Santa Clara County

SCHOOLS' INSURANCE GROUP

APPROVED MINUTES

EXECUTIVE COMMITTEE MEETING

Date: December 3, 2021
Time: 10:00AM

PLEASE NOTE MULTIPLE LOCATIONS:

IN-PERSON LOCATION:

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

ZOOM VIRTUAL CONFERENCE MEETING:

Join Zoom Meeting
https://us02web.zoom.us/j/89770068273?pwd=UzBqcldlbkd4WGxrTjdscG50dmQ4Zz09
Meeting ID: 897 7006 8273
Passcode: 913123
One tap mobile
+16699006833,,89770068273#,,,,*913123# US (San Jose)
+13462487799,,89770068273#,,,,*913123# US (Houston)
Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
Meeting ID: 897 7006 8273
Passcode: 913123

MINUTES –SCCSIG
December 3, 2021

Item 1. **CALL TO ORDER - 10:01AM**

Executive Committee Members

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

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

Guests

Charles Raibley, Crowe LLP
Joe Pieksza, Crowe LLP

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 approve the agenda was made by Jonathon Brunson and seconded by Rita Sohal. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Rita Sohal; NOES: None; ABSENT: Alvaro Meza, 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: *October 21, 2021*
B. Approval of Warrants *October 2021*

C. SCCSIG Treasurer's Report/Financial Statements for the Quarter Ended 06/30/2021

D. SIG Staff Holiday Schedule for 2022

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

There were no comments from the public.

Item 5. **DISTRICT REQUESTS/CORRESPONDENCE**

A. NONE

Item 6. **JPA ADMINISTRATION**

A. Resolution #2021-03-12

The Executive Committee will review and approve Resolution #2021-03-12 regarding AB 361.

The motion to approve Resolution #2021-03-12 was made by Jonathon Brunson and seconded by Chris Jew. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Rita Sohal; NOES: None; ABSENT: Alvaro Meza, Jeremy Nishihara; Motion Carried.

B. Conflict of Interest Policy

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

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

C. SeTECH Contract

The Executive Committee will review the SeTECH contract and approve for renewal, effective January 1, 2022.

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

D. Financial Audit for Fiscal Year Ending June 30, 2021
Crowe LLP will present to the Executive Committee for approval, the Financial Audit for Fiscal Year ending June 30, 2021.

The motion to approve the Financial Audit for Fiscal Year Ending June 30, 2021 was made by Jonathon Brunson and seconded by Chris Jew. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Rita Sohal; NOES: None; ABSENT: Alvaro Meza, Jeremy Nishihara; Motion Carried.

E. Executive Committee Meeting Schedule for 2022
The Executive Committee will review, and make changes if necessary, to the 2022 Executive Committee Meeting Schedule.

The motion to approve the Executive Committee Meeting Schedule for 2022 was made by Jonathon Brunson and seconded by Rita Sohal. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Rita Sohal; NOES: None; ABSENT: Alvaro Meza, Jeremy Nishihara; Motion Carried.

Item 7. REPORTS

A. Executive Director Report
The Executive Director commented on various matters or concerns of the SCCSIG. **INFORMATION**

Item 8. AGENDA ITEMS FOR UPCOMING MEETINGS
A. Election of Nominating Chairperson for Upcoming Executive Committee Elections
B. First Quarter Financial Statements as of September 30, 2021

Item 9. ADJOURNMENT – 10:52AM

The motion to adjourn the meeting was made by Jonathon Brunson and seconded by Chris Jew.

Tentative 2022 Executive Committee Meetings	**Tentative 2022 Full Board Meetings**
January 20th – Virtual Conference Meeting **February - NO MEETING** **March 17th – Virtual Conference Meeting** **April 21st – Virtual Conference Meeting**	December 2, 2022 – Silver Creek Country Club

May 19th – Virtual Conference Meeting **June 16th – Virtual Conference Meeting** **July – NO MEETING** **August 18th – Virtual Conference Meeting** **September – NO MEETING** **October 20th – Virtual Conference Meeting** **November – NO MEETING** **December 2nd – (FRIDAY), Silver Creek Country Club**	