

**NORTH BAY SCHOOLS INSURANCE AUTHORITY
BOARD OF DIRECTORS MEETING
September 28, 2022**

MINUTES

- Call to Order** The meeting was called to order at 12:02 p.m. by President Best.
- Attendance** Board Members in attendance:
 Matt Best, Davis Joint USD
 Dana Page, Napa Valley USD
 Josh Schultz, Napa County Office of Education
 Laneia Grindle, Fairfield-Suisun USD
 Maureen Hester, Calistoga JUSD
 Trudy Barrington, Dixon USD
Via videoconference/Zoom:
 Tim Rahill, Benicia USD
 Christy Patterson, BSSP
 Andrea Stubbs, St. Helena USD
 Rosa Loza, Vallejo City USD (left at 12:42pm; returned at 12:55pm)
 Lisa Dennis, Winters JUSD
Absent:
 Sal Abbate, Solano Community College
 Michelle Henson, Solano County Office of Education
 Chris Hulett, Vacaville USD
 Gabe Moulaison, Travis USD
Staff and Guests in attendance
 Kim Santin, NBSIA
 Denise Schreiner, NBSIA
 Faith Borges, California Advocates (presentation under Item 4)
 Nicole Strauch, BSSP
Via videoconference/Zoom:
 Andrew Obando, NBSIA
 Kami Liñan, NBSIA
 Karen Antunes, NBSIA
 Brandon Schlenker, NBSIA
 Carrie Green, NBSIA
- Approval of Agenda** Motion made by Schultz, seconded by Grindle, and carried unanimously to approve the agenda as presented. (*Ayes: Barrington, Best, Dennis, Grindle, Hester, Loza, Page, Patterson, Rahill, Schultz, Stubbs; Noes: none; Absent: Abbate, Henson, Hulett, Moulaison; Abstain: none*)
- Public Comments** No public present.
- Presentation to the Board of Directors**
Faith Borges from California Advocates presented the CAJPA legislative updates to the Board of Directors, including
- Member Reports and Collaboration**
The Board of Directors had a robust conversation about POET testing and the issues some members are experiencing with the program. Initiated by Board Member Page, the Board roundtabled shared issues including proximity of testing locations, applicants' ability to pass all or portions of the test, and members' authority to hire applicants after a failed test. NBSIA's new Member Services Manager, Denise Schreiner indicated she

would be researching the program's policies and requirements and has a scheduled site visit on calendar. She will also be looking into the whether certain testing benchmarks need updating to better mirror current job descriptions. There was also discussion around providing translation services for/during the testing, as well as explainer videos that prospective employees could watch with information about the tests.

Closed Session

Pursuant to Government Code Section 54956.95, the Board entered Closed Session at 12:42 p.m. to discuss Chase v. Davis Joint Unified School District.

Report from Closed Session

The Board returned to Open Session at 12:52 p.m. and reported that direction was given to NBSIA staff regarding settlement authority.

ACTION ITEMS

Consent Calendar

Motion was made by Schultz, seconded by Maureen, and carried unanimously to approve all items listed on the Consent Calendar, including the Regular Meeting Minutes, June 15, 2022, Financial Reports at June 30, 2022 (unaudited), Renewal of Delegation of Authority for Investments, and Contract for legal services, Rob Cutbirth; Slovak Baron Empey Murphy & Pinkney, LLP. (Ayes: *Barrington, Best, Dennis, Grindle, Hester, Loza, Page, Patterson, Rahill, Schultz, Stubbs*; Noes: *none*; Absent: *Abbate, Henson, Hulett, Moulaison*; Abstain: *none*)

Finance/Operations

Final 2022-23 Budget

The Final Annual Budget was presented inclusive of all coverages, programs, and services, as well as operational and administrative expenses. The final budget is the same preliminary budget as was presented and approved by the Board at the June Board Meeting. The Property & Liability rates have been finalized and included in this Final Budget. The Workers Compensation Program remains funded at the 85% confidence level and the Property/Liability program is funded at the 90% confidence level.

Motion was made by Hester, seconded by Grindle, and carried unanimously to approve the Final 2022-23 Budget as presented. (Ayes: *Barrington, Best, Dennis, Grindle, Hester, Loza, Page, Patterson, Rahill, Schultz, Stubbs*; Noes: *none*; Absent: *Abbate, Henson, Hulett, Moulaison*; Abstain: *none*)

Investment Policy

Santin reported that the Investment Policy and Procedures were reviewed by the Investment Committee at its annual meeting on August 17, 2022. No changes are required or recommended, including no substantive changes to the state Local Agency Investment Guidelines.

Motion was made by Page, seconded by Grindle, and carried unanimously to approve the Investment Policy as presented. (Ayes: *Barrington, Best, Dennis, Grindle, Hester, Loza, Page, Patterson, Rahill, Schultz, Stubbs*; Noes: *none*; Absent: *Abbate, Henson, Hulett, Moulaison*; Abstain: *none*)

GASB-87 Lease Policy

Santin reported that the Governmental Accounting Standards Board (GASB) issued Statement No. 87–Leases that creates new requirements for financial reporting of leases. GASB now requires a single model for lease accounting that results in a balance sheet impact on both the lessee and lessor. GASB 87 is effective for the NBSIA Financial Statements for the fiscal year ending June 30, 2022.

In conjunction with James Marta & Company LLP, and general counsel, Robert Cutbirth, Staff developed the proposed Lease Capitalization Policy to establish NBSIA conformity to GASB 87. The policy establishes a minimum value, or capitalization threshold, thereby reducing the administrative burden of GASB 87 requirements while maintaining the integrity and materiality of the NBSIA Financial Reports.

Currently, NBSIA is the lessee of three office copiers, one postage machine, and one vehicle. NBSIA is also the lessor of office space located in Suite D on its owned property at 380 Chadbourne Road.

Motion was made by Hester, seconded by Schultz, and carried unanimously to approve the GASB-87 Lease Policy as presented and recommended by the Executive Committee. *(Ayes: Barrington, Best, Dennis, Grindle, Hester, Loza, Page, Patterson, Rahill, Schultz, Stubbs; Noes: none; Absent: Abbate, Henson, Hulett, Moulaison; Abstain: none)*

DISCUSSION/NON-ACTION ITEMS

Strategic Plan 2022-2027 and Strategic Planning Session 2023

The final, Board-approved 2022-2027 Strategic Plan was provided to the Board and Santin provided a brief progress update. Logistics for the Strategic Planning session in January 2023, in Napa, were also discussed.

Staff Reports | Program Updates

NBSIA's new Member Services Manager, Denise Schreiner, introduced herself to the Board. She is eager to familiarize herself with NBSIA's programs and services and she looks forward to meeting members/staff.

Property & Liability Manager, Brandon Schlenker, provided an update to the Board. Schlenker indicated that his department provided assistance with 82 contracts, and over 175 requests for certificates were processed. The P&L Department is also currently working on cyber security awareness and reconnecting with our members with onsite visits.

Kami Linan, Workers' Compensation Manager, highlighted an increase in claims since the start of the new school year. Linan expressed a shared concern with staffing shortages and the ability to attract and retain qualified claims staff. She also mentioned the staffing shortage is affecting our med clinics, and NBSIA is looking to entertain contracts outside of our network to find additional providers.

Santin provided an update to the Board including an update on conferences and networking events, Staff Appreciation Day, Stuff the Bus campaign, and an update on the annual Report Cards. An "NBSIA Reboot" event was discussed with the Board as an opportunity to reconnect with members/staff and highlight the programs and services available through NBSIA. Feedback was given to look to schedule this type of event after the holidays and so to ensure sufficient preparation time. Upcoming training dates and articles of interest were also provided.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:40 p.m.

Respectfully submitted by: Kim Santin 9/28/2022
Kim Santin, Executive Director Date

Approved by the Board: 1/27/2023
Date