



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
December 6, 2018**

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

A. CALL TO ORDER

The meeting was called to order at 9:03 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 | ABSENT: 2 |
| | ABSTAIN: 0 | |

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 – October 4, 2018

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

| | | |
|-----------------------------|-------------------------------|-----------------------|
| MOTION: Megan Reilly | SECOND: Mike Mathiesen | MOTION CARRIED |
| AYES: 3 | NOES: 0 | ABSENT: 2 |
| | ABSTAIN: 0 | |



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AYES: Crawford, Reilly, Mathiesen

NAYS: None

ABSENT: Clark, Zhang

F. GENERAL ADMINISTRATION

1. Accounting Contract with Gilbert Associates, Inc.

Mr. Matt Gowan said the JPA's three year contract with Gilbert Associates, Inc. to perform accounting services expires on June 30, 2019. The JPA can solicit a new contract with Gilbert Associates or issue a Request for Proposal (RFP) for Accounting Services. Gilbert Associates has been performing accounting services for the JPA since January 2012. After discussion, the Executive Committee requested a RFP be issued to test the market for pricing since the last RFP was issued in 2012.

2. Review of Board Agenda Items

Mr. Gowan said Mr. James Marta from James Marta & Company will attend the Board meeting to present the audited financial report as of June 30, 2018. Also, Mr. Anthony Poston, CEO of ESM Solutions, will present a summary of the Liability and Property safety inspections performed to date. Mr. Brandon Schlenker of Carl Warren & Company will present a claims stewardship report. Mr. Gowan said he will present an insurance market update emphasizing the hard Liability market for schools.

Mr. Gowan said the Board will need to adopt the resolution to withdraw from SELF effective July 1, 2019. The Liability insurance is being marketed so withdrawing from SELF gives the JPA an option to move its insurance coverage if a better quote is received.

Ms. Joan Crossley said the Board will need to decide if Mr. James Crawford, who will be working for Campbell USD as a consultant after his retirement, shall continue to serve as JPA President. If so, the Board will need to approve a contract with Campbell USD for his services and will also need to adopt an amendment to the bylaws allowing the JPA to compensate Campbell USD for the services of Mr. Crawford.

Mr. Gowan noted that the target surplus funding analysis as of September 30, 2018 will be presented to the Board; the JPA is below its target surplus funding requirement of \$2,500,000 by \$412,082. The CSAC EIA Loss Control Specialist, Eric Lucero, will make a presentation to the Board about available loss control services.

G. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 9:43 a.m.

Approved 3/7/19



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Reviewed and Approved by: _____

A handwritten signature in blue ink, appearing to be "JG", is written over a horizontal line.

Date: 3/7/19