

**NORTH BAY SCHOOLS INSURANCE AUTHORITY
BOARD OF DIRECTORS MEETING
September 27, 2023**

MINUTES

- Call to Order** The meeting was called to order at 12:02 p.m. by President Page.
- Attendance** Board Members in attendance:
Matt Best, Davis Joint USD (arrived at 12:10 p.m.)
Trudy Barrington, Dixon USD
Laneia Grindle, Fairfield-Suisun USD
Josh Schultz, Napa County Office of Education (left at 1:30 p.m.)
Dana Page, Napa Valley USD
Sal Abbate, Solano Community College
- Via videoconference/Zoom:
Tim Rahill, Benicia USD
Christy Patterson, BSSP
Maureen Hester, Calistoga JUSD (left at 1:34 p.m.)
Michelle Henson, Solano County Office of Education (left at 1:34 p.m.)
Kay Vang, St. Helena USD
Gabe Moulaison, Travis USD (joined at 12:11 p.m.; left at 1:34 p.m.)
David Robertson, Vacaville USD (left at 1:43 p.m.)
- Absent:
Rosa Loza, Vallejo City USD
Rody Boonchouy, Winters JUSD
- Staff and Guests in attendance
Kim Santin, NBSIA
Denise Schreiner, NBSIA
Andrew Obando, NBSIA
Kami Liñan, NBSIA
Karen Antunes, NBSIA
Brandon Schlenker, NBSIA
Carrie Green, NBSIA
- Via videoconference/Zoom:
Nicole Strauch, BSSP (left at 12:21 p.m.)
Abi Hilliard, Solano County Office of Education
Lynn Benevides, Vacaville USD (left at 1:44 p.m.)
Rob Cutbirth, General Counsel
- Approval of Agenda** Motion made by Schultz, seconded by Barrington, and carried unanimously to approve the agenda as presented. (*Ayes: Abbate, Barrington, Grindle, Henson, Hester, Page, Patterson, Rahill, Robertson, Schultz, Vang; Noes: none; Absent: Best; Boonchouy; Loza; Moulaison; Abstain: none*)
- Public Comments** No public present.
- Member Reports and Collaboration**
Dana Page reported attending the CAJPA Fall Conference in South Lake Tahoe. She appreciated the offered sessions and encouraged other Board Members to attend in the future.

ACTION ITEMS

Consent Calendar

Motion made by Grindle, seconded by Abbate, and carried unanimously to approve all items listed on the Consent Calendar, including the Regular Meeting Minutes, June 14, 2023; Financial Reports at June 30, 2023 (unaudited); CalPERS – NBSIA Publicly Available Pay Schedule; Renewal of Delegation of Authority for Investments; Agreement for Financial and Administrative Services, BASIC; Contracts for Services with Bell Products, Bickmore Actuarial and Company Nurse. *(Ayes: Abbate, Barrington, Grindle, Henson, Hester, Page, Patterson, Rahill, Robertson, Schultz, Vang; Noes: none; Absent: Best; Boonchouy; Loza; Moulaison; Abstain: none)*

Workers' Compensation

Revised Workers' Compensation Rates for Butte Self-Funded Schools Programs (BSSP)

Santin reported that when Butte Self-Funded Schools Programs joined NBSIA an actuarial study was completed to project the 2023-24 claim expenses. These estimates were based on historical experience for the program since July 1, 2016 and evaluated as of December 31, 2022. The actuaries projected the ultimate cost of claims and expenses for the FY2023-24 program year to be \$1,641,000 (rate of \$1.68) at the discounted 75% confidence level. In addition, BSSP contributed its share of unallocated expenses based on 11% of total payroll, which resulted in a combined rate of \$2.22. BSSP joined NBSIA intending to keep the capped rate and the ex-mods unchanged through FY2024-25 to develop an agreed methodology. Rates were updated to reflect the agreed upon cap rate of \$2.22 through FY2024-25.

Motion made by Grindle, seconded by Schultz, and carried unanimously to approve the revised rates workers' compensation rates for Butte Self-Funded Schools Programs as presented and recommended by the Executive Committee. *(Ayes: Abbate, Barrington, Grindle, Henson, Hester, Page, Patterson, Rahill, Robertson, Schultz, Vang; Noes: none; Absent: Best; Boonchouy; Loza; Moulaison; Abstain: none)*

Property & Liability

Review and Determination of Actual Property/Liability Rates for FY2023-24

Santin reminded the Board that for the FY2022-23 program year, the Board opted to fund at a higher confidence level to strengthen program funding. The strategy was effective, and the program now fully meets all three components of the capital target policy (85% confidence level funding, rate stabilization, and catastrophic loss reserve). Final rates and funding scenarios were presented to the Executive Committee for discussion and direction at their last meeting. It is the recommendation of the Committee and staff to fund at the 85% funding level.

Motion made by Grindle, seconded by Best, and carried unanimously to approve property & liability rates as presented and recommended by the Executive Committee. *(Ayes: Abbate, Barrington, Best, Grindle, Henson, Hester, Page, Patterson, Rahill, Robertson, Schultz, Vang; Noes: none; Absent: Boonchouy; Loza; Moulaison; Abstain: none)*

Finance/Operations
Final 2023-24 Budget

The Final Annual Budget was presented inclusive of all coverages, programs, and services, as well as operational and administrative expenses. The final budget is the same preliminary budget as was presented and approved by the Board at the June Board Meeting. The Property & Liability rates have been finalized and included in this Final Budget. The Workers Compensation Program remains funded at the 85% confidence level and the Property/Liability program is funded at the 85% confidence level.

Motion was made by Schultz, seconded by Best, and carried unanimously to approve the Final 2023-24 Budget as presented. *(Ayes: Abbate, Barrington, Best, Grindle, Henson, Hester, Moulaison, Page, Patterson, Rahill, Robertson, Schultz, Vang; Noes: none; Absent: Boonchouy; Loza; Abstain: none)*

Investment Policy and Procedures
Review

Santin reported that the Investment Policy and Procedures were reviewed by the Investment Committee at its annual meeting on August 16, 2023. No changes are required or recommended, including no substantive changes to the state Local Agency Investment Guidelines.

Motion was made by Barrington, seconded by Grindle, and carried unanimously to approve the Investment Policy as presented. *(Ayes: Abbate, Barrington, Best, Grindle, Henson, Hester, Moulaison, Page, Patterson, Rahill, Robertson, Schultz, Vang; Noes: none; Absent: Boonchouy; Loza; Abstain: none)*

Secure Education Consultants
and Mental Health Grant Programs

Executive Director, Santin and Member Services Manager, Schreiner, provided a history of the Secure Education Consultants and Mental Health Grant programs. It was reported that at the end of FY21/22, unused SEC and MHG grant funds totaling \$100,000 were rolled over and included in the FY2022-23 budget. Currently, there is approximately \$111,000 available in unawarded funds between the two programs. Additionally, there is \$63,225 in unclaimed funds awarded in fiscal years 2020/21, 2021/22, and 2022/23. Santin and Schreiner recommended to the Board of Directors that they approve to extend both the SEC and MHG programs through FY2023-24, utilizing the remaining unawarded funds and reallocate unclaimed funds from the SEC program to the MHG program.

The Board had a robust discussion about each of the programs and funding options. At the end, the Board favored extending the programs to include expanding the list of security consultants to other vendors.

Motion was made by Best, seconded by Schultz, and carried unanimously to approve extending the SEC and MHG programs through FY2023-24 as presented. *(Ayes: Abbate, Barrington, Best, Grindle, Henson, Hester, Moulaison, Page, Patterson, Rahill, Robertson, Schultz, Vang; Noes: none; Absent: Boonchouy; Loza; Abstain: none)*

CLOSED SESSION

Pursuant to Government Code Section 54956.95, the Board entered Closed Session at 12:21 p.m. to discuss the following:

- A. Pursuant to Government Code Section 54956.95(a)
 - i. *Jackson et al v. Fairfield-Suisun Unified School District*
- B. Pursuant to Government Code Section § 54956.9(d)(1)
 - i. *Edward Walbolt v. North Bay Schools Insurance Authority*
- C. Conference with Legal Counsel – Anticipated Initiation of Litigation Based on Presently Understood Facts and Circumstances Government Code Section 54956.9(d)(4) – 2 items

REPORT FROM CLOSED SESSION

The Board returned to Open Session at 1:35 p.m. and reported the following:

- A. Direction was given to NBSIA staff regarding settlement authority.
- B. Direction was given to NBSIA staff regarding settlement authority.
- C. No report out

DISCUSSION/NON-ACTION ITEMS

Dental and Vision Programs/
Claims Experience Reports

The Dental and Vision claims experience reports for FY2022-23 were provided to the Board. The Board discussed the lawsuit filed by the California Dental Association against Delta Dental. Many members voiced concerns over dental providers leaving Delta’s network. Staff will follow-up with the NBSIA Delta representative for additional information.

Strategic Planning Session 2024

Santin provided an update on the upcoming Strategic Planning session in January 2024. The program will follow a similar format as years prior and a venue has been secured at the Napa River Inn. Topics for the Strategic Planning session include a cybersecurity presentation and program assessment by KYND.

Staff Reports | Program Updates

NBSIA’s Member Services Manager, Denise Schreiner, highlighted the programs and trainings provided by her department. NBSIA will be promoting the wellness challenge, Walktober, across the membership in response to the positive participation and feedback received after the Spring into Motion challenge.

Property & Liability Manager, Brandon Schlenker, provided an update to the Board. Schlenker indicated that his department aided in response to the First Amendment auditors and provided necessary training to NBSIA members’ staff. The P&L Department is also currently working on cyber security awareness and reconnecting with our members with onsite visits.

Kami Linan, Workers’ Compensation Manager, highlighted a slight increase in claims since the start of the new school year. Linan expressed a shared concern with staffing shortages and the ability to attract and retain qualified claims staff.

Board Briefing/Executive
Director's Report

Santin provided an update to the Board including a discussion about first amendment auditors, an update on upcoming conferences, and an update about this year's annual Report Card process. Upcoming training dates were also provided.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:54 p.m.

Respectfully submitted by: Kim Santin 9/27/2023
Kim Santin, Executive Director Date

Approved by the Board: 1/26/2024
Date