

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



Please Post

Date: Thursday, September 20, 2018
Time: 12:30 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, *Vice President*, Morgan Hill Unified School District
Dr. Michael Gallagher, Sunnyvale School District
Laura Phan, Oak Grove School District

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

Absent

Phuong Le, *Treasurer*, Berryessa Union School District

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 Michael Gallagher, seconded by Kirsten Perez to adopt the agenda.

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

It was moved by Kirsten Perez, seconded by Michael Gallagher to approve the minutes.

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

Item 4. COMMENTS FROM THE PUBLIC

None

Item 5. DISTRICT REQUESTS/CORRESPONDENCE

None

Item 6. JPA ADMINISTRATION

A. Executive Committee Vacancy

Executive Committee approved candidate Laura Phan, Assistant Superintendent for Business at Oak Grove School District to fill a vacancy on the Executive Committee.

It was moved by Kirsten Perez, seconded by Michael Gallagher to approve Laura Phan, Assistant Superintendent for Business at Oak Grove School District to fill a vacancy on the Executive Committee.

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

B. Review Compensation Data for Loss Control Positions

The Executive Committee reviewed and approved compensation data for Loss Control Staff position. Let the minute's show that the Board agenda back up showed 2 recommendations. The motion was made on the recommendation listed on page 19 of the Executive Committee Packet.

It was moved by Michael Gallagher, seconded by Kirsten Perez to approve effective 10/01/18; Change Senior Loss Control Manager job title to Loss Control Manager; Approve new salary range for Loss Control Manager position to \$90,081-\$120,717 maintaining 5% difference between 7 step salary schedule; Upgrade Loss Control Analyst/ Safety Trainer to Loss Control Manager position; Approve Loss Control Manager job description.

Vote was as follows: AYES: Chris Jew, Kirsten Perez, Michael Gallagher, and Laura Phan; NOES: none; ABSENT: Phuong Le; Motion carried.

C. Revisions to Personnel Policy 24.0

The Executive Committee reviewed revisions to Personnel Policy 24.0. This policy will be revisited at the October meeting with recommended changes on achieving common anniversary dates for employees.

D. American Fidelity (AFA)

The Executive Committee reviewed and approved the coordination of the AFA 125 Plan with participating member Districts.

It was moved by Laura Phan, seconded by Michael Gallagher to approve the coordination of the AFA 125 Plan with participating member Districts.

Vote was as follows: AYES: Chris Jew, Kirsten Perez, Michael Gallagher, and Laura Phan; NOES: none; ABSENT: Phuong Le; Motion carried.

E. Member Focus Group Selection for Policy Year 2018-19

The Executive Committee reviewed & approved the Focus Group Selection for Policy Year 2018-19.

It was moved by Laura Phan, seconded by Michael Gallagher to approve the Focus Group Selection for Policy Year 2018-19.

Vote was as follows: AYES: Chris Jew, Kirsten Perez, Michael Gallagher, and Laura Phan; NOES: none; ABSENT: Phuong Le; Motion carried.

Item 7. REPORTS

A. Executive Director Report

The Executive Director commented on the CAJPA Conference in Tahoe and that she was able to do some very beneficial networking in regards to benefits and wellness during the conference.

The Executive Director reminded everyone of the October Executive Committee meeting date being changed to October 25th. This should be a relatively short meeting.

The Executive Director notified the Executive Committee that our new website is now up and running.

B. Executive Committee Reports

C. Loss Control Report

Loss Control Managers report were included in the Executive Committee packet for their review.

Item 10. AGENDA ITEMS FOR UPCOMING MEETINGS

- A. Revision of Personnel Policy 24.0**
- B. Executive Director Evaluation (Closed Session)**
- C. Review of Compensation Survey Data for SIG Staff**
- D. Return of Equity Property & Liability Program**
- E. Current/Former Members with Program Deficits**
- F. Executive Director Evaluation**
- G. Workers' Compensation Independent Claims Audit**
- H. Actuarial Review of the Self-Funded Workers' Compensation as of June 30, 2018**
- I. Financial Audit for Fiscal Year ending June 30, 2018**
- J. Strategic Planning**

Item 11. ADJOURNMENT

<u>2018 Executive Committee Meetings</u>	<u>2018 Full Board Meeting</u>
Oct. 25 th Nov. – <i>No Meeting</i> Dec. 7 th	December 7, 2018 Silver Creek Country Club