

**NORTH BAY SCHOOLS INSURANCE AUTHORITY
BOARD OF DIRECTORS STRATEGIC PLANNING MEETING
January 26, 2023**

**Andaz Hotel, Great Room
1450 1st Street, Napa, CA 94559**

MINUTES

CALL TO ORDER The meeting was called to order at 9:03 a.m. by President Best.

ATTENDANCE Voting Board Members in attendance:
Christy Patterson, BSSP
Tim Rahill, Benicia USD
Maureen Hester, Calistoga JUSD
Matt Best, Davis Joint USD
Trudy Barrington, Dixon USD
Laneia Grindle, Fairfield-Suisun USD
Josh Schultz, Napa County Office of Education
Dana Page, Napa Valley USD
Andrea Stubbs, St. Helena USD
Manolo Garcia, Vacaville USD

Board Alternates and District representatives in attendance:
Nicole Strauch, BSSP
Amari Watkins, Davis JUSD
Abigail Hilliard, Solano County Office of Education
Lisa Dennis, Winters JUSD

Absent (voting):
Michelle Henson, Solano County Office of Education
Sal Abbate, Solano Community College District
Gabe Moulaison, Travis USD
Rosa Loza, Vallejo City USD

Staff and Guests in attendance
Kim Santin, NBSIA
Carrie Green, NBSIA
Karen Antunes, NBSIA
Kami Liñan, NBSIA
Brandon Schlenker, NBSIA
Denise Schreiner, NBSIA
Andrew Obando, NBSIA
Mike Harrington, Bickmore Actuarial
Dan Madej, Alliant
Rob Cutbirth, General Counsel

APPROVAL OF AGENDA

Motion was made by Schultz, seconded by Hester, and carried unanimously to approve the agenda as presented. (*Ayes: Barrington, Best, Dennis, Garcia, Grindle, Hester, Page, Patterson, Rahill, Schultz, Stubbs; Noes: none; Abstained: none; Absent: Solano County Office of Education, Solano Community College District, Travis USD, Vallejo City USD*)

PUBLIC COMMENTS

None.

REPORTS TO THE BOARD OF DIRECTORS

Strategic Plan Update

Executive Director Santin, and members of the NBSIA Leadership Team, provided the Board with an update on the 2022-27 Strategic Plan. The update included highlights of the work being done on the Plan's five focus areas and critical next steps. Discussion and feedback from the Board were positive and NBSIA staff will continue to work on the Plan's initiatives accordingly.

Program / Manager Reports

Workers' Compensation Claims Manager, Kami Liñan, provided an update to the Board on her department. Highlights included program updates, a broad claims overview, and how NBSIA loss data compares to other JPAs in the state. Looking ahead, the department will be preparing for two audits in the current fiscal year, as well as an AGRiP Accreditation renewal.

Property & Liability Claims Manager, Brandon Schlenker, provided an update to the Board on the P&L Department. Schlenker provided an overview on the frequency and severity of the property and liability claims over the past five fiscal years. Schlenker also highlighted the risk management support and resources NBSIA can provide our P&L members.

Member Services Manager, Denise Schreiner, provided an update to the Board regarding the programs and services available through the Member Services Department. Schreiner highlighted the number of trainings and services the department provided, as well as an update on some recent changes to the POET program. Schreiner also provided a brief update on the process of acquiring a new EAP provider, as well as other wellness-related initiatives NBSIA will be offering to our members. Schreiner continued to encourage our members to take advantage of our programs, which are—most often—free of charge.

Human Resources and Facilities Manager, Karen Antunes, provided information from the Administration Department, including a staffing and facilities update. Most recent highlights include a switch to Microsoft 365 cloud-based applications and utilization of MFA. NBSIA also recently moved most of the HR/payroll functions to Paylocity and changed to a bi-weekly payroll schedule. Antunes also reported that Finance will be evaluating additional accounting applications in the future to ensure NBSIA is utilizing the most effective platforms.

Pool Basics: Funding and Allocation Formulas

Mike Harrington, from Bickmore Actuarial, provided a presentation to the Board regarding how premiums and experience modifications are calculated and applied to our Members. This included the relationship between these calculations and the actuarial studies, and individual members' loss rate as compared to the JPA. The workers' compensation rate is based on the California WCIRB methodology using three years of payroll and loss experience.

Risk Management and NBSIA as Your Partner

NBSIA General Counsel, Rob Cutbirth, presented information to the Board regarding current trends and lawsuits that he and his firm are seeing. Mr. Cutbirth reported that there had been a lull in liability claims during the pandemic, but claims are beginning to return to historical numbers. Cutbirth highlighted NBSIA's services and systems of support to help mitigate some of the trending claims, and encouraged the membership to reiterate the importance of contacting NBSIA to their District/COE staff at the onset of even a potential claim.

ADJOURNMENT There being no further business, the meeting adjourned at 4:31 p.m.

Respectfully submitted by: Kim Santin Date: 1/26/2023

Approved by the Board: 4/19/2023
Date