



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

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

**DATE/TIME:** December 6, 2018  
9:00 A.M.

**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 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. CONSENT CALENDAR** **A 1**

*2-6* **1. Executive Committee Minutes – October 4, 2018**

**F. GENERAL ADMINISTRATION**

*7* **1. Accounting Contract with Gilbert Associates, Inc.** **A 4**  
*The accounting contract expires on June 30, 2019. The Executive Committee will discuss whether to renew the contract.*

*8* **2. Review of Board Agenda Items** **A 3**  
*Staff will review the Board agenda items with the Executive Committee.*

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

**ADJOURNMENT**



South Bay Area Schools Insurance Authority  
Executive Committee Meeting  
December 6, 2018

**NEXT MEETING**

The next Executive Committee Meeting is set for March 7, 2019 at 9:30 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 item that needs discussion. Otherwise, the Executive Committee should adopt the Consent Calendar as presented.

**RECOMMENDATION:** The Program Administrator recommends adoption of the Consent Calendar item 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.

**1. Executive Committee Minutes – October 4, 2018**

**ATTACHMENTS:** Executive Committee Minutes – October 4, 2018



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
CAMPBELL, CALIFORNIA  
October 4, 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  
Robert Clark, Secretary, Mountain View Whisman School District

**MEMBERS ABSENT**

Wendy Zhang, Member at Large, Milpitas Unified School District

**GUESTS & CONSULTANTS**

Randy Kenyon, Los Altos School District  
Matt Gowan, Alliant Insurance Services  
Joan Crossley, Alliant Insurance Services  
Tom Boylan, Carl Warren & Company  
Rich McAbee, Carl Warren & Company  
Eric Lucero, CSAC EIA  
Anthony Poston, ESM Solutions, Inc.  
Amy Levine, Dannis Woliver Kelley  
Eric Bengtson, Davis & Young  
Mark Davis, Davis & Young

**A. CALL TO ORDER**

The meeting was called to order at 9:30 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: Megan Reilly                      SECOND: Mike Mathiesen                      MOTION CARRIED**

**AYES: 4                      NOES: 0                      ABSTAIN: 0                      ABSENT: 1**

**AYES:** Crawford, Reilly, Mathiesen, Clark

**NAYS:** None

**ABSENT:** Zhang

**D. PUBLIC COMMENT**

There were no comments from the public.



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CAMPBELL, CALIFORNIA  
October 4, 2018**

**E. CLAIMS**

**1. Closed Session Pursuant to Government Code Section 54956.95**

1. Jane Doe vs. Los Altos School District
2. John Doe vs. Santa Clara County Office of Education

The Executive Committee entered closed session at 9:32 a.m.

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

The Executive Committee returned from closed session at 10:20 a.m. Mr. James Crawford reported that the closed session items were discussed and appropriate actions were taken.

**G. CONSENT CALENDAR**

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

**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, Clark

**NAYS:** None

**ABSENT:** Zhang

**H. GENERAL ADMINISTRATION**

**1. Update on Liability and Property Safety Inspections on Interior of Buildings  
(all rooms) to include Chemical Inspection**

Mr. Matt Gowan introduced Mr. Anthony Poston, CEO of ESM Solutions. Mr. Poston presented a summary handout of the inspections performed to date. The handout shows loss control findings by category as well as loss control findings by district. There are still five school districts remaining to be inspected as there were some summer scheduling impediments particularly modernization projects. Mr. Poston said a full summary report will be presented at the December Board meeting.

Mr. Randy Kenyon arrived at 10:30 a.m.



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**2. Retirement of JPA President**

Mr. Crawford said he is retiring later this calendar year so a new JPA President will be needed. Mr. Crawford asked the Executive Committee if anyone would be interested in becoming the President. The Executive Committee members noted that they are new to the committee and not particularly experienced in JPA and insurance matters. Mr. Mike Mathiesen stated that he should remain in his position as Treasurer for at least the remainder of this fiscal year to maintain consistency. Mr. Crawford said he will continue to work for Campbell Union School District (CUSD) as a consultant after his retirement. The CUSD Board is reviewing a resolution to have him remain as the district representative and President of a transportation JPA. Mr. Randy Kenyon asked if CUSD could contract with Mr. Crawford so he can continue to serve as President for a year or two. Mr. Crawford said that is possible if CUSD adopts a resolution to have Mr. Crawford remain as their Board representative to the JPA. The Executive Committee requested this option be presented at the December Board meeting so the Board can make a decision.

**3. Claims Audit**

Ms. Joan Crossley said the JPA has a claims audit performed every two years and the next audit is due in 2019. CSAC EIA, the JPA's Excess Liability carrier, performs a Liability claims audit which is also due in 2019. Ms. Crossley said the Liability claims auditor can look at a few 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 will work fine.

**4. CSAC EIA Loss Prevention Services**

Mr. Gowan introduced Mr. Eric Lucero, Senior Risk Control Specialist at CSAC EIA, who specializes in risk control for schools. Mr. Lucero distributed a Loss Control Menu of Services available to JPA members. Mr. Lucero said he can be contacted directly and some JPA members have emailed him for loss control recommendations regarding items such as special event exposures, bubble soccer, smoke bombs and inflatables. He has also performed defensive driving training at school districts. Mr. Lucero also provided a TargetSolutions catalog. TargetSolutions provides online training at no cost to JPA members and has recently added new courses for schools such as Title IX training.

Mr. Robert Clark left the meeting at 11:15 a.m.

**5. CAJPA Re-Accreditation Update**

Ms. Crossley said the JPA obtained California Association of Joint Powers Authorities (CAJPA) accreditation in 2010 and has to be re-accredited every three years. The current accreditation expires in February 2019 and staff is working on the re-accreditation process.



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**6. Alliant Deadly Weapon Response Program**

Mr. Gowan reviewed the Alliant Deadly Weapon Response Program. The limit is \$500,000 per claim with \$2.5 million aggregate limit for the JPA; the deductible is \$10,000 per claim. The coverage includes \$250,000 sublimits for crisis management, counseling services, funeral expenses and creation of a memorial. A crisis management hotline is available 24 hours a day, 7 days a week. Firestorm is the firm that provides crisis management services. They have offered to provide an active shooter vulnerability assessment conference call to members at no charge. The call takes about 45 minutes. Mr. Gowan asked if anyone would like to participate in the conference call and report back to the JPA as to whether it is helpful. Ms. Megan Reilly said the Office of Education will contact Firestorm to set up a conference call.

**I. FINANCIAL**

**1. Monitoring Changes in Claims Payments and Reserves**

Mr. Rich McAbee of Carl Warren & Company said Liability claims settlements, particularly for molestation claims, have skyrocketed so the JPA's increase in claims payments is no exception. Mr. Gowan noted that the JPA is now reviewing changes in claims payments and reserves on a quarterly basis as the JPA has seen a decrease in its net position due to increased claims payments.

Mr. Tom Boylan of Carl Warren & Company distributed a handout showing the changes in claims payments and reserves for the quarter ending September 30, 2018. The change in total incurred was an increase of \$69,923. However, Mr. Boylan noted that Carl Warren reviewed all open claims again after the quarter ending September 30 and was able to decrease reserves by almost \$400,000. Mr. Boylan stated reports are available showing open claims if the JPA would like to review.

Mr. Gowan said the Liability insurance market continues to be hard and premium increases are expected again this year.

**2. Increasing District Crime Deductible**

Mr. Gowan said the JPA's Crime policy used to have a \$1,000 deductible, but it currently has a \$5,000 deductible. The increase in the Crime deductible was not passed on to the JPA members. Currently, the member pays \$1,000 and the JPA pays the remaining \$4,000 for the deductible; the JPA does not set aside funding for that \$4,000. Staff recommends that the members pay the full \$5,000 Crime deductible; this would bring it more in line with the Property and Liability deductibles which are \$10,000 each.

**A motion was made to increase the Crime deductible.**

**MOTION: Mike Mathiesen      SECOND: Megan Reilly      MOTION CARRIED**

**AYES: 4                      NOES: 0                      ABSTAIN: 0                      ABSENT: 1**



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**AYES:** Crawford, Reilly, Mathiesen, Clark

**NAYS:** None

**ABSENT:** Zhang

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

Mr. Gowan presented a retirement gift on behalf of the JPA to Mr. Crawford in recognition of his 19 years of service on the Board including 11 years as President. The JPA expresses its appreciation for Mr. Crawford's years of service.

**ADJOURNMENT**

The meeting was adjourned at 11:43 a.m.





**Agenda Item F.1**

**ACCOUNTING CONTRACT WITH GILBERT ASSOCIATES, INC.**

**ACTION ITEM**

**ISSUE:** The Executive Committee should decide whether to renew the contract with Gilbert Associates, Inc. to perform accounting services.

**RECOMMENDATION:** None

**FISCAL IMPACT:** To be determined.

**BACKGROUND:** The JPA entered into a three year contract with Gilbert Associates, Inc. to perform accounting services. The contract expires on June 30, 2019. The Executive Committee will discuss whether the contract should be renewed or if the JPA should issue a RFP (Request for Proposal). The annual fee for the period of July 1, 2018 – June 30, 2019 is \$24,500.

**ATTACHMENTS:** None



**Agenda Item F.2**

**REVIEW OF BOARD AGENDA ITEMS**

**ACTION ITEM**

**ISSUE:** The Executive Committee should make recommendations to the Board of Directors for those items on their agenda that require action.

**RECOMMENDATION:** None.

**FISCAL IMPACT:** Various. See the Board of Directors December 6, 2018 agenda.

**BACKGROUND:** The Board of Directors should take action on the following items:

Audited Financial Report as of June 30, 2018  
Resolution for Withdrawal from Schools Excess Liability Fund (SELF) effective  
July 1, 2019  
JPA President  
Amendment to Bylaws

**ATTACHMENTS:** None