

**North Bay Schools Insurance Authority
Quarterly Board Meeting
June 10, 2015**

MINUTES

CALL TO ORDER The meeting was called to order at 12:00 noon by President Rahill.

ATTENDANCE Those in attendance were:
 Tim Rahill, Benicia Unified School District
 Adrian Vargas, Dixon Unified School District
 Bruce Colby, Davis Jt. Unified School District
 Kelly Bartel, Fairfield-Suisun Unified School District
 Wade Roach, Napa Valley Unified School District
 Joshua Schultz, Napa County Office of Education
 Tommy Welch, Solano County Office of Education
 Randy Henry, Vacaville Unified School District (Alternate)

Staff and Guests:
 Jan DeGracia, NBSIA
 Suzanne Dillman, NBSIA
 Colleen Abney, NBSIA
 Ken Hearnberger, NBSIA
 Susan Mays, NBSIA

Absent:
 Cecile Nunley, Vallejo City Unified School District
 Yulian Ligioso, Solano Community College

CLOSED SESSION: Motion was made by Roach, seconded by Colby and carried unanimously to enter into closed session at 12:03 p.m. to discuss matters related to the evaluation of Executive Director performance. Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none.

REPORT OF CLOSED SESSION ACTION:
 Motion by Bartel, seconded by Schultz and carried unanimously to return to open session at 12:28 p.m. Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none. President Rahill reported no action was taken in closed session.

APPROVAL OF AGENDA
 Motion was made by Henry, seconded by Welch, and approved as presented: Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none.

REPORTS TO BOARD
 Public Comments: None.

REPORTS FROM BOARD MEMBERS
 Joshua Schultz announced Jill Johnson, NCOE Director of Operations and NBSIA Board Alternate, will be retiring in the Fall of 2015.

ACTION ITEMS
 Approval of Consent Calendar:
 Motion to accept the minutes of the April 22, 2015 Board Meeting as presented was made by Welch, seconded by Henry, and approved as follows: Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none.

ACTION ITEMS

Property/Liability

2015/16 Rates/Contribution Spreadsheet

DeGracia reviewed the 2015/16 rates/contribution spreadsheet for Property/Liability. Overall the individual rates remained flat. There were no changes in coverage with the exception of the addition of cyber liability protection for all P/L Program Members effective July 1.

Motion to accept the 2015/16 rates/contributions was made by Schultz, seconded by Welch and carried as follows: Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none.

Operations / Finance

2015/16 Proposed Budget

DeGracia introduced the budget discussion. Finance Manager Ken Hearnberger highlighted key assumptions in the 2015/16 proposed budget notably 2% salary schedule adjustment for all staff, the addition of an Assistant Executive Director position, and building HVAC upgrades. He also noted the reduced PERS rate.

Motion to approve the 2015/16 proposed budget was made by Welch, seconded by Colby and carried unanimously as follows: Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none.

Schedule of 2015/16 Board and Executive Committee Meetings

DeGracia presented the proposed schedule to the Board, noting that the schedule stays with Wednesday meetings held at 12 noon.

Motion to approve the 2015/16 proposed schedule as presented made by Bartel, seconded by Henry and carried unanimously as follows: Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none.

Election of 2014/15 Officers:

DeGracia opened the nominations announcing the 2 year participation on Executive Committee eligibility requirement for the position of Board President has been met by Colby, Nunley, Rahill, Roach and Schultz.

Roach nominated Rahill as Board President. The nomination was seconded by Henry and approved unanimously as follows. Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none

Motion was then made by Schultz to maintain the remaining slate of officers for the 2015/16 year. The nomination was seconded by Welch, and approved unanimously as follows. Ayes: Bartel, Colby, Henry, Rahill, Roach, Schultz, Vargas, Welch; Noes: none; Abstained: none

DeGracia announced the slate of officers for 2015/16:

| | |
|-----------------|---------------|
| President | Tim Rahill |
| Vice President | Bruce Colby |
| Auditor | Wade Roach |
| Member at Large | Cecile Nunley |

INFORMATION/DISCUSSION

Dental/Vision Claim Reports

DeGracia presented the year to date reports of Claim Costs to Contribution at March 31, 2015. She noted that year to date performance fell within expected ranges.

BASIC Memorandum of Excess Liability Coverage

DeGracia provided the Board with a copy of the newly drafted BASIC Memorandum of Excess Liability Coverage. She noted that BASIC engaged Robert Cutbirth as Counsel in drafting this document and that benefits NBSIA members in that it coordinates with the NBSIA primary MOLC.

Cyber Liability Program Summary

DeGracia distributed the Beazley Breach Response Information Pack and noted that a policy of this nature is more about services provided in the event of a breach than indemnification. She added that staff is awaiting the actual policy so they can provide the Board with a clearer understanding of coverage and limitations, as well as updating Board Policy to address a proposed deductible. Further information will be made available at the September meeting.

Risk Management Updates:

Internships and Student Workers: Colleen Abney, P/L Claims Manager, presented the Vocational Education Programs member alert, noting that it was generated in response to the request of many Members in light of expanding vocational services being offered. No forms have been proposed at this time as we need more information on what different issues districts/schools are experiencing. If appropriate, forms will be utilized in the future and available through NBSIA website.

Sports Risk Management: Abney reviewed the new Sports Risk Management Alert and Athletic Department Handbook, both of which are on the NBSIA website. The Board noted that Athletic Liability training will be important and agreed that early August is the best opportunity. It would also provide a venue for further discussion of the concussion testing program and could be expanded to include CIF required training. Abney and Dillman will follow up on scheduling.

Program Updates

With nothing further to report from the Program Managers, DeGracia wished the Board a safe and happy summer and looked forward to seeing them next at the CAJPA Conference in September.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 1:18 p.m.

Respectfully submitted: Janet DeGracia (signature on file)
Janet DeGracia, Executive Director

September 23, 2015
Date

Approved: NBSIA Board of Directors