



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



**Please Post**

**Date:** Thursday, May 16, 2019  
**Time:** 12:30 PM  
**Lunch:** Served at 12:00 PM

**LOCATION:**

**SCCSIG Office – Conference Room**  
645 Wool Creek Drive, Suite 62  
San Jose, CA 95112

**Item 1. CALL TO ORDER – 12:35PM**

**Executive Committee Members**

Chris Jew, *President*, East Side Union High School District  
Kirsten Perez, *Vice President*, Morgan Hill Unified School District  
Eric Dill, Santa Clara Unified School District  
Dr. Michael Gallagher, Sunnyvale School District  
Stacy McAfee, Cupertino Union 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**

*It was moved by Eric Dill, seconded by Kirsten Perez to adopt the agenda*

*Vote was as follows: AYES: Chris Jew, Kirsten Perez, Eric Dill, Michael Gallagher, Laura Phan, Stacy McAfee; NOES: none; Absent: 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:** April 11, 2019
- B. Approval of Warrants:** March and April, 2019
- C. Run Off for Claims Administration Agreement with Keenan**
- D. Lease Agreement with Franklin McKinley School District**
- E. Crowe Letter of Engagement for Financial Audit for Fiscal Year Ending 6/30/2019**

*It was moved by Laura Phan, seconded by Michael Gallagher to approve the Consent Agenda. Vote was as follows: AYES: Chris Jew, Kirsten Perez, Eric Dill, Michael Gallagher, Laura Phan, Stacy McAfee NOES: none; Absent: none; Motion carried*

**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. Email from Eric Dill requesting SCCSIG Professional Development Funds for their Risk Manager, Sam Ramamorthy, to attend SCCOE/CASBO CBO Programs.*
- B. Preliminary Withdrawal from Vision Plan for Berryessa Union School District.*
- C. Public Entity Tort Liability Data Collecting Feasibility Project.*

**Item 6. JPA ADMINISTRATION**

**A. Executive Committee Election Results**

*The Executive Director will present the results of the 2019-2020 elections for the Executive Committee approval.*

*It was moved by Michael Gallagher, seconded by Stacy McAfee to approve the results of the 2019-2020 elections.*

*Vote was as follows: AYES: Chris Jew, Kirsten Perez, Eric Dill, Michael Gallagher, Laura Phan, Stacy McAfee NOES: none; Absent: none; Motion carried*

**JPA ADMINISTRATION (con't)**

**B. Nomination and Approval of Treasurer for Executive Committee**

*Due to the retirement of Phuong Le from the Executive Committee  
Members will nominate and approve a new Treasurer.*

*It was moved by Laura Phan, seconded Kirsten Perez to approve Michael Gallagher as EC  
Secretary/Treasurer as of 5/16/2019.*

*Vote was as follows: AYES: Chris Jew, Kirsten Perez, Eric Dill,  
Michael Gallagher, Laura Phan, Stacy McAfee NOES: none; Absent: none; Motion carried*

**C. Withdrawal from Dental and Vision Program from Saratoga  
Union School District Effective July 1, 2019.**

*In accordance with the SCCSIG's Bylaws, Saratoga Union School  
District has submitted their withdrawal notice for the  
Dental and Vision Programs effective July 1, 2019. This item was provided for  
information only.*

**D. Renewals for Workers' Compensation and  
Property and Liability Programs for 2019-2020**

*The Executive Director will present for review and  
approval the renewals for both the Worker's Compensation  
and Property & Liability Programs.*

*It was moved by Eric Dill, seconded by Stacy McAfee to approve the renewals for both the  
Worker's Compensation and Property & Liability Programs.*

*Vote was as follows: AYES: Chris Jew, Kirsten Perez, Eric Dill,  
Michael Gallagher, Laura Phan, Stacy McAfee NOES: none; Absent: none; Motion carried*

**E. Job Description and Salary Schedule for  
Senior Principal of Member Services and  
Coordinator of Member Services**

*The Executive Director will present for review and approval  
job descriptions and salary schedule for new SCCSIG positions.*

*It was moved by Michael Gallagher, seconded by Stacy McAfee to approve job descriptions and  
salary schedule for new SCCSIG positions.*

*Vote was as follows: AYES: Chris Jew, Kirsten Perez, Eric Dill,  
Michael Gallagher, Laura Phan, Stacy McAfee NOES: none; Absent: none; Motion carried*

**F. SCCSIG General and Administrative Budget for 2019-2020**

*The Executive Director will present for review and approval the  
2019-2020 General and Administrative Budget for 2019-2020.*

*It was moved by Eric Dill, seconded by Stacy McAfee to approve the General and Administrative  
Budget for 2019-2020*

*Vote was as follows: AYES: Chris Jew, Kirsten Perez, Eric Dill,  
Michael Gallagher, Laura Phan, Stacy McAfee NOES: none; Absent: none; Motion carried*

**Item 7. REPORTS**

**A. Executive Director Report**

*The Executive Director reported on various matters or concerns of the SCCSIG.*

**INFORMATION**

**B. Executive Committee Reports**

**INFORMATION**

**C. Loss Control Reports**

**INFORMATION**

**Item 8. CLOSED SESSION**

*“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”*

**A. Personnel Matters**

**B. Workers’ Compensation Claim No. 5028-94-0084**

**Item 9. RETURN TO OPEN SESSION - Executive Committee Return to Open Session at 2:00 p.m**

**A. No Action was taken in Closed Session**

**Item 10. AGENDA ITEMS FOR UPCOMING MEETINGS**

**A. SCCSIG Final Budget for 2019-20**

**B. 2019-20 SCCSIG Salary Schedule**

**C. Equity Reports for Property/Liability and Workers’ Compensation Programs**

**D. Financial Audit for Fiscal Year Ending June 30, 2019**

**E. Strategic Planning**

**Item 11. MEETING ADJOURNED AT 2:05PM**

<u><b>2019 Executive Committee Meeting</b></u>	<u><b>2019 Full Board Meeting</b></u>
April 11 <sup>th</sup> – SIG Conference Room May 16 <sup>th</sup> – SIG Conference Room June 20 <sup>th</sup> – SIG Conference Room (if needed) July – <b>No Meeting</b> August 29 <sup>th</sup> – SIG Conference Room September – <b>No Meeting</b> October 17 <sup>th</sup> – SIG Conference Room November – <b>No Meeting</b>	December 6, 2019 Silver Creek Country Club