SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING
AGENDA

LOCATION:	**Webex Teleconference**	**A - Action** **I - Information**
		1 - Included
DATE/TIME:	**March 26, 2020**	**2 - Hand Out**
	9:30 A.M.	**3 - Separate**
		4 – Verbal

Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services, in order to participate in the meeting are requested to contact Joan Crossley at Alliant Insurance Services, Inc. at (916) 643-2708.

Documents and material relating to an open session agenda item that are provided to the SBASIA Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard St, Suite 460, Sacramento, CA 95815.

Page				
	A.	**CALL TO ORDER**		
	B.	**ROLL CALL**	**A**	**4**
	C.	**APPROVAL OF AGENDA**	**A**	**1**
	D.	**PUBLIC COMMENT** ***This time is reserved for members of the public to address the Executive Committee on SBASIA business.***		
1	**E.**	**CONSENT CALENDAR**	**A**	**1**
2-4		**1. Executive Committee Meeting Minutes – December 5, 2019**		
5-11		**2. Financial Report for Quarter Ending December 31, 2019**		
12-13		**3. Investment Report for Quarter Ending December 31, 2019**		
	F.	**GENERAL ADMINISTRATION**		
14-25		**1. COVID-19/Insurance Market Update** *Staff will present a COVID-19 and insurance market update.*	**I**	**1**

26-27	2.	**Property Appraisal Request for Proposal Results** *The Executive Committee should select a firm to perform property appraisals.*	A	1
28-31	3.	**Five Year Loss Control Plan – Year 4** *Staff and the Executive Committee will discuss issuing a RFP for the fourth year of the loss control plan.*	I	1
32-33	4.	**Electronic Document Delivery Form** *The Executive Committee should decide whether to consent to electronic delivery on all insurance documents from Alliant Insurance Services.*	A	1
34	5.	**Slate of Officers for June 11, 2020 Meeting** *Staff and the Executive Committee will discuss developing a slate of officers for the June Board meeting.*	I	1

G. FINANCIAL

35	1.	**Preliminary Revenue and Expense Budget for July 1, 2020-2021** *Staff will present a preliminary budget for the July 1, 2020-2021 program year.*	I	1
36	2.	**Monitoring Changes in Claims Payments and Reserves** *A representative from Carl Warren & Company will present an overview of claims with the most significant changes in total incurred over the last quarter.*	I	4

H. COMMENTS FOR THE GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING

The next Executive Committee Meeting is set for May 7, 2020 at 10:00 a.m. The Location will be at Campbell Union School District, 155 N. Third Street, Campbell, CA 95008.

South Bay Area Schools Insurance Authority
Executive Committee Meeting
March 26, 2020

Agenda Item E.

CONSENT CALENDAR

ACTION ITEM

ISSUE: The Executive Committee should review the Consent Calendar and pull any items that need discussion. Otherwise, the Executive Committee should adopt the Consent Calendar as presented.

RECOMMENDATION: The Program Administrator recommends adoption of the Consent Calendar items as presented.

FISCAL IMPACT: None.

BACKGROUND: The following items are placed on the Consent Calendar for adoption by the Executive Committee. The Executive Committee may accept the Consent Calendar as posted, or pull any item for discussion and separate action while accepting the remaining items.

1. **Executive Committee Meeting Minutes – December 5, 2019**
2. **Financial Report for Quarter Ending December 31, 2019**
3. **Investment Report for Quarter Ending December 31, 2019**

ATTACHMENTS: Executive Committee Meeting Minutes – December 5, 2019
Financial Report for Quarter Ending December 31, 2019
Investment Report for Quarter Ending December 31, 2019

SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
December 5, 2019

MEMBERS PRESENT
James Crawford, President, Campbell Union School District
Eric Dill, Vice President, Santa Clara Unified School District
Mike Mathiesen, Treasurer, Mountain View-Los Altos Union High School District
Wendy Zhang, Member at Large, Milpitas Unified School District

MEMBERS ABSENT
Position Vacant, Secretary

GUESTS & CONSULTANTS
Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Eric Bengtson, Davis & Young

A. CALL TO ORDER

The meeting was called to order at 9:07 a.m.

B. ROLL CALL

The above-mentioned members were present constituting a quorum.

C. APPROVAL OF AGENDA

A motion was made to approve the agenda as presented.

MOTION: Mike Mathiesen **SECOND:** Eric Dill **MOTION CARRIED**
AYES: 4 **NOES: 0** **ABSTAIN: 0** **ABSENT: 0**

AYES: Crawford, Dill, Mathiesen, Zhang
NAYS: None
ABSENT: None

D. PUBLIC COMMENT

There were no public comments.

E. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

1. **Azarcon, Jomar vs. Los Gatos-Saratoga Joint Union High School District and Milpitas Unified School District**
2. **Khazei vs. Los Gatos-Saratoga Joint Union High School District**

The Executive Committee went into closed session at 9:08 a.m.
The Executive Committee returned from closed session at 9:29 a.m.

F. PRESIDENT'S REPORT ON ACTION FROM CLOSED SESSION

Mr. James Crawford reported that the closed session items were discussed and appropriate action was taken.

G. CONSENT CALENDAR

1. **Executive Committee Meeting Minutes – June 13, 2019**
2. **Executive Committee Teleconference Minutes – August 30, 2019**
3. **Engagement Letter for SBASIA Actuarial Study as of 12/31/19**

A motion was made to approve the items on the Consent Calendar as presented.

MOTION: Eric Dill		**SECOND**: Mike Mathiesen	**MOTION CARRIED**
AYES: 4	**NOES: 0**	**ABSTAIN: 0**	**ABSENT: 0**

AYES: Crawford, Dill, Mathiesen, Zhang
NAYS: None
ABSENT: None

H. GENERAL ADMINISTRATION

1. Property Appraisal

Ms. Joan Crossley said property appraisals are recommended every five to seven years. The JPA's last property appraisal was performed in 2013. Staff recommends issuing a RFP for a property appraisal. Ms. Crossley noted that the JPA's Property insurance program is APIP (Alliant Property Insurance Program) which pays for appraisals for buildings valued over $5 million. Once the appraisal is complete, staff will send the invoice for buildings valued over $5 million to APIP for reimbursement. The Executive Committee said it's fine to issue the RFP and present the results at the March Executive Committee meeting.

2. Review of Board Agenda Items

Mr. Matt Gowan said Mr. Jim Condon from Allied Reliability will present a summary to the Board on the results of the infrared inspections performed for the JPA. Also, Mr. Mike Manduca from James Marta & Company will present the audited financial report as of June 30, 2019. Mr. Brandon Schlenker from Carl Warren & Company will be presenting a claims stewardship report to the Board.

Ms. Crossley said the Board will need to adopt the resolution to approve amendment to the SELF JPA agreement. There is no material change to the agreement; SELF just had to comply with Government Code 6509 which restricts the manner of exercising the power of SELF in same manner as one of its members. SELF designated its member, Orange County Department of Education, in its JPA agreement.

Mr. Crawford noted the position of Secretary has been vacant since July when the former secretary, Megan Reilly, left her position at Santa Clara County Office of Education. Mr. Crawford contacted the new Board representative at Santa Clara County Office of Education, but he is not interested in the position. Mr. Crawford said he will open it up to the Board members for suggestions.

Mr. Gowan said he will update the Board on the insurance market.

I. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 9:50 a.m.

South Bay Area Schools Insurance Authority
Statement of Net Position
As of December 31, 2019 and December 31, 2018

	December 31, '19	December 31, '18
ASSETS		
Current Assets		
Checking/Savings		
WFB - Santa Clara County	$ 3,934,212.87	$ 3,841,620.52
WFB - Transfer Account	3,164.36	3,164.36
B of A Claims Trust Account	96,200.05	98,702.37
B of A - General Checking	2,141,914.22	1,728,709.70
Total Checking/Savings	6,175,491.50	5,672,196.95
Accounts Receivable		
Accounts Receivable		
Claim Recovery Receivable	1,042,348.51	1,103,861.78
Claims Deductibles	298,083.58	250,157.05
Total Accounts Receivable	1,340,432.09	1,354,018.83
Total Accounts Receivable	1,340,432.09	1,354,018.83
Total Current Assets	7,515,923.59	7,026,215.78
Other Assets		
Interest Receivable	-	-
Prepaid Expenses		
Prepaid Contract Administration	119,000.00	117,500.00
Prepaid Excess Insurance	1,579,158.68	1,312,273.73
Total Prepaid Expenses	1,698,158.68	1,429,773.73
Total Other Assets	1,698,158.68	1,429,773.73
TOTAL ASSETS	$ 9,214,082.27	$ 8,455,989.51

South Bay Area Schools Insurance Authority
Statement of Net Position
As of December 31, 2019 and December 31, 2018

	December 31, '19	December 31, '18
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	$ -	$ -
Dividends Payable	-	-
Claims Reserves	2,471,374.66	1,989,838.80
Deferred Revenue	2,579,339.96	2,079,778.71
Total Current Liabilities	5,050,714.62	4,069,617.51
Total Current Liabilities	5,050,714.62	4,069,617.51
Long Term Liabilities		
IBNR	2,922,081.81	1,455,684.82
Unallocated Loss Adjustment	539,000.00	434,000.00
Total Long Term Liabilities	3,461,081.81	1,889,684.82
Total Liabilities	$ 8,511,796.43	$ 5,959,302.33
NET POSITION		
Reserve for Shock Loss	2,500,000.00	2,500,000.00
Unrestricted Net Position	(1,219,894.78)	(1,690,339.25)
Net Revenue Over Expenditures	(577,819.38)	1,687,026.43
Total Net Position	$ 702,285.84	$ 2,496,687.18

South Bay Area Schools Insurance Authority
Statement of Revenue, Expenses, and Changes in Net Position
For the Quarter and Year to Date Ended December 31, 2019 and December 31, 2018

	Oct '19 - Dec '19	Jul '19 - Dec '19	Jul '18 - Dec '18
Revenue			
Member Contributions			
Liability Contributions	$ 226,250.00	$ 452,500.00	$ 659,395.50
Property Contributions	372,106.75	744,213.50	636,283.01
Crime Policy	8,187.50	16,375.00	16,375.16
Deadly Weapon Response Program	3,800.75	7,601.50	-
Administration	128,481.25	256,962.50	180,725.01
Loss Funding	550,843.75	1,101,687.50	587,000.03
Member Contributions - Other			
Total Member Contributions	1,289,670.00	2,579,340.00	2,079,778.71
Interest Income	21,422.28	43,034.80	23,024.01
Total Income	1,311,092.28	2,622,374.80	2,102,802.72
Expense			
General & Administrative			
General Expenses			
Accounting Services	8,154.35	16,310.72	12,461.25
Accreditation Fee	-	-	-
Actuarial Study	-	-	-
Administrative Consulting	-	7,500.00	-
Audit Expense - Financial	12,000.00	12,000.00	5,000.00
Audit Expense - Claims	-	-	-
Bank Service Charges	-	10.26	68.01
Conference	-	-	-
Dues & Membership	-	1,250.00	4,500.00
Miscellaneous	-	-	-
Legal Expense - JPA	-	96.00	-
Loss Control	134,750.00	152,250.00	42,344.00
Supplies, Postage, Misc Expense	-	-	-
Website	-	-	-
Total Administration	154,904.35	189,416.98	64,373.26
Program Administration			
Claims Management Fees	19,500.00	39,000.00	37,500.00
Contract Administration	40,000.00	80,000.00	80,000.00
Total Program Administration	59,500.00	119,000.00	117,500.00
Total General and Administrative Expenses	214,404.35	308,416.98	181,873.26
Insurance Expense			
Excess Liability Policy	225,640.25	451,280.50	343,152.50
SELF Contributions	179,843.79	359,687.58	316,243.20
Excess Property Policy	372,106.95	744,213.90	629,401.84
Crime Policy	8,187.50	16,375.00	23,476.18
Deadly Weapons Response Program	3,800.86	7,601.72	-
Total Insurance Expense	789,579.35	1,579,158.70	1,312,273.72
Claims Expenses			
Claims Payments	82,199.01	658,370.08	(106,544.91)
Claims Adjustment Account	937,407.50	654,248.42	(971,825.78)
Total Claims Expenses	1,019,606.51	1,312,618.50	(1,078,370.69)
Dividends	-	-	-
Total Expenses	2,023,590.21	3,200,194.18	415,776.29
Net Revenue Over (Under) Expenses	**$ (712,497.93)**	**$ (577,819.38)**	**$ 1,687,026.43**
Net Postion, Beginning		**$ 1,280,105.22**	**$ 809,660.75**
Net Position, Ending		**$ 702,285.84**	**$ 2,496,687.18**

South Bay Area Schools Insurance Authority
Statement of Revenues and Expenses - Budget vs. Actual
Year to Date Ended December 31, 2019

	Jul '19 - Dec '19	Budget	$ Over Budget	% of Budget
Revenue				
Member Contributions				
Liability Contributions	$ 452,500.00	$ 905,000.00	$ (452,500.00)	50.0%
Property Contributions	744,213.50	1,488,427.00	(744,213.50)	50.0%
Crime Policy	16,375.00	32,750.00	(16,375.00)	50.0%
Deadly Weapons Response Program	7,601.50	15,203.00	(7,601.50)	50.0%
Administration	256,962.50	513,924.00	(256,961.50)	50.0%
Loss Funding	1,101,687.50	2,203,375.00	(1,101,687.50)	50.0%
Total Member Contributions	2,579,340.00	5,158,679.00	(2,579,339.00)	50.0%
Interest Income	43,034.80	-	43,034.80	0.0%
Total Income	2,622,374.80	5,158,679.00	(2,536,304.20)	50.8%
Expense				
General & Administrative				
General Expenses				
Accounting Services	16,310.72	32,516.00	(16,205.28)	50.2%
Actuarial Study	-	5,500.00	(5,500.00)	0.0%
Administrative Consulting	7,500.00	15,000.00	(7,500.00)	50.0%
Audit Expense - Financial	12,000.00	13,490.00	(1,490.00)	89.0%
Audit Expense - Claims	-	-	-	0.0%
Bank Service Charges	10.26	-	10.26	0.0%
Conference	-	2,500.00	(2,500.00)	0.0%
Contingency	-	5,000.00	(5,000.00)	0.0%
Dues & Membership	1,250.00	1,250.00	-	100.0%
Legal Expense - JPA	96.00	2,000.00	(1,904.00)	4.8%
Loss Control	152,250.00	198,000.00	(45,750.00)	76.9%
Meeting Expense	-	500.00	(500.00)	0.0%
Website	-	168.00	(168.00)	0.0%
Total Administration	189,416.98	275,924.00	(86,507.02)	68.6%
Program Administration				
Claims Management Fees	39,000.00	78,000.00	(39,000.00)	50.0%
Contract Administration	80,000.00	160,000.00	(80,000.00)	50.0%
Total Program Administration	119,000.00	238,000.00	(119,000.00)	50.0%
Total General and Administrative Expenses	308,416.98	513,924.00	(205,507.02)	60.0%
Insurance Expense				
Excess Liability Policy	810,968.08	2,636,375.00	(1,825,406.92)	30.8%
Excess Property Policy	744,213.90	1,960,427.00	(1,216,213.10)	38.0%
Crime Policy	16,375.00	32,750.00	(16,375.00)	50.0%
Deadly Weapons Response Program	7,601.72	15,203.00	(7,601.28)	50.0%
Total Insurance Expense	1,579,158.70	4,644,755.00	(3,065,596.30)	34.0%
Claims Expenses				
Claims Payments	658,370.08	-	658,370.08	0.0%
Claims Adjustment Account	654,248.42	-	654,248.42	0.0%
Total Claims Expenses	1,312,618.50	-	1,312,618.50	0.0%
Dividends	-	-	-	0.0%
Total Expenses	3,200,194.18	5,158,679.00	(1,958,484.82)	62.0%
Net Revenue Over (Under) Expenses	**$ (577,819.38)**	**$ -**	**$ (577,819.38)**	**0.0%**

South Bay Area Schools Insurance Authority
Check Register - Carl Warren Trust Account
Oct 1, 2019 - Dec 31, 2019

Check	Payee	Check Date	DOL	Claim	Cov		Claimant	Action Code	Amount	Loss	Expense
11311	TOLLNER LAW OFFICES	10/1/2019	1/25/2019	1990947	LPI	1	PROSSER, AUSTIN	Payment	$ 12,500.00	$ 12,500.00	$ -
11312	SCOTT BORGIA	10/1/2019	1/25/2019	1990947	LPI	1	PROSSER, AUSTIN	Payment	$ 5,000.00	$ 5,000.00	$ -
11313	CHILTON AUTO BODY SAN CARLOS	10/1/2019	7/9/2019	1996938	APD	1	SHAFRAN, MARLENE	Payment	$ 3,198.53	$ 3,198.53	$ -
11314	RODEL MADRILEJOS	10/1/2019	8/19/2019	1998586	APD	1	MADRILEJOS, RODEL	Payment	$ 2,552.73	$ 2,552.73	$ -
11315	JUNE YU PALTZER, PHD, ABPP	10/4/2019	12/3/2016	1972826	LBI	1	GARNICA, JESUS	Payment	$ 4,500.00	$ -	$ 4,500.00
11316	DAVIS & YOUNG, APLC	10/8/2019	11/20/2018	1988188	LEP	1	BANWART, MIA	Payment	$ 1,306.50	$ -	$ 1,306.50
11317	DAVIS & YOUNG, APLC	10/8/2019	9/12/2015	1965487	LBI	1	DOE, JANE	Payment	$ 630.30	$ -	$ 630.30
11318	DAVIS & YOUNG, APLC	10/8/2019	8/26/2016	1957920	LBI	1	PIPA, KATELYN	Payment	$ 457.05	$ -	$ 457.05
11319	DAVIS & YOUNG, APLC	10/8/2019	8/26/2016	1957920	LBI	1	PIPA, KATELYN	Payment	$ 140.00	$ -	$ 140.00
11320	DAVIS & YOUNG, APLC	10/8/2019	8/26/2016	1957920	LBI	1	PIPA, KATELYN	Payment	$ 140.00	$ -	$ 140.00
11321	DAVIS & YOUNG, APLC	10/8/2019	8/26/2016	1957920	LBI	1	PIPA, KATELYN	Payment	$ 185.00	$ -	$ 185.00
11322	DAVIS & YOUNG, APLC	10/8/2019	8/26/2016	1957920	LBI	1	PIPA, KATELYN	Payment	$ 860.02	$ -	$ 860.02
11323	DAVIS & YOUNG, APLC	10/8/2019	8/26/2016	1957920	LBI	1	PIPA, KATELYN	Payment	$ 479.40	$ -	$ 479.40
11324	DAVIS & YOUNG, APLC	10/8/2019	8/4/2014	1935623	LPI	1	GIBBS, JAMES	Payment	$ 287.50	$ -	$ 287.50
11325	DAVIS & YOUNG, APLC	10/8/2019	8/4/2014	1935623	LPI	1	GIBBS, JAMES	Payment	$ 45.00	$ -	$ 45.00
11326	DAVIS & YOUNG, APLC	10/8/2019	12/19/2012	1858406	LBI	1	PETITO, ARIEL	Payment	$ 228.80	$ -	$ 228.80
11327	DAVIS & YOUNG, APLC	10/8/2019	12/19/2012	1858406	LBI	1	PETITO, ARIEL	Payment	$ 1,289.65	$ -	$ 1,289.65
11328	ROBERSON APPRAISAL ASSOC.	10/15/2019	7/23/2019	1997463	APD	1	UNK, .	Payment	$ 110.00	$ -	$ 110.00
11329	KEATON AVILA	10/15/2019	6/13/2019	1997638	APD	1	ESURANCE, ASO GLENN AVILA	Payment	$ 974.91	$ 974.91	$ -
11330	DAVIS & YOUNG, APLC	10/21/2019	5/5/2016	1948331	LBI	1	AZARCON, JOMAR	Payment	$ 674.46	$ -	$ 674.46
11331	DAVIS & YOUNG, APLC	10/21/2019	12/1/2014	1916921	LEP	1	ADAMS, MARK	Payment	$ 2,047.70	$ -	$ 2,047.70
11332	DAVIS & YOUNG, APLC	10/21/2019	12/3/2016	1972826	LBI	1	GARNICA, JESUS	Payment	$ 4,397.64	$ -	$ 4,397.64
11333	DAVIS & YOUNG, APLC	10/21/2019	5/7/2018	1981763	LEP	1	CASERTA, DOMINIC	Payment	$ 3,100.27	$ -	$ 3,100.27
11334	DAVIS & YOUNG, APLC	10/21/2019	2/1/2016	1988097	LPI	1	A.M., .	Payment	$ 90.00	$ -	$ 90.00
11335	DAVIS & YOUNG, APLC	10/21/2019	8/19/2018	1990573	LPI	1	DAVILLA, MONIQUE	Payment	$ 580.50	$ -	$ 580.50
11336	DAVIS & YOUNG, APLC	10/21/2019	5/1/2018	1981380	LBI	1	MINHAS, GURMUKH	Payment	$ 1,145.69	$ -	$ 1,145.69
11337	DAVIS & YOUNG, APLC	10/21/2019	10/3/2018	1995198	LBI	1	DOE, JANE	Payment	$ 7,165.00	$ -	$ 7,165.00
11338	DAVIS & YOUNG, APLC	10/21/2019	1/31/2019	1996777	LPI	1	SCHROEDER, JESSE	Payment	$ 652.50	$ -	$ 652.50
11339	DAVIS & YOUNG, APLC	10/21/2019	1/9/2017	1954961	LBI	1	ZUSSMAN, RACHEL	Payment	$ 200.00	$ -	$ 200.00
11340	DAVIS & YOUNG, APLC	10/21/2019	5/7/2018	1981763	LEP	1	CASERTA, DOMINIC	Payment	$ 1,755.00	$ -	$ 1,755.00
11341	DAVIS & YOUNG, APLC	10/21/2019	1/31/2019	1996777	LPI	1	SCHROEDER, JESSE	Payment	$ 832.50	$ -	$ 832.50
11342	DAVIS & YOUNG, APLC	10/21/2019	10/3/2018	1995198	LBI	1	DOE, JANE	Payment	$ 4,064.32	$ -	$ 4,064.32
11343	DAVIS & YOUNG, APLC	10/21/2019	5/1/2018	1981380	LBI	1	MINHAS, GURMUKH	Payment	$ 1,937.58	$ -	$ 1,937.58
11344	DAVIS & YOUNG, APLC	10/21/2019	12/3/2016	1972826	LBI	1	GARNICA, JESUS	Payment	$ 2,280.85	$ -	$ 2,280.85
11345	DAVIS & YOUNG, APLC	10/24/2019	1/9/2017	1954961	LBI	1	ZUSSMAN, RACHEL	Payment	$ 1,345.05	$ -	$ 1,345.05
11346	DAVIS & YOUNG, APLC	10/24/2019	1/9/2017	1954961	LBI	1	ZUSSMAN, RACHEL	Payment	$ 577.50	$ -	$ 577.50
11347	DAVIS & YOUNG, APLC	10/24/2019	1/9/2017	1954961	LBI	1	ZUSSMAN, RACHEL	Payment	$ 90.90	$ -	$ 90.90
11348	DAVIS & YOUNG, APLC	10/24/2019	1/9/2017	1954961	LBI	1	ZUSSMAN, RACHEL	Payment	$ 2,874.90	$ -	$ 2,874.90
11349	DAVIS & YOUNG, APLC	10/24/2019	42495	1948331	LBI	1	AZARCON, JOMAR	Payment	$ 1,674.80	$ -	$ 1,674.80
11350	DAVIS & YOUNG, APLC	10/24/2019	42495	1948331	LBI	1	AZARCON, JOMAR	Payment	$ 4,376.15	$ -	$ 4,376.15
11351	DAVIS & YOUNG, APLC	10/24/2019	42495	1948331	LBI	1	AZARCON, JOMAR	Payment	$ 1,891.70	$ -	$ 1,891.70

Check	Payee	Check Date	DOL	Claim	Cov		Claimant	Action Code	Amount	Loss	Expense
11352	DAVIS & YOUNG, APLC	10/24/2019	42495	1948331	LBI	1	AZARCON, JOMAR	Payment	$ 457.05	$ -	$ 457.05
11353	DAVIS & YOUNG, APLC	10/24/2019	42916	1979256	LEP	1	ZIGLER, TAMMY	Payment	$ 113.50	$ -	$ 113.50
11354	DAVIS & YOUNG, APLC	10/24/2019	42916	1979256	LEP	1	ZIGLER, TAMMY	Payment	$ 437.08	$ -	$ 437.08
11355	DAVIS & YOUNG, APLC	10/24/2019	42916	1979256	LEP	1	ZIGLER, TAMMY	Payment	$ 585.00	$ -	$ 585.00
11356	DAVIS & YOUNG, APLC	11/13/2019	2/1/2016	1988097	LPI	1	A.M., .	Payment	$ 1,768.93	$ -	$ 1,768.93
11357	DAVIS & YOUNG, APLC	11/13/2019	12/3/2016	1972826	LBI	1	GARNICA, JESUS	Payment	$ 872.75	$ -	$ 872.75
11358	DAVIS & YOUNG, APLC	11/13/2019	1/31/2019	1996777	LPI	1	SCHROEDER, JESSE	Payment	$ 427.50	$ -	$ 427.50
11359	DAVIS & YOUNG, APLC	11/13/2019	10/3/2018	1995198	LBI	1	DOE, JANE	Payment	$ 2,841.45	$ -	$ 2,841.45
11360	DAVIS & YOUNG, APLC	11/13/2019	5/2/2019	1994990	LEP	1	FLOWERS-HAYWOOD, CRYSTI	Payment	$ 650.85	$ -	$ 650.85
11361	DAVIS & YOUNG, APLC	11/13/2019	5/23/2018	1998764	LEP	1	SODER, TRACIE	Payment	$ 3,368.60	$ -	$ 3,368.60
11362	DAVIS & YOUNG, APLC	11/13/2019	5/1/2018	1981380	LBI	1	MINHAS, GURMUKH	Payment	$ 407.70	$ -	$ 407.70
11363	DAVIS & YOUNG, APLC	11/13/2019	8/19/2018	1990573	LPI	1	DAVILLA, MONIQUE	Payment	$ 365.50	$ -	$ 365.50
11364	DAVIS & YOUNG, APLC	11/13/2019	5/7/2018	1981763	LEP	1	CASERTA, DOMINIC	Payment	$ 1,960.80	$ -	$ 1,960.80
11365	DAVIS & YOUNG, APLC	11/13/2019	1/9/2017	1954961	LBI	1	ZUSSMAN, RACHEL	Payment	$ 639.25	$ -	$ 639.25
11366	DAVIS & YOUNG, APLC	11/13/2019	12/1/2014	1916921	LEP	1	ADAMS, MARK	Payment	$ 2,072.25	$ -	$ 2,072.25
11367	DAVIS & YOUNG, APLC	11/13/2019	5/5/2016	1948331	LBI	1	AZARCON, JOMAR	Payment	$ 990.80	$ -	$ 990.80
11368	VIRGINIA MALDONADO	11/13/2019	10/8/2019	2003293	APD	1	Maldonado, Virginia	Payment	$ 591.42	$ 591.42	$ -
11369	MADSEN, KNEPPERS & ASSOCIATES, INC.	11/13/2019	11/30/2017	1973698	FRC	1	SARATOGA HIGH SCHOOL, .	Payment	$ 1,217.50	$ -	$ 1,217.50
11370	MILPITAS UNIFIED SCHOOL DISTRICT	11/19/2019	5/28/2019	1998804	ACL	1	MILPITAS USD, .	Payment	$ 2,056.13	$ 2,056.13	$ -
11371	DAVIS & YOUNG, APLC	11/26/2019	5/23/2018	1998764	LEP	1	SODER, TRACIE	Payment	$ 202.50	$ -	$ 202.50
11372	DAVIS & YOUNG, APLC	11/26/2019	5/1/2018	1981380	LBI	1	MINHAS, GURMUKH	Payment	$ 2,319.20	$ -	$ 2,319.20
11373	DAVIS & YOUNG, APLC	11/26/2019	5/7/2018	1981763	LEP	1	CASERTA, DOMINIC	Payment	$ 6,761.30	$ -	$ 6,761.30
11374	DAVIS & YOUNG, APLC	12/2/2019	12/3/2016	1972826	LBI	1	GARNICA, JESUS	Payment	$ 2,445.65	$ -	$ 2,445.65
11375	DAVIS & YOUNG, APLC	12/2/2019	5/5/2016	1948331	LBI	1	AZARCON, JOMAR	Payment	$ 5,119.14	$ -	$ 5,119.14
11376	DAVIS & YOUNG, APLC	12/2/2019	12/1/2014	1916921	LEP	1	ADAMS, MARK	Payment	$ 7,710.11	$ -	$ 7,710.11
11377	DAVIS & YOUNG, APLC	12/2/2019	5/2/2019	1994990	LEP	1	FLOWERS-HAYWOOD, CRYSTI	Payment	$ 374.90	$ -	$ 374.90
11378	DAVIS & YOUNG, APLC	12/2/2019	8/30/2018	1985104	LBI	1	GAMBOA, JOSEPHINE	Payment	$ 600.00	$ -	$ 600.00
11379	NEEDHAM KEPNER & FISH LLP	12/5/2019	5/5/2016	1948331	LBI	1	AZARCON, JOMAR	Payment	$ 950.00	$ -	$ 950.00
11380	LOS ALTOS SCHOOL DISTRICT	12/17/2019	7/23/2019	1997463	ACL	2	LOS ALTOS SCHOOL, DISTRICT	Payment	$ 5,295.00	$ 5,295.00	$ -
11381	MOUNTAIN VIEW WHISMAN SCHOOL DISTRIC	12/17/2019	1/1/2019	1990322	FRB	2	MOUNTAIN VIEW, WHISMAN SD	Payment	$ 24,997.00	$ 24,997.00	$ -
11382	SANTA CLARA UNIFIED SCHOOL DISTRICT	12/17/2019	7/11/2019	1997233	ACL	1	SBASIA VEH, .	Payment	$ 2,994.78	$ 2,994.78	$ -
11383	MADSEN, KNEPPERS & ASSOCIATES, INC.	12/17/2019	11/30/2017	1973698	FRC	1	SARATOGA HIGH SCHOOL, .	Payment	$ 1,037.50	$ -	$ 1,037.50
								Total	$ 161,271.54		

Claims Checking Account

Balance at beginning of the quarter	$ 107,459.44
Deposits - Transfers from general account	150,012.15
Voided Checks	-
Recoveries	-
Claim Payments	(161,271.54)
Ending Bank Balance	**$ 96,200.05**

South Bay Area Schools Insurance Authority
Transactions - Main Checking
Oct 1, 2019 - Dec 31, 2019

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
									2,436,093.80
General Journal	10/04/2019		Allied Reliability	Multiple		Bill.com Money Out Clearing		14,000.00	2,422,093.80
General Journal	10/08/2019		Carl Warren & Co - ATF SBASIA	10-4-19 Replenish		Bill.com Money Out Clearing		264.69	2,421,829.11
General Journal	10/08/2019		James Marta & Company	408		Bill.com Money Out Clearing		6,000.00	2,415,829.11
General Journal	10/09/2019		Allied Reliability	1097396		Bill.com Money Out Clearing		8,750.00	2,407,079.11
Deposit	10/25/2019			Deposit	√	Undeposited Funds	8,013.30	0.00	2,415,092.41
General Journal	10/29/2019		Allied Reliability	Multiple		Bill.com Money Out Clearing		28,000.00	2,387,092.41
General Journal	11/05/2019		Allied Reliability	1098266		Bill.com Money Out Clearing		7,000.00	2,380,092.41
General Journal	11/05/2019		James Marta & Company	443		Bill.com Money Out Clearing		6,000.00	2,374,092.41
General Journal	11/06/2019		Allied Reliability	1098824		Bill.com Money Out Clearing		8,750.00	2,365,342.41
General Journal	11/06/2019		Carl Warren & Company	1891489		Bill.com Money Out Clearing		1,370.88	2,363,971.53
General Journal	11/12/2019		Carl Warren & Company	1889361		Bill.com Money Out Clearing		11.45	2,363,960.08
General Journal	11/13/2019		Carl Warren & Co - ATF SBASIA	Replen 11-6-19		Bill.com Money Out Clearing		80,233.03	2,283,727.05
Deposit	11/15/2019			Deposit	√	Undeposited Funds	3,000.00	0.00	2,286,727.05
General Journal	11/20/2019		Allied Reliability	Multiple		Bill.com Money Out Clearing		17,500.00	2,269,227.05
General Journal	11/22/2019		Allied Reliability	Multiple		Bill.com Money Out Clearing		14,000.00	2,255,227.05
General Journal	11/27/2019		Allied Reliability	1099784		Bill.com Money Out Clearing		8,750.00	2,246,477.05
General Journal	12/10/2019		Allied Reliability	Multiple		Bill.com Money Out Clearing		10,500.00	2,235,977.05
General Journal	12/13/2019		Allied Reliability	Multiple		Bill.com Money Out Clearing		17,500.00	2,218,477.05
General Journal	12/13/2019		Carl Warren & Co - ATF SBASIA	12-12-19 Replenish		Bill.com Money Out Clearing		29,514.42	2,188,962.63
General Journal	12/13/2019		Carl Warren & Company	1893805		Bill.com Money Out Clearing		15.66	2,188,946.97
General Journal	12/13/2019		Gilbert Associates, Inc.	328224		Bill.com Money Out Clearing		8,154.35	2,180,792.62
General Journal	12/17/2019		Carl Warren & Co - ATF SBASIA	12-16-19 PreFund		Bill.com Money Out Clearing		40,000.00	2,140,792.62
Deposit	12/30/2019			Deposit	√	Undeposited Funds	95.00	0.00	2,140,887.62
Deposit	12/30/2019			Deposit	√	Undeposited Funds	1,026.60	0.00	2,141,914.22
							12,134.90	306,314.48	2,141,914.22
							12,134.90	**306,314.48**	**2,141,914.22**

County of Santa Clara

Finance Agency
Controller-Treasurer Department

County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 288-9237

February 10, 2020

Submitted by: Alan Minato, Director of Finance

TO: BOARD OF TRUSTEES, SANTA CLARA COUNTY SCHOOL DISTRICTS
BOARDS OF DIRECTORS, SANTA CLARA COUNTY SPECIAL PURPOSE DISTRICTS

FROM: ANNIE TOM, ACTING ASSISTANT CONTROLLER-TREASURER

SUBJECT: COUNTY OF SANTA CLARA TREASURY INVESTMENT PORTFOLIO STATUS

RECOMMENDATION

Receive and file the December 31, 2019 Detailed Investment Portfolio Listing.

DISCUSSION

In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statutes of 1995 and in compliance with County Policy, the Santa Clara County Treasury Investment Portfolio Report as of December 31, 2019 is submitted for your review and acceptance.

The attached detailed investment reports list each investment of the County Treasury Pool as well as individual reports for specific investment funds that each school district or special district has in the County Treasury. The reports include the respective purchase and maturity dates, par value, amortized cost, market value, and yield to maturity for each investment.

A summary of market value versus cost is provided below for Commingled Investments of the County Pool.

	Cost	Market Value	Increase (Decrease)	Percent
Commingled Investments	$9,363,178,207	$9,391,209,924	$28,031,717	0.30%

The yield of the pool on December 31, 2019 was 1.97%. As a comparison, on December 31, 2019 the yield of a 6-month Treasury Bill was 1.58%. A two-year Treasury Note was 1.57%. The State of California Local Agency Investment Fund (LAIF) yield was 2.04%.

Attached with the current investment strategy is a schedule that lists the average weighted maturities and yield for the Commingled Treasury Pool. Charts outlining investment concentration and distribution of bond maturities are provided for the Pool. Also included is a chart showing the one-year history of the Pool along with interest rates offered by selected comparable instruments.

Securities are purchased with the expectation that they will generally be held to maturity, hence unrealized gains or losses are not reflected in the yield calculations.

The market values of Pool securities were taken from pricing services provided by Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.

A combination of securities maturing, new revenues, and tax receipts will adequately cover the anticipated cash flow needs for the next six months. Cash flows are continually monitored and are considered paramount in the selection of securities purchased for the Pool.

Attachments:

December 31, 2019 Quarterly Investment Summary

South Bay Area Schools Insurance Authority
Executive Committee Meeting
March 26, 2020

Agenda Item F.1

COVID-19/INSURANCE MARKET UPDATE

INFORMATION ITEM

EXPLANATION: Staff will update the Executive Committee on COVID-19 and insurance market conditions.

ATTACHMENTS: State of the Public Entity Insurance Market

SBASIA

STATE OF THE PUBLIC ENTITY INSURANCE MARKET

March 2020

(THIS INFORMATION HAS BEEN CONSOLIDATED FROM VARIOUS INDUSTRY SOURCES)

Alliant

Highlights

Global insured losses from catastrophes in 2019 are estimated to be $56 billion, down from $93 billion in 2018.

<u>Key Industry highlights</u>

- Insurers' combined ratio **deteriorated** to 98.0% for the 3rd Qtr 2019 from 97.5% in the prior-year period.
- U.S. commercial insurance prices again accelerated in the third quarter of 2019, according to Willis Towers Watson's most recent Commercial Lines Insurance Pricing Survey (CLIPS).
- SML claims nationwide have increased significantly in both frequency and total incurred cost. Insurers have responded by leaving education sector, reducing SML coverage, limits, and occurrence coverage.
- AB 218 claims are expected to negatively impact liability excess insurers.
- Signs point to a healthy insurance market, <u>however</u>, weather extremes, sea level rise, wildfires, catastrophic losses, **social inflation, COVID 19** and **investment earnings** remain areas of **concern for insurers**.

Source: A.M. Best, ISO, Verisk, Property Casualty Insurers Association of America (PCI)

2019 large losses
Over $8.5bn below!

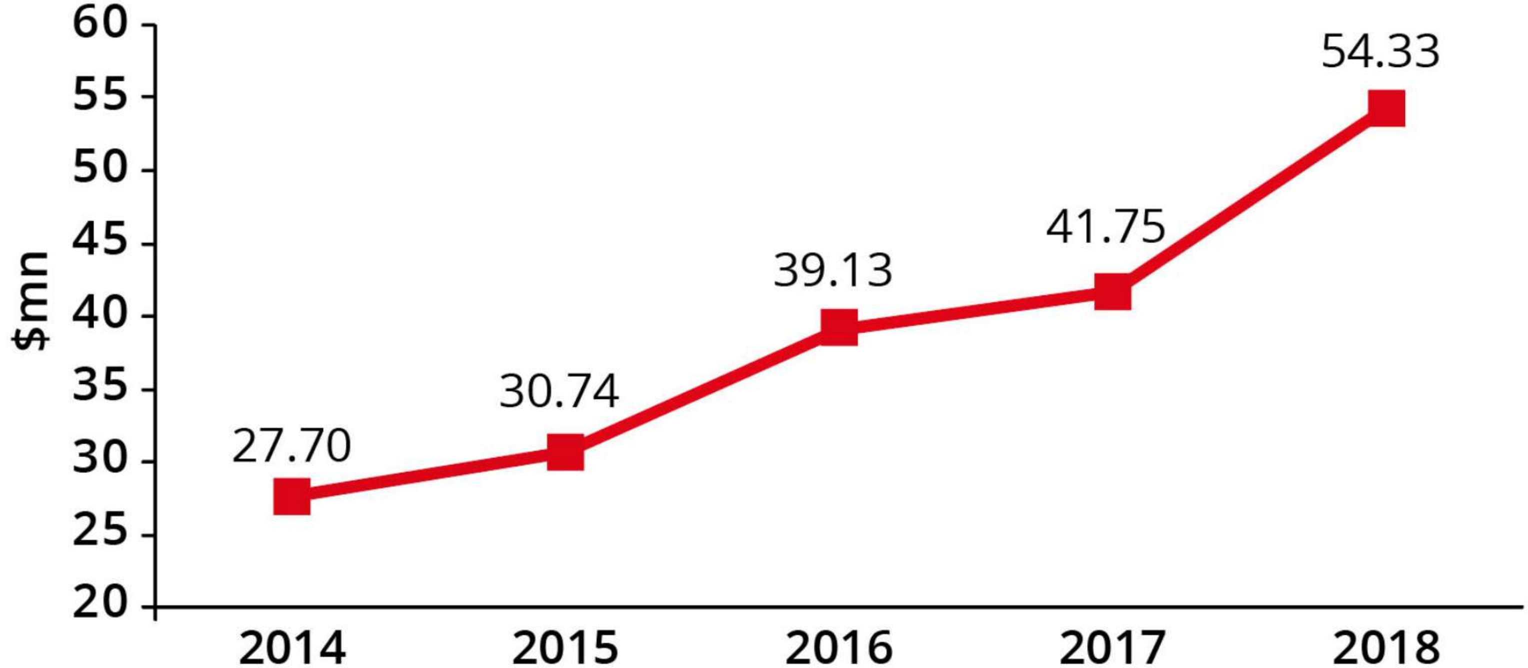
HISCOX LONDON MARKET

Company	Issue	Jurisdiction	Amount
Monsanto Company	Roundup	Superior Court of Alameda County, CA	$2,055M
Johnson & Johnson	Pinnacle hip replacements	Federal - Northern District of Texas	1,000M
Johnson & Johnson	Opioids	Cleveland County District Court, OK	570M
PG&E	Camp Fire Losses	Butte County Superior Court, CA	569.5M
PG&E	Camp Fire Losses	Butte County Superior Court, CA	415M
Bayer	Xarelto	Federal - Eastern District of Louisiana	387.5M
Johnson & Johnson	Xarelto	Federal - Eastern District of Louisiana	387.5M
Johnson & Johnson	Talcum Powder	New York Supreme	325M
Sherwin-Williams	Lead Paint	Superior Court of Santa Clara County, CA	305M
Monsanto	Roundup	Superior Court of San Francisco County, CA	289M
Schnitzer Steel Industries	Trucking Accident	Muscogee County State Court, GA	280M
Purdue Pharma L.P.	Opioids	Cleveland County District Court, OK	270M
Jefferson Trucking, LLC	Motor vehicle crash	Upshur County Court, TX	$260M
Taishan Gypsum Co.	Chinese Drywall	Federal - Eastern District of LA	248M
University of Southern CA	Sexual Assault	California Central District Court	215M
Ford Motor Company	Ford Explorer Turnover	Dallas County Circuit Court, AL	151.8M
Columbia Gas of MA	Gas Line Explosion	Essex Superior Court, MA	143M
Navistar International	Maxxforce Engines	Federal - Northern District of IL	135M
Ralston GA	Living Conditions	Muscogee County, State Court, GA	125M
Ride the Ducks Of Seattle	Bus crash	Superior Court, King County, WA	123M
Johnson & Johnson	Vaginal Mesh	Philadelphia County Court of Common Pleas	120M
San Bernardino County	Child Abuse	Superior Court, San Bernardino County, CA	113.4M
New York City Transit Authority	Construction Accident	Kings Supreme, NY	110.2M

Source: Advisen – Big Nasty Claims Conference 2019

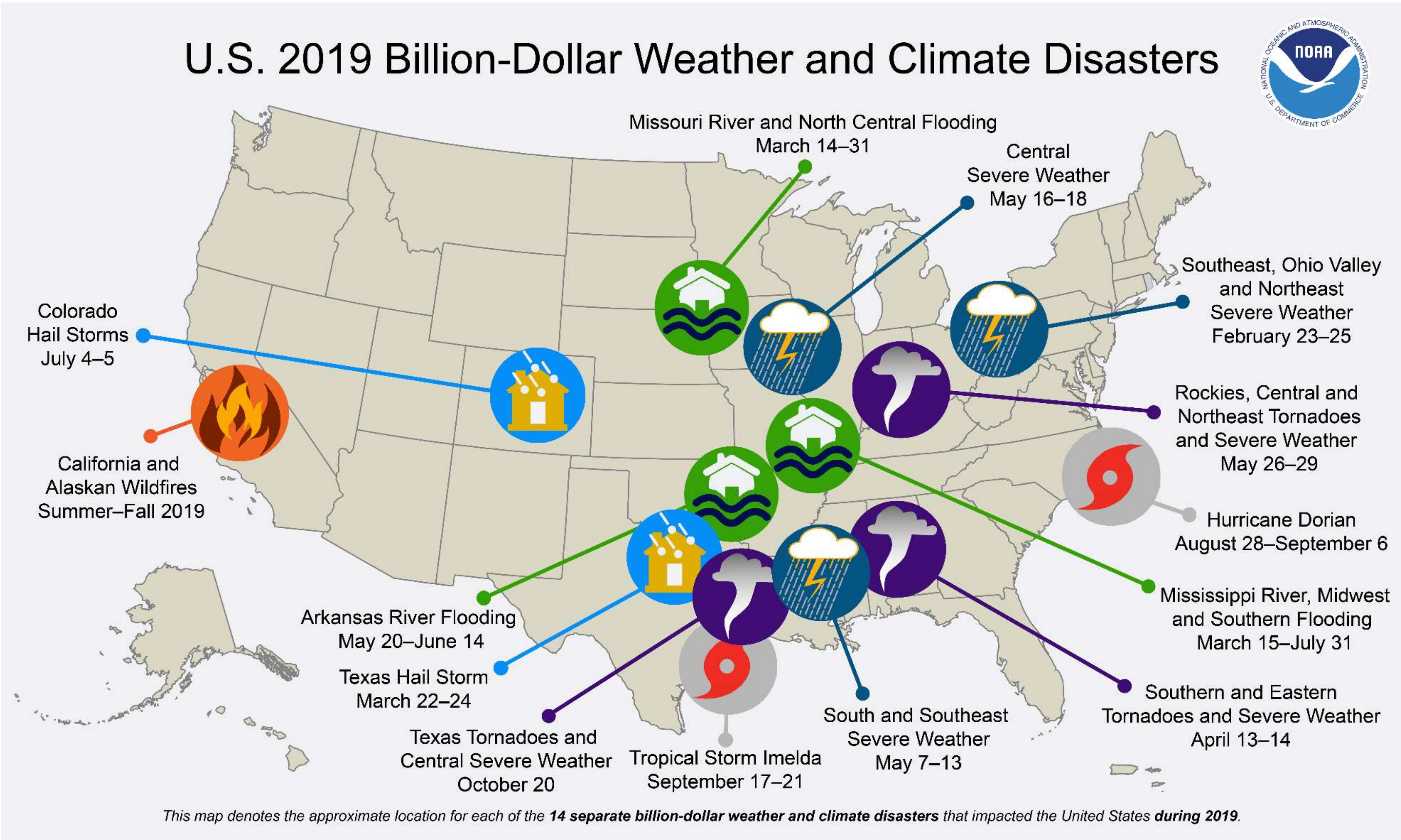
Social Inflation

Median average – top 50 US verdicts



Source: Shaub, Ahmuty, Citrin & Spratt

U.S. Natural Catastrophes, 2019

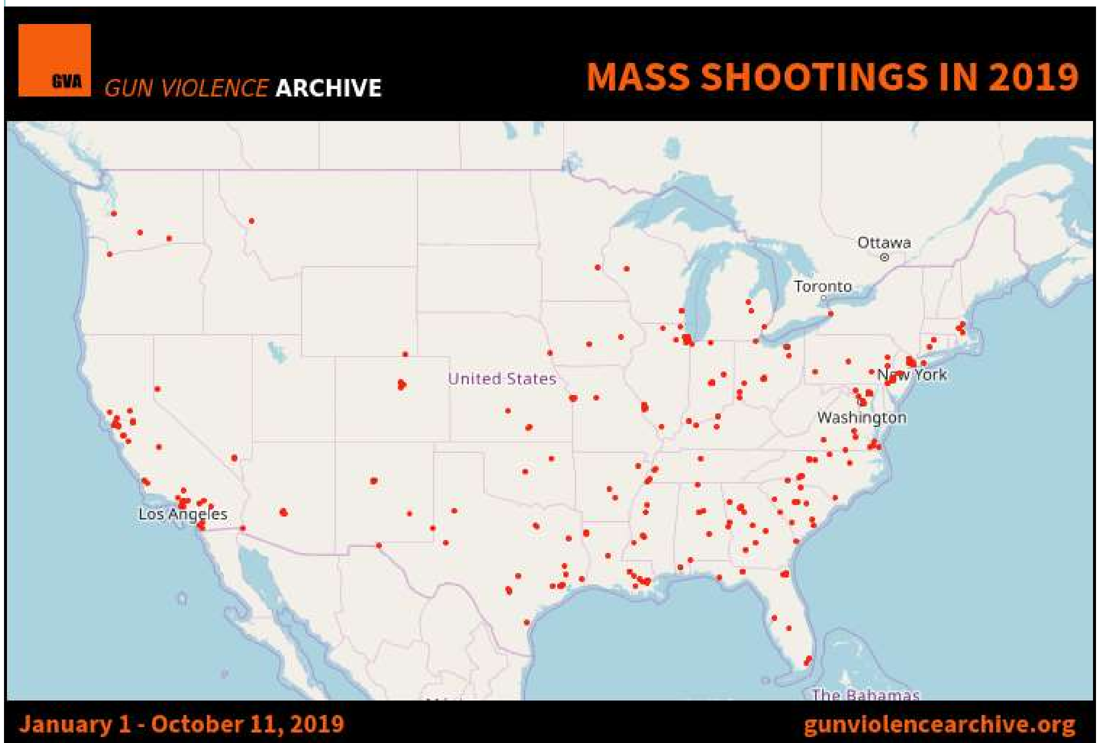


EVOLVING: Ransomware

The ransomware attacks on public entities in Texas, Florida, Maryland, Georgia and elsewhere this year have raised questions not only about paying ransoms but also about the role of insurance in helping these targets get back to serving the public.

The FBI says organizations should never pay ransom and, for the most part, local and state governments hit by ransomware attacks this year appear to have adhered to that policy. According to Barracuda, only three of the 55 government entities attacked this year paid ransoms.

EVOLVING: Mass Shooting Incidents



Since the beginning of calendar year 2019, the Gun Violence Archive (GVA) has logged 340 mass shootings, killing 184 people and injuring 673 more.

GVA uses a purely statistical threshold to define **mass shooting based ONLY on the numeric value of 4 or more shot or killed, not including the shooter.** The FBI does not have a definition of Mass Shooting. They have a definition of Mass Murder which is four or more KILLED. It includes gun violence, bombings or any other incident where four or more are killed. Mass Murder would statistically be a subset of Mass Shooting.

Alliant

COVID-19 and Insurance

Insurers and third party administrators continue to operate. Claim payments and underwriting are being completed. The DWC and WCAB announced modified hearing dates and some liability hearings and statements are being postponed.

Coverage highlights

- Most carriers/policies do not contemplate coverage for disease-related exposure as the potential losses are unquantifiable from an underwriting perspective. Potential Communicable Disease Coverage is similar to the *Civil Authority Coverage Extension* in that the coverage must be due to an **order of an authorized government agency during the policy period that results in a partial or total suspension of business operations.** If this happens the state could suspend school operations or extend the school year and fund the lost ADA revenues, thus negating the claim for damages.
- The CDC continues to update its COVID-19 protocols for schools.
- **Workers' Compensation** – Communicable disease is often treated as a single occurrence. Should a District employee present a workers' compensation claim, the TPA would investigate and determine causation and adjudicate the claims accordingly. This is not an excess carrier issue, but one that is based on the statutory coverage and case law as outlined by the State of California.
- **Medical Professional** (Nurse Liability Coverage) - There is a medical professional services exclusion in the General Liability MOC; however, it should be noted that this applies to medical professionals and does not apply to schools nurses per the GL1 Schools endorsement.

COVID-19 and Insurance Cont.

Coverage highlights continued

- **General Liability** – Third parties could bring a claim against the District for any number of reasons (the District should have closed the school to protect our child; our child was infected at school and brought home the virus and now we are unable to work, etc). In our opinion, we believe that there is nothing that would specifically bar liability coverage for suits against our members arising from a pandemic / infection. It would be difficult for someone to prove negligence arising from COVID-19.
- **Directors & Officers** – Third parties could bring a claim against the District for its decisions such as school wasn't closed early enough. In our opinion, we believe that there is nothing that would specifically bar coverage for suits against our members arising from a pandemic or infection. It would be difficult for someone to prove negligence arising from COVID-19.
- **Cyber** – Covers cyber claims when working from home on District laptop or working on home computer on District business. Increased risk from hackers and phishing. In addition, increased risk from Hard Copy cyber incident. Encourage proper disposal of hard copies of private information and do not leave data in your vehicle.

Alliant

Take Aways

- Despite recent and continued large losses, carriers continue to have surplus. The Insurance Market continues to be stable, with assets to pay claims.

- ***However, due to market pressures and underwriting concerns, pricing continues to increase in most areas.***

- California has unique challenges, underwriting scrutiny due to continued loss development.

- California's exposure to large property losses from wildfire has changed the property market.
    - Over 350,000 rural homes in California have had their insurance cancelled
    - Public entities seeing increases of 50% or more

Looking Ahead

Although 2019 has seen fewer insured catastrophes than in recent history, expect upward pressure on property rates.

Public Schools are continuing to see high verdicts and liability settlements and will continue to see increases in the marketplace and coverage will continue to retract.

Dramatic price increases and reductions in coverage can be expected for Sexual Abuse and Molestation.

Public School cyber crime claims are increasing

PTSI presumptions will impact public safety Work Comp exposures.

Alliant

South Bay Area Schools Insurance Authority
Executive Committee Meeting
March 26, 2020

Agenda Item F.2

PROPERTY APPRAISAL REQUEST FOR PROPOSAL RESULTS

ACTION ITEM

ISSUE: The Executive Committee should review the responses to the Request for Proposal (RFP) for Property Appraisals and select a firm to perform the appraisals.

RECOMMENDATION: None

FISCAL IMPACT: To be determined

BACKGROUND: At its December 5, 2019 meeting, the Board of Directors decided to issue a RFP for Property Appraisals. Staff will present a summary of the response to the RFP.

The JPA's last property appraisal was performed in 2013. Property appraisals are recommended every five to seven years to provide current replacement cost values for buildings. The JPA has traditionally had an appraisal performed every seven years. Although property values have been trended annually using Marshall & Swift inflation factors, values can vary somewhat between the inflation factor value and the physically appraised value. In addition, schools may have remodeled or added new buildings that may not have been reported on the property schedules maintained by staff.

ATTACHMENTS: Summary of Response to Property Appraisal RFP

SUMMARY OF RESPONSES TO RFP FOR PROPERTY APPRAISAL

APPRAISER	SERVICES PROVIDED	REFERENCES	FLAT FEE
AssetWorks Inc.	Appraise bldgs, contents. Will provide flood zones.	1) San Mateo County SIG 2) Self Insured Schools of CA, Bakersfield, CA 3) Schools Insurance Group, Auburn, CA	$181,950 Fee for additional bldgs not on schedule $75
CBIZ Valuation Group	Appraise bldgs, contents. Will provide flood zones	1) California Joint Powers Insurance Authority (CJPIA) 2) Public Entity Risk Management Authority (PERMA) 3) California Insurance Pool Authority (CIPA)	$217,890 Fee for additional bldgs not on schedule $75
Duff & Phelps (formerly American Appraisal)	Appraise bldgs, contents. Will provide flood zones	1) Schools Insurance Authority (SIA) 2) CA Joint Powers Risk Management Authority (CJPRMA) 3) Central Region School Insurance Group (CRSIG)	$155,000 Fee for additional bldgs not on schedule $70
HCA Asset Management	Appraise bldgs, contents. Will provide flood zones	1) Virginia Risk Sharing Assocation 2) Kansas County Association Multiline Pool 3) Small Cities Organized Risk Efford (SCORE)	$210,000 Fee for additional bldgs not on schedule $90

Agenda Item F.3

FIVE YEAR LOSS CONTROL PLAN – YEAR 4

INFORMATION ITEM

EXPLANATION: The Executive Committee developed a five year loss control plan in 2017. Years 1-3 of the plan have been completed. Year 4 is for playground inspections including sports fields. Staff and the Executive Committee will discuss whether to issue a Request for Proposal (RFP) for Year 4.

ATTACHMENTS: Five Year Loss Control Plan
CSAC EIA Risk Control Services

SBASIA RISK CONTROL PLANNING

Loss Control Inspections

- Year 1 - Exterior of buildings including crime prevention through environmental design
- Year 2 - Interior of buildings (all rooms) including chemical inspection
- Year 3 - Fire/Electrical inspection including infrared testing for hot spots
- Year 4 - Playground inspection including sports fields
- Year 5 - Cyber audit

Partner Programs

LEGEND:
• Included
◊ Negotiated Rates

Background Check Services ◊ - Bundled in value-added packages for typical public employer background inquiries. If you require a custom background check solution, a variety of a la carte services are also available. Partner: **Plexus Global**

Body-Worn Cameras ◊ - A comprehensive program that includes everything law enforcement agencies need to get up and running, by providing body-worn cameras, data management software, secure cloud storage, and policy/implementation assistance. Partner: **LensLock**

CPR Training ◊ - High quality CPR, First Aid, and AED training, coordinated through a single point of contact for your convenience. Partner: **Health and Safety Institute (HSI)**

Cyber Security Services ◊ - Access a broad suite of state-of-the-art cyber security services, from the initial Risk Assessment, to Virtual Chief Information Security Officers, Vulnerability Scans, and Managed Security Services. Partner: **Synoptek**

DMV Employer Pull Notice (EPN) • - The Drivers Direct System, a fully web-based employer pull notice system that allows members to monitor driving records, expiring licenses and other relevant documents. Partner: **A-Check Global**

Drug & Alcohol Testing Consortium ◊ - Provides access to in-network pricing for drug and alcohol tests for both commercial and non-commercial drivers. Also includes access to a Medical Review Officer and a Substance Abuse Professional. Partner: **Plexus Global**

Fire Apparatus Inspection Software ◊ - Created to simplify routine maintenance inspections of fire apparatus and equipment checks. Create custom checklists based on your agency's criteria, or import editable forms from the shared library. The mobile application allows for easy and convenient inspections on - the - go. Partner: **TargetSolutions**

Guard1 - Checkpoint System ◊ - Allows users to electronically log check-in points with timestamps, providing documented proof of completed routes. It can also be used for safety inspections and patrols in correctional and non-correctional environments, such as door checks, fire safety inspections, and perimeter patrols. Partner: **TimeKeeping Systems**

Incident Reporting System ◊ - Access to a comprehensive incident reporting platform. This tool allows an agency's employees, staff, or students to report incidents anonymously and safely with a cell phone app or online. Partner: **STOPit**

Labor Law/Employment Practices Services • - Legal experts provide advice on a variety of employment and labor law issues in a privileged, hotline format. This service also includes updates on emerging trends and common issues in monthly webcasts hosted on EIAtv. Partner: **Eyres Law Group**

Physical Abilities Testing ◊ - ***(NEW)*** Using proprietary equipment and software, this service tests an applicant's ability to bend, push, pull, and carry loads. Results are used to determine if an applicant can meet the physical demands required for the their prospective job's essential functions. Partner: **Occumetric**

Protective Footwear ◊ - All footwear provided is made with slip resistant outsoles and SFC patented tread pattern, designed to channel liquids away from the sole. Their shoes also meet the American Society for Testing and Materials (ASTM) F-2413-11 Standard. Partner: **Shoes for Crews (SFC)**

Risk Assessment Tool • - Members can evaluate their risks through a series of online self-assessment questionnaires, with the ability to compare assessment results to best practices and regulatory requirements. Automatic linking to EIA resources and custom plans of action will assist with continuous improvement efforts. Partner: **in2vate**

Safe School Ambassadors (SSA) ◊ - An anti-bullying program designed to teach and empower students to be leaders through a series of interactive training sessions, the SSA program teaches students non-violent communication and intervention skills to protect their peers and end bullying. Partner: **Community Matters**

Safety Data Sheet (SDS) Management ◊ - Efficiently customize and automate Safety Data Sheet libraries across your entire organization. Users have access to a comprehensive database of SDS documents to assist in library creation. Partner: **SafeTec**

Soft Tissue Injury Prevention ◊ - Customized injury prevention courses taught by fitness and body mechanics experts. The series of training sessions is designed to reduce the risk of sprains, strains, tears and repetitive motion injuries through encouraging healthy fitness habits and proper movement. Partner: **Savvy Health Solutions**

Workplace Wellness Program ◊ - Savvy's Fit-For-Life Program provides a comprehensive wellness program that infuses 6 strategic anchors throughout the workplace leading to healthier and happier employees. Partner: **Savvy Health Solutions**

Ready to implement the above programs within your agency?
Quick Start Guides are available that will walk you through a few, easy steps and get you started!
Questions?
Please feel free to email EIA Risk Control at riskcontrol@csac-eia.org, call the number below, or check out the website for more information.

Risk Control Services
Innovative Customized Solutions

Providing well-defined programs that meet your unique needs.

Staff Services

Revision: 1/2020

The following is a partial list of the custom services the EIA offers:

Direct Consultation - Our experienced team of consultants are familiar with both the regulatory requirements put forth by Cal/OSHA and with cost efficient solutions that will help control your identified risks. Specialist referrals are also available.

Services include:

- Policy/procedure Assistance
- Loss Data Review/Analysis
- Participation in Safety & Wellness events

Subsidy Funds - Voluntary Risk Management Subsidy for EIA members who participate in a major program. Funds can be used for any risk management expense (such as participation in any of the EIA Partner Programs), other than payment of premiums.

Training Resources & Topics

Classroom/On-site Training - Instructor-led training programs on a variety of health and safety topics.

EIAtv - Members have exclusive, on-demand, 24/7 access to over 300+ on-demand webcasts and training programs.

Learning Management System (LMS) - Access to an extensive catalog of web-based training sessions for risk management as well as everyday business needs such as Microsoft Suite products. (**TargetSolutions**)

Regional Training - Seminars delivered across the state on various risk management topics, which are open to all EIA members.

Streaming Library - An online repository of safety and training videos.

Learning Management System

The EIA has partnered with TargetSolutions to deliver an online training and safety/risk management Learning Management System (LMS) that has over 200+ courses available for you and your public agency employees.

This innovative service gives members "anytime, anywhere" access to quality, cost-effective courses in a wide range of risk management topics, including: back injury prevention, employment practices for supervisors, fire extinguisher safety, driving safety, sexual harrassment awareness, and the Microsoft Office Suite of applications, just to name a few. A recent addition in TargetSolutions is their Special Education resource, which was added to the School Districts section. Check it out today!

EIAtv - Channels

EIAtv - Member-exclusive 24/7 access to 300+ on-demand webcasts.

Educators - This channel contains information and training programs that are most relevant to education members including webcasts on preventing child sexual abuse, school liability concerns, and school security.

EPL & Liability - The EPL & Liability Channel offers training sessions that cover acts arising from the employment process, which include: reasonable accommodation, discrimination, sexual harassment prevention, and retaliation.

Health & Benefits - The primary focus of this channel is to provide resources and training related to the EIA's Health and Benefits programs.

News & Administration - This channel includes EIA program specific webcasts on renewals and coverages, as well as introductions to our various services.

Risk Control - This channel offers training sessions designed to provide viewers with best practices, regulation guidance, news, and tools involving workplace health, safety and illness prevention topics.

Risk Management - Webcasts on this channel cover common public agency risk management issues including a series on crisis incident management, cyber security and insurance requirements in contracts.

Workers' Compensation - This channel includes programs designed to provide assistance for those managing workers' compensation, including new case law and supervisor responsibilities.

Toolbox Resources

Best Practices Library - The Best Practices Library provides policy models, risk management programs, and examples designed for California public agencies. EIA staff and members like you have contributed these examples and model procedures.

Employment Practices Manuals - The *Interactive Process Manual** and *Managing Multiple Leaves of Absence Manual** were developed specifically for EIA members by the Eyres Law Group. Both manuals focus on California public agency employment matters by providing legal and policy guidelines, as well as customizable forms and checklists.

Essential Job Duties* - Created in order to assist EIA members with return-to-work programs, this classification specific document will help doctors and claims administrators determine relevant work capacities and if injured employees are able to return to work. In the Toolbox, there are over 40 classification specific examples available for you to tailor to your agency and utilize as part of your Return-to-Work Program.

Toolbox Resources *(continued)*

Information Sheets - Valuable web-based resources to assist members with their risk management goals. EIA Risk Control staff has done the research and put together the best resources on various health and safety related topics for your organization.

Job Safety Analyses* - Management and supervisors can use the findings of a job safety analysis to identify and prevent hazards in their workplaces. In the Toolbox, you will find completed job safety analyses for over 40 public agency classifications in Excel format.

Safety Talks: A Tailgate/Toolbox Resource* - Nearly 300 topics which may be used to lead and plan your next safety meeting. Download the entire resource and share with those in your agency responsible for leading safety meetings.

Utilizing GIS for Road Maintenance - **(NEW)** *This manual was developed to assist with the implementation of a sustainable pavement inspection and maintenance program in 4 stages.*

***A password is required to access this resource.
Members, please contact EIA Risk Control at riskcontrol@csac-eia.org or 916.850.7300 for assistance.**

Educational Member Resources

Education Connection - This monthly newsletter contains a broad spectrum of risk control and management topics relevant to educational organizations. To be added to the mailing list, please contact our Member Services at memberservices@csac-eia.org or 916.850.7300.

Risk Simplified - A series of informative documents developed by the EIA's Risk Control Department designed to assist our education members' effort to reduce losses and understand regulatory requirements. Risk Simplified provides guidance on a broad array of topics including playground safety, legislative updates, attractive nuisances, Cal/OSHA compliance, and more!

School Liability Handbook: Student Activities & Employment Issues* - This handbook was created in conjunction with Lozano Smith, a law firm that specializes in school liability legal services. The handbook consist of 5 modules: School Activities and the Law, Protecting and Supervising Students, Additional Risk Management Concerns, Employment Issues for School Districts, and Form and Templates, all designed to help our Educational Members address liability concerns.

**Educational Members, please contact
Eric Lucero, EIA Sr. Risk Control Specialist at elucero@csac-eia.org or 916.850.7300 for assistance.**

Agenda Item F.4

ELECTRONIC DOCUMENT DELIVERY FORM

ACTION ITEM

ISSUE: The Executive Committee should decide whether to consent to electronic delivery on all insurance documents from Alliant Insurance Services.

RECOMMENDATION: The Program Administrator recommends consenting to electronic document delivery.

FISCAL IMPACT: To be determined. Potential increased costs for printing and mailing documents.

EXPLANATION: Both the federal ESIGN* law and UETA** (the state model law adopted in 47 states), permit the use of electronic signatures, electronic delivery and electronic records to satisfy the "in writing" legal requirements for transactions and permit companies to satisfy statutory record retention requirements solely through the use of electronic records. The statutes require that the party initiating the e-delivery obtain both the consent of the consumer to complete the transaction electronically and the consent to receive disclosures electronically.

*ESIGN - the Electronic Signatures in Global and National Commerce Act, 15 U.S.C §70001 et. seq., the federal Electronic Signature law.

**UETA - the version of the Uniform Electronic Transactions Act, as published by the National Conference of commissioners on Uniform State Laws and enacted in forty-seven states, as of 7-24-2012 (IL, NY and WA being the three that have not enacted UETA).

ATTACHMENTS: Electronic Document Delivery Form

Electronic Delivery Option Form

Alliant Insurance Services, Inc. may be required by law to obtain consent from insureds prior to providing electronic delivery of documents, including the policy.

Please note you may change your option at any time. If you have not previously selected an option, please select one of the following:

☐ **1. ELECTION OF ELECTRONIC INSURANCE DOCUMENT DELIVERY**
I elect to receive all my documents electronically and acknowledge I may no longer receive paper copies unless I sign a new form requesting both electronic and paper copies or specifically request them.

☐ **2. ELECTION OF ELECTRONIC INSURANCE DOCUMENT DELIVERY AND PAPER DELIVERY**
I elect to receive both electronic and paper copies of my insurance policy and supporting documents.

☐ **3. REJECTION OF ELECTRONIC INSURANCE DOCUMENT DELIVERY**
I reject the option to receive my insurance policy and supporting documents electronically. I will receive paper copies of such documents.

☐ **4. ELECTION TO WITHDRAW CONSENT OF ELECTRONIC DELIVERY**
I withdraw my previous consent of electronic delivery of my insurance policy and supporting documents. I elect to receive paper copies of such document going forward.

Named Insured: South Bay Area Schools Insurance Authority

Print Name of Authorized Representative	Title
Signature of Authorized Representative	Date Signed

If you have selected electronic document delivery, please provide the email address for the individual(s) who should receive these documents. If this information changes, please provide updated details to your service team.

This selection remains intact until revised by you.

South Bay Area Schools Insurance Authority
Executive Committee Meeting
March 26, 2020

Agenda Item F.5

SLATE OF OFFICERS FOR JUNE 11, 2020 MEETING

INFORMATION ITEM

EXPLANATION: Each June, the Board of Directors elects the Executive Committee officers and a Member at Large for the annual term of office beginning July 1.

Staff and the Executive Committee will discuss developing a slate of officers to present to the Board of Directors at the June 11, 2020 meeting.

The current officers are:

President: Mr. James Crawford, Campbell Union School District
Vice President: Mr. Eric Dill, Santa Clara Unified School District
Treasurer: Mr. Mike Mathiesen, Mountain View-Los Altos Union High School District
Secretary: Mr. Ron Lebs, Metropolitan Education District
Member at Large: Ms. Wendy Zhang, Milpitas Unified School District

ATTACHMENTS: None

Agenda Item G.1

PRELIMINARY REVENUE AND EXPENSE BUDGET FOR JULY 1, 2020 - 2021

INFORMATION ITEM

EXPLANATION: Staff will present a preliminary revenue and expense budget showing allocation of premium, loss funding and expenses for the insurance renewals and administrative contracts effective July 1. This document will provide preliminary indications of cost to members. This preliminary budget will be distributed to members as soon as possible to assist them in development of their own district budgets.

ATTACHMENTS: None

South Bay Area Schools Insurance Authority
Executive Committee Meeting
March 26, 2020

Agenda Item G.2

MONITORING CHANGES IN CLAIMS PAYMENTS AND RESERVES

INFORMATION ITEM

EXPLANATION: A representative from Carl Warren & Company will present an overview of the claims with the largest or most significant changes in total incurred over the last quarter. This will help in monitoring claims expense so that the JPA will be aware of any large increases in expense prior to the annual financial audit.

ATTACHMENTS: None