

# NORTH BAY SCHOOLS INSURANCE AUTHORITY BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 12, 2024  
12:00 P.M.

NBSIA Large Conference Room  
380A Chadbourne Road; Fairfield, CA 94534  
[Videoconference option](#)

## AGENDA

*All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). The teleconferencing locations are listed below. In accordance with the current emergency Executive Order of the Governor, the first location listed is accessible to the public, and members of the public may address the Board from that location.*

- North Bay Schools Insurance Authority, 380A Chadbourne Road, Fairfield, CA 94534
- Butte Schools Self-funded Programs; 500 Cohasset Road, Suite 24, Chico, CA 95926
- Davis JUSD; 526 B Street, Davis, CA 95616
- St. Helena USD; 465 Main Street, St. Helena, CA 94574
- Vacaville Unified School District; 401 Nut Tree Road, Vacaville, CA 95687
- Vallejo City Unified School District; 665 Walnut Avenue, Vallejo, CA 94592
- Winters Joint Unified School District; 909 W. Grant Avenue, Winters, CA 95694

*In compliance with the Americans with Disabilities Act, if you are a disabled person and require a disability-related modification or accommodation to participate in this meeting, please contact Ms. Carrie Green at 707-428-1830 or by fax at 707-428-1848. Requests must be made as early as possible, and at least one full business day before the start of the meeting.*

### 1. CALL TO ORDER

### 2. APPROVAL OF AGENDA

*Items may be deleted or added in accordance with Gov. Code 54954.2.*

### 3. PUBLIC COMMENTS

*At this time, members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board. No action may be taken on off-agenda items unless authorized by law. Comments shall be limited to five minutes per person and twenty minutes for all comments unless different time limits are set by the President subject to the approval of the Board.*

### 4. MEMBER REPORTS AND COLLABORATION

*This time is set aside for members to report on items and share ideas about issues, programs and projects that may be of interest to the group.*

### 5. ACTION ITEMS

#### A. Approval of Consent Calendar

*All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted in one motion. There will be no discussion on these items prior to the*

*time the Board votes on the motion unless a Member of the Board, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.*

- i. Minutes: Regular Meeting April 17, 2024
- ii. FY2023-24 Q3 Investment Report
- iii. FY2023-24 Q3 Financial Statements
- iv. FY2023-24 Q3 Expenditure Report
- v. Accountant Job Description
- vi. Administrative Coordinator Job Description
- vii. Workers' Compensation Coordinator Job Description
- viii. CalPERS Salary Schedule
- ix. 125 Plan Documents Update
- x. Captive Reinsurance Agreement FY2024/25
- xi. Matson & Isom, contract
- xii. 2024/25 Memorandum of Workers' Compensation Coverage (MWCC)
- xiii. 2024/25 Memorandum of Liability Coverage (MOLC)
- xiv. 2024/25 Memorandum of Property Coverage (MOPC)

**B. Finance/Administration**

- i. California Coalition on Workers' Compensation Contribution  
*The Board is asked to approve the \$5,000 donation to CCWC as presented.*
- ii. Preliminary Annual Budget FY2024/25  
*The Board is asked to approve the preliminary budget as presented and recommended by the Executive Committee.*

**C. Property and Liability Program**

- i. Property/Liability Rates FY2024/25  
*The Board is asked to approve the property and liability coverage rates as presented and recommended by the Executive Committee.*

**D. Member Services**

- i. POET Testing Site at NVUSD Office  
*The Board is asked to approve the additional testing site as presented and recommended by the Executive Committee.*

**E. Governance**

- i. Election of Officers for 2024/25  
*The Board is asked to nominate and elect a slate of officers for the 2024/25 fiscal year.*
- ii. Schedule of Board and Committee Meetings FY2024/25  
*The Board is asked to approve the meeting schedule for the 2024/25 fiscal year and recommended by the Executive Committee.*
- iii. Reaffirm Underwriting Policy  
*The Board is asked to review and reaffirm the Underwriting Policy, per Board Policy 2.3 to comply with CAJPA Accreditation with Excellence standards.*

**6. NON-DISCUSSION/ACTION ITEMS**

- A. Insurance Requirements on Vehicle Use Forms

**7. PRESENTATIONS/REPORTS TO THE BOARD OF DIRECTORS**

- A. Executive Director's Report / Board Briefing  
B. Board and Retiree recognition

*NBSIA would like to congratulate Board Members, Tim Rahill and Trudy Barrington, on their new positions; Board Alternates, Bruce Colby and Khush Gill on their retirement; and the Superintendent retirements within the membership, including Brian Dolan (Dixon USD), Kris Corey (FSUSD), Janet Tufts (Howell Mountain ESD), Celia Esposito-Noy (Solano Community College), Pam Conklin (Travis USD), William Spalding (Vallejo City USD).*

**8. ADJOURNMENT**

**NEXT MEETING: July 25, 2024**