



Santa Clara County  
**SCHOOLS' INSURANCE GROUP**  
**APPROVED MINUTES**  
**EXECUTIVE COMMITTEE MEETING**



**Please Post**

**NEW LOCATION**

**Date:** Thursday August 16, 2018  
**Time:** 12:35 PM  
**Location:** **SCCSIG Office – Conference Room**  
 645 Wool Creek Drive Suite 62  
 San Jose, CA 95112

**Item 1. CALL TO ORDER**

**Executive Committee Members**

Chris Jew, *President*, East Side Union High School District  
 Kirsten Perez, *Secretary/Treasurer*, Morgan Hill Unified School District  
 Dr. Michael Gallagher, Sunnyvale School District  
 Phuong Le, Berryessa Union School District

Corinne Kelsch, *Executive Director*, Santa Clara County Schools' Insurance Group  
**Absent**

*None*

**Guests**

*None*

**Item 2. AGENDA**

**A. Agenda Items**

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

**B. Adoption of Agenda**

*It was moved by Kirsten Perez, seconded by Phuong Le to adopt agenda.*

*Vote was as follows: AYES: Chris Jew,, Kirsten Perez, Michael Gallagher, Phuong Le;  
 NOES: none; ABSENT: none; ABSTENSIONS: None; Motion carried.*

**Item 3. CONSENT AGENDA**

*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:** June 21, 2018
- B. Approval of Warrants:** June & July 2018
- C. Keenan & Associates Workers' Comp Run-off Claims Administration Agreement**
- D. Keenan & Associates Health Management Consulting Agreement**
- E. AB 1200 Actuarial Estimate of Self-Funded Dental & Vision Plans**
- F. Crowe LLP – Letter of Engagement for Financial Audit for Fiscal Year ending June 30, 2018**

*It was moved by Michael Gallagher, seconded by Phuong Le to approve the minutes.*

*Vote was as follows: AYES: Chris Jew, Kirsten Perez, Michael Gallagher, Phuong Le; NOES: none; ABSENT: none; ABSTENSIONS: None; Motion carried.*

**Item 4. COMMENTS FROM THE PUBLIC**

*New Accountant Amandeep Brar was introduced. Also introduced was Gaby Hernandez from Willis Towers Watson, replacement for Tien Phan who has moved to Aetna.*

**Item 5. DISTRICT REQUESTS/CORRESPONDENCE**

*None*

**Item 6. JPA ADMINISTRATION**

**A. Approve Executive Committee Officers for 2018-19**

*The Executive Committee Members appointed and approved Kirsten Perez as new Vice President and Phuong Le as Treasurer for the 2018-19 Fiscal Year.*

*It was moved by Chris Jew, seconded by Michael Gallagher to appoint and approve new Executive Committee Officers for the 2018-19 Fiscal Year.*

*Vote was as follows: AYES: Chris Jew, Kirsten Perez, Michael Gallagher, Phuong Le; NOES: none; ABSENT: none; ABSTENSIONS: None; Motion carried.*

**B. Review Compensation Survey Data for SIG Staff**

*The Executive Committee reviewed compensation survey data along with total current compensation for SIG staff. Corinne recommended revising the Loss Control Analyst to a Loss Control Manager for assistance in our Wellness Program. It was determined that additional total cost information needs to be provided for further review, which will be presented at the September meeting.*

**C. Revisions to Personnel Policy 24.0**

*The Executive Committee tabled the review and approval of revisions to Personnel Policy 24.0 for the next meeting.*

**D. 2019 Health Benefits Renewals**

*The Executive Committee reviewed and approved the renewals for Medical, Wellness, Dental, and Vision plans for the 2019 Policy Year.*

*It was moved by Michael Gallagher, seconded by Phuong Le to approve the renewals for Medical, Wellness, Dental, and Vision plans for the 2019 Policy Year.*

*Vote was as follows: AYES: Chris Jew, Michael Gallagher, Phuong Le; NOES: none; ABSENT: Kirsten Perez; ABSTENSIONS: None; Motion carried*

**E. 2017 California Broker Disclosure**

*The Executive Committee reviewed the 2017 California Broker Disclosure forms for Willis Towers Watson on commissions they received in 2017 from Anthem Blue Cross and Kaiser.*

**F. American Fidelity (AFA)**

*The Executive Committee will bring this item back as an action item for next meeting; the review and approval of coordination of the AFA 125 Plan with participating member Districts.*

**G. Member Focus Group Selection for Policy Year 2018-19**

*The Executive Committee tabled the review & approval of the Focus Group Selection for Policy Year 2018-19 for next meeting.*

**Item 7. REPORTS**

**A. Executive Director Report**

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

**Item 8. MOVED INTO CLOSED SESSION @ 2:30 pm**

*"THE EXECUTIVE COMMITTEE WILL NOW BE MOVING INTO CLOSED SESSION. MATTERS TO BE DISCUSSED ARE THOSE PERMITTED BY GOVERNMENT CODE SECTIONS 54956.8, 54956.9, 54956.95, 54957, AND 54957. 6 - PERSONNEL, LITIGATION, AND/OR REAL PROPERTY"*

- A. Claims for Review/Action/Information.**
- B. Personnel Report**

*Returned to open session @ 3:00. No action was taken in Closed Session.*

**Item 9. AGENDA ITEMS FOR UPCOMING MEETINGS**

- A. Review of Compensation Survey Data for SIG Staff**
- B. Return of Equity Property & Liability Program**
- C. Current/Former Members with Program Deficits**
- D. Workers' Compensation Independent Claims Audit**
- E. Executive Director Evaluation**
- F. Financial Audit for Fiscal Year ending June 30, 2018**

**G. Strategic Planning**

**Item 10. ADJOURNMENT**

<p><b><u>2018 Executive Committee Meetings</u></b> Sept. 20<sup>th</sup> Oct. 18<sup>th</sup> Nov. – <i>No Meeting</i> Dec. 7<sup>th</sup></p>	<p><b><u>2018 Fringe Benefit Committee Meetings</u></b> August 1, 2018 Courtyard Learning Center , Franklin McKinley School District</p> <p><b><u>2018 Full Board Meeting</u></b> December 7, 2018 Silver Creek Country Club</p>
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