
MINUTES OF THE
BOARD OF DIRECTORS

May 19, 2025

VOTING MEMBERS PRESENT:

Allan Hancock Joint Community College District	Laura Becker	Director
Buellton Union School District	Melissa Maxwell	Alternate (<i>arrived 9:35 am</i>)
Carpinteria Unified School District	James Pettit	Director
Cold Spring School District	Maureen Fitzgerald	Director
Guadalupe Union School District	Anita Flores	Director (<i>arrived 9:39 am</i>)
Lompoc Unified School District	Doug Sorum	Director
Orcutt Unified School District	Ron Simpson	Alternate
Santa Barbara County Education Office	Nicole Evenson	Vice President (<i>arrived 9:56 am</i>)
	Aracelie Vazquez	Treasurer
Santa Maria-Bonita School District	Javier Cavazos	Alternate
Santa Ynez Valley Union High School District	Elysia Lewis	President
Special Education Local Plan Area	Rachel Wigle	Alternate
Vista Del Mar Union School District	Bree Valla	Director (<i>left 9:40 am-10:13 am</i>)

VOTING MEMBERS ABSENT:

Ballard School District
Blochman Union School District
College School District
Cuyama Joint Unified School District
Goleta Union School District
Hope School District
Los Olivos School District
Montecito Union School District
Santa Maria Joint Union High School District
Solvang School District

OTHERS PRESENT:

Alliant Insurance Services	Angela Hatley
Johnson Schachter & Lewis	Kellie Murphy
Risk Program Administrators	Amber Anderson
	Michelle Carter
SBCEO	Keith Cox
Workers' Compensation Administrators	Bruce White

1. CALL TO ORDER

Board President Elysia Lewis called the meeting to order at 9:30 a.m.

2. ESTABLISHMENT OF QUORUM & INTRODUCTIONS

Amber Anderson, Program Administrator, confirmed quorum via roll call.

3. PUBLIC COMMENTS

There were no public comments.

4. APPROVAL OF THE AGENDA AS POSTED

Motion made by Doug Sorum (Lompoc USD), seconded by Ron Simpson (Orcutt USD), to approve the agenda as posted.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD
Cold Spring School District

Lompoc USD

Orcutt USD

Santa Barbara Co Education Office (SBCEO)

Santa Maria-Bonita School District

Santa Ynez Valley UHSD

Special Education Local Plan Area (SELPA)

Vista Del Mar USD

Buellton and Guadalupe were not present for this vote.

5. CONSENT CALENDAR

Amber Anderson (RPA) advised the Board that there was a correction to Consent Calendar Item A: Minutes of the March 24 Board Meeting. Michelle Carter was in attendance as facilitator and was mistakenly omitted from the attendance list.

Motion made by Doug Sorum (Lompoc USD), seconded by Laura Becker (Allan Hancock Joint CCD), to approve: A) Minutes of the March 24, 2025 Board Meeting (as amended), B) Warrants for March and April 2025, and to receive and file items: C) Minutes of the January 16, 2025 Safety and Health Management Committee Meeting, D) Education and Training Opportunities, and F) Agenda Topics Annual Calendar Overview.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD
Cold Spring School District

Lompoc USD

Orcutt USD

SBCEO

Santa Maria-Bonita School District

Santa Ynez Valley UHSD

SELPA

Vista Del Mar USD

Buellton and Guadalupe were not present for this vote.

6. OPEN SESSION**A. Strategic Planning Session Summary & Directives**

Amber Anderson, Program Administrator, provided a review of the annual Strategic Planning Session, held in conjunction with the March 24, 2025 Board meeting. The Session included introductory exercises, a review of the prior year's strategic goals, and collaboration toward the creation of priorities to focus on in the coming year. Examples of AGRiP's Advisory Standards for Recognition and CAJPA's Accreditation Standards were reviewed to provide examples of possible areas of focus, culminating in the following goals identified for 2025-26:

- Comprehensive policy review to ensure compliance and support operations
- Conducting an independent claims audit

- Evaluating communications to assess effectiveness and identify gaps
- Identify and target loss control resources in relation to high claims risks

Ms. Anderson advised that the consent calendar will include a progress report at each following Board meeting in order to monitor progress and keep goals on track throughout the program year.

No action – information only.

B. Adoption of Conflict of Interest Code

Kellie Murphy, General Counsel, presented a draft Conflict of Interest code for adoption, reviewing each component of the code as well as the process for Santa Barbara County and the Fair Political Practices Commission (FPPC) approval. Once approved, staff will submit the Code to the County for approval. Following County approval, the Code is to be posted to the SIPE website for a forty-five-day period of public notice before submission to the FPPC. The Code would become effective thirty days following approval by the FPPC Executive Director.

Once effective, Board members and others in Designated Positions will be required to file an annual Form 700 Statement of Economic Interests. Anyone who already files on behalf of another organization will still need to complete for SB SIPE – it will show as an additional option to include during the process.

Motion made by Doug Sorum (Lompoc USD), seconded by Maureen Fitzgerald (Cold Spring School District) to approve the Conflict of Interest Code for submission to Santa Barbara County.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD	Orcutt USD
Buellton USD	SBCEO
Cold Spring School District	Santa Maria-Bonita School District
Guadalupe USD	Santa Ynez Valley UHSD
Lompoc USD	SELPA

Vista Del Mar USD was not present for this vote.

C. Excess Workers’ Compensation Coverage Renewal for 2025-26

Angela Hatley (Alliant Insurance Services) reviewed the terms of the impending renewal, reminding the Board that the organization was currently in year two of a two-year rate guarantee. Ms. Hatley advised that Safety National, the incumbent excess workers’ compensation coverage carrier, had extended an offer for an additional year of the same guaranteed rate of \$0.54 per \$100 payroll. SIPE would need to execute a Program Commitment Agreement to accompany the renewal, which was provided for the Board to review.

Motion made by Doug Sorum (Lompoc USD), seconded by Maureen Fitzgerald (Cold Spring School District) to approve renewal of the Excess Workers’ Compensation Program coverage with Safety National for the two-year program commitment option.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD	Orcutt USD
Buellton USD	SBCEO
Cold Spring School District	Santa Maria-Bonita School District
Guadalupe USD	Santa Ynez Valley UHSD
Lompoc USD	SELPA

Vista Del Mar USD was not present for this vote.

D. Trustees Errors & Omissions Coverage Renewal for 2025-26

Ms. Hatley summarized the terms of SIPE’s annual Trustees Errors and Omissions coverage renewal, noting that the rate would remain flat. Ms. Anderson advised that the budget reflected a ten percent increase in order to allow for any possible changes, in consideration of the fact that the final renewal proposal would be received following the meeting. As with past years, when the Board returns to meet in September, the final cost will be ratified at that meeting to allow for this timing consideration.

Motion made by Doug Sorum (Lompoc USD), seconded by Ron Simpson (Orcutt USD), to approve the renewal of Errors and Omissions coverage with the APPL program via Alliant Insurance Services for 2025-26 with a ten percent “buffer” added to the budget.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD	Orcutt USD
Buellton USD	SBCEO
Cold Spring School District	Santa Maria-Bonita School District
Guadalupe USD	Santa Ynez Valley UHSD
Lompoc USD	SELPA

Vista Del Mar USD was not present for this vote.

E. Review of Active Service Provider Contracts & Procurement Policy

As a follow up item from the Strategic Planning Session, Ms. Anderson presented an overview of all active service provider contracts and reviewed a sample procurement policy for the Board to review. The policy, meant to serve as a guide for future contracts, is a step toward alignment with AGRiP advisory standards and will establish parameters for standardizing procedures for purchasing goods and services. The Board did not request any further edits, so staff committed to presenting a final version for approval at the September board meeting.

No action – information only.

F. Procurement and Maintenance of Vehicle for Risk & Loss Control Manager

President Lewis reminded the Board that Keith Cox, Risk & Loss Control Manager, had been provided a vehicle by SIPE to use on official business, which had since been totaled in a rear end collision. At the March 24 meeting, SBCEO presented the option of replacing the vehicle with a Ford Maverick, the standard for the County’s current fleet of vehicles. Following discussion, the Board tabled the item, requesting that staff seek additional information including options for a lease rather than purchasing outright, to be provided at the May 19 meeting. In the meantime, a rental vehicle was provided for Mr. Cox.

The Board considered both the leasing terms and the purchase MSRP (\$28,590 before taxes and fees) and decided that an outright purchase would be the preferred option.

Motion made by Doug Sorum (Lompoc USD), seconded by Javier Cavazos (Santa Maria-Bonita School District), to approve the purchase of a Ford Maverick as the Risk & Loss Control Manager vehicle at the quoted price of \$28,590 plus taxes and fees, to be applied to the 2024-25 budget.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD	Orcutt USD
Buellton USD	SBCEO
Cold Spring School District	Santa Maria-Bonita School District
Guadalupe USD	Santa Ynez Valley UHSD
Lompoc USD	SELPA

Vista Del Mar USD was not present for this vote.

G. Agreement for Risk Control Services between SIPE and SBCEO

President Lewis reminded the Board that upon review of the Risk & Loss Control Manager documentation in regards to the replacement of the vehicle, it was discovered that no prior written agreement existed outlining the details of the position (nor any documentation providing guidelines for the provision of a vehicle as part of the role). Staff drafted an agreement between SIPE and SBCEO, as the Risk & Loss Control Manager’s employer, at the Board’s request. Ms. Anderson advised that SIPE and SBCEO Legal Counsels were provided with a draft for initial review, and agreed on the version being presented.

One revision requested by the Board was to remove mention of Keith Cox specifically, as the agreement was written between SIPE and SBCEO. This would allow the agreement to remain in effect regardless of the employee fulfilling the Risk & Loss Control Manager role. The Board agreed to all other terms in the agreement, including updating the vehicle provision clause to reflect the decision made to purchase the Ford Maverick outright and have SBCEO provide regular maintenance.

Motion made by Doug Sorum (Lompoc USD), seconded by Laura Becker (Allan Hancock Joint CCD), to approve the agreement for Risk & Loss Control Manager and grant authority to SBCEO as Fiscal Agent to finalize the vehicle clause with General Counsel prior to execution.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD	SBCEO
Buellton USD	Santa Maria-Bonita School District
Cold Spring School District	Santa Ynez Valley UHSD
Guadalupe USD	SELPA
Lompoc USD	Vista Del Mar USD
Orcutt USD	

H. Adoption of Risk Management Professional Development Policy

Ms. Anderson reviewed a newly drafted Risk Management Professional Development Policy, noting that the SIPE budget already includes \$10,000 annually for reimbursement to Board members who attend risk management industry conferences and educational events, but no prior policy had been established in writing defining how to access the funds. As such, there was minimal utilization in recent years among members. The policy presented was designed to provide members with clear guidance on reimbursement allowances, as well as suggestions for opportunities that would qualify for the funds.

Motion made by Laura Becker (Allan Hancock Joint CCD), seconded by Melissa Maxwell (Buellton USD) to adopt the Risk Management Professional Development policy as proposed.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD	SBCEO
Buellton USD	Santa Maria-Bonita School District
Cold Spring School District	Santa Ynez Valley UHSD
Guadalupe USD	SELPA
Lompoc USD	Vista Del Mar USD
Orcutt USD	

I. Adoption of Budget for the 2025-26 Program Year

Vice President Evenson presented the draft budget for the 2025-26 program year, with Budgeted Reserves and Fund Balance totaling \$15,545,798. Following approval, any necessary additional revisions based on Board action and final numbers for coverages as bound by June 30 will be presented to the Board at the September 19 meeting.

Motion made by Doug Sorum (Lompoc USD), seconded by Anita Flores (Guadalupe USD), to adopt the SIPE budget for the 2025-26 program year.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD	SBCEO
Buellton USD	Santa Maria-Bonita School District
Cold Spring School District	Santa Ynez Valley UHSD
Guadalupe USD	SELPA
Lompoc USD	Vista Del Mar US
Orcutt USD	

J. Proposed Meeting Dates for 2025-26

President Lewis advised that a shift in day of the week for meetings was proposed for the coming year (from Mondays to Fridays) in an effort to elicit increased participation from members. Meetings would still start at 9:30 a.m. and be held remotely except for the March meeting, typically held in person at the Santa Ynez High District board room. The proposed dates for the coming year were:

- September 19, 2025
- December 12, 2025
- March 6, 2026
- May 15, 2026

Motion made by Doug Sorum (Lompoc USD), seconded by Maureen Fitzgerald (Cold Spring School District), to adopt the proposed meeting schedule for the 2025-26 program year.

Motion passed unanimously by all members present voting “aye”:

Allan Hancock Joint CCD
Buellton USD
Cold Spring School District
Guadalupe USD
Lompoc USD
Orcutt USD

SBCEO
Santa Maria-Bonita School District
Santa Ynez Valley UHSD
SELPA
Vista Del Mar US

K. Loss Control Update

Keith Cox, Risk and Loss Control Manager, presented an update on training and services provided to the membership since the last Board meeting, including:

- Ergonomics evaluations and equipment for Lompoc, AHC, SMBSD, SBCEO, and SMJUHSD
- CPR classes for Goleta and SMBSD
- Forklift training for Orcutt
- Mobile Elevating Work Platforms (MEWPS) training for SMJUHSD
- AED supplies to Orcutt, College, and SBCEO
- Chaired Safety & Health Management Committee meeting featuring a guest speaker from Centigex, a Safety Platform for schools (lined up with Workplace Violence Prevention Program)
- all Safety Incentive Program funds utilized for the fiscal year
- Updated SIPE website adding minutes and agenda for SIPE Board and Safety Committee, and updated IIPP section
- Attended district safety meetings for AHC, SMJUHSD, Orcutt, and SMBSD

No action – information only.

L. Claims Administration Update

Bruce White, Claims Manager, presented a claims administration overview as of May, including:

- Current claims activity
- Open/Closed claims
- Quarterly frequency breakdown (past 5 years)
- Year over year change in reserves & IBNRs
- Estimated value of claims (current fiscal year)
- Amount paid in first year of DOI (past 10 years)

No action – information only.

7. CLOSING COMMENTS

President Lewis reminded attendees that the next Board meeting would be held remotely via teleconference on September 19, 2025.

8. ADJOURNMENT

The meeting was adjourned at 10:49 a.m.