



## **SCHOOLS PROGRAM ALLIANCE**

### **August 3, 2020 Teleconference Annual 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>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 Moiser

#### **Consultants & Guests**

Daniel Howell, Alliant Insurance Services	Dan Madej, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services	Seth Cole, Alliant Insurance Services
Marcus Beverly, Alliant Insurance Services	Chris Tambo, AmWins

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

Mr. Martin Brady called the meeting to order at 10:06 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:</b> Cindy Wilkerson	<b>SECOND:</b> Janet Selby	<b>MOTION CARRIED UNANIMOUSLY</b>
--------------------------------	----------------------------	---------------------------------------

#### **C. PUBLIC COMMENT**

There were no public comments.

#### **D. CONSENT CALENDAR**

*A motion was made to accept the Consent items as presented.*

<b>MOTION:</b> Cindy Wilkerson	<b>SECOND:</b> Janet Selby	<b>MOTION CARRIED UNANIMOUSLY</b>
--------------------------------	----------------------------	---------------------------------------



## Schools Program Alliance

c/o Alliant Insurance Services

Corporation Insurance License No. 0C36861

2180 Harvard Street, Suite 460, Sacramento, CA 95815

---

### **E. GENERAL ADMINISTRATION**

#### **E1. SPA Service Team**

Martin Brady reviewed the SPA Service Team diagram and noted the service team members that will be available to the SPA membership.

#### **E.2. Appointment of Chairperson/Secretary**

Dan Howell noted that the group has been asked to name Martin Brady given his role with the managing partner SIA.

*A motion was made to re-appoint Martin Brady as Chairperson/Secretary.*

**MOTION: Janet Selby**

**SECOND: Rose Burcina**

**MOTION CARRIED  
UNANIMOUSLY**

#### **E.3. Appoint Managing Member**

The group discussed generally this was needed to be addressed at the annual meeting to consider SIA as the as the managing member.

*A motion was made to appoint SIA as the managing member.*

**MOTION: Rose Burcina**

**SECOND: Cindy Wilkerson**

**MOTION CARRIED  
UNANIMOUSLY**

#### **E.4. Conflict of Interest Code**

Marcus Beverly noted that the attorney has recommended to a Conflict of Interest Code and additionally will need to file the Assuming Form 700 as it relates to the SPA group with the FPPC. After a general discussion it was generally agreed to accept the Conflict of Interest code as presented.

*A motion was made to accept the Conflict of Interest Code as presented.*

**MOTION: Cindy Wilkerson**

**SECOND: Rose Burcina**

**MOTION CARRIED  
UNANIMOUSLY**

#### **E.5. Approval of Property Program and APD Cost Allocations for PY 20/21**

Dan Madej noted that the cost allocation was included in the agenda for the Board's review and consideration. It was noted from previous discussions that members wanted to stay at 100% of retained losses and has been presented again per direction of the Board.

*A motion was made to accept the cost allocation as presented.*

**MOTION: Janet Selby**

**SECOND: Rose Burcina**

**MOTION CARRIED  
UNANIMOUSLY**



## **E.6. Strategic and Operational Plans**

Dan Howell noted that as part of the annual meeting members should be provided an opportunity to discuss an operational plan for services and items of interest for the future. He provided an overview of the items that the Board will be reviewing in the coming months as we determine roles and responsibilities of all participants. He noted the Loss Prevention Services proposal from AIG was included for the Board's consideration and offered additional solutions. After a discussion it was generally agreed that a vendor performed Property Appraisals would occur for one member each year starting with BSSP (then the remaining BASIC members) followed by SIG, and finally SIA while all other members' values will be trended.

Members generally agreed there are opportunities to leverage purchasing power due to the size of the group, as well as the common services currently being used. Direction was provided to the Program Administration to bring back items for the Board's review regarding Loss Prevention Services, Appraisals, and New Member Marketing. It was also requested that the Program Administration look into the Human Resource Hotline currently being used by several members and place on the agenda for the September meeting.

*A motion was made to move in the direction that was discussed.*

**MOTION: Cindy Wilkerson**

**SECOND: Janet Selby**

**MOTION CARRIED  
UNANIMOUSLY**

## **E.7. Claims Reporting Procedures**

It was mentioned that previously the process for reporting Property Claims was shared but now includes Equipment Breakdown and Terrorism and Active Assailant instructions as well. After a discussion it was requested that the reporting threshold for the property and Equipment Breakdown portions (1/2 the retention requires reporting) be listed on the reporting instructions.

*A motion was made to approve as presented with the modifications noted above.*

**MOTION: Cindy Wilkerson  
Rose Burcina – Abstain**

**SECOND: Janet Selby**

**MOTION CARRIED**

## **E.8. SPA Memorandum of Coverage**

Dan Madej and Chris Tambo noted that this is the policy document which will be reinsured by the carriers. It was noted that property carriers are shying away from providing coverage resulting from malicious cyber-attacks that cause physical damage to buildings and it was highlighted that this policy contains a Property Cyber and Data Endorsement (LMA5400).

*A motion was made to accept the MOC as presented.*

**MOTION: Christy Patterson**

**SECOND: Cindy Wilkerson**

**MOTION CARRIED  
UNANIMOUSLY**



**E.9. Certificates of Insurance**

Dan Madej reviewed the survey results as it relates to issuing certificates of insurance. After a discussion it was generally agreed that SPA should create a standardized process and suggested that a sample be created for FY 21/22 to be presented approximately six months prior to renewal to ensure the process is finalized in anticipation of launching for the next fiscal year.

*A motion was made to approve members using their current process and we will revisit the process for requesting certificates at the beginning of 2021.*

**MOTION: Cindy Wilkerson**

**SECOND: Rose Burcina**

**MOTION CARRIED  
UNANIMOUSLY**

**E.10. Banking and Funding of Retained Layer**

Dan Howell noted that an invoice will go out for the Banking and Funding layer and will include the administrative costs of SPA and SIA is poised to collect the funds.

*A motion was made to approve the funding of the banking and shared layer as described.*

**MOTION: Rose Burcina**

**SECOND: Janet Selby**

**MOTION CARRIED  
UNANIMOUSLY**

**E.11. Loss Control Services**

Dan Howell noted there is a budgeted amount for Loss Control Services and there are a couple approaches the group can take. AIG has presented a Proposal for appraisals of 18 high schools over the next three years. Members discussed some of the options presented and the Program Administration was provided with direction to continue discussions to determine services that are needed by each member and how the group can help to pool resources in order to provide enhanced loss prevention services relating to property.

**E.12. Adoption of SPA Meeting Schedule**

Dan Howell noted the group will need to set meeting dates for the upcoming meetings. It was suggested that the group meet on the second Monday of the upcoming months: September, October, November, January, March, May, June.

*A motion was made to approve meeting dates reserved for the 2<sup>nd</sup> Monday of the month to start at 10:00 am for the following months: September, October, November, January, March, May, June.*

**MOTION: Cindy Wilkerson**

**SECOND: Janet Selby**

**MOTION CARRIED  
UNANIMOUSLY**



**Schools Program Alliance**

c/o Alliant Insurance Services  
Corporation Insurance License No. 0C36861  
2180 Harvard Street, Suite 460, Sacramento, CA 95815

**E.13. Wildfire Deductible Allocation/ Property Program**

Dan Howell noted that we reduced the amount of London participation in the primary layer down to which helped to bring down the cost and help us with the lower deductible. It was discussed the different scenarios in the event more than one member has a wildfire and members reviewed the concept of a wildfire deductible allocation. It was asked that this item be brought back at the next meeting to review.

**F. CLOSED SESSION**

There were no Closed Session items

**G. INFORMATION ITEMS AND DISCUSSION**

There was no discussion.

**H. ADJOURNMENT**

*A motion was made to adjourn the meeting.*

**MOTION: Rose Burcina**

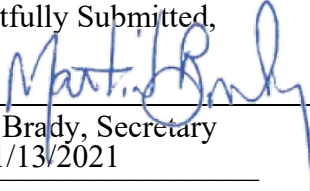
**SECOND: Christy Patterson**

**MOTION CARRIED  
UNANIMOUSLY**

The meeting was adjourned at 12:22 P.M.

**NEXT MEETING DATE: Monday September 14, 2020 10 A.M.**

Respectfully Submitted,

  
\_\_\_\_\_  
Martin Brady, Secretary  
1/13/2021

\_\_\_\_\_  
Date