

**North Bay Schools Insurance Authority
Board of Directors Meeting
September 28, 2016**

MINUTES

CALL TO ORDER The meeting was called to order at 11:58 a.m. by President Rahill.

ATTENDANCE Those in attendance were:
Tim Rahill, Benicia Unified School District
Tommy Welch, Solano County Office of Education
Michelle Henson, Fairfield-Suisun Unified School District
Matt Best, Davis Joint Unified School District
Alejandro Hogan, Napa Valley Unified School District
Joshua Schultz, Napa County Office of Education
Adrian Vargas, Dixon Unified School District
Rob Martinez, Fairfield-Suisun Unified School District

Staff and Guests:
Janet Selby, NBSIA
Ken Hearnberger, NBSIA (left 1:00 pm)
Suzanne Dillman, NBSIA
Kami Liñan, NBSIA
Jo Ann Nelson, NBSIA
Shelby Van Orsow, NBSIA
Jim Holobaugh, Alliant Insurance Services

Absent:
Cecile Nunley, Vallejo City Unified School District
Yulian Ligioso, Solano Community College
Jamie Metcalf, Travis Unified School District
Deo Persaud, Vacaville Unified School District

APPROVAL OF AGENDA

Motion was made by Schultz and seconded by Welch to approve as presented: Ayes: Rahill, Welch, Henson, Best, Hogan, Schultz, Vargas; Noes: none; Abstained: none.

REPORTS TO BOARD

Public Comments: None.

Presentation of Owner-Controlled Insurance Program

Jim Holobaugh, Senior Vice President, Construction Services Group, Alliant Insurance Services delivered an informative presentation on Owner-Controlled Insurance Programs as an option for members executing large construction projects.

OCIPs are offered as an alternative to the traditional approach for insuring large construction projects wherein General Contractors provide coverage and charge the cost plus markup. This can result in coverage gaps that are eliminated with use of an OCIP. Particularly interesting, an OCIP would allow NBSIA members to pool their projects and secure coverage with higher limits and lower cost. Selby will check back in with board members to see if combined anticipated construction projects would meet the coverage minimum of approximately \$100 million, and if there is interest among the membership.

BOARD MEMBER REPORTS AND COLLABORATION

Selby shared a local news video highlighting Davis High School's efforts to minimize football-related injuries by implementing use of additional protective pads around the body.

COMMUNICATIONS AND EXECUTIVE DIRECTOR'S REPORT

NBSIA recently received AGRIP recognition, similar to the CAJPA Accreditation, reflecting industry leadership in adherence to best practices.

Selby discussed ongoing projects, mostly focused around technology, as identified in the recently completed Future Point of View (FPOV) Gap Analysis. Welch and Schultz, who attended the FPOV Workshop offered in August, provided positive feedback regarding that event.

In addition, Selby also reminded the Board that Eric Mower and Associates (EMA) are in the process of creating a Crisis Communication Toolkit for members. It will be designed as a ready reference requiring no prior training. Schultz and Best remarked that their respective entities have begun to develop stock messaging, and agreed to share those with the group. Anyone interested in additional training with EMA should contact Selby.

Finally, Selby discussed upcoming annual meetings to present NBSIA's annual Risk Management Report Cards, and inquired how those may be presented at cabinet meetings. She will follow up in October to schedule.

ACTION ITEMS

Approval of Consent Calendar:

Motion to accept the minutes of the June 15, 2016 Board Meeting, Memorandum of Workers' Compensation Coverage, and Quarterly Financial Statements at June 30, 2016 (unaudited) was made by Welch, seconded by Best, and approved as follows: Ayes: Rahill, Welch, Henson, Best, Hogan, Schultz, Vargas; Noes: none; Abstained: none.

Finance/Operations

2016/17 Final Annual Budget

Selby noted that one material change was made to the preliminary budget, that being reduction of the Property/Liability program contribution line item to reflect use of rate stabilization funds. The Executive Committee recommended approval of the 2016/17 Final Annual Budget.

Motion to approve the 2016/17 Final Annual Budget was made by Schultz, seconded by Welch and approved as follows: Ayes: Rahill, Welch, Henson, Best, Hogan, Schultz, Vargas; Noes: none; Abstained: none.

Annual Investment Policy Review and Delegation of Investment Management Authority

The Board was asked to review the policy and reauthorize delegation of investment management authority to the Executive Committee pursuant to Government Code Section 53607.

Motion to approve the Investment Policy without change and renew delegation of investment authority to the Executive Committee was made by Schultz, seconded by Best and approved as follows: Ayes: Rahill, Welch, Henson, Best, Hogan, Schultz, Vargas; Noes: none; Abstained: none.

Board Policy and Procedure Revisions

Selby reported that several revisions were made, mostly technical and clean-up to match current practices. The Executive Committee recommended approval of revisions to the Board Policy & Procedures.

Motion to approve the Board Policy and Procedure Revisions was made by Best, seconded by Welch and approved as follows: Ayes: Rahill, Welch, Henson, Best, Hogan, Schultz, Vargas; Noes: none; Abstained: none.

NON-ACTION DISCUSSION ITEMS

SELF Assessment Update

Selby presented communication from Schools Excess Liability Fund (SELF) CEO Eric Lucas regarding progress in their Excess Workers' Compensation runoff program. NBSIA was a participant for ten years concluding in 2002/03 and pays an annual assessment to address a deficit during those years. The SELF Board will review the assessment plan at the end of 2017/18 to see if adjustments are needed.

Strategic Planning

Selby shared the topics planned for discussion at the annual Strategic Planning session. These include review of NBSIA's mission, vision, and core values, member communications, and board governance. Discussion will be facilitated. The Board expressed agreement with this plan.

Legislative Update

Selby shared a number of legislative updates that will impact members in the future. Of note, a bill pertaining to Epi-Pens has expanded immunities for users. Other updates pertain to mandated CPR instruction for students in required health classes (AB 1719), inclusion of videos as an "electronic act" form of bullying (AB 2212), and requirement that public entity board agendas be posted electronically via their websites as of 1/1/19 (AB 2257).

Department Updates

Selby reported on behalf of the Property/Liability department regarding two upcoming Risk Management Boot Camp sessions that will be held in November.

Workers' Compensation Claims Manager Kami Liñan reported progress in their conversion to new cost containment program vendors. The new Bill Review system went live late August, Utilization Review and Telephonic Case Management systems on September 1, and the new Medical Provider Network will go live in mid-October. Liñan is also collaborating with other Workers' Compensation managers to pilot a "telehealth" program for WC claims.

Member Services Manager Suzanne Dillman announced that the Post-Offer Employment Testing (POET) program is now implemented in all available schools, with VCUSD awaiting confirmation. In five years, Member Services has implemented the program in 12 school districts across six job classes. In addition, Dillman announced that the STOP!T program is launching at St. Helena High School.

Administrative Assistant Shelby Van Orsow revealed plans to include member-specific artwork in the NBSIA office. Specifically, she requested high-resolution photos of member sites or offices that will be printed and displayed, and artwork from students that can also be displayed. In addition, Van Orsow also inquired about charity endeavors undertaken by members during the holiday season, so that NBSIA may join in some of these projects. She will follow up with Board Members regarding these requests.

INFORMATIONAL ITEMS

Dental/Vision Claims Experience Reports at June 30, 16

Included were the fiscal year 2015/16 reports of claim costs to contributions at June 30, 2016

ADJOURNMENT: There being no further business, the meeting was adjourned at 1:17 p.m.

Respectfully submitted:

Janet Selby (signature on file)

Janet Selby, Executive Director

September 28, 2016

Date

Approved by board:

NBSIA Board of Directors

January 27, 2017

Date