



San Mateo County Schools Insurance Group JPA BOARD COMMITTEE MEETING MEETING SUMMARY

San Mateo County Schools Insurance Group
Web Conference/Telephonic Meeting

Thursday, November 6, 2025
9:00 a.m.
Second Meeting – 2025-2026

Members Present

Patrick Gaffney – President
Kevin Bultema – Vice President
Tina Van Raaphorst
Aida Gamba
Roberta Zarea
Dan Deguara
Lilian Guzman
Wael Saleh
Jackie Chen
Mariana Solomon

Members Absent

B. Adoption of Agenda

Adoption of the Agenda was approved unanimously with the following changes: Investment policy was pulled from the consent agenda and added to the Executive Director's Report as item G5. Item G3, Strategic Plan Update was changed from action to information.

C. Closed Session

Settlement authority was granted by the full board during closed session. Next steps were discussed for the Executive Director Evaluation process.

E. Meeting Minutes

The May 22, 2025 meeting minutes were approved unanimously with no changes from staff or the JPA Board.

F. Consent Agenda

F1-5 and F8 was approved: Ratification of P/L Check Register, Ratification of Accounts Payable, Deposit Permit Summary, Quarterly Investment Report, Quarterly Financial Report, and Policy Review: Capital Target Policy, Conflict of Code Policy, and Underwriting Policy. F6 SMCSIG Holiday Calendar was tabled for the January 2026 meeting. F7 Investment Policy Review was pulled from the Consent Agenda for discussion as item G5.

G1. Workers Compensation / Loss Control Update

Anthony reported that 65% of inspections have been completed, resulting in 20,000 positive observations and 1,100 deficiencies. Tom highlighted the importance of analyzing injury data to improve loss control and reduce costs, while Anthony presented a new business intelligence dashboard tracking positive and negative safety categories. The team, including Michelle from InterCare, is working to backfill site-level data for 25 districts over three years to better understand risk profiles and make targeted safety improvements. Anthony explained that safety committees would receive quarterly dashboards with discussion points based on trends, including historical injury data by month. The remaining inspections should be completed by the end of summer.

G2. Property/Liability Update

Tasha reviewed claims related to sexual abuse and molestation, with a particular emphasis on incurred costs and litigation. Tasha presented data on claims from various years, highlighting the potential financial impact on the JPA. The group discussed the SAM deductible and its relationship to board policies and training requirements. It was mentioned that CSBA may have some possible updates to Administrative Regulations and Board Policies for SAM. Board members will provide CSBA documents to SMCSIG to review and membership adopt, if necessary.

G3. Strategic Plan Update

The plan, which emerged from a February retreat, outlines three main categories: financial accountability, communication, and training. While the plan is not yet finalized, the group discussed next steps, including potential updates in January and quarterly updates. Participants raised concerns about the implementation process, particularly regarding feedback collection and the alignment of goals with larger organizational partners. The discussion also touched on the importance of integrating legislative advocacy into the strategic planning process.

G4. Bylaw Review

Section F #5 and #12 were brought up for discussion. The group clarified that the Executive Director has authority to hire and manage staff. They also discussed settlement claim limits, with Tom agreeing to provide clarification on the \$25,000 to \$100,000 threshold process. The group decided to seek legal counsel's interpretation of certain bylaw provisions and will bring back a report on the bylaws at the next meeting.

G5. Investment Policy Review

Chandler recommended two primary changes to the Investment Policy to comply with updates to the California Government Code: (1) extending commercial paper maturity limits from 270 to 397 days and increasing the allowable allocation from 25% to 40% (sunsetting January 1, 2031), and (2) extending maximum maturity limits for U.S. Treasuries, federal agencies, and municipal securities from five to ten years. These changes are intended to enhance returns while maintaining safety and liquidity, particularly given the long duration of workers' compensation claims.

Staff confirmed that liquidity needs are met through strategic use of the County Treasury, and long-term funds invested through Chandler remain aligned with program requirements. The board discussed the recommended changes, the rationale for long-term investment strategy, and the updated gift limitation language reflecting current state requirements.

A motion to adopt the Investment Policy as amended was made, seconded, and approved by the board.

H1. Elections

The JPA Board approved the elections of Lilian Guzman (San Bruno Park School District) and Wael Saleh (San Mateo Union High School District). The term for these positions are 7/1/2025-6/30/2027.

H2. Early Program Rate Indication

Matt presented legislative updates, including potential changes to workers' compensation and various school-related laws.

H3. Financial Audit

The JPA board approved the financial audit for fiscal year June 30, 2025 and 2024. The audit has been completed by Sampson & Sampson, LLP. There were no audit findings. The audit will be filed with the State Controller's office and with the San Mateo County Auditor.

H4. Signature Authority for Account Transfers and Check Signatures

The JPA board approved to authorize the above individuals to sign on behalf of the San Mateo County Schools Insurance for drawing of fund from the county and for signature on bank accounts of San Mateo County Schools Insurance Group with limitations as stated on the check signing policy.

H5. KYND Update

Shelly Heflin from KYND presented an overview of their cyber risk management services, explaining how they provide ongoing monitoring, advisory support, and zero-day scans to SMCSIG members. The discussion highlighted concerns about limited communication and staff turnover affecting the utilization of these resources, with SMCSIG members expressing a need for better outreach and coordination with the County Office of Education. Shelly acknowledged these issues and mentioned plans to meet with the new CTO to improve integration of KIND services into district operations, with a focus on ensuring technical staff have the necessary access and understanding of the tools available to them.

H6. SMCSIG Survey Results

Tom presented survey results, noting mixed feedback across different groups. The most negative feedback was related to communication. The board discussed ways to improve communication and outreach to different groups, with emphasizing the need for clear strategic planning and better integration of information across the JPA.

H7. For the good of the order / future agenda items

There was a request for Mandated Training Requirements. Additionally, it was requested that the future board meetings start at 8 a.m.

H8. Meeting Calendar

Next meeting will be an Executive Committee meeting on January 15, 2026.

2025-2026 Meeting Calendar:

- January 15, 2026
- March 5, 2026
- May 21, 2026
- June 11, 2026