

**North Bay Schools Insurance Authority
Quarterly Board Meeting
September 24, 2014**

MINUTES

Call To Order The meeting was called to order at 12:01 p.m. by President Tim Rahill.

Attendance Those in attendance were:
 Tim Rahill, Benicia Unified School District
 Bruce Colby, Davis Joint Unified School District
 Joshua Schultz, Napa County Office of Education
 Tommy Welch, Solano County Office of Education
 Ken Forrest, Travis Unified School District
 Jane Shamieh, Vacaville Unified School District

Staff and Guests:
 Heather Davidson, NBSIA
 Jan DeGracia, NBSIA
 Suzanne Dillman, NBSIA
 Ken Hearnberger, NBSIA
 Kami Linan, NBSIA

Absent:
 Kelly Bartel, Fairfield-Suisun Unified School District
 Wade Roach, Napa Valley Unified School District
 Yulian Ligioso, Solano Community College
 Cecile Nunley, Vallejo City Unified School District

Approval of Agenda Motion was made by Colby, seconded by Schultz and passed unanimously to approve the agenda as presented. (Ayes: Rahill, Colby, Forrest, Schultz, Shamieh, Welch, Noes: None, Abstain: None)

Reports to Board
Public Comments: None

Reports from Board Members
None

ACTION ITEMS:

Approval of Consent Calendar:

Motion was made by Colby, seconded by Rahill and passed to approve the consent calendar as presented, including Minutes of the Meeting of June 11, 2014. (Ayes: Rahill, Colby, Forrest, Schultz, Shamieh, Noes: None, Abstain: Welch)

Finance/Operations

2014/15 Final Budget:

DeGracia presented the final budget for 2014/2015 noting one change due to the recent approval of a flat rate contract agreement with NBSIA General Counsel, Rob Cutbirth. DeGracia provided a brief history and overview of the budget at the request of Rahill for the benefit of new Members of the Board. DeGracia explained the budget changes that were a result of the addition of Napa Valley USD in 2012 and Vallejo City USD in 2014, specifically noting VCUSD membership in the Workers' Compensation program is currently financed separate from the Pool due to its risk factor. She also provided background on the ongoing SELF assessment and its impact

ACTION ITEMS continued:

2014/15 Final Budget:

on the budget. There being no further discussion, motion was made by Welch, seconded by Schultz, and carried unanimously to approve the final budget as presented. (Ayes: Rahill, Colby, Forrest, Schultz, Shamieh, Welch, Noes: None, Abstain: None)

NBSIA Policy 3.2: Investment of Funds Review and Annual Reauthorization of Delegation:

DeGracia presented the investment policy to the Board for review and reauthorization of delegation in accordance with Govt. Code Sec. 53601 and 53601.1. One minor change was noted regarding a change in internal controls reference from SAS70 to SASE16. There being no further discussion, motion was made by Schultz and seconded by Forrest and carried unanimously to approve the investment policy as presented and to reauthorize the delegation of authority to the Executive/Investment Committee. (Ayes: Rahill, Colby, Forrest, Schultz, Shamieh, Welch, Noes: None, Abstain: None)

Resolution 15-01: Closed Session Minutes and Confidentiality:

DeGracia presented Resolution 15-01 to the board, explaining the recent discussion with counsel regarding the confidentiality of minutes or notes from closed sessions and their protection from a California Public Records Request. The intent of the resolution is to document the protection for confidentiality of any documentation or recordings of closed sessions, and designates the Executive Director as responsible for keeping notes of topics discussed and decisions made in a minute book that is made available only to members of the Board or Executive Committee or the Court in the event of an alleged violation of the closed session meeting laws. Following a brief discussion, DeGracia agreed to email the legal opinion to Board Members.

Motion was made by Colby, and seconded by Welch. The resolution was approved by the following roll call vote:

Tim Rahill, Benicia Unified School District	AYE
Bruce Colby, Davis Joint Unified School District	AYE
Joshua Schultz, Napa County Office of Education	AYE
Tommy Welch, Solano County Office of Education	AYE
Ken Forrest, Travis Unified School District	AYE
Jane Shamieh, Vacaville Unified School District	AYE
Wade Roach, Napa Valley Unified School District	ABSENT
Cecile Nunley, Vallejo City Unified School District	ABSENT
Kelly Bartel, Fairfield-Suisun Unified School District	ABSENT
Yulian Ligioso, Solano Community College	ABSENT

Property/Liability Program

Designation of Recommended Liability Forms:

DeGracia presented the designated risk management forms as outlined in the Memorandum of Liability Coverage (MOLC) adopted by the Board with an effective date of July 1, 2013. DeGracia reviewed with the Board a timeline regarding the adoption of the MOLC and subsequent designation of the forms. Staff input was provided by Heather Davidson regarding the Forms Committee which was created to review and recommend specific forms to be designated for use by all Members in the Property/Liability Program. Following a lengthy discussion, motion was made by Schultz, seconded by Forrest and carried unanimously to adopt the forms as presented

ACTION ITEMS continued:

Designation of Recommended Liability Forms:

with an effective date for use of January 1, 2015. (Ayes: Rahill, Colby, Forrest, Schultz, Shamieh, Welch, Noes: None, Abstain: None) In the meantime, staff was directed to communicate the upcoming change to all Members.

INFORMATION/DISCUSSION

Member Services Report:

Suzanne Dillman, Member Services Manager, updated the Board regarding the Shoes for Crews program that 8 out of 10 enrolled Member Districts are currently utilizing with the remaining 2 coming onboard in the next few weeks. Ms. Dillman updated the Board on the recently expanded Safe School Ambassador program which has increased enrollment but space is still available for more schools. She and her staff will be reaching out to more schools to fill the remaining spots. Ms. Dillman informed the Board that the recent passage of Assembly Bill 2053 has added an abusive conduct component to the current Sexual Harassment Training statute and the training provided by NBSIA will meet the new standard effective with the upcoming November training. The passage of Assembly Bill 1432, which is expected to be signed, will require training for all mandated reporters within K-12 public schools within 6 weeks of their date of hire or six weeks of the start of the new school year, was also discussed briefly. Ms. Dillman will update the Board regarding the training once it is signed.

Legal Review Regarding Chiropractors & Pre-participation Physical Exams:

DeGracia shared with the Board a recent legal opinion provided by Schools Insurance Authority regarding issues their Members have had with chiropractors performing sports physicals for students. DeGracia noted the issue has not been reported among NBSIA Members, but given the proximity of the two pools, sharing the information is beneficial to all.

BUSD Notice of Withdrawal from Dental Program:

DeGracia introduced the Notice of Withdrawal from Benicia USD, explaining the loss of BUSD from the Dental Program would have little impact on the remaining Members of the Program. Rahill explained the withdrawal as a condition of BUSD Membership in a new medical program and would not become effective until July 1, 2015.

2013 Strategic Planning Goals Update:

DeGracia updated the Board on the status of goals that were established at the Strategic Planning session in January 2013, noting the nature of that session launched the first vision statement for NBSIA and the goals were set to provide a more sustained approach through the current year. DeGracia reminded the Board the 2014 planning session was replaced with a day of professional development training which will continue in 2015.

Dental/Vision FY 2012/13 Claims Experience Reports:

DeGracia presented to the Board the claims experience reports for the Dental and Vision programs, noting both programs performed well for the 2013/14 year.

EXECUTIVE DIRECTOR'S REPORT:

DeGracia introduced Heather Davidson to report to the Board on the recent Risk Management Boot Camps presented by NBSIA. Ms. Davidson announced the sessions were very well attended and the \$1,000 in Safety Credits was awarded to six Members as a result of their attendance, noting an increase from the previous year of four.

DeGracia notified the Board that recent legislation regarding AEDs in schools was passed and offers more liability protections for public schools than previous versions.

DeGracia informed the Board that NBSIA recently purchased a Cyber Liability Insurance policy and hopes to develop a group program available to all Members at the BASIC pool level next year.

DeGracia announced the next Strategic Planning session will be at Embassy Suites in Napa on January 29-30, 2015 and will include an expanded communications training on January 28, 2015 for both NBSIA and SIA Boards and their Members.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1:09 p.m.

Respectfully submitted: Janet DeGracia (signature on file) January 30, 2015
Janet DeGracia, Executive Director Date

Approved: NBSIA Board of Directors