



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



**Please Post**

**Date:** Friday, December 7, 2018  
**Time:** 10:30 AM

**NEW LOCATION:**

**Silver Creek Country Club – San Felipe Boardroom**  
5460 Country Club Parkway  
San Jose, CA 95138

**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  
Phuong Le, *Secretary/Treasurer*, Berryessa Union School District  
Dr. Michael Gallagher, Sunnyvale School District  
Laura Phan, Oak Grove School District

Corinne Kelsch, *Executive Director*, Santa Clara County 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: October 25, 2018** **P. 6**
- B. Approval of Warrants October, 2018** **P. 12**
- C. First Quarter Financial Statements as of September 30, 2018** **P. 15**
- D. SETECH Consulting Agreement** **P. 27**
- E. SIG Staff Holiday Schedule for 2019** **P. 43**
- F. SIG Conflict of Interest Policy** **P. 46**

**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 (2 Minutes) P. 52**

- A. Request from Laura Phan to have her Superintendent, José Manzo, attend the Association of California School’s Administrators (ACSA) Leadership Summit in San Diego and the California School Board Association (CSBA) Annual Conference in San Francisco. Since these conferences are not on the SIG approved Professional Development list, and per our policy, request was approved by Executive Committee President, Chris Jew.**

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

**INFORMATION**

**Item 6. JPA ADMINISTRATION**

- A. Executive Committee Vacancy (5 minutes) P. 57**  
*Executive Committee will approve candidate Stacy McAfee, Associate Superintendent of Human Resources at Cupertino Union School District, to fill a vacancy on the Executive Committee*

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

**ACTION**

- B. Financial Audit for Fiscal Year Ending June 30, 2018** (20 Minutes) P. 61  
*Crowe LLP will present to the Executive Committee for approval the Financial Audit for Fiscal Year Ending June 30, 2018.*

**PUBLIC COMMENTS**

**BOARD CONSIDERATION**

**ACTION**

- C. Independent Claims Audit for the Self-Insured** (20 minutes) P. 113

**Workers' Compensation Program for 2017**

*Bickmore will present for review and approval the Independent Claims Audit for the Self-Insured Workers' Compensation program for 2017.*

**PUBLIC COMMENTS**

**BOARD CONSIDERATION**

**ACTION**

- D. Executive Committee Meeting Schedule for 2019** (10 minutes) P. 160  
*The Executive Committee will review, and make changes if necessary, to the 2019 Executive Committee Meeting Schedule.*

**PUBLIC COMMENTS**

**BOARD CONSIDERATION**

**ACTION**

**Item 8. CLOSED SESSION**

*“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. Personnel Matters**

**B. Executive Director Evaluation and Contract**

**Item 9. RETURN TO OPEN SESSION**

(Announcement of Action Taken in Closed Session as Necessary)

**Item 8. AGENDA ITEMS FOR UPCOMING MEETINGS**

**A. Election of Nominating Chairperson for Upcoming Executive Committee Elections**

**B. Equity Reports for the Workers' Compensation and Property and Liability Programs**

**C. Strategic Planning**

**Item 9. ADJOURNMENT**

<p><b><u>2018 Executive Committee Meetings</u></b> Dec. 7th</p>	<p><b><u>2018 Full Board Meeting</u></b> December 7, 2018 Silver Creek Country Club</p>
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