



EXECUTIVE BOARD OF DIRECTORS AGENDA
APRIL 5, 2018 | 5PM
CUPERTINO CITY HALL | 10300 TORRE AVENUE | CUPERTINO, CA 95014

1. Call to order
2. Consent Agenda
 - a. Executive Board Meeting Minutes: March 2018
 - b. Financial Statements: January, February, March 2018
3. New Business
 - a. General Meeting (May)
 - b. Administrative:
 - i. D & O Insurance
 - ii. Registering name
4. Reports & Future Board Agenda Items:
 - a. Ad Hoc Committee to form Santa Clara/Santa Cruz Community/ Roundtable
 - b. SVLG Request – Autonomous Vehicles (June)
 - c. Updates from appointees – select updates
 - d. Firearm Safety – information
 - e. Other items for board meeting: (ie, update on Measure A from County)
5. City Manager's Report
6. Executive Director Report
 - a. Silicon Valley Regional Economic Forum – April 13
7. Public Comment
8. Adjournment



Executive Board of Directors Meeting – Agenda Report

Meeting Date: April 5, 2018

Subject: 2a & 2b Consent Agenda

- Executive Board Meeting Minutes: March 2018
- Financial Statements: January, February, March Management Reports 2018



EXECUTIVE BOARD OF DIRECTORS AGENDA
MARCH 1, 2018 | 5PM
CUPERTINO CITY HALL | 10300 TORRE AVENUE | CUPERTINO, CA 95014

Call to order by CASCC President Rod Sinks at 5:05PM. In attendance: Manny Cappello, Pat Showalter, Marico Sayoc, Greg Scharff (by phone), Timm Borden (City of Cupertino/SCCCMA).

Consent Agenda: Financial Statements were removed from the Consent Agenda so that the Secretary Treasurer could review. Manny Cappello motioned to approve the February meeting minutes, 2nd by Marico Sayoc. Minutes were unanimously approved.

Organizational Status: Greg Scharff gave an update on the organizational status and his discussion with Hanson Bridgett and Andi Jordan. After discussion, the Executive Board agreed by consensus to put a “hold” on further work with Hanson Bridgett, with the option to engage them further in the future.

2018 Goal Setting/Workplan: Rod Sinks led the discussion of presentations for 2018 Board meetings. The final workplan is attached.

After discussion, the Executive Board unanimously agreed that the March Board Agenda would include:

1. Silicon Valley Joint Venture – Partnership Challenge
2. EMS (EMS Committee)
3. RHNA (March)
4. MTC Report (Jeannie Bruins)
5. Measure A update (Glenn Hendricks)
6. 2018 Legislative Guiding Principles (Sayoc/Legislative Action Committee)-consent

The meeting adjourned at 6:33PM until the next meeting, Thursday, April 5, 2018 at Cupertino City Hall.

Respectfully submitted,
Andi Jordan
Executive Director

Management Report

CITIES ASSOCIATION OF SANTA CLARA COUNTY

For the period ended March 31, 2018



Prepared on

April 3, 2018

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Profit and Loss

March 2018

	Total
INCOME	
Directory Income	630.00
Gusto/Payroll	-45.00
Other Income	5.56
Total Income	590.56
GROSS PROFIT	
	590.56
EXPENSES	
Insurance	43.00
Office	
Conferences/Director's Expenses	887.50
Directory Production	961.38
Hospitality	139.00
Internet - Web Hosting Services	59.94
Miscellaneous	
Bank Service Charges	3.00
Total Miscellaneous	3.00
Postage and Delivery	165.85
Printing and Copying	174.34
Software Licenses	66.49
Total Office	2,457.50
Other Miscellaneous Service Cost	5.50
Professional Services	
Employee Expenses	
Payroll Taxes	446.25
Payroll Wages/Salary	5,833.33
Total Employee Expenses	6,279.58
Total Professional Services	6,279.58
Total Expenses	8,785.58
NET OPERATING INCOME	-8,195.02
NET INCOME	\$ -8,195.02

Balance Sheet

As of March 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking - Union Bank	2,868.32
Total Bank Accounts	2,868.32
Accounts Receivable	
Accounts Receivable	120.00
Total Accounts Receivable	120.00
Other Current Assets	
Accrued Interest	44.60
LAIF Funds	65,699.33
Total Other Current Assets	65,743.93
Total Current Assets	68,732.25
Fixed Assets	
Accumulated Depreciation	-1,372.97
Machinery and Equipment	2,203.41
Total Fixed Assets	830.44
TOTAL ASSETS	\$69,562.69
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
First National Bank of Omaha	278.67
Total Credit Cards	278.67
Other Current Liabilities	
Payroll Liabilities	590.20
State Withholding	-379.32
Total Payroll Liabilities	210.88
Total Other Current Liabilities	210.88
Total Current Liabilities	489.55
Total Liabilities	489.55
Equity	
Reserves	0.00
Reserve for New Equip.	5,000.00
Reserve for Operations	35,000.00
Total Reserves	40,000.00
Unrestricted Fund Balance	3,089.33
Net Income	25,983.81
Total Equity	69,073.14
TOTAL LIABILITIES AND EQUITY	\$69,562.69



Executive Board of Directors Meeting – Agenda Report

Meeting Date: April 5, 2018

Subject: 3a General Meeting

Initiated by: Andi Jordan & Rod Sinks

Previous Consideration: Discussion at the January 2018 Executive Board Meeting

Fiscal Impact: Budgeted as a budget neutral offset by ticket (sponsorships if desired)

Attachments none

Summary: Thursday, May 10th
Residence Inn by Marriott – Cupertino Main Street
6-9PM

As briefly discussed at the January Executive Board Meeting, the proposed General Membership meeting will focus on panel discussions on the memberships highest priorities of Transportation and Housing.

2 panel discussions moderated by President Rod Sinks.

Transportation

Ryan Kauffman, Apple - Invited
Jeral Poskey, Google - Invited
Katie Ferrick, Linked In - Invited
Jaclyn Tidwell is available SPUR
Hugh Louch, Alta - ??

Housing

Jason Rhine - LCC Leg Director on housing - Yes
Jonathan Asmis, Landed.com - Yes
Polly Bove - Invited
Matt Franklin, MidPennHousing (ex-HUD and HCD)
Steve Lawson or Sarah Karlinsky, SPUR
A Home for All – SMC
Kristy Wang is SPUR's Housing Policy Director (available)



Executive Board of Directors Meeting – Agenda Report

Meeting Date: April 5, 2018

Subject: 3b i: Administrative

Initiated by: Andi Jordan, Executive Director

Previous Consideration: During organizational status updates

Fiscal Impact: \$1700/yearly included \$1625 premium = \$75 for Cal-NonProfits membership

Attachments: Cal-Nonprofits Insurance Services D & O Policy Quotes

Summary: Cal-Nonprofits Insurance Services were able to secure several good quotes.

Recommended Action: Approve budget amendment to include \$1700 for D&O policy and Cal-Nonprofit membership.

Note: I would also recommend moving Workman's Compensation insurance with Cal-Nonprofits Insurance Services as there are issues with pay as you go insurance and monthly payroll.



Cities Association of Santa Clara County

2018-19 Proposal

Presented by
Diana Andrews
CalNonprofits Insurance Services
March, 2017

(888) 427-5222

2018-2019 Marketing Results D&O/EPL

Carrier	Comment
USLI	Declined – doesn't fit risk appetite
Philadelphia	Declined – doesn't fit risk appetite
Monitor	Declined – doesn't fit risk appetite

This is intended as a brief summary of the 2017-2018 Coverage Options. It is not a guarantee of rates or coverage, please consult the carriers proposal for additional rate and coverage information. In the event of a discrepancy the carriers quote will prevail.

Directors and Officers/Employment Practices Liability Summary

	Ace	Great American	Comments
Directors & Officers Liability	1,000,000 2,000,000	1,000,000 2,000,000	Coverage A: Breach of Duty, Care, Loyalty.
Fiduciary Liability	N/A	N/A	
Employment Practices Liability	1,000,000 2,000,000	1,000,000 2,000,000	Coverage B: Wrongful Employment: Discrimination, Harassment. Third party Claims such as customers, vendors and third party claims
D&O Retention	1,000	5,000	
Employment Practices Retention	1,000	5,000	
Estimated Premium	1,599 2,158	1,085 1,625	

BIND ORDER

This is intended as a brief summary of the 2017-2018 Coverage Options. It is not a guarantee of rates or coverage, please consult the carriers proposal for additional rate and coverage information. In the event of a discrepancy the carriers quote will prevail.

Below you will find a summary of the coverage recommended and/or obtained by CIS. More detailed information regarding each quote is also attached.

Line of Business	Eff. Date	Carrier	Quoted	Accepted	Declined	Accepted
Directors and Officers with Employment practices \$1M limit	3-9-18	Great American	\$1,084	<input type="checkbox"/>	<input type="checkbox"/>	\$1,084
				<input type="checkbox"/>	<input type="checkbox"/>	
Directors and Officers with Employment practices \$2M limit	3-9-18	Great American	\$1,625	<input type="checkbox"/>	<input type="checkbox"/>	1,625
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
CIS Service Fee**			\$Waived			
		TOTAL		<input type="checkbox"/>	<input type="checkbox"/>	\$

IN CASE OF A DISCREPANCY, CARRIER'S ACTUAL QUOTE WILL PREVAIL.

Payment terms may be provided by the carrier(s).

Instructions:

Great American EPL application completed and signed

Please bind the total premium(s) above indicated as 'accepted' for a total of \$ _____

I understand that a CAN membership must be maintained at all times during the length of all policies and that service fees will be billed separately.

Authorized Signature

Print Name, Title

Date

This is intended as a brief summary of the 2017-2018 Coverage Options. It is not a guarantee of rates or coverage, please consult the carriers proposal for additional rate and coverage information. In the event of a discrepancy the carriers quote will prevail.

RECOMMENDED COVERAGE CHECKLIST

CalNonprofits is a full-service agency and can service all of your insurance needs. Most nonprofits need all or most of the coverage listed below. We have checked the boxes for the coverage that we are quoting for you or that you currently have with CIS. **For all other coverage, please select the appropriate box and explain in the area provided. If you have coverage with another agency, please provide the renewal date in the explanation box.**

Coverage	CIS	Written with other agent	No Exposure	Uninsured	Explanation
Workers Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Liability Coverage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommended
Employee Benefits Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property Coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inland Marine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professional Liability (E & O)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Abuse/Molestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Directors & Officers Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quoted
Employment Practices Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quoted
Cyber Security Coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Breakdown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Automobile (owned)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hired/Nonowned Auto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommended
Excess/Umbrella Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Catastrophe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I have read the above checklist and have had each area of coverage explained to my satisfaction. None of the categories of coverage are left blank. I understand that if any of my exposures or any of my coverage preferences change, it is my responsibility to notify CalNonprofits Insurance to discuss proper coverage.

Print Name

Signature

Date

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Specialized Services for Nonprofits

CalNonprofits Insurance Services realizes the importance of quality service and views this as one of our strongest attributes. We work closely with each of our insured nonprofit organizations and personalize our services to meet their needs. Below is a summary of some of the exclusive services that we provide.

 **Annual Evaluation & Renewal Assistance**

We aggressively market your account at renewal to qualified carriers to ensure we are receiving the most competitive rates. This includes annual coverage analysis with recommendations and options.

 **Claims Management**

We work closely with claims adjustors to manage open claims and update your management team accordingly.

 **Account Manager**

Your organization will have a designated account manager who works exclusively with Property & Casualty insurance. This individual will provide you with ongoing customer service support throughout the year. See Service Team Contact Information on the next page.

 **In-House Certificate Issuance**

We understand the importance of insurance certificates and the impact on client operations. We process all certificate requests within three business days and often within 24 hours.

 **Safety Program / Loss Control Resources**

We work with your safety officer to assist with implementing and managing an effective safety/risk management program.

 **Compliance Administration & Human Resource Information**

We are committed to providing our clients with education and resources necessary to navigate compliance issues.

 **Workers' Compensation Classification Analysis**

We provide assistance in analyzing your workers' compensation classifications and will notify you of any changes in your rating factors.

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Service Team Contact Information

CIS is proud to provide an extensive service team to nurture and extend the relationship with your broker. After binding, you will be assigned a dedicated Account Manager. Additionally, any member of our team is capable, knowledgeable and ready to assist you and your organization. Team work is important to our agency and excellent service is our mission.

Cyndi Skelton, PC Customer Service Supervisor
(831) 824-5013, direct line
Cyndi@cal-insurance.org

Heidi Jensen, PC Account Manager
(831) 824-5024, direct line
Heidi@cal-insurance.org

Katie Covens, PC Account Manager
(831) 824-5018, direct line
Katie@cal-insurance.org

Abby Ramirez, PC Broker Executive
Assistant
(831) 824-5008, direct line
Abby@cal-insurance.org

Sandra Johnson, PC Account Manager
(213) 401-1014, direct line
Sandra@cal-insurance.org

Next Steps

- ✓ Complete and sign Recommended Coverage Checklist and return to our office via fax or email
- ✓ Complete and sign Bind Order form and return to our office via fax or email
- ✓ Enroll in CalNonprofits membership, online <https://calnp.memberclicks.net/join-now-> (application attached)
- ✓ Remit service fee to CalNonprofits Insurance Services
- ✓ Receive welcome letter and dedicated Account Manager assignment

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CalNonprofits Membership Benefits

- 👉 Discount Programs with rental cars and hotels, Office Depot supplies, UPS shipping, webinar series, & more
- 👉 Access to a Member-Only Library of Articles and Templates to maintain Compliance as a non-profit organization
- 👉 Marketing discounts
- 👉 HR360 Free Access – Employment Law Resource
- 👉 Background Checks
- 👉 Access to Virtual Meeting Solutions
- 👉 Retirement Plan Management Services
- 👉 Advocacy in the California Nonprofit Sector

Membership dues are determined by your organization's operating budget.

Nonprofit Budget	Dues for 12 Months
Less than \$74K	\$75
\$75K - \$250K	\$125
\$251K - \$1M	\$225
\$1.1M - \$4.9M	\$450
\$5M - \$9.9M	\$750
\$10M +	\$950

If you have questions or concerns regarding membership, please contact our membership manager – Christina Dragonetti at christinad@calnonprofits.org or call her direct line **(415)-926-0668**. Thank you!

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yes! I want to strengthen
 the voice of nonprofits
 in California!

PRIMARY CONTACT INFO

Name: _____
 Title: _____ Phone: _____
 Email: _____

ORG INFO

Organization: _____
 Address/City/Zip: _____
 Phone: _____ Sector (e.g. Arts) _____
 Website: _____
 2nd Contact Name: _____
 Email: _____ Phone: _____

How did you hear about CalNonprofits?

- Blue Avocado
- CalNonprofits Insurance Services (CIS)
- CalNonprofits Staff
- Direct Mail
- Event
- Internet search
- NIAC (Nonprofit Insurance Alliance of California)
- Personal referral/Word of Mouth
- CalNonprofits website

Why did you decide to join *today*?

- Access to insurance
- Access to discount programs
- Engage in Advocacy
- It's the "right thing to do"
- Feel more connected to the nonprofit sector
- Apply for the Award of Excellence
- Pay discounted "Member rate" for event

Other: _____

PAYMENT INFO

Check enclosed for \$ _____
 Credit Card: Visa / Mastercard / AmEx
 Name _____
 # _____
 Exp. _____ Security code _____
 Billing Address _____
 City _____ State _____ Zip _____
 I authorize CalNonprofits to charge \$ _____ to this card.
 Signature _____

Above & Beyond Sector Sustainer!

Diamond	\$10,000
Gold	\$5,000
Silver	\$2,500
Bronze	\$1,500

Nonprofit Member (Budget)		Associate Member	
Less than \$74K	\$75	Individual	\$250
\$75K - \$250K	\$125	Small Business	\$250
		Student/Retired	\$55
\$251K - \$1M	\$225	Foundation Member (Giving in CA last year)	
\$1.1M - \$4.9M	\$450	Less than \$250K	\$500
\$5M - \$9.9M	\$750	\$250K - \$1M	\$1,000
		\$1M - \$15M	\$2,500
\$10M +	\$950	Over \$15M	\$5,000

Please return this form by email, mail or fax to

Christina Dragonetti, Membership Manager
 275 Fifth Street, San Francisco, CA 94103

Email: ChristinaD@calnonprofits.org

Fax: (866) 731-1672

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Executive Board of Directors Meeting – Agenda Report

Meeting Date: April 5, 2018

Subject: 3b ii: Fictitious Business Name Registration

Initiated by: Andi Jordan, Executive Director

Previous Consideration: Discussed briefly during organizational status update in March 2018

Fiscal Impact: Estimated fees: \$40.00 + publishing fees (\$65 - \$\$500.)

Attachments: None

Summary: California law requires any individual, corporation, limited liability company, partnership or other association transacting business in California under a fictitious name to file, publish and periodically renew a fictitious business name statement. This requirement is designed to inform the public of the identity of the “person” or “persons” doing business under a fictitious name.

Alternatively, the Board may choose to direct the Executive Director to inquire with the IRS if the Association is a “government instrumentality”. If deemed a “government instrumentality”, no fictitious business name is needed.

Recommended Action: Approve registering fictitious business name with the County.



Executive Board of Directors Meeting – Agenda Report

Meeting Date: April 5, 2018

Subject: 4. Reports & Future Board Agenda Items

Initiated by: Committee, outside organizations

Previous Consideration: n/a

Fiscal Impact: n/a

Attachments: SVLG Request, workplan to keep in mind future topics

Summary:

- Ad Hoc Committee to form Santa Clara/Santa Cruz Community/ Roundtable
- SVLG Request – Autonomous Vehicles (June)
- Updates from appointees – select updates
- Firearm Safety – information (City, County, State Regulations)
- Other items for board consideration: (ie, update on Measure A from County, other topics)

Recommended Action: Executive Board input will set Agenda for April and future meetings.



REQUEST TO PRESENT TO THE BOARD OF DIRECTORS

Return to executive_director@citiesassociation.org at least 2 weeks prior to the Board Meeting for consideration.

NAME OF ORGANIZATION: SILICON VALLEY LEADERSHIP GROUP

Name of Contact Person: Paul Escobar
Phone: 408.501.7875
Email: pescobar@svlg.org
Presenters: Still being determined

REQUEST (WHAT WILL BE PRESENTED?):

A primer on automated vehicles—what they are, levels of automation, and some implications that they have for municipalities.

Our hope is to present in May or June.

RELEVANCE TO THE CITIES ASSOCIATION:

Automated vehicles hold immense promise and have profound implications for cities. We would like to serve as a resource to local governments as they contemplate what AVs might mean for their communities. There is a lot of noise out there about AVs—what they are, how quickly they are coming, what they mean for a variety of social issues. We would like to help navigate these questions and share our perspective.

WHAT ACTION IS REQUESTED OF THE CITIES ASSOCIATION?

No specific actions will be recommended. The idea here is largely to start a conversation and to offer ourselves as a resource for local governments that are thinking about AVs.

MATERIALS TO BE SENT TO SUPPORT PRESENTATION:

None.

Cities Association of Santa Clara County – 2018 Workplan

Topic	Subtopic	Committee members	Presentation scheduled
Transportation & Funding	Collaboration between cities & major employers on transit solutions to serve all	Rod Sinks* , Pat Showalter, Rob Rennie, Debbie Davis, Greg Scharff	October
	New models to fund mass transit given new federal tax & funding realities such as public private partnerships or headcount/payroll tax	Rod Sinks* , Greg Scharff	May General Membership meeting/October
	Local &/or regional transit agency governance reform	Rod Sinks* , Pat Showalter, Greg Scharff	October
	Leverage requests to support RM3 or mega measures	Rod Sinks* , Greg Scharff	October
Housing & Homelessness	ADUs	Rod Sinks* , Marsha Grilli, Pat Showalter, Larry Klein	September
	Vehicle dwellers	Steve Tate, Marsha Grilli, Pat Showalter* , Manny Cappello	June
	Measure A Housing Bond	Glenn Hendricks* , Rod Sinks, Marsha Grilli, Pat Showalter	March/ongoing
	Ongoing analysis of state legislation	Marico Sayoc* , Marsha Grilli, Pat Showalter, Rob Rennie, Larry Klein, Greg Scharff	ongoing
Sustainability	Greenhouse emissions	Steve Tate, Rod Sinks, Gary Waldeck, Marsha Grilli, Pat Showalter*	November
	EV infrastructure	Rod Sinks, Rob Rennie, Larry Klein* , Jan Pepper, Greg Scharff	November
Other topics			
	Smart Cities	Rod Sinks, Chappie Jones, Gary Waldeck, Jeff Cristina, Greg Scharff* , Peter Leroe-Munoz*	June
	Age-Friendly Implementation	Gary Waldeck, Manny Cappello* , Rob Rennie, Debbie Davis	August
	EMS Option	Chappie Jones* , Greg Scharff	March
	Guns	Marico Sayoc/LAC	April

Cities Association of Santa Clara County – 2018 Workplan

	Aircraft Noise	Greg Scharff* , Gary Waldeck, Mary-Lynne Bernald, Pat Showalter, Savita Vaidhyanathan, Larry Klein, Steve Tate	April
	RHNA Sub-Region Task Force	Greg Scharff* , Jim Griffith, Pat Showalter, Chappie Jones	March