

**NORTH BAY SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE SPECIAL MEETING
December 8, 2021**

MINUTES

- Call to Order** The meeting was called to order at 8:45 a.m. by President Henson
- Attendance** Michelle Henson, Solano County Office of Education
Matt Best, Davis Joint USD
Dana Page, Napa Valley USD
Appearing by videoconference/Zoom:
Josh Schultz, Napa County Office of Education
- NBSIA Staff** Janet Selby
Carrie Green (open session only)
Karen Antunes (portion of closed session only)
Vahé Hovakimian (portion of closed session only)
Kami Liñan (portion of closed session only)
Suzanne Dillman (portion of closed session only)
Brandon Schlenker (portion of closed session only)
- Approval of Agenda** Motion made by Schultz, seconded by Best, 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.
- Action Items**
Prospective Member Application
- Selby presented information on two potential new members, Butte Schools Self-Funded Programs (BSSP) and Winters Joint Unified School District (WJUSD).
- For BSSP, Selby went through the staff report in detail, providing information on the BSSP pool and membership, governing documents and policies regarding new members, BSSP loss and program participation information, plans for claims handling and member support, estimated costs, caveats and benefits. She explained that the application is for workers' comp only. The plan to establish a separate "tower" for BSSP losses such that there would not be risk sharing between current NBSIA members and BSSP members. Selby further stated the potential for risk sharing in the future and for other BSSP members to join. Because of the special nature of this partnership (pool joining pool), Selby stated that in addition to signing the JPA Agreement, other documents would be needed to clarify issues like addition of other BSSP members and management of investments. Legal counsel is ready and able to assist. The Committee asked several questions about planning, service, culture and fit, and participation in risk management. They engaged in a thorough discussion about the risks, challenges, and benefits of admitting BSSP as a member.
- Selby also presented preliminary information submitted by WJUSD. There was not enough information to make a recommendation about membership, so the action item was tabled and a Special Meeting of the

Executive Committee was planned for the following week, pending additional information and an application from WJUSD.

Motion made by Best, seconded by Page, and carried unanimously to recommend to the Board of Directors that we extend an offer of membership to BSSP, conditioned on execution of the JPA Agreement and any other agreements necessary to document the agreed terms and conditions. (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)

Formation of Ad Hoc Committee

Selby reported that staff have seen an increase in questions about student work experience and internship programs. There are a lot of variables with these programs; some fit neatly into the CA WEE program framework, others do not.

Because of the need for exchange of information between staff and members, staff proposed an advisory ad hoc committee made up of subject matter experts from the membership to work with staff and legal counsel. The goals are to develop consistent and clear risk management guidance on such programs, and to ensure that NBSIA coverage is adequate to meet the needs of these programs.

Selby clarified that Bylaws allow the Executive Committee to establish subcommittees to assist and advise regarding various programs. The ad hoc committee would report to the Executive Committee, which would report up to the full Board with any information and recommendations.

Motion made by Schultz, seconded by Page, and carried unanimously to approve the formation of an ad hoc committee as presented. (*Ayes: Best, Henson, Page, Schultz; Noes: none; Absent: none; Abstain: none*)

Closed Session

The Executive Committee entered Closed Session at 9:40a.m. to conduct interviews with two potential candidates for the Deputy Executive Director position followed by a debrief meeting with the Leadership Team.

Report from Closed Session

The Executive Committee returned from Closed Session at 12:34p.m. and reported that there was no action taken. Direction was given regarding additional interviews with two candidates.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:35p.m.

Respectfully submitted by:



Janet Selby, Executive Director

12/8/2021
Date

Approved by Committee:

3/23/22
Date