



San Mateo County Schools Insurance Group EXECUTIVE COMMITTEE MEETING MEETING SUMMARY

San Mateo County Schools Insurance Group
Web Conference/Telephonic Meeting

Thursday, September 19, 2024
9:00 a.m.
First Meeting – 2024-2025

Members Present

Patrick Gaffney – President
Kevin Bultema – Vice President
Valerie Miller
Amy Wooliever
Tina Van Raaphorst
Roberta Zarea
Marites Fermin

Members Absent

Rui Bao

B. Adoption of Agenda

Adoption of the Agenda was approved unanimously.

C. Closed Session

Executive Committee Board voted on a settlement in closed session. The vote was unanimous.

E. Meeting Minutes

The May 31, 2024 meeting minutes were approved unanimously.

F. Consent Agenda

F2-F6 were approved unanimously. The following consent agenda items were approved: Ratification of Accounts Payable, Deposit Permit Summary, Quarterly Interest Report, Quarterly Financial Report, Target Equity Analysis.

F1. Ratification of P/L Check Register

F1: Ratification of P/L Check Register was pulled from the agenda for discussion. There was a question regarding the \$3 million check and the voided checks. The voided checks were due to an incorrect account number. The \$3 million check was for a settlement.

G1. ESM Update

Anthony Poston from ESM Insite presented an update from June 30 to present. ESM has completed inspections for the following districts: Bayshore, Brisbane, Millbrae, Portola

Valley, and Woodside. Pacifica, San Mateo-Foster City, and San Carlos have been scheduled for inspections in October and November. Each district will receive a summary analytics report that includes scores by site and by category. Each District will receive a summary CAT spreadsheet, with a link to an online corrective action system for tracking correction progress.

G2. Intercare Stewardship Report

Danielle Buri-Beaton presented the Intercare Stewardship report which is prepared annually. The number of reportable claims submitted during the program year is down 6% in comparison to the prior program year. The annual closing rate for FY2024 is 97%, compared to 51% FY2022, and 85% FY2023. They also reviewed other successes, including settlement statistics and ancillary savings. The team's goals for the next year were discussed, focusing on prevention and loss control, improving relationships with occupational clinics, and preparing for an audit by their excess carrier, Prism. The importance of task-oriented handling of cases and moving them to resolution was emphasized. Lastly, Trips and Falls / Category of work report will be shared with districts.

G3. Strategic Planning Retreat Discussion

SMCSIG is planning to have the 2025 strategic planning retreat in February. It will be a 1-day retreat. We are currently looking into vendors to facilitate and a location for the retreat.

H1. Property/Liability Early Renewal Rate Indications

Matt Gowan from Alliant presented. Rates are still too early to tell. He is working on vendor coverage support for SAM and a program for teacher substitutes.

H2. Executive Director's Contract

The Executive Director's salary amendment was approved unanimously. The Executive Committee approved the contract be amended to the monthly salary \$17,768 and the salary will be made retroactive to July 1, 2024.

H3. Salary Chart/Staffing Re-Organization

The Executive Committee approved the salary adjustment for the Administrative Specialist, Property/Liability Claims Manager, and Manager of Loss Control/Workers Compensation. The salary adjustments will be effective October 1, 2024.

H4. Future Agenda Items / For the Good of the Order

It was requested that best practices for SAM claims be created (board policies are up to date, training, etc).

H5. Meeting Calendar

Next meeting will be on November 7, 2024.