

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



Please Post

Date: Thursday, October 25, 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
Phuong Le, *Treasurer*, Berryessa Union School District
Dr. Michael Gallagher, Sunnysvale School District
Laura Phan, Oak Grove School District

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

Kirsten Perez, Vice President, Morgan Hill
Phuong Le, Treasurer, Berryessa Union School District

Guests

Eve Camara, Keenan Associates
Derek Burkhalter, Bickmore
Stacy McAfee, Cupertino Union School District

Item 2. AGENDA

A. Agenda Items

None

B. Adoption of Agenda

It was moved by Michael Gallagher, and seconded by Laura Phan to adopt agenda.

*Vote was as follows: AYES: Chris Jew, Michael Gallagher, and Laura Phan;
NOES: none; ABSENT: Kirsten Perez, Phuong Le; 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:** *September 20, 2018*
- B. Approval of Warrants:** *September 2018*
- C. Approval of Signatures**
- D. OSIP Public Self-Insureds ER Annual Report**
- E. Lease Agreement with Franklin McKinley**

It was moved by Michael Gallagher, seconded by Laura Phan to approve the minutes.

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

Item 4. COMMENTS FROM THE PUBLIC

None

Item 5. DISTRICT REQUESTS/CORRESPONDENCE

None

Item 6. JPA ADMINISTRATION

A. Actuarial Review of the Self-Insured Workers' Compensation Program

Bickmore presented the Actuarial Review of the Self-Insured Workers' Compensation Program for review and approval.

It was moved by Michael Gallagher, seconded by Laura Phan to approve Actuarial Review of the Self-Insured Workers' Compensation Program.

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

B. Revisions to Personnel Policy 21.0 and 24.0

The Executive Committee reviewed the information provided and requested that the policy be revised according to their specifications and brought back for approval at a later time.

C. Union Bank Public Entity Resolution Designating Executive Director as Officer.

Executive Committee reviewed and approved the Public Entity Resolution designating Executive Director as Officer for Union Bank Accounts.

It was moved by Michael Gallagher, seconded by Laura Phan to approve Executive Director as Officer for Union Bank Accounts.

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

Item 7. REPORTS

A. Executive Director Report

The Executive Director reported on the following information:

- 1. The Auditors are finishing up the Audit.*
- 2. Blanca Briceno, Administrative Assistant has been working hours during her maternity leave to assist with the office functions.*
- 3. Recruiting will start in December for the Loss Control Manager position.*
- 4. The Executive Committee has approved Stacy McAfee, Assistant Superintendent of HR for Cupertino School District, for membership on the Executive Committee. It will now be submitted to the Full Board for final approval.*

B. Executive Committee Reports

Item 8. MOVED INTO CLOSED SESSION @ 1:30pm

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

It was moved by Laura Phan to approve and seconded by Michael Gallagher to approve Item 8.A. which is the settlement authority in closed session.

- A. Workers' Comp Claim No. 5003-92-0011 Request for Settlement.*
- B. Executive Director Evaluation.*

Item 9. RETURNED TO OPEN SESSION: Returned to open session @ 1:57pm.

Item 10. AGENDA ITEMS FOR UPCOMING MEETINGS

- A. Executive Director Evaluation**
- B. Workers’ Compensation Independent Claims Audit**
- C. Financial Audit for Fiscal Year ending June 30, 2018**
- D. Strategic Planning**

Item 11. ADJOURNMENT

It was moved by Laura Phan, seconded by Michael Gallagher to have the meeting adjourned.

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