

**North Bay Schools Insurance Authority
Quarterly Board Meeting
September 10, 2008**

MINUTES

Call To Order The meeting was called to order at 9:18 a.m. by President J.R. Perkiss.

Attendance Those in attendance were:
 Kari Sousa, Fairfield-Suisun Unified School District
 John Niederkorn, Vacaville Unified School District
 J.R. Perkiss, Napa County Office of Education
 Sandra Harrington, Dixon Unified School District
 Lettie Allen, Solano County Office of Education
 Bruce Colby, Davis Joint Unified School District
Staff and Guests:
 Jan DeGracia, NBSIA
 Kami Linan, NBSIA
 Gordon Templeton, NBSIA
 Suzanne Dillman, NBSIA

Approval of Agenda Motion was made by Niederkorn, seconded by Colby, and carried unanimously to approve the agenda as presented.

Reports to Board
Public Comments: None.

Reports from Board Members
None

ACTION ITEMS

Approval of Consent Calendar:

Motion was made by Sousa to accept the minutes of the June 11, 2008 Board Meeting as presented. It was seconded by Colby, and passed with Allen abstaining.

OPERATIONS

2008/09 Final Budget:

DeGracia presented the final budget for 2008/09, noting minor changes in some of the programs, and an increase of \$18,000 in workers' compensation to cover the cost of scanning system software that was excluded from the draft budget. DeGracia explained the changes did not affect overall balances as contingency funds were used to offset adjustments. Motion was made by Allen, seconded by Sousa, and carried unanimously to approve the proposed final budget as presented.

NBSIA Policy 3.2: Investment of Funds Revision and Annual Authorization of Delegation:

DeGracia presented a revised investment policy to the Board. The proposed change as recommended by the Executive Committee and NBSIA's portfolio managers is to implement a performance benchmark that is less volatile than the current federal funds rate. Motion was made by Niederkorn, seconded by Sousa, and carried unanimously to approve the revision to the investment policy as presented and to reauthorize the delegation of authority to the Executive/Investment Committee.

OPERATIONS, continued

NBSIA Resolution 09-01: Adopting Change to JPA Agreement and Adopting New Personnel Manual:

DeGracia presented NBSIA Resolution 09-01 to the Board highlighting the proposed change in the JPA agreement to remove Ed Code references from section 3. *Powers of NBSIA*. DeGracia also highlighted changes in the proposed new personnel manual, a project which has been underway for over a year and about which the Executive Committee had extensive discussions. A brief discussion followed. Motion to adopt the change to JPA agreement and new personnel manual was made by Sousa and seconded by Allen. Results of the roll call vote are as follows:

| | |
|-------------|--------|
| Nieder Korn | Aye |
| Colby | Aye |
| Harrington | Aye |
| Sousa | Aye |
| Allen | Aye |
| Perkiss | Aye |
| Brewington | Absent |
| Dichoso | Absent |

PROPERTY & LIABILITY PROGRAM

Bay Area Schools Insurance Cooperative (BASIC) JPA Agreement Revision:

DeGracia presented the revised BASIC JPA Bylaws and Agreement to the Board explaining the purpose of clarifying language specifically related to powers and authority of the JPA. Motion was made by Sousa, seconded by Colby, and carried unanimously to accept the revised BASIC Bylaws and Agreement as presented.

Status Report on Annual Financial Position @ June 30, 2008:

DeGracia presented the above report to the Board noting the analysis identifies ultimate funding of \$(996,190) after application of the three components of NBSIA's Capital Target policy. DeGracia reminded Members of the change to the capital target policy in January 2008 including the addition of a rate stabilization fund of 10% of the current year contributions, and illustrated the affect of those changes on the final balance. She also noted that when the board increased the liability SIR to \$250,000 from \$150,000, it would take some time to rebuild funding for catastrophic losses. The funding available fully satisfies the 85% confidence level but only partially meets the catastrophic loss fund and rate stabilization components. Motion was made by Allen, seconded by Sousa, and carried unanimously to accept the report as presented.

WORKERS' COMPENSATION PROGRAM

Status Report on Annual Financial Position @ June 30, 2008:

DeGracia presented the above report to the Board noting ultimate funding of \$(430,000). This amount fully satisfies the 85% confidence level and minimum catastrophic loss funding, but only partially meets the rate stabilization component. The SELF Assessment balance is subject to revaluation in early 2009. Motion was made by Nieder Korn, seconded by Allen, and carried unanimously to accept the report as presented.

DENTAL

Status Report on Annual Financial Position @ June 30, 2008:

DeGracia presented the above report to the Board noting the catastrophic loss fund policy component does not apply to this program. Dental program analysis identifies ultimate funding of \$(16,707) after application of the capital target policy. This amount fully satisfies the confidence level but only partially meets the rate stabilization component. Motion was made by Sousa, seconded by Colby, and carried unanimously to accept the report as presented.

INFORMATION

Upcoming Training Opportunities:

Supervisors' Academy 2009:

Suzanne Dillman, Program Services Manager, advised that Supervisors' Academy 2009 is starting up again in October 2008. The program has been well received and was praised by Members of the Board.

Interactive Process Training (October 2008):

Ms. Dillman informed the Board of the scheduled FEHA training for the Interactive Process in October emphasizing the importance of the training and its affect on the liability exposure to the Members when not followed properly. Information packets were mailed to each Member as well as the HR Directors of the respective Member Districts.

Sexual Harassment Training (November 2008):

Ms. Dillman notified the Board of the scheduled Sexual Harassment Training to be held in November. The Board discussed requirements of the law in relation to attendance and Ms. Dillman agreed to follow up with Members regarding possible training for their respective School Board Members.

Center for Staff Development Fall 2008:

Ms. Dillman informed the Board that CSD Fall classes are now open for registration and provide professional growth for attendees. Ms. Dillman also stated NBSIA is allotted limited seating so early enrollment is important.

EXECUTIVE DIRECTOR'S REPORT:

2008 Strategic Planning Goals Update:

DeGracia addressed the Board regarding the Strategic Planning Goals for 2008 urging Members to continue working with goal Chairs in achieving their objectives.

2008 Strategic Planning Goals Update:

DeGracia reminded the Board the next Strategic Planning Session is scheduled for January 26-27, 2009.

ADJOURNMENT: There being no further business, motion was made by Sousa, seconded by Colby and carried unanimously to adjourn the meeting at 10:21 a.m.

Respectfully submitted: _____
Janet DeGracia, Executive Director

Date

Approved: _____