

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
May 25, 2022**

**MINUTES**

- Call to Order** The meeting was called to order at 12:05 p.m. by President Henson.
- Attendance** Those 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  
Kim Santin, NBSIA  
Carrie Green, NBSIA
- Approval of Agenda** Motion made by Schultz, seconded by Page, 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** None.
- Closed Session** The Executive Committee entered Closed Session at 12:06 p.m. for discussion and possible action on Public Employment – Deputy Executive Director pursuant to Government Code Section 54957(b).
- Report from Closed Session** The Executive Committee returned from Closed Session at 12:16 p.m. and reported no action was taken.
- ACTION ITEMS**
- Consent Calendar Motion was made by Page, seconded by Schultz, and carried unanimously to approve all items listed on the Consent Calendar, including the Regular Meeting Minutes March 23, 2022; Special Meeting Minutes May 4, 2022; Expenditure Report (January–March 2022); Personnel Actions (March–April 2022); Contract for insurance brokerage services 2022-23 (ABD); and Extension of Monthly Retainer Agreement FY2022-23 (Eyres Law Group) (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)
- Finance/Operations**  
Preliminary Annual Budget FY2022-23  
The Preliminary Annual Budget was presented 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. There is also a focused priority on recruiting and retaining high-quality staff to effectively administer claims and support Members.

Motion was made by Best, seconded by Page, and carried unanimously to recommend approval of the Preliminary Annual Budget for FY2022-23 as presented to the Board of Directors. *(Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none)*

#### NBSIA Personnel Handbook

A summary of changes to the NBSIA Personnel Handbook was presented to the Executive Committee. These changes were made in conjunction with the advice from NBSIA legal counsel, Rob Cutbirth.

Motion was made by Schultz, seconded by Best, and carried unanimously to recommend approval of the NBSIA Personnel Handbook as presented to the Board of Directors. *(Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none)*

#### Authorization of Butte Schools Self-Funded Program (BSSP) Workers' Compensation Bank Account

Executive Committee authorization is required to establish a separate bank account for BSSP to participate in the workers' compensation program. Funds needed to pay current losses will be held in a trust checking account. The following individuals are authorized to be signatures to the account for the deposit and withdrawal of monies in the Banks insured by the FDIC:

NBSIA Executive Director – Janet Selby  
NBSIA Board President – Michelle Henson  
NBSIA Deputy Executive Director – Kim Santin  
NBSIA Auditor – Josh Schultz

Motion was made by Schultz, seconded by Page, and carried unanimously to authorize the opening the BSSP trust bank account. *(Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none)*

#### **Property/Liability**

##### Preliminary Property/Liability Rates FY2022-23

The Preliminary Property/Liability Rates for FY2022-23 were presented 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.

For the 2021-22 year, the Board opted to fund at a higher confidence level to strengthen program funding. The strategy was effective, and the program now fully meets all three components of our Capital Target policy

(85% confidence level funding, rate stabilization, and catastrophic loss reserve). Funding at the 85% confidence level going forward should continue to strengthen the program's net position. The Committee discussed funding at the 90% confidence level in anticipation of potential increase in claims for 2022-23. While the Committee is amenable to fund the program at the 85% level, they would like to see the brokers' final rates at the 90% confidence level for the Board's consideration.

Motion was made by Page, seconded by Schultz, and carried unanimously to recommend approval of the preliminary Property/Liability rates at the 85% confidence level, unless there is a decrease in the final rates in which consideration of funding the rate at the 90% confidence level may be more prudent with potential of increasing claims, to the Board of Directors. (Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none)

**DISCUSSION ITEMS**

**Proposed Meeting Schedule for FY2022-23**

The tentative Board and Executive Committee meeting dates for FY2022-23 were presented. No changes or other considerations were noted. The schedule will be presented to the Board of Directors for final approval.

**Election of Officers for FY2022-23**

Election of Board Officers will take place at the June 15, 2022 Board meeting. The Executive Committee Members all expressed interest in continuing their current roles on the Executive Committee, but wanted to open it up for discussion at the June 15<sup>th</sup> Board Meeting to gauge other interest. The possibility of adding another Member-at-Large to the Executive Committee was discussed to be brought to the Board for consideration.

**New Member Onboarding**

An update was provided to the Executive Committee on onboarding BSSP and Winters JUSD. Onsite visits and training have been scheduled and/or provided by Member Services. The new members have each passed resolutions to join NBSIA, and resolutions approving membership will be brought to the NBSIA Board at the next meeting. BSSP and Winters JUSD have also signed and submitted the required JPA Agreement. Receipt of the Certificates to Self-Insure are pending.

**Executive Briefing**

An update to the Executive Committee was provided .

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:54 p.m.

Respectfully submitted by:

  
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Janet Selby, Executive Director

5/25/2022  
Date

Approved by Committee:

8/17/2022  
Date