

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
November 10, 2021  
MINUTES**

- Call to Order** The meeting was called to order at 12:02 p.m. by Vice President Best.
- Attendance** Committee members in attendance were:  
Dana Page, Napa Valley USD  
Attending by videoconference/Zoom:  
Josh Schultz, Napa County Office of Education  
Matt Best, Davis Joint USD
- Staff and Guests** Janet Selby, NBSIA  
Carrie Green, NBSIA  
Kami Liñan, NBSIA (Item 8.D.)  
Brandon Schlenker, NBSIA (Closed Session item only)  
Stephanie Carmona, NBSIA (Closed Session item only)  
Tim Murphy, Counsel (Closed Session item only)  
Jennifer Hickerson, SEEDS Consulting (Item 9.A.)
- Approval of Agenda** Motion made by Schultz, seconded by Page, and carried unanimously to approve the agenda as presented. (*Ayes: Best, Page, Schultz; Noes: none; Absent: Henson; Abstain: none*)
- Public Comments** No public present.
- Member Reports and Collaboration** No member reports.
- Closed Session** The Executive Committee entered Closed Session at 12:03 p.m. for discussion and possible action on *Neff v. Solano COE and Travis USD* pursuant to Government Code Section 54956.95(a).
- Report from Closed Session** The Executive Committee returned from Closed Session at 12:14 p.m. and reported that settlement authority was approved in the case of *Neff v. Solano COE and Travis USD*.
- Executive Committee Briefing** Selby highlighted NBSIA's Tech Peer Group as a key resource as we continue evaluating how best to support members in cyber security and coverage. Selby reinforced the importance of member IT staff engagement and stated she would follow up with each member to ensure we have the right people in the group. Selby also reported interest from two prospective members and that more information would be forthcoming on receipt of applications and loss information.
- 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 August 18, 2021; Investment Committee Meeting Minutes August 18, 2021; Personnel Actions (August-October 2021); Expenditure Report (July-September 2021); Annual Staff Compensation Report; Bickmore Actuarial contract for FY2021-22 analyses; and SEEDS

Consulting contract for Deputy Executive Director search (*Ayes: Best, Page, Schultz; Noes: none; Absent: Henson; Abstain: none*)

### **Finance/Operations**

#### **Approval of New Broker/Dealer Firm**

Selby reported that Kevin Webb, one of NBSIA's broker/dealers, has left Piper Sandler and is now with Robert W. Baird. NBSIA will need to add Baird to the panel of approved broker/dealer firms, per Board Policy 3.2. Full information needed to vet the new firm has not yet been received, so Selby asked for approval to add conditioned upon successful completion of the information gathering review process.

Motion was made by Page, seconded by Schultz, and carried unanimously to conditionally approve the addition of Robert W. Baird as a qualified broker/dealer for NBSIA investments, as requested. (*Ayes: Best, Page, Schultz; Noes: none; Absent: Henson; Abstain: none*)

### **Property/Liability Program**

#### **Property/Liability Capital Target Funding at 6/30/2021**

Selby presented the Property/Liability Capital Target Funding report as of June 30, 2021. The program experienced a healthy increase in net position over the prior year, because of lower claims and conservative funding practices. The program now meets two of the three funding benchmarks and is close to satisfying all three. Continued strengthening is expected over the current year, which will provide stability and help us to meet the uncertainty of current excess markets.

Motion was made by Schultz, seconded by Page, and carried unanimously to accept and file the Property/Liability Capital Target Funding at 6/30/2021 as presented. (*Ayes: Best, Page, Schultz; Noes: none; Absent: Henson; Abstain: none*)

### **Workers' Compensation Program**

#### **Workers' Comp Capital Target Funding at 6/30/2021**

Selby presented the Workers' Comp Capital Target Funding report as of June 30, 2021. The program gained net position over last year, meets all capital target goals, and is financially strong and stable. Equity provides opportunities to support WC rate stability and fund risk management programs.

Motion was made by Page, seconded by Schultz, and carried unanimously to accept and file the Workers' Compensation Capital Target Funding at 6/30/2021 as presented. (*Ayes: Best, Page, Schultz; Noes: none; Absent: Henson; Abstain: none*)

#### **Biennial Workers' Compensation Claims Audit**

Liñan presented results from the workers' comp claims audit, performed by ABD Insurance Services. NBSIA received an overall audit score of 97.6% after a review of selected claims and applicable considerations, an improvement over the prior audit. These results reflect the excellent work done by Ms. Liñan and the workers' compensation claims team, and the Committee expressed its appreciation.

Motion was made by Page, seconded by Schultz, and carried unanimously to accept and file the workers' comp claims audit report as presented. (Ayes: Best, Page, Schultz; Noes: none; Absent: Henson; Abstain: none)

**Dental/Vision Programs**

Dental Program Capital Target Funding at 6/30/2021

Selby presented the Dental Program Capital Target Funding report as of June 30, 2021. There was an increase in claims starting in the 2020-21 year. This was expected rebound following pandemic restrictions, but the increase has been sustained. Our recent dental actuarial report confirms this upward cost trend, and we will consider a plan to increase rates over several years, starting in 2022-23. Overall, the program remains financially strong and meets all targets. This will enable us to moderate rate changes and absorb short-term cost increases.

Motion was made by Schultz, seconded by Page, and carried unanimously to accept and file the Dental Program Capital Target Funding at 6/30/2021 as presented. (Ayes: Best, Page, Schultz; Noes: none; Absent: Henson; Abstain: none)

**NON-ACTION ITEMS**

Deputy Executive Recruitment Update

Selby, along with Jennifer Hickerson from SEEDs Consulting, provided an update on the Deputy Executive Director search. Hickerson informed the Committee that her firm has been actively recruiting for the past couple of weeks and she is confident that they will have some great applicants to present for interview the first week of December.

In-house Substitutes and POET

Selby reported that in response to the urgent need for existing staff to fill in as substitutes in classrooms, NBSIA allowed current employees to bypass the post-offer employment testing (POET) process when acting as subs in certain positions that are ordinarily subject to POET testing. New hires must continue to go through POET testing as usual, and staff have arranged for additional test days and hours to accommodate the increase in demand. The Committee expressed agreement with this action, concurring with the urgent need for subs across members.

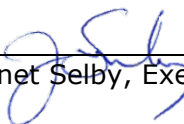
Strategic Planning Meeting 2022

Selby reported on the current strategic foresight project initiated at the June 2021 planning meeting. This included work done by staff and consultants to develop future scenarios and now pivoting toward how NBSIA can support members. The 2022 planning meeting is scheduled for January 27 in Napa, with a board meeting the next morning. More information about the event will be forthcoming in the next few weeks.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:03pm.

Respectfully submitted by:

  
\_\_\_\_\_  
Janet Selby, Executive Director

\_\_\_\_\_  
11/10/2021  
Date

Approved by Committee:

\_\_\_\_\_  
3/23/22  
Date