



**SCHOOLS PROGRAM ALLIANCE  
May 10, 2021 Teleconference Meeting Minutes**

**Members Present:**

<b>Butte Schools Self-Funded Programs (BSSP)</b>	Christy Patterson
<b>North Bay Schools Insurance Authority (NBSIA)</b>	Janet Selby
<b>North Bay Schools Insurance Authority (NBSIA)</b>	Brandon Schlenker
<b>Redwood Empire Schools Insurance Group (RESIG)</b>	Rose Burcina
<b>Redwood Empire Schools Insurance Group (RESIG)</b>	Steven Fields
<b>Redwood Empire Schools Insurance Group (RESIG)</b>	Chris Spenser
<b>Schools Insurance Authority (SIA)</b>	Martin Brady
<b>Schools Insurance Authority (SIA)</b>	Debrah Sherrington
<b>Schools Insurance Authority (SIA)</b>	Brooks Rice
<b>Schools Insurance Group (SIG)</b>	Cindy Wilkerson
<b>Schools Insurance Group (SIG)</b>	Nancy Mosier

**Consultants & Guests**

Daniel Howell, Alliant Insurance Services	Dan Madej, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services	Dennis Mulqueeny, Alliant Insurance Services
Marcus Beverly, Alliant Insurance Services	Jaesa McCulligan, Sedgwick
Jim Wilkey, ABD	Ryan Telford, AmWins
Mark Stokes, ABD	George Magguy, AmWins

**A. CALL TO ORDER, ROLL CALL, QUORUM**

Mr. Martin Brady called the meeting to order at 10:02 a.m. The above-mentioned members were present constituting a quorum.

**B. APPROVAL OF AGENDA AS POSTED**

*A motion was made to approve the Agenda as posted.*

<b>MOTION: Janet Selby</b>	<b>SECOND: Rose Burcina</b>	<b>MOTION CARRIED UNANIMOUSLY</b>
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**C. PUBLIC COMMENT**

There were no public comments.

**D. CONSENT CALENDAR**

*A motion was made to approve the Consent Calendar as posted.*

<b>MOTION: Christy Patterson</b>	<b>SECOND: Cindy Wilkerson</b>	<b>MOTION CARRIED UNANIMOUSLY</b>
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## **E. ADMINISTRATIVE REPORTS**

### **1. Alliant Update**

Dan Madej presented the SPA Flyer related to New Construction and Newly Reported Locations related to the Auto Acquisition that can be used to remind your membership of items that need to be reported under the SPA program. After a discussion it was requested that the memo be revised to include less text to ensure membership is not overwhelmed and understands what is required. Lastly, it was noted that the flyer may need to be revised after July 1 due to changes in the renewal.

## **F. GENERAL ADMINISTRATION**

### **F.1. Excess Liability Program Update**

James Wilkey provided the Board with an update as it relates to the Excess Liability Program for the participating members which includes SIA and BASIC (not including SIG). He provided a review of the participating carriers while negotiations are being finalized. After a discussion it was noted a special meeting would need to be held May 24<sup>th</sup> in the afternoon to get authority to bind and then come back in June with the final MOC and pricing options for coverage in excess of \$25M.

### **F.2. SPA Draft Financials**

#### **F.2.A. Draft Financial Statements as of April 30, 2021**

Marcus Beverly presented a draft of the Financials as of April 30, 2021, which provides a breakdown of contributions from members and the administration cost allocations. It was mentioned that there were not a significant number of expenses at this time but there are bills pending for appraisals and the Paragon Risk Control reports. It was noted that this was presented in a draft format and would be brought back at the end of the year in an unaudited format so each member may share with their own auditor to show their net position. Lastly it was noted that Liability is not included as placement will be made by ABD and billing will be done through BASIC and SIA. Members discussed cost allocation for Loss Control funds and how SPA should treat the available funds. It was noted that SPA needs to find a balance between fair access for each members' share of the funds while also allowing for services that are more applicable to one member that eventually benefit the group as a whole. Program Administration was asked to put together options on how to allocate the Loss Control Funds and present at the next meeting.

#### **F.2.B. Draft FY 21-22 Budget**

Marcus Beverly provided a review of the FY 21-22 Budget and noted that we will add a beginning and ending balance. It was noted that the SPA Retained Layer deposit is a point of consideration for the Board as it could be used to offset premiums or could be kept on the books as a surplus in the event it is needed. Program Administration was provided with direction to bring this back at a future meeting once more details are available.



### **F.3. SPA Operating Processes, Policies and Procedures**

#### **F.3.A. P&P #2 Admin – Record Retention Policy**

Marcus Beverly presented the draft Record Retention policy and noted all are using something similar from CAJPA Accreditation. This was updated after checking with a member regarding their current Record Retention policy.

#### **F.3.B. P&P #3 Admin – Protection of Electronic Data Policy**

Marcus Beverly presented the draft Protection of Electronic Data policy and noted again that all members seem to be using the CAJPA Accreditation standards as a guide.

#### **F.3.C. P&P #4 Property – Claim Management & Resolution Policy**

Marcus Beverly presented the draft Claims Management and Resolution policy. Due to some recent claims it was noted we wanted to create a procedure as well as a dispute resolution process.

*A motion was made to approve and file P&P #2 Admin – Record Retention Policy, P&P #3 Admin – Protection of Electronic Data Policy and P&P #4 Property – Claim Management & Resolution Policy as presented.*

**MOTION: Cindy Wilkerson**

**SECOND: Rose Burcina**

**MOTION CARRIED  
UNANIMOUSLY**

### **F.4. Property Program Update**

Dan Madej provided the Board with a summary of recent events related to the renewal of the property program. He noted that we are working on the potential addition of LAUSD to the APD program which could reduce the rate overall as a result of their size (we are looking at options that both include LAUSD and exclude LAUSD).

George Magguy from AmWins provided the Board with an update regarding the Property market, and noted that there are some parts are in negotiations but expects to be in a position to provide not to exceed numbers at the next meeting. At this time we are looking at approximately a 6% increase from last year. Wildfire Deductibles are expected to be \$5M for BSSP, \$2.5M for RESIG, \$250K for NBSIA and \$500k for SIG and SIA. It was noted that further discussion is needed to determine the purpose of the retained layer (surplus, risk sharing layer, etc.) and about where SPA is looking to head in the future and that could be a conversation to be had after renewal.

It was requested Program Administration present an item on the May 24<sup>th</sup> Board meeting agenda to delegate authority to the Chair to bind the primary layer.

### **F.5. Loss Control Services**

Marcus Beverly noted that all of the Paragon proposals have been completed and the reports are being sent out to members upon receipt. XMR Fire has been provided with NBSIA and BSSP locations to get an estimate of cost and it will take until Mid-July to complete those reports. Marcus

noted there is another vendor IEC which provides similar reports and members were asked to consider obtaining a report from them to determine which vendor to use moving forward – SIG offered to have a Nevada City school be used as the test site so we could compare the report provided by XMR fire to IEC. It was also requested that Cindy and Marcus work together to provide an item for review at the June meeting.

*A motion was made to approve the addition of IEC.*

**MOTION: Rose Burcina**

**SECOND: Cindy Wilkerson**

**MOTION CARRIED  
UNANIMOUSLY**

### **F.6. SPA Logo**

Marcus Beverly provided a review of the SPA's logo run off vote. After a discussion of the last round it was generally agreed that SPA select a logo and request from the vendor the different formats of the logo to be used digitally.

*A motion was made to select the approve the logo that received the most votes.*

**MOTION: Janet Selby**

**SECOND: Rose Burcina**

**MOTION CARRIED  
UNANIMOUSLY**

### **F.7. SPA Website**

Marcus Beverly provided a mockup of the website which now includes a more school and kid centered look. Members were informed that the vendor is working on getting the site built and we will soon provide content to update.

### **F.8. Rolling OCIP**

Marcus Beverly provided a brief review of the items received from the OCIP team and mentioned that it will be sent out to members in an effort to share with the underlying members of the pool.

## **G. INFORMATION ITEMS AND DISCUSSION**

It was noted that RESIG is holding another Fire and Smoke Remediation June 16-17<sup>th</sup> and there are approximately 40 seats still available in the class (Per member cost is about \$750-\$800). It was requested that SPA consider covering the cost of the training to be presented at a meeting in the future and for Program Administration to update the announcement flyer. AmWins also notified members that they are attempting to change the threshold for Auto Acquisition and will be reaching out to members to determine if there are any projects that are coming on in the next year to help them design a better fit for the program as a whole.

## **H. ADJOURNMENT**

*A motion to adjourn was made at 12:10 P.M.*



**Schools Program Alliance**

*c/o Alliant Insurance Services*

*Corporation Insurance License No. 0C36861*

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**MOTION: Cindy Wilkerson**

**SECOND: Rose Burcina**

**MOTION CARRIED  
UNANIMOUSLY**

The meeting was adjourned at 12:10 P.M.

**NEXT MEETING DATE: Monday May 24, 2021 1 P.M.**

Respectfully Submitted,

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Martin Brady, Secretary  
5/24/2021

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Date