

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
August 18, 2021**

**MINUTES**

- Call to Order** The meeting was called to order at 1:09 p.m., directly after adjournment of the Investment Committee, by President Henson.
- Attendance** Committee members in attendance were:  
Michelle Henson, Solano County Office of Education  
Josh Schultz, Napa County Office of Education  
Dana Page, Napa Valley USD  
Attending by videoconference/Zoom:  
Matt Best, Davis Joint USD
- Staff and Guests** Janet Selby, NBSIA  
Carrie Green, NBSIA  
Dr. Paul Porter (presentation/discussion under item 6(B)(i))
- Approval of Agenda** Motion made by Page, seconded by Schultz, and carried unanimously to approve the agenda as presented. (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)
- Public Comments** No public present.
- Member Reports and Collaboration** No member reports.
- Executive Committee Briefing** Selby provided a briefing to the Executive Committee, including articles of interest to the Members regarding special education funding, as well as possible changes in cyber coverage and legislation around public entities being prohibited from paying ransomware.
- ACTION ITEMS**
- Consent Calendar Motion was made by Schultz, seconded by Page, and carried unanimously to approve all items listed on the Consent Calendar, including the Regular Meeting Minutes May 26, 2021; Special Meeting Minutes July 23, 2021 (with correction to Michelle Henson’s agency, from FSUSD to SCOE); Disbursement Report (April-June 2021); Personnel Actions (May-June 2021); and Bickmore Actuarial Services Agreement for FY2021-22 (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)
- Finance/Administration**
- Executive Director Succession Planning  
Dr. Porter presented the data and themes gathered from his board and staff interviews. These were used to help build the revised job descriptions for Executive Director and Deputy Executive Director, which were also reviewed and discussed. The descriptions are very similar because the intent of hiring the Deputy is to transition to Executive. The committee pointed out the need to add physical requirements.
- Motion was made by Schultz, seconded by Best, and carried unanimously to approve the proposed job descriptions for the Executive Director and Deputy Executive Director with the additional of physical requirements to

both (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*).

Selby reviewed the recruitment plan, including development of a brochure and webpage. The job will be posted on several industry sites including AGRiP, CAJPA, PARMA and PRIMA. Selby also suggested CASBO, and the committee agreed it was good to cast a wide net. Posting will happen before the CAJPA conference.

Selby reviewed the compensation survey results, showing our salary as competitive and a slight lag in supplemental benefits. The committee discussed a model of total compensation, including salary and benefits, to be used by the candidate as they wish. The figure would be consistent with the total comp of other surveyed pools. Some benefits may also be structured to incentivize behavior. We will use "open and competitive" in the recruitment materials. The committee is open to paying relocation expenses. Since the salary and benefits are subject to negotiation and not a set schedule, no approval was needed at the meeting. The committee will use this discussion and information as guidelines when negotiating with the selected candidate.

Dr. Porter reviewed his process matrix, which goes through placement and includes timing and responsibility for application reviews, interviews, candidate screening, and final decisions. Application review will be done by staff, with committee involvement as needed for maybes. Interviews will be done by two panels: committee members and leadership team staff. The two panels will meet at the end to debrief. Video is okay for round one. Reference checks of finalists will be done by staff, subject to guidelines provided by HR and legal.

The process is in good shape with no roadblocks so far.

### **Workers' Compensation Program**

#### **Reallocation of Site Security Grant Funds**

Selby reported that, to date, just over \$23,000 of the \$300,000 site security funds have been utilized, and none in the current or prior year. On January 29, 2021, the Board approved reallocation of \$100,000 of these funds toward a new mental health grant program. All approved funds have been distributed based on qualifying applications from seven Members.

The need for mental health resources is evidenced by the volume of requests for grant funding. Because NBSIA is in the final year of the site security grant program, and to help Members meet current needs, Selby recommended repurposing an additional \$75,000 from the site security program to further fund the mental health grant program. This would leave about \$100,000 in the site security fund.

Motion was made by Page, seconded by Schultz, and carried unanimously to recommend that the Board of Directors approve reallocation of an additional \$75,000 from the site security grant fund program to the mental health grant program (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)

**NON-ACTION ITEMS**

Final 2021/22 Budget                      Selby reported that no substantive changes are expected to the final budget. The budget will be on the agenda for Board approval at the September meeting.

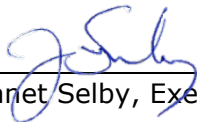
Strategic Planning Update 2021                      Selby provided a progress report on the current strategic foresight project initiated at the June planning meeting. This included subsequent work done by staff and consultants to develop future scenarios. The committee provided some feedback on the scenario notes.

Captive Report                      Selby presented an update on Phase II planning. Everything is on track toward the target date of January 2022. Selby met with the actuary and financial advisors to discuss changes in the discount rate consistent with expected returns from captive. A recommendation will be made during the upcoming actuarial studies.

PFM is working on proposed changes to the Investment Policy Statement. A special captive board meeting will need to be scheduled for October 2021 to review and approve the changes.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:24 p.m.

Respectfully submitted by:                       8/18/2021  
Janet Selby, Executive Director                      Date

Approved by Committee: 11/10/21  
Date