

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
May 26, 2021**

**MINUTES**

- Call to Order** The meeting was called to order at 12:01 p.m. by President Henson.
- Attendance** Those in attendance were:  
Michelle Henson, Fairfield-Suisun USD  
Attending by videoconference/Zoom:  
Matt Best, Davis Joint USD  
Josh Schultz, Napa County Office of Education  
Dana Page, Napa Valley USD (arrived at 12:09 p.m.)
- Staff and Guests** Janet Selby, NBSIA  
Carrie Green, NBSIA  
Kami Linan, NBSIA (for Closed Session item only)  
Attending by videoconference/Zoom:  
Brandon Schlenker, NBSIA  
Vahé Hovakimian, NBSIA
- Approval of Agenda** Motion made by Schultz, seconded by Best, and carried unanimously to approve the agenda as presented. (*Ayes: Best, Henson, Schultz; Noes: none; Absent: Page; Abstain: none*)
- Public Comments** No public present.
- Member Reports and Collaboration** Schultz reported that NCOE will be receiving CalOES grant funding and looking into hiring personnel and/or contractors for emergency planning services.
- Closed Session** The Executive Committee entered Closed Session at 12:04 p.m. for discussion and possible action on *Doe v. Fairfield-Suisun Unified School District* and *Samera v. Fairfield-Suisun Unified School District* pursuant to Government Code Section 54956.95(a).
- Report from Closed Session** The Executive Committee returned from Closed Session at 12:13 p.m. and reported that settlement authority was approved in the case of *Samera v. Fairfield-Suisun Unified School District*.
- ACTION ITEMS**
- Consent Calendar Motion was made by Schultz, seconded by Best, and carried unanimously to approve all items listed on the Consent Calendar, including the Regular Meeting Minutes March 31, 2021; Expenditure Report (January–March 2021); Personnel Actions (March–April 2021); Extension of Monthly Retainer Agreement FY2021-22 (Eyres Law Group); Contract for dental program consulting services FY2021-23 (Keenan); Contract for insurance brokerage services 2021-22 (ABD); and NBSIA Investment Portfolio Executive Summary at April 30, 2021 (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)

## **Finance/Operations**

### **Preliminary Annual Budget FY2021-22**

Selby presented the Preliminary Annual Budget inclusive of all coverages, programs, and services, as well as operational and administrative expenses. A narrative report detailing assumptions, substantive changes from the prior year, capital projects, and definitions was also provided. Overall, NBSIA's largest budgeted expense is losses. Excess markets continue to be challenging, and the partnership JPA recently formed with other pools for group purchase has helped to get good coverage and rates for the coming year. The Board has proactively invested in several loss prevention programs and services that pay for themselves. There is also a focused priority on recruiting and retaining high-quality staff to effectively administer claims and support Members.

Motion was made by Page, seconded by Schultz, and carried unanimously to recommend approval of the Preliminary Annual Budget for FY2021-22 as presented to the Board of Directors. (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)

## **Property/Liability**

### **Preliminary Property/Liability Rates FY2021-22**

Selby reported that staff have developed preliminary PL rates for FY2021-22 based on information to-date from our brokers. As of the meeting date, general liability and crime are fully bound. Property and vehicle are very close. Cyber is still uncertain, as the market remains unstable. It was noted that property and liability renewals have been more favorable than recent years, in part due to our loss experience and the impact of the BASIC and SPA partnerships. Overall Property/Liability program contribution rates are essentially flat, although that is subject to change as renewals are finalized. Individual Member changes vary according to liability loss experience and changes in exposures. Funding worksheets at 85% and 90% confidence levels were presented for discussion.

The Executive Committee discussed the funding options, noting that the 2021-22 year is looking reasonably good for school budgets and that we have still not met all components of our Capital Target policy for the program. After discussion, the consensus was to recommend funding the program at the 90% confidence level.

Motion was made by Schultz, seconded by Best, and carried unanimously to recommend approval of the preliminary Property/Liability rates at the 90% confidence level to the Board of Directors. (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)

## **DISCUSSION ITEMS**

### **Proposed Meeting Schedule for FY2021-22**

Selby presented the tentative Board and Executive Committee meeting dates for FY2021-22, noting that some of the Executive Committee meetings had a later start time of 12:30 p.m. The Committee requested the Investment Committee and Executive Committee meetings tentatively scheduled for August 25, 2021, be rescheduled for August 18, 2021. With that change, the schedule will be presented to the Board of Directors for final approval.

Election of Officers for FY2021-22

Selby reported that election of Board Officers will take place at the June 23, 2021, Board meeting. The Executive Committee Members all expressed interest in continuing their current roles on the Executive Committee.

Hybrid Work Program

Selby presented a Hybrid Work Program being developed for NBSIA staff that would allow most employees to work remotely on a part-time basis. Given the broader trends toward remote work options, this hybrid program is considered critical for recruitment and retention of high-quality staff. The guidelines are designed to balance the flexibility that employees value with the connection and collaboration they need, while ensuring that our service to Members stays at the highest level. Some on the Committee noted that they are considering similar plans and asked staff to share experiences with this program. Selby promised to do so.

NBIG Captive Phase II Planning

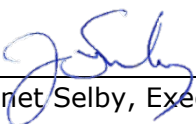
Selby presented a plan for Phase II of the Captive which would entail transferring historical workers' compensation losses into the Captive by way of a loss portfolio transfer. The next steps would be to determine funding for the liabilities transferred by way of an actuarial study, update our Business Plan with the Utah regulators, and consider changes to the captive Investment Policy Statement consistent with the different payout patterns. The plan will be presented to the Board for approval in June.

**Executive Briefing**

Selby provided an update to the Executive Committee, including responses to questions raised at the last meeting regarding investing in Member bonds and the status of Vallejo City USD joining the workers' comp risk pool. She also updated that plans for the June strategic planning meeting are proceeding nicely.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:00 p.m.

Respectfully submitted by:   
Janet Selby, Executive Director

5/26/2021  
Date

Approved by Committee: 8/18/2021  
Date