
Transfer	03/15/2019		Funds Transfer	B of A Claims Trust Account		0.00		1,912,177.83	
General Journal	03/22/2019	JLZ 102	Carl Warren & Co - ATF SBASIA	√ 3/30/19 Pre-Fund			51,500.00	1,860,677.83	
<hr/>									
							287,001.93	155,033.80	1,860,677.83
							287,001.93	155,033.80	1,860,677.83



Agenda Item F.1

LOSS CONTROL-INFRARED INSPECTIONS

ACTION ITEM

ISSUE: The Executive Committee should review the responses to the Request for Proposal (RFP) for Infrared Inspections and select a loss control firm to perform the inspections.

RECOMMENDATION: None

FISCAL IMPACT: The JPA budget has \$181,312 set aside for loss control for the 2019-2020 fiscal year.

BACKGROUND: At its March 7, 2019 meeting, the Executive Committee asked staff to move forward with year 3 of the five year loss control plan and issue a RFP for Infrared Inspections.

ATTACHMENTS: None



Agenda Item F.2

LOSS CONTROL-LIABILITY TRAINING FOR COACHES

ACTION ITEM

ISSUE: The Executive Committee should decide whether the JPA should contract with a vendor for Liability training for coaches.

RECOMMENDATION: None

FISCAL IMPACT: To be determined.

BACKGROUND: Staff is aware of a vendor who has performed Liability training for coaches for a Southern California JPA whose training was very well received. The Liability training would be for coaches, volunteer coaches and athletic directors and would include the topics of bullying, molestation, Title IX and understanding how heat index affects athletes. The training can be provided in two sessions such as Friday afternoon/Saturday morning so that as many coaches as possible would be able to attend.

ATTACHMENTS: None



Agenda Item F.3

SLATE OF OFFICERS FOR JUNE 13, 2019 MEETING

INFORMATION ITEM

EXPLANATION: The Executive Committee will review the slate of officers to present to the Board of Directors at their June 13, 2019 meeting. Each June, the Board of Directors elects the Executive Committee officers and a Member at Large for the annual term of office beginning July 1.

At the March meeting, the Executive Committee decided to present the following slate of officers:

President: Mr. James Crawford, Campbell Union School District

Vice President: Ms. Megan Reilly, Santa Clara County Office of Education

Treasurer: Mr. Mike Mathiesen, Mountain View-Los Altos Union High School District

Secretary: Mr. Robert Clark, Mountain View Whisman School District

Member at Large: Ms. Wendy Zhang, Milpitas Unified School District

ATTACHMENTS: None



South Bay Area Schools Insurance Authority
Executive Committee Meeting
May 2, 2019

Agenda Item G.1

INSURANCE MARKET UPDATE

INFORMATION ITEM

EXPLANATION: Staff will update the Executive Committee on insurance market conditions.

ATTACHMENTS: None



Agenda Item G.2

PRELIMINARY REVENUE AND EXPENSE BUDGET FOR JULY 1, 2019 - 2020

ACTION ITEM

ISSUE: The Executive Committee will need to choose a confidence level at which to fund losses and also decide whether to rescind the notice of withdrawal from SELF (Schools Excess Liability Fund).

RECOMMENDATION: The Program Administrator recommends raising the confidence level to at least 75%.

FISCAL IMPACT: To be determined

BACKGROUND: Staff presented a preliminary revenue and expense budget at the March 7, 2019 meeting showing allocation of premium, loss funding and expenses for the insurance renewals and administrative contracts effective July 1. This document provides preliminary indications of cost to members which will assist them in development of their own District budgets.

The budget has been updated to include the most current estimated rate for the Excess Liability and Excess Property premiums.

ATTACHMENTS: None