

MARCH 2025



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SMCSIG

NEWSLETTER



Welcome to the SMCSIG Newsletter!

We're excited to bring you the very first edition of our newsletter! Every month, we'll share the latest updates, insights, and stories from SMCSIG. Whether it's exciting news, expert tips, or a behind-the-scenes look at what's happening, we've got you covered.

Thank you to everyone that attended the SMCSIG Strategic Planning Meeting on February 12, 2025. We appreciate your participation!

Photo from Strategic Planning

● Upcoming Important Dates

- **March 24:** Benefits Administration Platform Sub-Committee Meeting.
- **March 27:** JPA Board Meeting
- **April 7:** M&O Title 22 Training
- **April 21:** Strategic Planning Follow-Up Meeting
- **April 29:** M&O Meeting
- **May 8:** Executive Committee Meeting
- **May 22:** JPA Board Meeting

For more details and information about meetings, please contact Raya Estares restares@smcsig.org



Safety

The Top 5 Things Every School M&O Group Should Know for Effective Loss Control

Effective loss control in school building and property management is proactive rather than reactive. By identifying potential problems before they escalate, maintenance and operations (M&O) groups can avoid costly repairs, safety risks, and interruptions to the school environment. Here are the top five critical practices every school M&O team should prioritize:

- 1. Regular Roof Inspections** Roofs often show subtle signs of wear before major leaks occur. Conduct quarterly inspections, particularly after severe weather, looking for missing shingles, damaged flashing, pooling water, or drainage issues. Early detection of these issues can prevent extensive water damage and costly interior repairs.
- 2. HVAC System Maintenance** Heating, ventilation, and air conditioning systems must be regularly checked and maintained. Quarterly filter replacements and annual professional system check-ups help maintain air quality, extend equipment life, and prevent unexpected breakdowns that can disrupt school operations.
- 3. Electrical Safety Checks** Electrical systems pose significant risks if not properly maintained. Schedule regular inspections by qualified personnel to identify overloaded circuits, worn wiring, faulty outlets, or outdated electrical panels. Addressing these issues promptly helps prevent fires and electrical failures.
- 4. Plumbing and Drainage Surveillance** Routine inspections of plumbing systems, including water heaters, pipes, faucets, and drainage lines, can detect leaks, corrosion, or blockages before they lead to flooding or water damage. Prioritize timely repairs and consider periodic professional assessments.
- 5. Exterior and Grounds Assessment** Regular evaluations of sidewalks, playground equipment, fences, and parking lots help identify hazards like cracks, uneven surfaces, or structural instability. Addressing these issues early not only prevents accidents but also extends the life of school facilities and grounds.

By focusing on these key areas, your school's M&O group will significantly reduce risks, save resources, and create a safer environment for students and staff.

Benefits

Important Updates from the JPA

The JPA is currently in the process of making some key changes that will impact our members. Please take note of the following updates and upcoming decisions:

New Administrator for Dental & Vision Programs

We are in the process of selecting a new Pooled Purchasing Program and administrator for the JPA's Dental and Vision programs. The final decision will be made at the upcoming Board meeting on March 27th. Any potential changes to benefit designs or program modifications will be addressed in June/July as part of the annual renewal process.

Review of Benefits Administration System

In addition, the JPA is exploring a new benefits administration system. A decision on this system will also be made at the March 27th Board meeting. For more detailed information about these changes, we encourage you to review the recording and materials from the March 6th Executive Meeting.

Compliance Corner

COBRA Administration

It has come to our attention that many Districts are managing their COBRA administration internally. If your District falls into this category and you would like to receive a copy of the email shared with other Districts regarding COBRA administration, please contact the JPA office and we will be happy to provide this information.

Flexible Spending Non-Discrimination Testing (NDT)

Alliant sent an email to Member Districts using American Fidelity for Flexible Spending Account Administration concerning the annual IRS-required Non-Discrimination Testing (NDT). If your District needs to engage in the testing process, please reach out to American Fidelity directly.

As we move forward, please stay tuned for further details and updates from the JPA.

Thank you for your continued attention and cooperation as we work to improve our services!

Did you know?

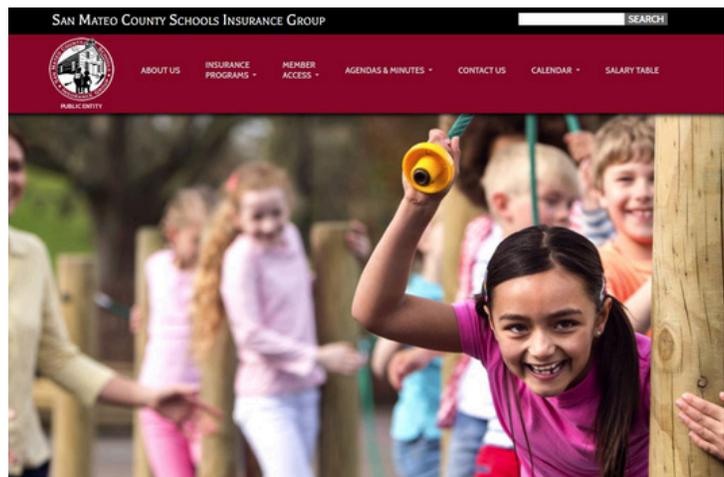
There are ***FREE*** PRISM Resources to SMCSIG Members

- **Legal Advice Services (legal consultation services** available to the JPA/Members at no additional cost)** (These services are not intended to replace your counsel, but to supplement)
 - **Labor Law/Employment Practices Services**
 - Katie Mola: kmola@prismrisk.gov
 - Phone: 916-850-7400
 - **Risk Management Legal Advice** – Steve Underwood (can help review contracts from a legal perspective)
 - Steve's Email: publicentity.law@gmail.com

**How to access
the member
services portal
on our website.
smcsig.org**

Username:
SMCSIGmember

Password:
caughtyousafe



• **What to find on our website**

- Past meeting agendas, minutes, and summaries
- Insurance Binder Resources
- Property / Liability Resources
 - Major Property Loss Contacts
 - Major Property Loss Procedures
 - Cyber Incident Procedures
- IRIC Manual

New Staff?

SMCSIG wants to ensure that your district's new staff members feel welcomed and have the opportunity to get to know our team and the services we provide. To make this happen, we need your help!

If your district has recently welcomed new staff members, please share their details with us so we can coordinate a meet and greet to introduce ourselves and explore how we can best support them.



OPTUM March Newsletter

Women's Mental Health

To access this month's EAP newsletter, please go to the Optum Website ([Linked Here](#)) and use access code **SMCSIG**.

Fitness Rewards

SMCSIG is pleased to announce their Wellness Get Fit Rewards Program for the Medical Consortium Member participants. If you are a member of one of the following Districts and currently enrolled in your district's medical plan and want to learn more on how you can get rewarded while getting fit, please read the attached.

Belmont-Redwood Shores SD
Cabrillo Unified School District
Jefferson Elementary School District
Jefferson Union High School District
Portola Valley School District
SMCSIG JPA
Bayshore Elementary School District
La Honda-Pescadero School District

[Log your workouts!](#)

Optum is your Employee Assistance Program (EAP) provider.

Each benefit eligible employee and their family members have access to the program. EAP is available to help you help your employees and their families deal with life issues that may affect their ability to be productive in their jobs

Call toll-free: 1(866) 248-4094

Or log on to

liveandworkwell.com

Access code: SMCSIG