



Santa Clara County  
**SCHOOLS' INSURANCE GROUP**  
**AGENDA**  
**EXECUTIVE COMMITTEE MEETING**



**Please Post**

**Date:** Thursday, January 19, 2012  
**Time:** 12:30 PM, Lunch served at 12 noon  
**Location:** **SIG Office**  
645 Wool Creek Drive  
San Jose, CA 95112

**Item 1. CALL TO ORDER**

**Executive Committee Members**

Bonnie Tognazzini, *President*, Morgan Hill Unified School District  
Chris Jew, *Vice President*, Oak Grove School District  
Rick Hausman, *Secretary/Treasurer*, Cupertino Union School District  
Tim McClary, Franklin-McKinley School District  
Dr. Ben Picard, Sunnyvale School District  
Steve Rauwolf, Los Gatos/Saratoga Community Ed. & Recreation Department  
Michael Gallagher, Sunnyvale School District

Corinne Kelsch, *Executive Director*, Schools' Insurance Group

**Item 2. AGENDA**

**A. Agenda Items**  
*Items to be added or deleted according to G.C. 54954.2*

**B. Adoption of Agenda**

PUBLIC COMMENTS  
BOARD CONSIDERATION

**ACTION**

**Item 3. CONSENT AGENDA (5 Minutes)**

*Items listed as consent are considered to be regular course of procedure and are acted on by the Executive Committee in one motion. There is no discussion of these items prior to the Executive Committee vote unless a member of the Executive Committee, staff or the public requests specific items be discussed and/or removed from the agenda. It is understood that the administration recommends approval on all consent items. Each consent item approved by the Executive Committee shall be deemed to have been considered in full and adopted as recommended.*

- A. Approval of Minutes:** December 8, 2011 **P. 6**
- B. Approval of Warrants:** December 2011 **P. 11**
- C. Request for Proposals for Actuarial Services** *(Strategic Plan Item)* **P. 13**
- D. Strategic Plan (please note revisions)** **P. 29**

PUBLIC COMMENTS  
BOARD CONSIDERATION

**ACTION**

**Item 4. COMMENTS FROM THE PUBLIC**

*The public may address the Executive Committee on any matter pertaining to the Authority that is not on the agenda. The President reserves the right to limit the time of presentations.*

**Item 5. DISTRICT REQUESTS/CORRESPONDENCE**

- A. CBO Boot Camp Reimbursement (5 Minutes) P. 34**

*A request was received from the new CBO at Mt. Pleasant for his attendance at CASBO's CBO Boot Camp. This conference is not on our professional opportunity list, but in accordance with our policy reimbursement request was approved by the Executive Committee President.*

PUBLIC COMMENTS  
BOARD CONSIDERATION

**INFORMATION**

**Item 6. JPA ADMINISTRATION**

- A. Financial Audit for Fiscal Year Ending June 30, 2011 (15 Minutes) P. 35**

*Crowe Horwath will present to the Executive Committee for approval the Financial Audit for Fiscal Year Ending June 30, 2011.*

PUBLIC COMMENTS  
BOARD CONSIDERATION

**ACTION**

**B. Actuarial Report for the Self Insured Workers' Compensation Program** (15 Minutes) P. 36

*Bickmore Risk Services will present to the Executive Committee for approval the Actuarial Report for the self insured workers' compensation program.*

**PUBLIC COMMENTS**  
**BOARD CONSIDERATION**

**ACTION**

**C. Selection of Nominating Chair for Upcoming Executive Committee Elections** (5 Minutes) P. 37

*The Executive Committee will select a Nominating Chair for the upcoming election process.*

**PUBLIC COMMENTS**  
**BOARD CONSIDERATION**

**ACTION**

**D. The Executive Committee Election Policy and Process for Interviewing Potential Executive Committee Candidates for Unexpected Vacancies** (20 Minutes) P. 39

*The Executive Committee will review for approval the Executive Committee Election Policy and the process for interviewing potential Executive Committee candidates for unexpected vacancies.*

**PUBLIC COMMENTS**  
**BOARD CONSIDERATION**

**ACTION**

**E. SCCSIG Personnel Policy 24.0** (5 Minutes) P. 42

*The SCCSIG Personnel Policy has been revised to include the Longevity Policy that was adopted by the Executive Committee at their meeting on December 8, 2011. The revised policy is presented for review and approval.*

**PUBLIC COMMENTS**  
**BOARD CONSIDERATION**

**ACTION**

**F. 2012 Dependent Verification Audit and Delta Dental & Vision Service Plan Special Open Enrollment** (10 Minutes) P. 44

*In accordance with our underwriting guidelines, and in an effort to help control rising health care costs, the Executive Committee will review for approval the 2012 Dependent Verification Audit Schedule and Special Open Enrollment for Delta Dental and Vision Service Plans.*

**PUBLIC COMMENTS**  
**BOARD CONSIDERATION** ACTION

**G. CAJPA Accreditation Report** (Strategic Plan Item) (5 Minutes) P. 57

*The Executive Committee will review the California Association of Joint Powers Authorities (CAJPA) Accreditation Report for Santa Clara County Schools' Insurance Group. The CAJPA Accreditation Committee voted to continue to award the SCCSIG with Accreditation with Excellence.*

**PUBLIC COMMENTS**  
**BOARD CONSIDERATION** INFORMATION

**H. Executive Committee Master & Meeting Schedule** (15 minutes) P. 94

*The Executive Committee will review for approval the Executive Committee Master & Meeting Schedule for 2012.*

**PUBLIC COMMENTS**  
**BOARD CONSIDERATION** ACTION

**Item 7. FINANCIAL/UNDERWRITING**

**A. Financial Reports for Fourth Quarter, Fiscal Year Ending 2010-11** (15 minutes) P. 99

*The Controller will present for approval the Fourth Quarter Financial Report for Fiscal Year Ending 2010-11.*

**PUBLIC COMMENTS**  
**BOARD CONSIDERATION** ACTION

**Item 8. REPORTS**

**A. Executive Director Report – (5 minutes)** INFORMATION

*The Executive Director will comment or report on various matters or concerns of the SCCSIG.*

**B. Executive Committee Reports**

**INFORMATION**

**C. Loss Control Report**

**(5 minutes) P. 124**

*A loss control report will be presented by SCCSIG's Member Services and Loss Control Managers to the Executive Committee.*

**INFORMATION**

**Item 9. AGENDA ITEMS FOR NEXT MEETING**

- A. Executive Committee Election Results & Member Notifications
- B. Property & Liability Actuarial Study
- C. Adoption of X-Mod Formula for W/C Program
- D. 2012-13 SCCSIG Budget Development

**Item 10. CLOSED SESSION**

- A. *Executive Director Evaluation/Contract (Education Code Section 54957)*

**Item 11. ADJOURNMENT**

<p><b><u>Executive Committee Meetings</u></b> March 15<sup>th</sup> – SIG Office May 17<sup>th</sup> – SIG Office August 16<sup>th</sup> – SIG Office October 18<sup>th</sup> – TBD (Possible Strategic Plan)</p>	<p><b><u>Fringe Benefit Committee Meetings</u></b>  <b><u>Full Board Meetings</u></b> December 7, 2012 – Double Tree Hotel, San Jose</p>
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