

**NORTH BAY SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING
February 27, 2019**

MINUTES

- Call To Order** The meeting was called to order at 12:23 p.m. by President Welch.
- Attendance** Those in attendance were:
Matt Best, Davis Joint Unified School District
Michelle Henson, Fairfield-Suisun Unified School District
Josh Schultz, Napa County Office of Education
Tommy Welch, Solano County Office of Education
- Staff and Guests** Janet Selby, NBSIA
Shelby Van Orsow, NBSIA
- Approval of Agenda** Motion made by Schultz, seconded by Best, and carried unanimously to approve the agenda as presented. (*Ayes: Best, Henson, Schultz, Welch; Noes: none; Absent: none; Abstain: none*)
- Public Comments** None
- Member Reports and Collaboration**
President Welch shared that a few districts within Solano County have seen an increase in phishing attacks. The group discussed what recurring communication or training resources might help guard against these attacks.
- Board Briefing**
Selby shared with the group that NBSIA's CAJPA Accreditation with Excellence was re-approved 2/26/19. A CAJPA representative will be on hand at the June Board Meeting to present the certificate. She also recapped a meeting with Travis USD teachers and administrators that yielded positive, constructive feedback around the training materials NBSIA is developing for Child Sexual Abuse Prevention. Selby also shared that rates for Workers' Comp, and the Dental and Vision programs would be available for the April Board Meeting, but Property/Liability rates would not be available until June. Staff will work on a ballpark estimate so members have some idea for budgeting purposes.
- ACTION ITEMS**
- Approval of Consent Calendar**
Motion was made by Best, seconded by Henson, and carried unanimously to approve all items listed on the Consent Calendar, including Regular Meeting Minutes, November 7, 2018; Special Meeting Minutes, December 17, 2018; Expenditure Reports October-December 2018; Personnel Actions: November 2018-January 2019; and Tenant Lease Agreement, Suite D: Colliers Inc. (*Ayes: Best, Henson, Schultz, Welch; Noes: none; Absent: none; Abstain: none*)
- Finance/Operations**
December 2018 Investment Report
The December 2018 Investment Portfolio Report was provided for review. All benchmarks for liquidity, safety, and return on investment are being managed according to NBSIA's Investment Policy.

Motion was made by Schultz, seconded by Welch, and carried unanimously to accept and file the December 2018 Investment Report. (Ayes: Best, Henson, Schultz, Welch; Noes: none; Absent: none; Abstain: none)

Property/Liability

Memorandum of Property Coverage

In order to document the terms and conditions of NBSIA’s pooled property coverage, a Memorandum of Property Coverage has been drafted in conjunction with NBSIA’s legal counsel. The MOPC does not change any of the current coverage terms and conditions. Because it follows form with the excess policy, it is a relatively short document that includes a coverage summary; conditions for notice of new losses and provision of loss information; NBSIA obligations for adjusting and paying covered losses; and dispute resolution procedures.

Following brief discussion regarding determination of coverage in situations involving late notice of claims, Selby suggested that she discuss the issue with legal counsel and get recommendations on changes in language to address the concern. Motion was made by Welch and seconded by Best to table approval of the MOPC until the March 27, 2019 Executive Committee meeting. (Ayes: Best, Henson, Schultz, Welch; Noes: none; Absent: none; Abstain: none)

NON-ACTION DISCUSSION ITEMS

Captive Investment Manager RFP

Selby shared that NBSIA has narrowed the Captive Investment Manager candidates down to two firms. She will schedule presentations by the firms and invite any Executive Committee members who wish to attend.

Statewide SAM Coalition

Selby reviewed NBSIA’s participation in a state-wide coalition to prevent Sexual Assault and Molestation claims. She is working with a CSBA legislative advocate to formulate sample board policies and regulations.

CLOSED SESSION

Pursuant to Government Code Section 54956.95(a) and 54957(b), the committee entered into Closed Session at 12:52 p.m. Closed session was adjourned at 1:09 p.m.

REPORT FROM CLOSED SESSION

President Welch reported that settlement authority was granted in Benson v. Davis Joint USD, and the Executive Director’s performance evaluation was approved.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:10 p.m.

Respectfully submitted by:



Janet Selby, Executive Director

2/27/19
Date

Approved by Committee:

3/27/19
Date