



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

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

A - Action
I - Information

DATE / TIME: October 4, 2018
9:30 AM

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

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.

1 **E. CLAIMS**

1. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95 **A 1**

- a. Jane Doe vs. Los Altos School District
- b. John Doe vs. Santa Clara County Office of Education

F. PRESIDENT'S REPORT ON ACTION FROM CLOSED SESSION



South Bay Area Schools Insurance Authority
Executive Committee Meeting
October 4, 2018

ADJOURNMENT

NEXT MEETING

The next Executive Committee Meeting is set for Thursday, December 6, 2018 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.

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 claims:

1. Jane Doe vs. Los Altos School District
2. John Doe 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



Agenda Item G.

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 – June 14, 2018**
- 2. Unaudited Financial Report for Quarter Ending June 30, 2018**
- 3. Investment Report for Quarter Ending June 30, 2018**

ATTACHMENTS: Executive Committee Meeting Minutes – June 14, 2018
Unaudited Financial Report for Quarter Ending June 30, 2018
Investment Report for Quarter Ending June 30, 2018



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
June 14, 2018**

MEMBERS PRESENT

James Crawford, President, Campbell Union School District
Mark Allgire, Vice President, Santa Clara Unified School District
Mike Mathiesen, Treasurer, Mountain View-Los Altos Union High School District

MEMBERS ABSENT

The positions of Secretary and Member at Large are currently vacant.

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Robert Clark, Mountain View Whisman School District

A. CALL TO ORDER

The meeting was called to order at 9:10 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 as presented.

MOTION: Mark Allgire	SECOND: Mike Mathiesen	MOTION CARRIED
AYES: 3	NOES: 0	ABSENT: 0
	ABSTAIN: 0	

AYES: Crawford, Allgire, Mathiesen
NAYS: None
ABSENT: None

D. PUBLIC COMMENT

There were no comments from the public.

E. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – May 3, 2018

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

MOTION: Mike Mathiesen	SECOND: Mark Allgire	MOTION CARRIED
AYES: 2	NOES: 0	ABSENT: 0
	ABSTAIN: 1	

AYES: Crawford, Mathiesen
NAYS: None



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
June 14, 2018**

ABSTAIN: Allgire
ABSENT: None

Mr. Mark Allgire abstained as he did not attend the May meeting.

F. GENERAL ADMINISTRATION

1. Executive Committee Meeting Dates for Fiscal Year 2018 – 2019

Mr. Matt Gowan stated that the Executive Committee needs to schedule meeting dates for fiscal year 2018-2019. The Executive Committee reviewed the following meeting dates prepared by staff:

-) October 4, 2018
-) December 6, 2018
-) March 7, 2019
-) May 2, 2019
-) June 13, 2019

A motion was made to adopt the schedule of meeting dates as presented.

MOTION: Mark Allgire **SECOND:** Mike Mathiesen **MOTION CARRIED**
AYES: 3 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0

AYES: Crawford, Allgire, Mathiesen
NAYS: None
ABSENT: None

2. Excess Property Insurance Options

Mr. Gowan said there were early indications the Property market might harden somewhat due to nationwide catastrophe losses such as Hurricanes Harvey, Irma and Maria so he obtained an alternate Property insurance quote from Travelers. Staff distributed a coverage comparison between Travelers and the current Property insurance which is PEP (Public Entity Property Insurance Program). PEP includes Pollution Liability and Cyber Liability, but Travelers does not. The JPA would need to place those coverages with other insurance carriers at an additional premium. Mr. Gowan obtained indications for those coverages. The Terrorism insurance included in Travelers is TRIA (Terrorism Risk Insurance Act) which means the U.S. government needs to certify an act as terrorism before any losses are paid by insurance. PEP includes broad Terrorism insurance that does not require certification by the U.S. government. Mr. Gowan said he did obtain an indication for a standalone policy for broad Terrorism insurance. Mr. Gowan and the Executive Committee also reviewed sublimits and exclusions that differ between Travelers and PEP. After discussion, the Executive Committee decided PEP had the broadest coverage and the cost savings from Travelers was not large enough to justify moving to Travelers.



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
June 14, 2018**

A motion was made to recommend to the Board of Directors that the JPA remain with PEPiP.

MOTION: Mark Allgire **SECOND:** Mike Mathiesen **MOTION CARRIED**
AYES: 3 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0

AYES: Crawford, Allgire, Mathiesen
NAYS: None
ABSENT: None

3. Relation of Excess Liability Policy to the Cyber Liability Policy

Ms. Joan Crossley said the Cyber Liability limit is \$2 million per JPA member and Santa Clara Unified School District has a claim that could potentially exceed that limit. However, the Excess Liability policy with CSAC EIA would provide excess coverage for a Cyber Liability claim subject to policy exclusions. Mr. Gowan stated that a claim that is covered on the Excess Liability policy would still be covered on that policy even if the JPA also has Cyber Liability; the Cyber Liability policy would respond first as the primary policy for Cyber claims then the Excess Liability policy would respond.

4. Review of Board Agenda Items

Not discussed as the meeting ended so that the Board of Directors meeting could begin.

G. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 10:00 a.m.

South Bay Area Schools Insurance Authority
Statement of Net Position
As of June 30, 2018 and June 30, 2017

	Jun 30, '18	Jun 30, '17
ASSETS		
Current Assets		
Checking/Savings		
WFB - Santa Clara County	\$ 3,818,596.51	\$ 3,769,433.16
WFB - Transfer Account	3,164.36	3,164.36
B of A Claims Trust Account	10,549.39	49,595.19
B of A - General Checking	872,826.48	942,497.93
Total Checking/Savings	4,705,136.74	4,764,690.64
Accounts Receivable		
Accounts Receivable		
Claim Recovery Receivable	656,741.43	502,294.33
Claims Deductibles	220,211.40	185,561.19
Total Accounts Receivable	876,952.83	687,855.52
Total Accounts Receivable	876,952.83	687,855.52
Total Current Assets	5,582,089.57	5,452,546.16
Other Assets		
Interest Receivable	-	-
Prepaid Expenses		
Prepaid Contract Administration	-	-
Prepaid Excess Insurance	-	-
Total Prepaid Expenses	-	-
Total Other Assets	-	-
TOTAL ASSETS	\$ 5,582,089.57	\$ 5,452,546.16

**South Bay Area Schools Insurance Authority
Statement of Net Position
As of June 30, 2018 and June 30, 2017**

	<u>Jun 30, '18</u>	<u>Jun 30, '17</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	\$ -	\$ 13,276.26
Dividends Payable	-	-
Claims Reserves	2,882,744.00	2,120,698.28
Total Claims Reserves	<u>2,882,744.00</u>	<u>2,120,698.28</u>
Deferred Revenue	-	-
Total Current Liabilities	<u>2,882,744.00</u>	<u>2,133,974.54</u>
Total Current Liabilities	2,882,744.00	2,133,974.54
Long Term Liabilities		
IBNR	1,455,684.82	1,373,016.87
Total IBNR	<u>1,455,684.82</u>	<u>1,373,016.87</u>
Unallocated Loss Adjustment	434,000.00	349,000.00
Total Long Term Liabilities	<u>1,889,684.82</u>	<u>1,722,016.87</u>
Total Liabilities	<u>\$ 4,772,428.82</u>	<u>\$ 3,855,991.41</u>
NET POSITION		
Reserve for Shock Loss	2,500,000.00	2,500,000.00
Unrestricted Net Position	(903,445.25)	254,734.21
Net Revenue Over Expenditures	(786,894.00)	(1,158,179.46)
Total Net Position	<u>\$ 809,660.75</u>	<u>\$ 1,596,554.75</u>

South Bay Area Schools Insurance Authority
Statement of Revenue, Expenses, and Changes in Net Position
For the Quarter and Year to Date Ended June 30, 2018 and June 30, 2017

	<u>Apr '18 - Jun '18</u>	<u>Jul '17 - Jun '18</u>	<u>Jul '16 - Jun '17</u>
Revenue			
Member Contributions			
Liability Contributions	\$ 262,201.50	\$ 1,048,806.00	\$ 830,582.99
Property Contributions	334,562.25	1,338,249.00	1,366,985.99
Crime Policy	8,187.59	32,750.35	29,800.00
Administration	117,228.03	468,912.12	329,800.00
Loss Funding	237,499.96	949,999.88	925,000.03
Member Contributions - Other			
Total Member Contributions	<u>959,679.33</u>	<u>3,838,717.35</u>	<u>3,482,169.01</u>
Interest Income	14,294.64	49,163.35	26,468.65
Total Income	<u>973,973.97</u>	<u>3,887,880.70</u>	<u>3,508,637.66</u>
Expense			
General & Administrative			
General Expenses			
Accounting Services	6,083.45	24,083.45	23,500.00
Accreditation Fee	-	-	-
Actuarial Study	-	2,000.00	1,000.00
Appraisal Services	-	-	-
Audit Expense - Financial	(3,500.00)	12,595.00	12,350.00
Bank Service Charges	23.88	112.98	119.44
Conference	-	-	-
Dues & Membership	450.00	900.00	750.00
Miscellaneous	-	-	-
Legal Expense - JPA	2,939.57	14,531.57	-
Loss Control	24,290.00	205,602.50	-
Supplies, Postage, Misc Expense	-	-	-
Website	-	155.00	155.00
Total Administration	<u>30,286.90</u>	<u>259,980.50</u>	<u>37,874.44</u>
Program Administration			
Claims Management Fees	18,750.00	79,871.78	84,364.28
Contract Administration	40,000.00	160,000.00	160,000.00
Total Program Administration	<u>58,750.00</u>	<u>239,871.78</u>	<u>244,364.28</u>
Total General and Administrative Expenses	<u>89,036.90</u>	<u>499,852.28</u>	<u>282,238.72</u>
Insurance Expense			
Excess Liability Policy	143,806.50	577,123.65	409,434.00
SELF Contributions	110,845.94	443,383.76	445,701.65
Excess Property Policy	334,562.26	1,338,249.10	1,366,986.29
Crime Policy	8,187.50	32,750.00	29,800.00
Total Insurance Expense	<u>597,402.20</u>	<u>2,391,506.51</u>	<u>2,251,921.94</u>
Claims Expenses			
Claims Payments	185,468.12	1,075,433.50	1,448,178.45
Claims Adjustment Account	760,323.31	707,982.41	684,478.01
Total Claims Expenses	<u>945,791.43</u>	<u>1,783,415.91</u>	<u>2,132,656.46</u>
Dividends	-	-	-
Total Expenses	<u>1,632,230.53</u>	<u>4,674,774.70</u>	<u>4,666,817.12</u>
Net Revenue Over (Under) Expenses	<u>\$ (658,256.56)</u>	<u>\$ (786,894.00)</u>	<u>\$ (1,158,179.46)</u>
Net Position, Beginning		<u>\$ 1,596,554.75</u>	<u>\$ 2,754,734.21</u>
Net Position, Ending		<u>\$ 809,660.75</u>	<u>\$ 1,596,554.75</u>

South Bay Area Schools Insurance Authority
Statement of Revenues and Expenses - Budget vs. Actual
Year to Date Ended June 30, 2018

	<u>Jul '17 - Jun '18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
Member Contributions				
Liability Contributions	\$ 1,048,806.00	\$ 1,048,806.00	\$ -	100.0%
Property Contributions	1,338,249.00	1,338,249.00	-	100.0%
Crime Policy	32,750.35	32,750.00	0.35	100.0%
Administration	468,912.12	468,912.00	0.12	100.0%
Loss Funding	949,999.88	950,000.00	(0.12)	100.0%
Total Member Contributions	<u>3,838,717.35</u>	<u>3,838,717.00</u>	<u>0.35</u>	<u>100.0%</u>
Interest Income	49,163.35	-	49,163.35	0.0%
Total Income	<u>3,887,880.70</u>	<u>3,838,717.00</u>	<u>49,163.70</u>	<u>101.3%</u>
Expense				
General & Administrative				
General Expenses				
Accounting Services	24,083.45	24,000.00	83.45	100.3%
Actuarial Study	2,000.00	5,400.00	(3,400.00)	37.0%
Audit Expense - Financial	12,595.00	12,595.00	-	100.0%
Bank Service Charges	112.98	-	112.98	0.0%
Conference	-	2,500.00	(2,500.00)	0.0%
Contingency	-	5,000.00	(5,000.00)	0.0%
Dues & Membership	900.00	450.00	450.00	200.0%
Legal Expense - JPA	14,531.57	2,000.00	12,531.57	726.6%
Loss Control	205,602.50	181,312.00	24,290.50	113.4%
Meeting Expense	-	500.00	(500.00)	0.0%
Website	155.00	155.00	-	100.0%
Total Administration	<u>259,980.50</u>	<u>233,912.00</u>	<u>26,068.50</u>	<u>111.1%</u>
Program Administration				
Claims Management Fees	79,871.78	75,000.00	4,871.78	106.5%
Contract Administration	160,000.00	160,000.00	-	100.0%
Total Program Administration	<u>239,871.78</u>	<u>235,000.00</u>	<u>4,871.78</u>	<u>102.1%</u>
Total General and Administrative Expenses	<u>499,852.28</u>	<u>468,912.00</u>	<u>30,940.28</u>	<u>106.6%</u>
Insurance Expense				
Excess Liability Policy	1,020,507.41	1,048,806.00	(28,298.59)	97.3%
Excess Property Policy	1,338,249.10	1,338,249.00	0.10	100.0%
Crime Policy	32,750.00	32,750.00	-	100.0%
Total Insurance Expense	<u>2,391,506.51</u>	<u>2,419,805.00</u>	<u>(28,298.49)</u>	<u>98.8%</u>
Claims Expenses				
Claims Payments	1,075,433.50	950,000.00	125,433.50	113.2%
Claims Adjustment Account	707,982.41	-	707,982.41	0.0%
Total Claims Expenses	<u>1,783,415.91</u>	<u>950,000.00</u>	<u>833,415.91</u>	<u>187.7%</u>
Dividends	-	-	-	0.0%
Total Expenses	<u>4,674,774.70</u>	<u>3,838,717.00</u>	<u>836,057.70</u>	<u>121.8%</u>
Net Revenue Over (Under) Expenses	<u>\$ (786,894.00)</u>	<u>\$ -</u>	<u>\$ (786,894.00)</u>	<u>0.0%</u>

South Bay Area Schools Insurance Authority
 Check Register - Carl Warren Trust Account
 April 1, 2018 - June 30, 2018

Check	Payee	Check Date	DOL	Claim	Cov	Claimant	Action Code	Amount	Loss	Expense
11064	DANNIS WOLIVER KELLEY	4/3/2018	11/10/2016	1958096	LPI	NAVARRO, FRANK	Payment	\$ 3,000.00	\$ -	\$ 3,000.00
11065	DANNIS WOLIVER KELLEY	4/3/2018	4/9/2016	1935909	LPI	ROBLES, JACKSON	Payment	\$ 918.46	\$ -	\$ 918.46
11066	DAVIS & YOUNG, APLC	4/3/2018	9/12/2015	1965487	LBI	DOE, JANE	Payment	\$ 7,755.55	\$ -	\$ 7,755.55
11067	DAVIS & YOUNG, APLC	4/3/2018	9/12/2015	1965487	LBI	DOE, JANE	Payment	\$ 1,220.00	\$ -	\$ 1,220.00
11068	DAVIS & YOUNG, APLC	4/3/2018	9/12/2015	1965487	LBI	DOE, JANE	Payment	\$ 1,882.00	\$ -	\$ 1,882.00
11069	DAVIS & YOUNG, APLC	4/3/2018	9/12/2015	1965487	LBI	DOE, JANE	Payment	\$ 2,180.00	\$ -	\$ 2,180.00
11070	SECOND IMAGE NATIONAL, LLC	4/3/2018	5/5/2016	1937203	LBI	AZARCON, JOMAR	Payment	\$ 365.21	\$ -	\$ 365.21
11071	DAVIS & YOUNG, APLC	4/3/2018	3/21/2017	1965253	LBI	ANDERSON, NICHOLAS	Payment	\$ 1,487.50	\$ -	\$ 1,487.50
11072	DAVIS & YOUNG, APLC	4/3/2018	8/4/2014	1935623	LPI	GIBBS, JAMES	Payment	\$ 100.00	\$ -	\$ 100.00
11073	DAVIS & YOUNG, APLC	4/3/2018	8/4/2014	1935623	LPI	GIBBS, JAMES	Payment	\$ 636.00	\$ -	\$ 636.00
11074	DAVIS & YOUNG, APLC	4/3/2018	8/4/2014	1935623	LPI	GIBBS, JAMES	Payment	\$ 2,901.55	\$ -	\$ 2,901.55
11075	DAVIS & YOUNG, APLC	4/6/2018	12/15/2016	1971166	LPI	CORDOVA, GABRIEL	Payment	\$ 1,522.50	\$ -	\$ 1,522.50
11076	DANNIS WOLIVER KELLEY	4/16/2018	1/26/2016	1941513	LBI	MIZE, JULIA	Payment	\$ 14,966.58	\$ -	\$ 14,966.58
11077	DAVIS & YOUNG, APLC	4/16/2018	1/27/2015	1908841	LBI	Quevedo, Emiliano	Payment	\$ 0.01	\$ -	\$ 0.01
11078	DAVIS & YOUNG, APLC	4/16/2018	11/7/2013	1885371	LBI	PERRY, JUSTIN	Payment	\$ 1,589.50	\$ -	\$ 1,589.50
11079	DAVIS & YOUNG, APLC	4/16/2018	11/7/2013	1885371	LBI	PERRY, JUSTIN	Payment	\$ 1,144.60	\$ -	\$ 1,144.60
11080	DAVIS & YOUNG, APLC	4/30/2018	6/13/2017	1966024	LPI	TOMBLIN, TYLER	Payment	\$ 1,337.40	\$ -	\$ 1,337.40
11081	JOHN I. COOPER GENERAL CONTRACTOR INC.	5/11/2018	4/4/2016	1934380	PPT	SANTA CLARA HIGH SCH, .	Payment	\$ 4,875.82	\$ 4,875.82	\$ -
11082	DAVIS & YOUNG, APLC	5/15/2018	9/12/2015	1965487	LBI	DOE, JANE	Payment	\$ 760.00	\$ -	\$ 760.00
11083	DAVIS & YOUNG, APLC	5/15/2018	12/19/2012	1858406	LBI	PETTO, ARIEL	Payment	\$ 140.80	\$ -	\$ 140.80
11084	Law Offices of Phuc Dinh Do and SANG QUANG PHAM	5/15/2018	5/23/2016	1937728	ABI	PHAM, SANG	Payment	\$ 6,000.00	\$ 6,000.00	\$ -
11085	Law Offices of Phuc Dinh Do and Thu Diem Le	5/15/2018	5/23/2016	1937728	ABI	Diem, Thu	Payment	\$ 8,000.00	\$ 8,000.00	\$ -
11086	Law Offices of Phuc Dinh Do and Joseph Quang Pham	5/15/2018	5/23/2016	1937728	ABI	Pham, Joseph	Payment	\$ 7,000.00	\$ 7,000.00	\$ -
11087	DAVIS & YOUNG, APLC	5/18/2018	8/4/2014	1935623	LPI	GIBBS, JAMES	Payment	\$ 2,374.50	\$ -	\$ 2,374.50
11088	Hong Bui	5/18/2018	3/2/2018	1977416	APD	Bui, Hong	Payment	\$ 1,505.24	\$ 1,505.24	\$ -
11089	JUSTIN KEELER	5/23/2018	8/31/2017	1969693	LPD	KEELER, JUSTIN	Payment	\$ 1,439.39	\$ 1,439.39	\$ -
11090	DAVIS & YOUNG, APLC	5/24/2018	12/1/2014	1916921	LEP	ADAMS, MARK	Payment	\$ 7,488.91	\$ -	\$ 7,488.91
11091	Gary I. Weiner & Adriana I. Muscatel-Weiner, parents	6/7/2018	4/31/81	1978655	LBI	WEINER, MARC	Payment	\$ 542.00	\$ 542.00	\$ -
11092	Sivlean Arnold	6/7/2018	4/31/86	1978467	APD	ARNOLD, SIVLEAN	Payment	\$ 1,244.74	\$ 1,244.74	\$ -
11093	DAVIS & YOUNG, APLC	6/7/2018	4/22/17	1927820	LEP	OCHOA, MICHAELA	Payment	\$ 458.51	\$ -	\$ 458.51
11094	DAVIS & YOUNG, APLC	6/7/2018	4/24/95	1948331	LBI	AZARCON, JOMAR	Payment	\$ 866.99	\$ -	\$ 866.99
11095	DAVIS & YOUNG, APLC	6/7/2018	4/26/95	1977862	LPI	CARRILLO, LILLY	Payment	\$ 1,193.40	\$ -	\$ 1,193.40
11096	DAVIS & YOUNG, APLC	6/7/2018	4/28/99	1966024	LPI	TOMBLIN, TYLER	Payment	\$ 1,980.50	\$ -	\$ 1,980.50
11097	DAVIS & YOUNG, APLC	6/7/2018	4/18/55	1935623	LPI	GIBBS, JAMES	Payment	\$ 1,202.90	\$ -	\$ 1,202.90
11098	Melissa Meixsell, mother & legal guardian of Marissa Meixsell	6/7/2018	4/30/31	1977365	LBI	MEIXSELL, MELISSA	Payment	\$ 745.00	\$ 745.00	\$ -
11099	DAVIS & YOUNG, APLC	6/12/2018	4/22/59	1965487	LBI	DOE, JANE	Payment	\$ 450.00	\$ -	\$ 450.00
11100	SAMUELSON, WILSON & ROE	6/13/2018	4/24/95	1937203	LBI	AZARCON, JOMAR	Payment	\$ 2,987.05	\$ -	\$ 2,987.05
11101	DAVIS & YOUNG, APLC	6/18/2018	4/25/13	1937728	ABI	PHAM, SANG	Payment	\$ 7,681.41	\$ -	\$ 7,681.41
11102	FORENSIC PSYCHIATRIC ASSOCIATES MED CONSULTANTS	6/21/2018	4/23/95	1941513	LBI	MIZE, JULIA	Payment	\$ 12,500.00	\$ -	\$ 12,500.00
11103	DANNIS WOLIVER KELLEY	6/21/2018	4/24/69	1935909	LPI	ROBLES, JACKSON	Payment	\$ 6.37	\$ -	\$ 6.37

Check	Payee	Check Date	DOL	Claim	Cov	Claimant	Action Code	Amount	Loss	Expense
11104	Laurel Villar	6/26/2018	43226	1980455	LPD	VILLAR, LAUREL	Payment	\$ 3,968.47	\$ 3,968.47	\$ -
11105	SECOND IMAGE NATIONAL, LLC	6/26/2018	42495	1937203	LBI	AZARCON, JOMAR	Payment	\$ 64.20	\$ -	\$ 64.20
11106	DANNIS WOLIVER KELLEY	6/26/2018	42395	1941513	LBI	MIZE, JULIA	Payment	\$ 11,707.21	\$ -	\$ 11,707.21
11107	SECOND IMAGE NATIONAL, LLC	6/26/2018	42495	1937203	LBI	AZARCON, JOMAR	Payment	\$ 135.67	\$ -	\$ 135.67
11108	SECOND IMAGE NATIONAL, LLC	6/26/2018	42495	1937203	LBI	AZARCON, JOMAR	Payment	\$ 55.49	\$ -	\$ 55.49
11109	SECOND IMAGE NATIONAL, LLC	6/26/2018	42495	1937203	LBI	AZARCON, JOMAR	Payment	\$ 69.33	\$ -	\$ 69.33
11110	DANNIS WOLIVER KELLEY	6/26/2018	42395	1941513	LBI	MIZE, JULIA	Payment	\$ 25,262.57	\$ -	\$ 25,262.57
11111	PROPERTY DAMAGE APPRAISERS, INC.	6/26/2018	43226	1980455	LPD	VILLAR, LAUREL	Payment	\$ 144.00	\$ -	\$ 144.00
11112	PROPERTY DAMAGE APPRAISERS, INC.	6/27/2018	43199	1979002	APD	IRONTEETH, Lynden	Payment	\$ 194.00	\$ -	\$ 194.00
11113	DAVIS & YOUNG, APLC	6/27/2018	41974	1916921	LEP	ADAMS, MARK	Payment	\$ 647.50	\$ -	\$ 647.50
11114	BERRYESSA UNION SCHOOL DISTRICT	6/29/2018	41961	1917970	LEP	MILNE, SUSAN	Payment	\$ 30,219.12	\$ -	\$ 30,219.12
								186,917.95	35,320.66	151,597.29

Claims Checking Account

Balance at beginning of the quarter	\$ 44,154.87
Deposits - Transfers from general account	148,436.65
Voided Checks	4,875.82
Recoveries	-
Claim Payments	(186,917.95)
Ending Bank Balance	\$ 10,549.39

South Bay Area Schools Insurance Authority
 Transactions by Account
 April 1, 2018 - June 30, 2018

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bank of America - 61312								
General Journ	04/13/2018	Bill.com	Carl Warren & Co - ATF SBASIA	4-9-18 Replenishment	Bill.com Money Out Clearing		65,845.14	1,011,122.24
General Journ	04/19/2018	JLZ 27	Haight Brown & Bonesteel LLP	Inv 3208672	Bill.com Money Out Clearing		672.00	945,277.10
Deposit	04/20/2018		Deposit		-SPLIT-	12,535.80		944,605.10
Deposit	04/27/2018		Deposit		-SPLIT-	1,089.15		957,140.90
General Journ	05/14/2018	JLZ 28	Carl Warren & Co - ATF SBASIA	5/18 Replenishment	Bill.com Money Out Clearing		43,006.85	958,230.05
Check	05/15/2018		Service Charge		Bank Service Charges		15.74	915,223.20
General Journ	05/17/2018	JLZ 30	Carl Warren & Company		Bill.com Money Out Clearing		3,509.36	915,207.46
Deposit	05/18/2018		Deposit		-SPLIT-	23,812.20		911,698.10
General Journ	05/18/2018	JLZ 31	ESM Solutions Inc	Inv 3577	Bill.com Money Out Clearing		10,439.00	935,510.30
General Journ	05/18/2018	JLZ 31	Haight Brown & Bonesteel LLP	Inv 3210242	Bill.com Money Out Clearing		2,267.57	925,071.30
General Journ	05/25/2018	JLZ 29	Bickmore Risk Services	BRS-0016829	Bill.com Money Out Clearing		5,400.00	922,803.73
General Journ	06/06/2018	JLZ 32	CAJPA	Inv 300000769	Bill.com Money Out Clearing		450.00	917,403.73
General Journ	06/14/2018	JLZ 34	Carl Warren & Co - ATF SBASIA	6/18 Replenishment	Bill.com Money Out Clearing		39,584.66	916,953.73
General Journ	06/14/2018	JLZ 34	Gilbert Associates, Inc	Inv 322349	Bill.com Money Out Clearing		6,083.45	877,369.07
Check	06/15/2018		Service Charge		Bank Service Charges		8.14	871,285.62
Deposit	06/22/2018		Deposit		Undeposited Funds	10,000.00		871,277.48
General Journ	06/22/2018	JLZ 33	ESM Solutions Inc	Inv 3770	Bill.com Money Out Clearing		8,451.00	881,277.48
Total Bank of America - 61312								
						47,437.15	185,732.91	872,826.48
TOTAL						47,437.15	185,732.91	872,826.48

County of Santa Clara



Finance Agency Controller-Treasurer Department

County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 288-9237

August 16, 2018

Submitted by: Alan Minato
Alan Minato, Controller-Treasurer

TO: BOARD OF TRUSTEES, SANTA CLARA COUNTY SCHOOL DISTRICTS
BOARDS OF DIRECTORS, SANTA CLARA COUNTY SPECIAL PURPOSE DISTRICTS

FROM: EMILY HARRISON, DIRECTOR OF FINANCE Emily Harrison

SUBJECT: COUNTY OF SANTA CLARA TREASURY INVESTMENT PORTFOLIO STATUS

RECOMMENDATION

Receive and file the June 30, 2018 Detailed Investment Portfolio Listing.

DISCUSSION

In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statutes of 1995 and in compliance with County Policy, the Santa Clara County Treasury Investment Portfolio Report as of June 30, 2018 is submitted for your review and acceptance.

The attached detailed investment reports list each investment of the County Treasury Pool as well as individual reports for specific investment funds that each school district or special district has in the County Treasury. The reports include the respective purchase and maturity dates, par value, amortized cost, market value, and yield to maturity for each investment.

A summary of market value versus cost is provided below for Commingled Investments of the County Pool.

	Cost	Market Value	Increase (Decrease)	Percent
Commingled Investments	\$7,584,141,151	\$7,523,222,987	(\$60,918,164)	(0.80%)

The yield of the pool on June 30, 2018 was 1.79%. As a comparison, on June 30, 2018 the yield of a 6-month Treasury Bill was 2.11%. A two-year Treasury Note was 2.53%. The State of California Local Agency Investment Fund (LAIF) yield was 1.85%.

Attached with the current investment strategy is a schedule that lists the average weighted maturities and yield for the Commingled Treasury Pool. Charts outlining investment concentration and distribution of bond maturities are provided for the Pool. Also included is a chart showing the one-year history of the Pool along with interest rates offered by selected comparable instruments.

Securities are purchased with the expectation that they will generally be held to maturity, hence unrealized gains or losses are not reflected in the yield calculations.

The market values of Pool securities were taken from pricing services provided by Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.

A combination of securities maturing, new revenues, and tax receipts will adequately cover the anticipated cash flow needs for the next six months. Cash flows are continually monitored and are considered paramount in the selection of securities purchased for the Pool.

Attachments:

June 2018 Quarterly Investment Summary



South Bay Area Schools Insurance Authority
Executive Committee Meeting
October 4, 2018

Agenda Item H.1

**UPDATE ON LIABILITY AND PROPERTY SAFETY INSPECTIONS
ON INTERIOR OF BUILDINGS (ALL ROOMS) TO INCLUDE
CHEMICAL INSPECTION**

INFORMATION ITEM

BACKGROUND: The JPA selected ESM Solutions, Inc. to perform Liability and Property Safety Inspections on Interior of Buildings (all rooms) to include chemical inspection. Mr. Anthony Poston, CEO of ESM Solutions, will provide an update on the status of the inspections.

ATTACHMENTS: None



Agenda Item H.2

RETIREMENT OF JPA PRESIDENT

ACTION ITEM

ISSUE: The current President, Mr. James Crawford, is retiring at the end of October. The Executive Committee will discuss who shall serve as President.

RECOMMENDATION: None

FISCAL IMPACT: None

BACKGROUND: The JPA President, Mr. James Crawford, is retiring on October 31, 2018. Mr. Crawford has served on the Board since 1999, became Vice President in 2003 and then became President in 2007. The JPA expresses its appreciation for Mr. Crawford's many years of service. The current term for the office of President is July 1, 2018 – June 30, 2019.

ATTACHMENTS: None



Agenda Item H.3

CLAIMS AUDIT

INFORMATION ITEM

EXPLANATION: California Association of Joint Powers Authorities (CAJPA) recommends a claims audit on self-funded programs every two years. The JPA's last claims audit was performed by Risk Management Services in February 2017.

CSAC EIA performs a Liability claims audit every two years and the cost is included in the premium. In 2017, CSAC EIA used the same auditor as the JPA so the auditor included a few property claims in the Liability claims audit at no cost to the JPA. For future claims audits, the JPA can continue asking the Liability claims auditor to include a few property claims and save on the cost of having a separate audit.

ATTACHMENTS: None



South Bay Area Schools Insurance Authority
Executive Committee Meeting
October 4, 2018

Agenda Item H.4

CSAC EIA LOSS PREVENTION SERVICES

INFORMATION ITEM

EXPLANATION: Mr. Eric Lucero, Senior Risk Control Specialist in Education at CSAC EIA, will discuss loss control services available to the JPA.

ATTACHMENTS: None



South Bay Area Schools Insurance Authority
Executive Committee Meeting
October 4, 2018

Agenda Item H.5

CAJPA RE-ACCREDITATION UPDATE

INFORMATION ITEM

EXPLANATION: Staff will provide an update on the CAJPA re-accreditation that is required every three years.

ATTACHMENTS: Documents Required for CAJPA Accreditation



C. DOCUMENTS REQUIRED FOR REVIEW FOR ACCREDITATION STUDY

SUBMITTAL ITEMS:

Copies of the following items should be forwarded to the Contractor **in advance** of their on-site visit.

1. Governing Documents (currently in force)
 - a) Joint Powers Agreement
 - b) Bylaws
2. List of Members Participating in Each Program
3. Description of Programs Provided by JPA
4. Minutes and Agenda (most recent meetings)
 - a) Board of Directors
 - b) Executive Committee
 - c) Budget Approval
 - d) Investment Policy
5. Audits
 - a) Financial (most recent year end)
 - b) Claims (Workers' Compensation, Liability, and Benefits)
 - c) Actuarial (Workers' Compensation, Liability)
 - d) Actuarial or Rate Study (Benefits)
6. Contracts with Major Service Providers and Certificates of Insurance
 - a) Program Administrator
 - b) Claims Administrator
 - c) Investment Advisor/Broker
 - d) Investment Custodian
 - e) Insurance Broker
7. Financial Reports
 - a) Treasurer's Report to the Board of Directors
 - b) Annual Budget
 - c) Report from Investment Advisor (Monthly or Quarterly) and/or pooled investment fund
 - d) Transaction Report from Custodian



8. Miscellaneous (if available)
 - a) Annual Report
 - b) Newsletter
 - c) Mission statement
 - d) Strategic Plan

REVIEW ITEMS:

The following items should be available **on-site** for review by the Contractor. In some cases, the Contractor may request copies at the time of their visit.

1. Policy Statements (and documentation showing date approved by Board):
 - a) Investment
 - b) Conflict of Interest (evidence of FPPC approval)
 - c) Loss Control
 - d) Record Retention Policy
 - e) Coverage & Claims Dispute
 - f) Frequency of Actuarial Studies and Claims Audits
 - g) Target Equity Policy
 - h) Settlement Authority
 - i) Written documentation of Investment Controls
 - j) Underwriting Policy (if completed)
2. Coverage Documents for: (How are they distributed to members? How are invoices balanced to these policies?)
 - a) Pooled Layer Coverages to JPA Members
 - b) Commercial Insurance Policies
3. State and Local Filings (see Accreditation Manual, Appendix D)
(Signed and Dated)
 - a) Secretary of State
 - b) County Clerks
 - c) State Controller
 - d) FPPC
 - e) Workers' Compensation Master Certificate and Annual Report to Department of Industrial Relations, Office of Self-Insurance Plans (Master Filing Only)
 - f) Form 700 (Statements of Economic Interest)
4. Description of Evaluation Process of Commercial Insurance or Other Methodology to Cover JPA Exposure



5. Insurance Policies
 - a) General Liability and Automobile (owned and non-owned)
 - b) Workers' Compensation
 - c) Property
 - d) Fidelity
 - e) Trustees E&O
 - f) Treasurer Bond
- 6.. Posting of Meeting Notice to comply with the Brown Act.
7. Treasury Report of Investments (Quarterly) (if managing investments)



Agenda Item H.6

ALLIANT DEADLY WEAPON RESPONSE PROGRAM

INFORMATION ITEM

EXPLANATION: The JPA added the Alliant Deadly Weapon Response program effective 7/1/18. Firestorm is the event responder if a JPA member experiences a deadly weapon incident. Firestorm offers an Active Shooter Vulnerability assessment conference call at no additional charge. The call takes about 45 minutes. Firestorm then prepares a report of how the JPA member compares to best practices and includes recommendations of ways to improve security. Bill Baker, VP of Operations, at Firestorm can be contacted directly to schedule a conference call. Staff will provide his contact information.

ATTACHMENTS: Alliant Deadly Weapon Response Program Limits of Insurance

Alliant Deadly Weapon Response Program 18/19

LIMIT OF LIABILITY:

- JPA/Pool Insureds:

USD 500,000 per claim with USD 2,500,000 aggregate shared amongst all pool members

DEDUCTIBLE:

- USD 10,000 per claim

SUB-LIMITS:

- Crisis Management - USD 250,000 per event
- Crisis Services Provided by Firestorm: <https://www.firestorm.com/>
- Funeral Expenses - USD 250,000 per event
- Counseling Services - USD 250,000 per event
- 1st Party Property Damage - USD 250,000 per event
Business Interruption - USD 250,000 per event
- Demolition, Clearance and Memorialization - USD 250,000 per event

The above sublimits erode the overall Limit of Liability



Agenda Item I.1

MONITORING CHANGES IN CLAIMS PAYMENTS AND RESERVES

INFORMATION ITEM

EXPLANATION: Mr. Rich McAbee from Carl Warren & Company will present an overview of the claims with the largest or most significant changes in total incurred over the last quarter. This will help in monitoring claims expense so that the JPA will be aware of any large increases in expense prior to the annual financial audit.

ATTACHMENTS: None



Agenda Item I.2

INCREASING DISTRICT CRIME DEDUCTIBLE

ACTION ITEM

ISSUE: The Executive Committee should decide whether to increase the District Crime deductible from \$1,000 to \$5,000.

RECOMMENDATION: None.

FISCAL IMPACT: To be determined.

BACKGROUND: The current District Crime deductible is \$1,000. In the past the JPA's Crime insurance policy had a \$1,000 deductible, but the Crime insurance policy currently has a \$5,000 deductible. At the time the Crime deductible increased, the cost was not passed on to the members. Crime losses for the JPA are as follows:

-) 1996 - Los Altos School District – Total Incurred \$15,000
-) 2001 – Evergreen School District – Total Incurred \$12,000
-) 2011 - Milpitas USD - Total Incurred \$31,978

ATTACHMENTS: None