

**North Bay Schools Insurance Authority
Board of Directors Meeting
September 27, 2017**

MINUTES

CALL TO ORDER The meeting was called to order at 12:00 p.m. by President Welch.

ATTENDANCE Those in attendance were:
 Matt Best, Davis Joint Unified School District
 Janet Dietrich, Vacaville Unified School District (arrived 12:15pm)
 Michelle Henson, Fairfield-Suisun Unified School District (left 12:40pm)
 Gigi Patrick, Vallejo City Unified School District (arrived 12:02pm)
 Tim Rahill, Benicia Unified School District
 Wade Roach, Napa Valley Unified School District
 Josh Schultz, Napa County Office of Education
 Tommy Welch, Solano County Office of Education

Staff and Guests:

 Janet Selby, NBSIA
 Colleen Abney, NBSIA
 Ken Hearnberger, NBSIA
 Suzanne Dillman, NBSIA
 Kami Liñan, NBSIA
 Karen Antunes, NBSIA
 Shelby Van Orsow, NBSIA
 Rob Martinez, Fairfield Suisun Unified School District (arrived
 12:06pm)
 Jason Russell, President and CEO, Secure Education Consultants, LLC

Absent:

 John Calise, Dixon Unified School District
 Pam Conklin, Travis Unified School District
 Vacant, Solano Community College

APPROVAL OF AGENDA

 President Welch proposed amendment to the Agenda, moving item 5, Action Items, to item 3, to ensure a quorum.

 Motion was made by Schultz, seconded by Best, and carried unanimously to approve the agenda as amended. (*Ayes: Best, Henson, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

ACTION ITEMS

 Approval of Consent Calendar:

 Motion was made by Rahill, seconded by Best, and carried unanimously to approve the Consent Calendar items, which included minutes of the June 7, 2017 Regular Board Meeting, Financial Statements at June 30, 2017, the Renewal of Delegation of Authority for Investments, and the Strategic Plan

Progress Report. (*Ayes: Best, Henson, Patrick, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

Finance/Operations

Final 2017/18 Budget

The preliminary budget for FY 2017/18 was approved by the Board of Directors at its June meeting. Selby reported that no material changes were proposed to the final budget, with any adjustments offset by contingency funds or other line items. The bottom line totals are the same as in the preliminary budget.

Motion was made by Best, seconded by Henson, and carried unanimously to approve the Final 2017/18 Budget as presented. (*Ayes: Best, Henson, Patrick, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

Investment Policy and Procedures Review

Selby reported that several mostly technical changes were recommended to the Investment Policy, after review of the California Government Code and Local Agency Investment Guidelines. These changes were reviewed by the Investment Committee at its annual meeting in August and recommended to the Board of Directors. Procedures for Investing NBSIA Funds were also reviewed and no changes were required or recommended.

Motion was made by Schultz, seconded by Best, and carried unanimously to approve the Investment Policy changes as presented. (*Ayes: Best, Henson, Patrick, Rahill, Roach, Schultz, Welch; Noes: none; Abstained: none.*)

REPORTS TO BOARD

Public Comments: None.

School Site Security

Jason Russell, President and CEO of Secure Education Consultants (SEC), gave a presentation on school site security and how SEC helps schools and educational agencies prepare and train for emergency and critical incident response. He also discussed how SEC services such as Site Assessments, Emergency Preparedness Planning, and Critical Incident Response Training can cost-effectively assist school districts in preparing for and mitigating threats. A number of Board Members expressed interest in participating in a pilot of this service, and Member Services Manager Suzanne Dillman agreed to follow up with Mr. Russell on a couple of outstanding issues.

MEMBER REPORTS AND COLLABORATION

Josh Schultz inquired whether any other members recommended that substitutes be tested through the POET (Post Offer Employment Testing) program. Many said they did within the relevant job classifications.

NON-ACTION DISCUSSION ITEMS

SELF Assessment Update

Selby reported on the SELF Excess Workers' Compensation assessment plan and progress made by SELF in finalizing claims. Former members are obligated

to pay their proportional share of the assessment for each program year the member participated. We are in year five of the 10-year assessment plan. An actuarial study will be performed in spring of 2018, for review by SELF and a final decision on the plan moving forward. SELF staff predicts no change in the plan for the remaining five years.

Strategic Planning 2018

Selby shared that this year's Strategic Planning meeting will feature a "Lead with Why" facilitated session, based on the TEDTalk of the same name by Simon Sinek. Superintendents will be invited to participate for a portion of the session. Staff have begun to narrow down facilitators and locations for the event.

Cyber Security Awareness

October is National Cyber Security Awareness month. Selby shared that NBSIA plans to execute a number of activities around this event, with an emphasis on weekly topic-focused emails sent to Board Members to be further distributed throughout their districts. In addition, Selby shared a short video on the Technical Assistance and Professional Development (TAPD) program, a free cybersecurity education program offered to school districts through the K12 High Speed Network. Josh Schultz shared that Napa County Office of Education is participating in the program and recommended it to other NBSIA members.

BASIC Needs Assessment Survey

Selby reported that BASIC is partnering with risk management training group Making Right Choices to help identify and strengthen member policies around the recognition and prevention of child sexual abuse. BASIC has proposed a survey to be administered to all employees to determine each District's needs in this area. Selby shared the developed messaging and survey questions with the group and received feedback from a number of members expressing support of the concept, but concern over the survey content and delivery.

Selby thanked the members for the feedback and will report back to BASIC with the group's comments.

Executive Director's Report

Selby reported that an agreement to sell Wells Fargo Insurance Services to USI Insurance Services was finalized in June and is expected to close before the end of the year. NBSIA's brokers don't anticipate any impact to NBSIA, and are happy about the change.

Department Reports

Member Services Manager Suzanne Dillman reported that with a Board-approved grant, the Safe School Ambassadors program is now in three additional schools, Tolenas Elementary School, Grange Middle School, and Fairfield High School. This is especially impactful because these students will have the opportunity to participate in SSA from elementary through high school. She also shared that her staff has been working hard on additional certifications to maintain a high level of service to members.

Workers' Compensation Claims Manager Kami Liñan reported that the Workers' Comp Program audit is underway and going well so far, and that a communications group is working to review and edit communication pieces

distributed by the Workers' Comp department. She also reported that the telemedicine program has been going well with three pilot members, and that an NBSIA-wide rollout will likely happen soon.

Property and Liability Risk Manager Colleen Abney reported that a SELPA training held in August was well received, and that her department will look to host more risk management trainings in a workshop format. An audit of the Property and Liability program last month is complete and went well.

Finance Manager Ken Hearnberger reported that the financial audit for fiscal year 2016/17 is currently underway and should be complete soon. Results will be available in November and reported at the next Board of Directors meeting in January.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1:45 p.m.

Respectfully submitted: Janet Selby (signature on file) Date: 9/27/17

Approved: January 26, 2018