



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING MINUTES  
MOUNTAIN VIEW, CA  
December 7, 2023**

**MEMBERS PRESENT**

Mike Mathiesen, President, Mountain View-Los Altos Union High School District  
Mark Schiel, Vice President, Santa Clara Unified School District  
Delores Perley, Treasurer, Los Gatos-Saratoga Joint Union High School District  
Rebecca Westover, Secretary, Mountain View Whisman School District  
Wendy Zhang, Member at Large, Milpitas Unified School District

**MEMBERS ABSENT**

None

**GUESTS & CONSULTANTS**

Matt Gowan, Alliant Insurance Services  
Joan Crossley, Alliant Insurance Services

**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.**

**MOTION: Rebecca Westover      SECOND: Delores Perley      MOTION CARRIED**

**AYES: 5                      NOES: 0                      ABSTAIN: 0                      ABSENT: 0**

**AYES:** Mathiesen, Schiel, Perley, Westover, Zhang

**NAYS:** None

**ABSENT:** None

**D. PUBLIC COMMENT**

There were no public comments.

**E. CONSENT CALENDAR**

1. Executive Committee Meeting Minutes – October 5, 2023
2. Financial Report for Quarter Ending September 30, 2023
3. Investment Report for Quarter Ending September 30, 2023



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

**MOTION: Mark Schiel            SECOND: Wendy Zhang            MOTION CARRIED**

**AYES: 5                    NOES: 0                    ABSTAIN: 0                    ABSENT: 0**

**AYES:** Mathiesen, Schiel, Perley, Westover, Zhang  
**NAYS:** None  
**ABSENT:** None

**F.        GENERAL ADMINISTRATION**

**1.        JPA Treasurer**

Mr. Mike Mathiesen said the JPA's Treasurer, Delores Perley, is retiring at the end of December. After discussion, Ms. Rebecca Westover offered to serve as Treasurer. Ms. Westover is currently Secretary and will serve in both positions until the officer election at the June Board meeting.

**A motion was made to nominate Rebecca Westover as Treasurer for Board approval.**

**MOTION: Mark Schiel                    SECOND: Wendy Zhang                    MOTION CARRIED**

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

**AYES:** Mathiesen, Schiel, Perley, Zhang  
**NAYS:** None  
**ABSENT:** None  
**ABSTAIN:** Westover

**2.        Loss Control-Liability and Property Safety Inspections on Interior of Buildings (all rooms) to Include Chemical Inspection**

Mr. Matt Gowan presented the summary of responses to the Request for Proposal (RFP) for Liability and Property Safety Inspections on Interior of Buildings (all rooms) to include Chemical Inspection. The RFP was sent to four firms, but only three are able to perform the inspections. After discussion, the Executive Committee selected ESM Insite to perform the inspections.

**A motion was made to approve using ESM Insite for the Liability and Property Safety Inspections on Interior of Buildings (all rooms) to Include Chemical Inspection.**

**MOTION: Delores Perley                    SECOND: Mark Schiel                    MOTION CARRIED**

**AYES: 5                    NOES: 0                    ABSTAIN: 0                    ABSENT: 0**

**AYES:** Mathiesen, Schiel, Perley, Westover, Zhang  
**NAYS:** None

*Approved 3/14/24*



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**ABSENT:** None

**3. Review of Board Agenda Items**

Mr. Gowan reviewed the items of the upcoming Board meeting, including presentations by James Marta on the audited financial report as of June 30, 2023 and Anthony Poston from ESM Insite on Liability and Property Safety Inspections on the Exteriors of Buildings.

Mr. Gowan advised the Board will need to approve the election of Rebecca Westover as the new Treasurer.

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

There were no comments for the good of the order.

**ADJOURNMENT**

The meeting was adjourned at 9:53 a.m.

Reviewed and Approved by: \_\_\_\_\_

Date: 03/15/2024