

NORTH BAY SCHOOLS INSURANCE AUTHORITY
QUARTERLY BOARD MEETING
March 18, 2005
MINUTES

Call To Order: The meeting was called to order at 9:00 a.m. by President Lettie Allen

Roll Call: Those in attendance were:

Solveig Monson, Davis Joint Unified School District
Susan Rinne, Dixon Unified School District
Bill Taylor, Travis Unified School District
Lettie Allen, Vacaville Unified School District
J.R. Perkiss, Napa County office of Education
Kari Sousa, Fairfield-Suisun Unified School District

Staff and Guests:

Jan DeGracia, Executive Director NBSIA
Suzanne Dillman, NBSIA
Peggy Kech, NBSIA
Gordon Templeton, NBSIA
Ron Cohea, NBSIA

Absent:

Willard Wright, Solano Community College
Kimberly Dennis, Benicia Unified School District
John Niederkorn, Vacaville Unified School District

Approval of Agenda: **Motion** was made by Kari Sousa, seconded by Bill Taylor, and carried unanimously to approve the March 18, 2005 agenda.

Public Comments: None

Reports from Board: Sousa reported Fairfield Suisun Unified School District's new superintendent is Arnold Woodrow Carter, and at the time of the Board meeting Mr. Carter's start date had not been determined.

Taylor shared with the Board that Travis Unified School District reached a settlement with the teachers union.

Rinne shared that Dixon Unified School District had also settled and she offered her appreciation for the learning opportunity she received at the PARMA Conference.

Monson shared that three of the Davis Joint Unified schools had been seriously vandalized. Due to the nature of the graffiti involved in the vandalism those accused had been charged with hate crimes.

Reports from Board

Continued:

Taylor stated TUSD is interested in increasing the reward on the Campus Hotline.

J.R. Perkiss stated he felt the PARMA Conference continues to improve each year.

Action Items:

Consent Calendar

Motion was made by Kari Sousa, seconded by Bill Taylor, and carried unanimously to accept the Consent Calendar as presented which included the following:

- Minutes of Board meeting, on December 7, 2004
- Revision of Procedure 4.12: Education/Training for NBSIA Employees

Operations:

Job Reclassification – Operations Manager

Motion was made by Bill Taylor, seconded by Kari Sousa and carried unanimously to approve the reclassification of Operations Manager to Program Services Manager effective July 1, 2005.

Resolution 05-01:

CalPERS Resolution of Intent to Amend Contract

At the recommendation of the Executive Committee, DeGracia requested the Board adopt Resolution 05-01: Resolution of Intention to Amend Contract. This resolution will allow NBSIA to pursue a benefit change from 2% @ 60 to 2% @ 55, effective July 1, 2005. DeGracia noted the employer share for this benefit would increase by approximately 2.5% for an estimated cost of \$26,100 in fiscal year 2005/06 and thereafter.

Motion to pass the resolution was made by Bill Taylor and seconded by Kari Sousa, and passed as follows: Ayes: 6, Noes: 0, Absent: 3, Abstain: 0. A resolution authorizing this contract amendment must be approved at the June 2005 meeting before the change can become effective.

Staff Compensation

DeGracia reviewed the 2002 Board Meeting when NBSIA's approach, philosophy and formula for staff compensation was created and adopted. In following that procedure, the recommended compensation adjustment for 2005/06 ranged from the average of 2004/05 increases (1.63%) and the 2004 CPI for Urban Wage Earners and Clerical at 3.3%. Based upon these numbers, the Executive Committee recommended a COLA of 2% effective July 1, 2005.

Staff Compensation
Continued:

Sousa stated she believes in NBSIA's philosophy as stated in the Board Policy and believes it is more than fair to abide by and follow.

Motion was made by Bill Taylor, seconded by Kari Sousa and carried unanimously to approve a salary adjustment in the amount of 2% for the 05/06 fiscal year effective July 1, 2005.

Building Purchase

DeGracia informed the Board that NBSIA's current lease contract expires June 2006 and, in going forward with the Board's intention to build, a letter of intent is necessary in order to ensure fast action.

A lengthy discussion ensued regarding a specific property DeGracia has been considering. DeGracia requested the Housing Committee join her to look at the facility. Committee members agreed to do so.

Motion was made by J.R. Perkiss, seconded by Susan Rinne and carried unanimously to approve the recommendation to purchase a building (existing or build to suit), with a budget of \$300 per square foot, using public financing.

Motion was made by J.R. Perkiss, and seconded by Susan Rinne to authorize the Executive Committee to issue the letter of intent with timely notice to other Board Members.

Information:

Annual Performance

Review - Exec. Director

Allen addressed the Board to explain the process the Executive Committee followed to perform the evaluation of the NBSIA Executive Director. DeGracia had been previously requested by the Committee to prepare a list of goals for herself and present them to the Committee. The Committee then met to discuss the results and prepare the evaluation.

Allen expressed her appreciation to DeGracia on her success and stated the Board is pleased with the changes that have been made within NBSIA as a whole. Allen stated the evaluation is available to all Board Members for review. J.R. Perkiss stated DeGracia had done a great job and the Board expressed its appreciation by giving DeGracia a round of applause.

**Executive Director's
Report:**

DeGracia brought the Board up to date on NBSIA's recent staff turnover. She also addressed the MPN stating implementation is planned for May 2005

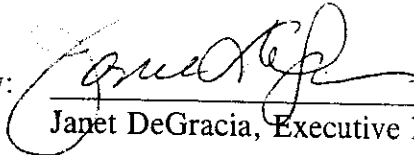
NBSIA is considering new software to assist in the MPN process, costs would be covered by NBSIA if implemented.

The Board expressed a need for information to share with their unions regarding the MPN and DeGracia agreed to provide a one page explanation of the program which will include a copy of the coming letter to employees.

Adjournment:

There being no further business, the meeting was adjourned at 10:17 a.m.

Respectfully submitted by:



Janet DeGracia, Executive Director

4-10-05
Date