



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
June 13, 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

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
Rosemarie Pottage, Los Gatos-Saratoga Joint Union High School District

A. CALL TO ORDER

The meeting was called to order at 9:07 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: 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 public comments.

E. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – May 2, 2019
2. Executive Committee Teleconference Minutes – May 29, 2019

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

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



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

**F. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95
1. Ironteeth vs. Santa Clara County Office of Education**

The Executive Committee went into closed session at 9:08 a.m.
The Executive Committee returned from closed session at 9:13 a.m.

Mr. James Crawford reported that the closed session item was discussed and appropriate action was taken.

G. GENERAL ADMINISTRATION

1. Executive Committee Meeting Dates for Fiscal Year 2019 – 2020

Mr. Matt Gowan said that the Executive Committee needs to schedule meeting dates for fiscal year 2019-2020. The Executive Committee reviewed the following meeting dates prepared by staff:

- October 3, 2019
- December 5, 2019
- March 12, 2020
- May 7, 2020
- June 11, 2020

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

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

2. Review of Board Agenda Items

Mr. Gowan said Mr. Anthony Poston, CEO of ESM Solutions, will present a final overview to the Board on the Liability and Property Safety Inspections on Interior of Buildings (all rooms) to include Chemical Inspection. Mr. Gowan said Mr. Poston will discuss loss control trends and also some of the difficulties he encountered in scheduling the inspections.



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Mr. Gowan said staff will update the Board on training for coaches and the upcoming infrared inspections. Mr. Gowan stated staff solicited input from the JPA members on providing Liability training for coaches, but most of the members said the training is already being provided.

Mr. Gowan noted that Mr. Poston had scheduling challenges with the recent inspection; although the inspections were scheduled in advance, sometimes school staff were not present and Mr. Poston had to leave and re-schedule for another date. Mr. Gowan said the contract with Allied Reliability for infrared inspections has a \$250 penalty fee for not giving 72 hours notice of cancellation before the start of an inspection. Staff and the Executive Committee discussed the possibility that the JPA could be charged penalty fees. The Executive Committee suggested that staff communicate to the JPA members to make sure the employee who will take the inspector to the electrical panels at each school site is aware of the date and time of the scheduled inspection and also make sure any keys needed to unlock electrical panels are available on the day of the inspection.

Mr. Gowan said he will review the insurance renewal items and the budget with the Board and noted that since the Executive Committee previously reviewed the accounting contract and administration contract, they will recommend approval to the Board

H. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 9:50 a.m.

Reviewed and Approved by:  _____

Date: 12/5/19