Santa Clara County

SCHOOLS' INSURANCE GROUP

APPROVED MINUTES

EXECUTIVE COMMITTEE MEETING

Date: Thursday, October 20, 2022
Time: 12:00PM

VIRTUAL CONFERENCE MEETING

Join Zoom Meeting
https://us02web.zoom.us/j/86218865348?pwd=RmZhS254ekkyTnZPRWpaOG44NXFNdz09

Meeting ID: 862 1886 5348
Passcode: 481275
One tap mobile
+16694449171,,86218865348#,,,,*481275# US
+16699006833,,86218865348#,,,,*481275# US (San Jose)

Item 1. **CALL TO ORDER**

Executive Committee Members

Chris Jew, *President,* Cupertino Union School District - ***ABSENT***
Kirsten Perez, *Vice President,* Morgan Hill Unified School District
Jonathon Brunson, *Secretary/Treasurer*, Milpitas Unified School District – ***JOINED LATE***
Alvaro Meza, Gilroy Unified School District
Rita Sohal, Union School District
Jeremy Nishihara, Sunnyvale School District - ***ABSENT***
Sarah Tellez, Los Gatos Union School District

Tien Phan, *Executive Director*, Santa Clara County Schools' Insurance Group

Guests

Derek Burkhalter, *Senior Manager,* Bickmore Actuarial

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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**

The Executive Committee made one modification to the agenda which was to make item 6.B. 2022 – 2023 Workers' Compensation Actuarial Report an action item instead of an information only item. The motion to approve the modified agenda was made by Sarah Tellez and seconded by Alvaro Meza. The vote was as follows: AYES: Kirsten Perez, Alvaro Meza, Rita Sohal, Sarah Tellez; NOES: None; ABSENT: Chris Jew, Jonathon Brunson, Jeremy Nishihara; 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: *August 18, 2022*
B. Approval of Warrants: *August & September 2022*
C. Review of Office of Self Insurance Plans Annual Report for 2021-2022 Fiscal Year
D. Financial Statements for Fiscal Year Ending June 30, 2022
E. Resolution #2022-20-10: AB 361 Virtual Meetings

The motion to approve the consent agenda was made by Kirsten Perez and seconded by Sarah Tellez. The vote was as follows: AYES: Kirsten Perez, Jonathon Brunson, Alvaro Meza, Rita Sohal, Sarah Tellez; NOES: None; ABSENT: Chris Jew, Jeremy Nishihara; Motion carried.

Item 4. **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

Item 5. **DISTRICT REQUESTS/CORRESPONDENCE**
None

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Item 6. JPA ADMINISTRATION

A. Conflict of Interest Policy

The Executive Committee will review and approve the Conflict of Interest Policy.

The Executive Committee reviewed and approved the Conflict of Interest Policy. The motion to approve the Conflict of Interest Policy was made by Rita Sohal and seconded by Alvaro Meza. The vote was as follows: AYES: Kirsten Perez, Jonathon Brunson, Alvaro Meza, Rita Sohal, Sarah Tellez; NOES: None; ABSENT: Chris Jew, Jeremy Nishihara; Motion carried.

B. 2022-2023 Workers' Compensation Actuarial Report

The Executive Committee will review the 2022-2023 Workers' Compensation Report presented by Bickmore Actuarial.

This item was modified to be taken action on. The Executive Committee reviewed the 2022 – 2023 Workers' Compensation Actuarial Report and approved it. The motion to approve the 2022 – 2023 Workers' Compensation Actuarial Report was made by Sarah Tellez and seconded by Jonathon Brunson. The vote was as follows: AYES: Kirsten Perez, Jonathon Brunson, Alvaro Meza, Rita Sohal; NOES: None; ABSENT: Chris Jew, Jeremy Nishihara; Motion carried.

C. Professional Development Policy

The SCCSIG Staff will present to the Executive Committee for review and approval a recommendation to enhance the SCCSIG Professional Development Policy.

The Executive Committee deliberated on this item after bringing it back to this meeting. Staff was tasked with surveying other Insurance JPA's in the industry in whether they offer a similar policy that includes reimbursing members for certifications for Professional Development. The consensus was that other JPAs do not provide reimbursement for members to obtain any certifications. Based on this, the Executive Committee decided to not proceed with enhancing the Professional Development Policy.

D. Holiday Luncheon and Full Board Meeting Safety Protocol & Headcount

The Executive Committee will discuss Covid protocols as well as the headcount plan for the 2022 Holiday Luncheon.

This item was for information only.

Item 7. REPORTS

A. Executive Director Report

The Executive Director reported out on various matters

regarding SCCSIG. **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

Item 9. **RETURN TO OPEN SESSION at 1:27PM**

Item 10. **AGENDA ITEMS FOR UPCOMING MEETINGS**
A. Financial Audit for Fiscal Year Ending June 30, 2022

Item 11. **ADJOURNMENT - 1:28PM**

2022 Upcoming Executive Committee Meetings	**2022 Full Board Meeting**
November – NO MEETING **December 2nd – (FRIDAY), Silver Creek Country Club**	December 2, 2022 Silver Creek Country Club