Santa Clara County

SCHOOLS' INSURANCE GROUP

APPROVED MINUTES

EXECUTIVE COMMITTEE MEETING

Date: Thursday, October 21, 2021
Time: 12:00PM

VIRTUAL CONFERENCE MEETING

Join Zoom Meeting
https://us02web.zoom.us/j/83984819741?pwd=cGJnS1RVbjNqVUVPSkZnbEkreE95QT09
Meeting ID: 839 8481 9741
Passcode: 297444
One tap mobile
+16699006833,,83984819741#,,,,*297444# US (San Jose)
+13462487799,,83984819741#,,,,*297444# US (Houston)

Item 1. **CALL TO ORDER – 12:01PM**

Executive Committee Members

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

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

Guests

Derek Burkhalter, *Senior Manager*, Bickmore Actuarial
Martha Stabelfeldt, *Client Manager*, Company Nurse

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 Alvaro Meza. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Alvaro Meza, Jeremy Nishihara; NOES: None, ABSENT: Rita Sohal; 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 19, 2021*
B. Approval of Warrants: *August & September 2021*
C. Review of Office of Self Insurance Plans Annual Report for 2020-2021 Fiscal Year

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

Item 4. COMMENTS FROM THE PUBLIC

There were no comments from the public.

Item 5. DISTRICT REQUESTS/CORRESPONDENCE

None

Item 6. JPA ADMINISTRATION

A. AB 361 Public Agency Virtual Meetings

Although this item was an action item, the Executive Committee discussed AB 361 and the consensus was for staff to generate a resolution stating that there is an imminent health risk regarding this matter and to include this verbiage in the resolution. The resolution will be adopted and approved at the next Executive Committee meeting in December.

B. Conflict of Interest Policy

Although this item was an action item, the Executive Committee discussed the Conflict of Interest Policy and the consensus was for staff to make a modification to the Conflict of Interest Policy and bring back the revised version for approval at the next December Executive Committee meeting.

C. CAJPA Accreditation Report

This item was for information only.

D. 2021-2022 Workers' Compensation Actuarial Report

This item was for information only.

E. Holiday Luncheon and Full Board Meeting
Safety Protocol Demonstration

The Executive Committee discussed the safety protocol as well as helping staff determine capacity issues around the 2021 holiday luncheon due to Covid restrictions. The consensus was to allow up to two employees for each line of coverage per district to attend the holiday luncheon. Additionally, the Executive Committee approved moving forward with the Company Nurse screening and decided to require either Covid vaccination proof or a negative Covid test result. The motion to approve these two decisions was made by Jonathon Brunson and seconded by Kirsten Perez. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Alvaro Meza, Jeremy Nishihara; NOES: None; ABSENT: Rita Sohal; Motion Carried.

F. SeTECH Contract

The Executive Committee discussed the SeTECH Contract and there was a consensus to update the year to reflect July 2021. Staff will be bringing back the revised contract to the next December meeting. The decision to approve this was approved by Jonathon Brunson and seconded by Chris Jew. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Alvaro Meza, Jeremy Nishihara; NOES: None; ABSENT: Rita Sohal; Motion Carried.

Item 7. REPORTS

A. Executive Director Report
The Executive Director reported out on several SCCSIG matters.

Item 8. **AGENDA ITEMS FOR UPCOMING MEETINGS**

A. Financial Audit for Fiscal Year Ending June 30, 2021

Item 9. **ADJOURNMENT – 1:38PM**

The motion to adjourn the meeting was made by Kirsten Perez and seconded by Jeremy Nishihara.

2021 Upcoming Executive Committee Meetings	**2021 Full Board Meeting**
November – NO MEETING **December 3RD – (FRIDAY), Silver Creek Valley Country Club**	December 3, 2021