

NORTH BAY SCHOOLS INSURANCE AUTHORITY
QUARTERLY BOARD MEETING
June 18, 2004
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:
Kimberly Dennis, Benicia Unified School District
Aaron Shonk, Davis Joint Unified School District
Susan Rinne, Dixon Unified School District
Bill Taylor, Travis Unified School District
Lettie Allen, Vacaville Unified School District
Sarah Hart, Solano County Office of Education
Kari Sousa, Fairfield-Suisun Unified School District arrived at 9:06

Staff and Guests:
Jan DeGracia, Executive Director NBSIA
Suzanne Dillman, NBSIA
Peggy Kech, NBSIA
Maria Cantera, NBSIA
Nicole Torres, NBSIA
Ron Cohea, NBSIA

Absent:
Willard Wright, Solano Community College
J.R. Perkiss, Napa County office of Education

Approval of Agenda: **Motion** was made by Bill Taylor, seconded by Aaron Shonk, and carried unanimously to approve the June 18, 2004 agenda.

Reports to Board:
Public Comments

None

Legislative Update

DeGracia distributed a handout on the Hazardous Materials Business Plan reminding the board that all districts were required to comply by the April 1, 2004 deadline. Ron Cohea, NBSIA, will continue to work with the District's Risk Management Committees on this project.

DeGracia stated that the latest workers' compensation reform makes HCO's ineffective as of January 1, 2005 and that NBSIA is in the process of phasing out the HCO program.

Reports from Board:

Shonk announced that June 30th is his last day with the Davis Joint Unified School District.

Action Items:

Consent Calendar

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

Minutes of Board meeting, on April 2, 2004

Dental

04/05 Program Rates

Motion was made by Kimberly Dennis, seconded by Sarah Hart and carried unanimously to approve the 2004/2005 Dental Program Rates with a 10% increase over the current year as proposed.

DeGracia stated that no increase had occurred in the Dental Program for the past 5 years and that this 10% increase was appropriate. The new rates will be effective July 1, 2004.

Workers' Compensation

04/05 Rates

Motion was made by Kimberly Dennis, seconded by Aaron Shonk and carried unanimously to approve the 2004/2005 Workers' Compensation Rates of \$2.235 per \$100 as proposed.

DeGracia noted that excess coverage increased 12% from the previous year.

Property & Liability

04/05 Rates

Motion was made by Bill Taylor, seconded by Aaron Shonk and carried unanimously to approve the 2004/2005 Property & Liability Rates and contribution spreadsheet as proposed.

DeGracia noted there was a change in the property carrier this year and that NBSIA is now with PEPiP. She distributed a handout on the Basic Property Quote for Board review.

NBSIA distributed the Property and Liability invoices to those members present at the meeting - to be followed up with an invoice mailed directly to the district fiscal offices. DeGracia stated that the invoices are due by July 20, 2004. A lengthy discussion ensued among members regarding new software complications and the possibility of not being able to meet the July 20th deadline. DeGracia offered to extend the deadline but the Board agreed the current policy allowing penalties to be brought to the Executive Committee for review was sufficient.

Action Items:

Property & Liability
Policy 5.23-Coverage
For Charter Schools

Motion was made by Bill Taylor, seconded by Lettie Allen and carried unanimously to approve Policy 5.23: Coverage for Charter Schools as amended.

DeGracia said this revision is meant to protect the pool members by ensuring a common exposure to liability with the policy stating that NBSIA will only provide coverage to a dependant/conversion Charter School. A lengthy discussion ensued with the following recommendations:

Research and investigate phone numbers and contact information for alternate insurance agencies to provide to parties when NBSIA is unable to provide them with coverage

Board members should inform their superintendents that charter school coverage has been restricted per policy 5.23

Operations

04/05 Proposed Budget

Motion was made by Kimberly Dennis, seconded by Bill Taylor and carried unanimously to approve the 2004/2005 Proposed Budget.

Taylor referred to page 5.08 questioning the 300% increase in HCO costs and DeGracia explained that even with the phasing out of the HCO program we still maintain FSUSD in the HCO through 12/04 and NCOE, SCOE, DUSD, and VUSD through 10/04. The increase is from budget to budget, not actual expense.

Susan Rinne requested to include a column in the budget titled Actual to reflect actual expenses of the current year. DeGracia agreed to do so in the future.

Resolution 04-02

DeGracia stated this resolution is a record update requiring new signatures, there is no change in practice and is effective immediately.

Motion to adopt Resolution 04-02: Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) was made by Bill Taylor, seconded by Susan Rinne and passed as follows:

Ayes: Kimberly Dennis
Aaron Shonk
Susan Rinne
Bill Taylor
Lettie Allen
Noes: None
Absent: Willard Wright
J.R. Perkiss

Action Items:

Operations

Election of 04/05 Officers

Motion was made by Bill Taylor, seconded by Aaron Shonk and carried unanimously to re-elect Lettie Allen as NBSIA Board President.

Motion was made by Lettie Allen, seconded by Aaron Shonk and carried unanimously to elect Bill Taylor as NBSIA Vice President.

Motion was made by Sarah Hart, seconded by Bill Taylor and carried unanimously to elect Kari Sousa as Auditor.

Motion was made by Aaron Shonk, seconded by Kari Sousa and carried unanimously to reelect Kimberly Dennis as NBSIA Member-at Large.

The NBSIA Board Roster for 2004/2005 is as follows:

Lettie Allen	President
Bill Taylor	Vice President
Aaron Shonk	Auditor
Kimberly Dennis	Member at Large

Official Mailing Address

Motion was made by Bill Taylor, seconded by Susan Rinne and carried unanimously that the official mailing address for NBSIA will stand as 380A Chadbourne Road, Fairfield, CA 94534.

Meeting Schedule

The schedule for the 04/05 Board and Executive Committee Meetings was reviewed by board members. President Lettie Allen stated there was a consensus on the selected dates.

Medical Program

DeGracia stated there were no members joining the proposed Medical Program in October 2004. She asked the Board to determine if they wanted to continue with the program and to evaluate if they wanted to stay with Driver Alliant and/or Bordan Darm. A lengthy discussion ensued. DeGracia stated that approving the addendum was not contingent on the medical program coming together and that it does not preclude us from discontinuing Driver Alliant as the program vendor.

Motion was made by Susan Rinne, seconded by Aaron Shonk and carried unanimously to approve the Medical Memorandum of Understanding as presented.

**Non-Action Items:
Information**

The 04/05 Risk Management Training/Education Conference schedule was distributed. DeGracia encouraged board members to participate in the conferences.

**Executive Director's
Report:**

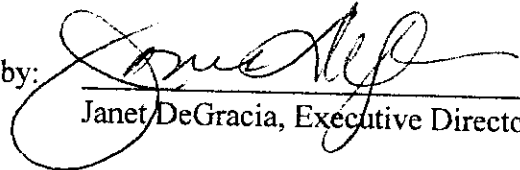
DeGracia announced that NBSIA would be celebrating its 25th Anniversary on July 1, 2004.

DeGracia and Allen thanked Shonk and Hart for participating as NBSIA Board Members and wished them well.

Adjournment:

There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted by:



Janet DeGracia, Executive Director

7/9/04
Date