



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



**Please Note Change in Location**

**Date:** December 6, 2019  
**Time:** 10:30AM

**NEW LOCATION:**

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

**Item 1. CALL TO ORDER – 10:37AM**

**Executive Committee Members**

Chris Jew, *President*, East Side Union High School District  
Jonathon Brunson, Milpitas Unified School District  
Eric Dill, Santa Clara Unified School District  
Stacy McAfee, Cupertino Union School District  
Laura Phan, Oak Grove School District

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

**Guests**

Charles Raibley, Crowe LLP

**Absent**

Kirsten Perez, *Vice President*, Morgan Hill Unified School District  
Michael Gallagher, *Secretary/Treasurer*, Sunnyvale School District  
Laurena Grabert, SeTech

**Item 2. AGENDA**

**A. Agenda Items**

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

**B. Adoption of Agenda**

*The motion to adopt the agenda was made by Laura Phan and seconded by Eric Dill. The vote was as follows: AYES: Chris Jew, Jonathon Brunson, Eric Dill, Stacy McAfee, Laura Phan; NOES: None; ABSENT: Kirsten Perez, Michael Gallagher; 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:** *October 17, November 15, & November 18, 2019*

**B. Approval of Warrants** *October 2019*

**C. SIG Staff Holiday Schedule for 2020**

**D. SIG Conflict of Interest Policy**

*The motion to adopt the consent agenda was made by Chris Jew and seconded by Stacy McAfee. The vote was as follows: AYES: Chris Jew, Jonathon Brunson, Eric Dill, Stacy McAfee, Laura Phan; NOES: None; ABSENT: Kirsten Perez, Michael Gallagher; Motion Carried.*

**Item 4. COMMENTS FROM THE PUBLIC**

*There were no comments from the public.*

**Item 5. DISTRICT REQUESTS/CORRESPONDENCE**

**A. NONE**

**Item 6. JPA ADMINISTRATION**

**A. Appointment of Executive Director**

*The motion to approve the appointment of Tien Phan as the new Executive Director was made by Chris Jew and seconded by Jonathon Brunson. The vote was as follows: AYES: Chris Jew, Jonathon Brunson, Eric Dill, Stacy McAfee, Laura Phan; NOES: None; ABSENT: Kirsten Perez, Michael Gallagher; Motion Carried.*

**B. Executive Director Contract**

*The motion to approve the Executive Director Contract was made by Stacy McAfee and seconded by Jonathon Brunson. The vote was as follows: AYES: Chris Jew, Jonathon Brunson, Eric Dill, Stacy McAfee, Laura Phan; NOES: None; ABSENT: Kirsten Perez, Michael Gallagher; Motion Carried.*

**C. SIG Signatories**

*The motion to approve SIG signatories was made by Jonathon Brunson and seconded by Eric Dill. The vote was as follows: AYES: Chris Jew, Jonathon Brunson, Eric Dill, Stacy McAfee, Laura Phan; NOES: None; ABSENT: Kirsten Perez, Michael Gallagher; Motion Carried.*

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

*The motion to approve Financial Audit for Fiscal Year ending June 30, 2019 was made by Laura Phan and seconded by Eric Dill. The vote was as follows: AYES: Chris Jew, Jonathon Brunson, Eric Dill, Stacy McAfee, Laura Phan; NOES: None; ABSENT: Kirsten Perez, Michael Gallagher; Motion Carried.*

**E. Executive Committee Meeting Schedule for 2020**

*The motion to approve the revised Executive Committee Meeting schedule (Dates changed: January 9, 2020 and February 13, 2020) was made by Chris Jew and seconded by Eric Dill. The vote was as follows: AYES: Chris Jew, Jonathon Brunson, Eric Dill, Stacy McAfee, Laura Phan. NOES: None, ABSENT: Kirsten Perez, Michael Gallagher; Motion Carried*

**F. Broker Compensation Report**

Willis Towers Watson reviewed with the Executive Committee the Broker Compensation reports for both Kaiser and Anthem for calendar year 2018.

**Item 7. AGENDA ITEMS FOR UPCOMING MEETINGS**

- A. Election of Nominating Chairperson for Upcoming Executive Committee Elections**
- B. First Quarter Financial Statements as of September 30, 2019**
- C. Strategic Planning**

**Item 8. ADJOURNMENT – 11:30AM**

*The motion to adjourn the meeting was made by Eric Dill and seconded by Laura Phan.*

**Tentative 2020 Executive Committee Meetings**

**January 16<sup>th</sup> – SIG Conference Room  
February 20<sup>th</sup> – SIG Conference Room  
March 19<sup>th</sup> – SIG Conference Room  
April 16<sup>th</sup> – SIG Conference Room  
May 21<sup>st</sup> – SIG Conference Room  
July – NO MEETING  
August 20<sup>th</sup> – SIG Conference Room  
September – NO MEETING  
October 15<sup>th</sup> – SIG Conference Room  
November – No MEETING  
December 4<sup>th</sup> – (FRIDAY), Location TBD**

**Tentative 2020 Full Board Meetings**

December 4, 2020 – Location TBD