Santa Clara County

SCHOOLS' INSURANCE GROUP

APPROVED MINUTES

EXECUTIVE COMMITTEE MEETING

Date: December 4, 2020
Time: 10:00AM

ZOOM VIRTUAL CONFERENCE MEETING
JOIN MEETING:

https://us02web.zoom.us/j/89217123731?pwd=MWY1cEd1SDZzWGZlU2dUNmFaK1J6Zz09

Meeting ID: 892 1712 3731
Passcode: 7Ag7sm
One tap mobile
+16699006833,,89217123731#,,,,,,0#,,465837# US (San Jose)
+13462487799,,89217123731#,,,,,,0#,,465837# US (Houston)

Item 1. **CALL TO ORDER – 10:00AM**

Executive Committee Members

Chris Jew, *President*, East Side Union High School District
Kirsten Perez, *Vice President*, Morgan Hill Unified School District
Jonathon Brunson, *Secretary/Treasurer*, Milpitas Unified School District
Stacy McAfee, Cupertino Union School District
Laura Phan, Oak Grove School District - ***ABSENT***
Rob Smiley, Sunnyvale School District

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

Guests

Charles Raibley, Crowe LLP
Joe Pieksza, Crowe LLP
Laurena Grabert, SeTech

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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

The motion to approve the agenda was made by Kirsten Perez and seconded by Stacy McAfee. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Stacy McAfee, Rob Smiley; NOES: None; ABSENT: Laura Phan; 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 15, 2020*
B. Approval of Warrants *September and October 2020*
C. SCCSIG Treasurer's Report/Financial Statements for the Quarter Ended 06/30/2020
D. SIG Staff Holiday Schedule for 2021

The motion to approve the consent agenda was made by Jonathon Brunson and seconded by Rob Smiley. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Stacy McAfee, Rob Smiley; NOES: None; ABSENT: Laura Phan; 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.

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Item 5. **DISTRICT REQUESTS/CORRESPONDENCE**

A. NONE

Item 6. **JPA ADMINISTRATION**

A. Financial Audit for Fiscal Year Ending June 30, 2020

Crowe LLP will present to the Executive Committee for approval, the Financial Audit for Fiscal Year ending June 30, 2020.

The motion to approve the Financial Audit for Fiscal Year Ending June 30, 2020 was made by Chris Jew and seconded by Stacy McAfee. The vote was as a follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Stacy McAfee, Rob Smiley; NOES: None; ABSENT: Laura Phan; Motion carried.

B. Executive Committee Meeting Schedule for 2021

The Executive Committee will review, and make changes if necessary, to the 2021 Executive Committee Meeting Schedule.

The Executive Committee motioned to approve the Executive Committee Meeting Schedule for 2021 with the following modifications: remove the February meeting. The motion to approve the modified Executive Committee Meeting Schedule for 2021 was made by Rob Smiley and seconded by Jonathon Brunson. The vote was as follows: AYES: Chris Jew, Kirsten Perez, Jonathon Brunson, Stacy McAfee, Rob Smiley; NOES: None; ABSENT: Laura Phan; Motion carried.

C. Executive Committee Member Announcement

Laura Phan has announced her retirement, effective end of December 2020.

The Executive Committee discussed the plan for filling Laura Phan's vacant position.

Item 7. **CLOSED SESSION – 10:29AM**

"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. Staff

Item 8. **RETURN TO OPEN SESSION – 10:58AM**

Item 9. **AGENDA ITEMS FOR UPCOMING MEETINGS**

A. Election of Nominating Chairperson for Upcoming Executive Committee Elections
B. First Quarter Financial Statements as of September 30, 2020
C. Strategic Planning Review and Discussion

Item 10. **ADJOURNMENT – 10:59AM**

Tentative 2021 Executive Committee Meetings	**Tentative 2021 Full Board Meetings**
January 21st – SIG Conference Room **February 18th – SIG Conference Room** **March 18th – SIG Conference Room** **April 15th – SIG Conference Room** **May 20th – SIG Conference Room** **June 17th – SIG Conference Room** **July – NO MEETING** **August 19th – SIG Conference Room** **September – NO MEETING** **October 21st – SIG Conference Room** **November – NO MEETING** **December 3rd – (FRIDAY), Silver Creek Country Club**	December 3, 2021 – Silver Creek Country Club