

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
QUARTERLY BOARD MEETING  
June 17, 2005  
MINUTES**

**Call To Order**

The meeting was called to order at 9:04 a.m. by President Lettie Allen.

**Roll Call**

Those in attendance were:

Kimberly Dennis, Benicia Unified School District  
Solveig Monson, Davis Joint Unified School District  
Susan Rinne, Dixon Unified School District  
Bill Taylor, Travis Unified School District  
John Niederkorn, Vacaville Unified School District  
Lettie Allen, Solano County Office of Education  
Kari Sousa, Fairfield-Suisun Unified School District  
J.R. Perkiss, Napa County Office of Education

**Absent:**

Willard Wright, Solano Community College

**Staff and Guests:**

Jan DeGracia, Executive Director NBSIA  
Suzanne Dillman, NBSIA  
Peggy Kech, NBSIA  
John Paul Acac, NBSIA  
Gordon Templeton, NBSIA  
Lewis Lawrence, NBSIA

**Reports to Board**

None

**Public Comments**

None

**Reports from Board**

Taylor announced he would be retiring during the 05/06 school year and removed himself from consideration for the board officer election process. No date has yet been determined for his retirement.

**Action Items**

**Consent Calendar**

**Motion** was made by Kimberly Dennis, seconded by Kari Sousa, and carried unanimously to accept the Consent Calendar as presented, including the Minutes of the March 18, 2005 board meeting.

**Workers' Compensation:**

**05/06 Program Rate**

DeGracia noted the rates were based on an actuarially recommended manual rate of \$2.29/\$100 payroll, adjusted to an effective rate of \$2.12/\$100 payroll. A short discussion about ex mods followed. Perkiss commented that first time members in the MPN should see a significant reduction in ex mod rates in a few years.

**Motion** was made by Kimberly Dennis, seconded by Kari Sousa and carried unanimously to approve the 2005/2006 Workers' Compensation Program Rate as presented.

**Property and Liability:**

05/06 Program Rate

DeGracia noted the self-insured retentions (SIR) of \$100,000 for property and \$150,000 for liability remain unchanged in the coming year. She stated the rates are 99% fixed (with SELF confirmation pending) and Districts have been invoiced in accordance with NBSIA policy, with a due date of July 20, 2005.

DeGracia also reviewed the liability program structure changes, which include assumption of retention above the JPA's SIR to \$300,000 by the Bay Area Schools Insurance Cooperative (BASIC) of which NBSIA is a member. Beyond the \$300,000, the BASIC pool will have a corridor deductible of \$200,000, which is a one-time cost of loss from any BASIC member. A graphic program structure was provided to the board to further clarify the layering of coverages.

Motion was made by Kimberly Dennis, seconded by Bill Taylor and carried unanimously to approve the 2005/2006 Property and Liability Program Rates and contribution spreadsheet as presented.

**Dental:**

05/06 Program Rates

DeGracia noted there was no increase recommended in the rate for districts that made no change to their benefits. She did note plan design differs among members and said the ability to modify dental coverage is available at any time.

Motion was made by Kari Sousa, seconded by Kimberly Dennis and carried unanimously to approve the 2005/2006 Dental Program Rates as presented.

**General Administration:**

05/06 Proposed Budget

DeGracia began with a review of assumptions used in development of the 2005/2006 Proposed Budget. Highlights included that the NBSIA's Supervisor's Academy and VIVID online training programs would continue to be paid for by General Administration equity funds and are not an additional charge to the districts.

DeGracia further noted the Strength and Agility Tests will be billed to the participating districts at a cost of \$49.50 per test beginning July 1, 2005, and that there was no separate budget for a building purchase.

Perkiss initiated a conversation comparing the HCO to MPN costs. DeGracia stated the per-person fee is higher for the MPN due to the cost of mailing compliance notices.

Rinne noted the general administration capital outlay total on page 5.04 of the agenda was different from the capital outlay total on page 5.13 by a difference of \$500. DeGracia agreed to modify the fixed assets to reflect the correct amount of \$17,000. Rinne requested the safety credit budget forms be mailed directly to her attention as well as the Dixon Risk Management representative so they could coordinate budget planning.

Motion was made by Kimberly Dennis, seconded by Bill Taylor and carried unanimously to approve the 2005/2006 Proposed Budget as corrected.

**General Administration, continued**

PERS Resolution 05-02

Modification of Retirement

Formula

DeGracia explained that this resolution was the final step in modifying the retirement formula for NBSIA staff, following action taken at the March 18, 2005 meeting to authorize such action.

**Motion** was made by Kari Sousa, seconded by Bill Taylor and carried unanimously by roll call vote to authorize an amendment to PERS Retirement Contract for NBSIA employees to modify the PERS retirement formula to 2% @ 55, effective July 1, 2005.

**Roll Call Vote:**

**AYES:**

Kimberly Dennis, Benicia Unified School District  
Solveig Monson, Davis Joint Unified School District  
Susan Rinne, Dixon Unified School District  
Bill Taylor, Travis Unified School District  
John Niederkorn, Vacaville Unified School District  
Lettie Allen, Solano County Office of Education  
Kari Sousa, Fairfield-Suisun Unified School District  
J.R. Perkiss, Napa County Office of Education

**NOES:** None

Modification to JPA  
Bylaws

DeGracia noted that this item came about as part of the JPA housing subcommittee discussion regarding protection of pool equity in the event real property was owned by the JPA. She contacted Robin Stewart at KMTG for a legal opinion, the result of which was before the board for today's action. It was recommended that the language change be made to protect the JPA in the event of a member withdrawal and any other claims against pool equity. Templeton suggested the language should include reference to business property, i.e., furniture and equipment, and DeGracia will follow up with Ms. Stewart on that issue.

**Motion** was made by Kimberly Dennis, seconded by Kari Sousa, and carried unanimously to approve the proposed changes to the JPA Bylaws with modification to include business property if recommended by Ms. Stewart.

Election of 2005/06  
Officers

**Motion** was made by Kimberly Dennis and seconded by Bill Taylor to nominate Lettie Allen as Board President. There being no further nominations, a vote was taken and motion passed unanimously.

**Motion** was made by Bill Taylor and seconded by JR Perkiss to nominate Kari Sousa as Vice President. A second motion was made by Susan Rinne to nominate Kimberly Dennis as Vice President. Rinne's motion died for lack of a second. There being no further nominations, a vote was taken and motion to elect Kari Sousa as Vice President passed unanimously.

**General Administration, continued**

**Motion** was made by Kari Sousa and seconded by Bill Taylor to nominate Kimberly Dennis as Auditor. There being no further nominations, a vote was taken and motion passed unanimously.

**Motion** was made by Bill Taylor and seconded by Kimberly Dennis to nominate J.R. Perkiss as Member-at Large. There being no further nominations, a vote was taken and motion passed unanimously.

The NBSIA slate of officers for 2005/2006 is as follows:

Lettie Allen	President
Kari Sousa	Vice President
Kimberly Dennis	Auditor
J.R. Perkiss	Member-at-Large

**Designation of NBSIA  
Official Mailing Address**

**Motion** was made by Kari Sousa, seconded by Kimberly Dennis and carried unanimously that the official mailing address for NBSIA will continue at 380A Chadbourne Road, Fairfield, CA 94534.

**Schedule of 2005/06 Board/  
Executive Committee Mtgs**

Dennis requested that Board meetings be moved to a day other than Friday. Following the discussion, it was determined that the September Board meeting date would stand and the April and June meeting dates will be moved to Wednesday, with exact dates to be determined.

**Motion** was made by Bill Taylor, seconded by J.R. Perkiss and carried unanimously to accept the calendar schedule subject to change as discussed.

**Non-Action Items:  
Information**

The schedule of 2005/06 Risk Management Training/Education Conferences was presented for board information.

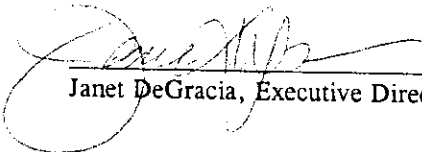
**Executive Director's  
Report**

DeGracia spoke about the MPN implementation being off to a good start with mailings out to NBSIA, FSUSD, DJUSD, CJUSD, and PVUSD. She thanked Steve Ramos at SCOE for his assistance. DeGracia also welcomed Gordon Templeton to the meeting following his recent surgery. Willard Wright's departure from Solano Community College was noted and DeGracia stated NBSIA would be close to being fully staffed by July 1, 2005.

**Adjournment**

There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted by:

  
Janet DeGracia, Executive Director

  
Date