

**North Bay Schools Insurance Authority  
Board of Directors Meeting  
June 7, 2017**

**MINUTES**

**CALL TO ORDER**     The meeting was called to order at 12:04 p.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  
                              Cecile Nunley, Vallejo City Unified School District (left 1:03 pm)  
                              Matt Best, Davis Joint Unified School District  
                              John Calise, Dixon Unified School District  
                              Wade Roach, Napa Valley Unified School District  
                              Josh Schultz, Napa County Office of Education  
                              Pamela Conklin, Travis Unified School District  
                              Janet Dietrich, Vacaville Unified School District

                              Staff and Guests:  
                                  Janet Selby, NBSIA  
                                  Colleen Abney, NBSIA  
                                  Ken Hearnberger, NBSIA  
                                  Suzanne Dillman, NBSIA  
                                  Kami Liñan, NBSIA  
                                  Shelby Van Orsow, NBSIA  
                                  Tracy Robinson, Solano County Office of Education

                              Absent:  
                                  Yulian Ligioso, Solano Community College

**APPROVAL OF AGENDA**  
                              Motion was made by Welch, seconded by Best, and carried unanimously to approve as presented. (*Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

**REPORTS TO BOARD**  
                              Public Comments:     None.

**BOARD MEMBER REPORTS AND COLLABORATION**  
                              Cecile Nunley shared with the group that her tenure at VCUSD is coming to a close and that she has enjoyed working with the NBSIA Board of Directors and attributes significant progress in VCUSD's Workers' Compensation program to their membership in the pool.

## **ACTION ITEMS**

### Approval of Consent Calendar:

Motion was made by Welch, seconded by Best, and carried unanimously to approve the minutes of the April 19, 2017 Regular Board Meeting, Financial Statements at March 31, 2017, the Memorandum of Workers' Compensation Coverage 2017/18, and the Memorandum of Liability Coverage 2017/18 as presented. *(Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.)*

## **Property and Liability Program**

### 2017/18 Proposed Rates and Contributions

Selby reported that excess liability continues to be a hard market for California schools, although this year did not bring the same level of increase as last year. The BASIC Board of Directors voted to approve an excess coverage rate that includes a surcharge, to help build surplus as part of the group's long-term funding and retention strategy.

The overall Property and Liability Program contribution budget is up 3%, a much better result than last year. Withdrawal of Vacaville USD from the Property and Liability pool will impact remaining member rates as costs are redistributed. The Board has the option of utilizing the rate stabilization fund to ease the impact of this increase.

Selby also discussed options for additional cyber liability coverage. In light of the exposure and reasonable rates, the board was encouraged to consider purchasing this additional coverage.

A motion was made by Roach, seconded by Best and carried unanimously to approve the rates as presented, including use of 50% of the rate stabilization fund, and additional cyber coverage presented as option 3 in the staff report. *(Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.)*

## **Vision Program**

### Proposed 2017/18 Rates

Schools Insurance Authority provided renewal information for the group vision program effective July 1, 2017, with a decreased total contribution of 3%. Utilization will affect individual member rates, although all will see some level of decrease.

A motion was made by Best, seconded by Welch, and carried unanimously to approve the proposed rates as presented. *(Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.)*

## **Finance/Operations**

### 2017/18 Preliminary Budget

Selby reported that staff continues to focus on controlling the frequency and cost of claims, and implementing the strategic objectives decided by the board in January. The proposed budget represents a 1% increase over the current year. Finance Manager Ken Hearnberger reviewed the budget narrative, including assumptions, significant changes from the prior year, personnel changes and major projects and programs. An accounting of

equity-funded programs was also presented, with no request for allocation of additional funds.

A motion was made by Schultz, seconded by Nunley, and carried unanimously to approve the 2017/18 Preliminary Annual Budget as presented. (*Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

#### Amendment to JPA Bylaws

Selby reviewed the proposed change to the JPA Bylaws related to prerequisites for serving as Board President. The goal is to balance the value of experience with the practical governance needs of the organization in light of the Board's small size. The new Bylaws would require at least one year of active service on Executive Committee and at least two years on the Board of Directors. In addition, the immediate past President may serve as an ex officio member to provide support and knowledge transfer.

A motion was made by Best, seconded by Nunley, and carried unanimously to approve the proposed Bylaws amendment that amends the prerequisites to serve as Board President. (*Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

#### Amendment to Board Policy & Procedure

Since 2010/11, members have had the option to pay Property/Liability contributions in three installments (40/40/20), due on the 20<sup>th</sup> of July, October, and January. This process was implemented to provide members with financial relief during difficult times. Selby stated that the incremental billing option appears to be working well for members, and reviewed the proposed amendment to Board procedure to make the change permanent.

A motion was made by Roach, seconded by Best, and carried unanimously to approve the change in Board procedure to include the incremental billing option for Property/Liability contributions. (*Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

#### 2017/18 Election of Officers

Board President Tim Rahill proposed a slate of officers for 2017/18 as follows:  
President: Tommy Welch, Solano County Office of Education  
Vice President: Michelle Henson, Fairfield-Suisun Unified School District  
Auditor: Josh Schultz, Napa County Office of Education  
Member-at-Large: Matt Best, Davis Joint Unified School District

President Rahill has agreed to remain involved with the Executive Committee in an Ex Officio advisory role.

Following brief discussion and agreement from nominees, a motion was made by Nunley, seconded by Roach, and carried unanimously to approve the slate of officers as proposed by President Rahill. (*Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

#### 2017/18 Meeting Schedule

The meeting schedule for 2017/18 follows a similar pattern for Board and Executive Committee meetings as in past years. The Board will meet quarterly on Wednesdays (with the exception of the Strategic Planning session in January), and the Executive Committee will hold six additional Wednesday meetings throughout the year.

A motion was made by Best, seconded by Welch, and carried unanimously to approve the 2017/18 Meeting Schedule as presented. (*Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

### **Dental Program**

#### Proposal to Add Implants to Program

Selby reported that the NBSIA dental program has accrued \$2.2 million in equity, which provides members with options within the program. One such option is the addition of dental implants to all plans, something not currently included in any of the individual plans but frequently requested by members on behalf of their employees. Selby presented two options in which equity could be used to fund implants, one with full funding for five years and the other with full funding for two years and tapering thereafter to phase in any rate increase.

A motion was made by Best, seconded by Nunley, and carried unanimously to fund the addition of dental implants to all plans for two years (2017/18 and 2018/19), after which the board will decide whether and how to phase in any increased cost of the benefit via a gradual decline of the percentage of the benefit funded by equity. (*Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

### **Member Services Program**

#### Safe School Ambassadors Program Funding

Selby reviewed the Safe School Ambassadors (SSA) program, a bystander education program that teaches kids to safely intervene to stop bullying and violence in their schools. The term of a board-approved three-year grant to fund SSA in up to 15 new schools concludes at the end of this fiscal year, although the grant will continue to fund training for schools already engaged.

NBSIA staff believe this program is achieving its goals of reducing violence and improving school climate, and propose allocation of \$68,000 in workers' compensation equity to fund the program in up to three new schools. Member Services Manager Suzanne Dillman stated that NBSIA will utilize claim data to identify schools that could most benefit from the program and engage with those schools first.

A motion was made by Best, seconded by Welch, and carried unanimously to allocate \$68,000 in equity from the workers' compensation program to fund Safe Schools Ambassadors in up to three new schools. (*Ayes: Best, Calise, Conklin, Dietrich, Henson, Nunley, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

### **NON-ACTION DISCUSSION ITEMS**

Employment Hotline – 10<sup>th</sup> Year and Expanded Services

Selby shared that NBSIA's partnership with Eyres Law Group is in its 10<sup>th</sup> year, offering an employment law hotline to members, a benefit that is frequently utilized by member staff. A number of board members expressed their appreciation for the hotline and the assistance Ms. Eyres provides.

#### Inter-agency Agreement

Property & Liability Risk and Claims Manager Colleen Abney shared an inter-agency agreement as discussed at prior Board meetings. Abney asked that members take the agreement back to their general counsel for review and possible feedback. The goal of the agreement is that all members of the NBSIA Property & Liability program will use a single agreement with the same language and same protections.

#### Executive Director's Report

Selby mentioned that members of the NBSIA staff had recently attended a web accessibility training and found it extremely beneficial. Members were generally familiar with the issue and aware of efforts within their districts to address web accessibility.

Concluding her report, Selby presented President Tim Rahill with a plaque recognizing his three years of service and leadership as President of the NBSIA Board of Directors.

#### Department Reports

Member Services Manager Suzanne Dillman reported a CIF legal liability in sports training coming this fall, and asked that members' coaching and athletic staff attend. She also distributed agreements to allow Member Services staff to contact school principals in order to implement the STOP!T mobile app that has been fully-funded by NBSIA for Property & Liability Program members.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 1:20 p.m.

Respectfully submitted: Janet Selby (signature on file) Date: 6/7/17

Approved: 9/27/17