

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
BOARD OF DIRECTORS MEETING  
January 30, 2026**

**MINUTES**

- Call to Order** The meeting was called to order at 9:00 a.m. by President Trudy Barrington.
- Attendance** Voting Board Members in attendance:  
Trudy Barrington, Benicia USD  
Maureen Hester, Calistoga JUSD  
Matt Best, Davis JUSD  
Dan Scudero, Dixon USD  
Laneia Grindle, Fairfield-Suisun USD  
Kelly Bucy, NCOE  
Dana Page, Napa Valley USD  
Michelle Henson, SCOE (left at 10:50 a.m.)  
Kay Vang, St. Helena USD  
Ashley Hague, Travis USD  
Lynn Benevides, Vacaville USD (left at 9:50 a.m.)  
Russ Barrington, Winters JUSD  
Board Alternates in attendance:  
Tim Rahill, Davis JUSD  
Joanne Ahola, Dixon USD  
Jenna Burrows, Napa Valley USD  
Absent:  
Christy Patterson, Butte Self-Funded Schools Programs (BSSP)  
Sal Abbate, Solano Community College  
Ruben Fernandez, Vallejo City USD  
Staff and Guests in attendance  
Noel Waldvogel, NBSIA  
Kami Liñan, NBSIA  
Karen Shelar, NBSIA  
Denise Schreiner, NBSIA  
Karen Antunes, NBSIA  
Andrew Obando, NBSIA  
Felecia Lawson, NBSIA  
Lily Vossbrink, NBSIA  
Chris Lundahl, NBSIA  
Maria Cantera, NBSIA  
Carrie Green, NBSIA  
Doug Alliston, General Counsel  
Kevin Webb, Hilltop Securities (for presentation under Item 5)  
Dave Cook, Hilltop Securities (for presentation under Item 5)  
James Marta, James Marta & Co. (for presentation under 6(B))
- Approval of Agenda** Motion made by Hester, seconded by Grindle, and carried unanimously by to approve the agenda as presented. (*Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Fernandez, Patterson; Abstain: none*)
- Public Comments** No public present.

**Member Reports and Collaboration**

None at this time.

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

Investment Portfolio Review

Kevin Webb, from Hilltop Securities, presented the Investment Plan Report at January 22, 2026, alongside his colleague, Dave Cook. He provided data and commentary on the current economic environment, including the federal government’s continued yield curve control strategy and its effects of increasing prices and decreasing available fixed income offerings. He reported that all portfolio benchmarks for liquidity, safety and return on investment are being managed according to NBSIA investment policy. In short, the portfolio is in good shape. We continue to look for investment opportunities, while maintaining our strategy of dollar cost averaging. Mr. Webb predicted a Seattle Seahawks victory over the New England Patriots in the 2026 Super Bowl with an adjusted final score of 31-13. This, however, was noted to be calculated at a 78.4% confidence level, and ultimately, the Seahawks prevailed with a final score of 29-13.

Executive Director Report

Waldvogel reported that recent efforts have focused on strategic planning, strengthening member engagement, organizational development, and expanding services that support safety, wellness, and effective risk management across the membership. Staff continued meeting with members to review workers’ compensation and liability claims, and provide stewardship reports to better understand member needs and guide service priorities. The organization finalized the 2025 Financial Audit and initiated the 2026 actuarial data cycle while maintaining coordination with investment advisors and strategic planning partners. Ongoing collaboration with external partners included securing additional POET testing locations, exploring enhancements to the dental program, and discussions related to crisis communication, telematics, and subrogation strategies. Training and professional development remained a priority, including safety, supervisory, and AI sessions aimed at improving efficiency and data-informed decision-making, and the addition of a new Property & Liability team member further strengthened service capacity. Wellness initiatives, ergonomic evaluations, and support services also continued to promote proactive risk management and employee well-being. A list of completed trainings and services was also provided.

**ACTION ITEMS**

Consent Calendar

Motion was made by Grindle, seconded by Henson, and carried unanimously to approve all items listed on the Consent Calendar (*Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Fernandez, Patterson; Abstain: none*)

- i. Minutes: Regular Meeting, September 24, 2025
- ii. Q2 FY25-26 Expenditure Report at December 31, 2025
- iii. Q2 FY25-26 Financial Statements at December 31, 2025
- iv. Q2 FY25-26 Investment Quarterly Report at December 31, 2025

- v. Lease Agreement with Colliers Parrish International
- vi. Contracts:
  - a. Bell Products, HVAC repair and service contract
  - b. Bickmore Actuarial, actuarial studies
  - c. Bill Review IQ, bill review services
  - d. Cole's Chop House, Strat Planning dinner
  - e. Matson & Isom, web hosting
  - f. Marta & Associates, auditors
  - g. NetSuite, service licenses and technical support
  - h. Okaybro, graphics and marketing materials
  - i. Origami, service enhancement contract
  - j. Saavedra, office cleaning contract
  - k. SEEDS, recruitment firm for P&L position
  - l. Urgent Care + Telehealth, POET services

### **Governance**

#### Approval of Amendment to Board Policy, Section 2.3

Staff presented an amendment to Board Policy Section 2.3 to align the policy language with the workers' compensation funding formula previously approved by the Board in June 2025. The update replaces references to the prior WCIRB-based allocation method and reflects the current approach, which incorporates a five-year experience period, up to 75% member credibility, and a 10% cap on year-over-year changes to promote stability while remaining responsive to member experience. The amendment is administrative in nature and ensures consistency between Board policy and current practice.

A Motion was then made by Hester seconded by Best, and carried unanimously to approve the amended Board Policy as presented and recommended by the Executive Committee. (*Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Fernandez, Patterson; Abstain: none*)

#### Approval of Amendment to Board Bylaws - Workers' Compensation Addendum I

Staff also presented amendments to Workers' Compensation Addendum I of the Board Bylaws to align the governing language with the same Board-approved funding formula. The revisions remove references to the prior WCIRB-based model and reflect the current methodology, including the five-year experience period, 75% credibility cap, and a 10% limit on annual changes. These updates ensure consistency across governing documents and support stability, transparency, and fairness in determining member contributions.

A Motion was then made by Best seconded by Grindle, and carried unanimously to approve the amended Bylaws-Addendum I as presented and recommended by the Executive Committee. (*Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Fernandez, Patterson; Abstain: none*)

### Approval of AI Policy

Staff presented the proposed AI Policy, developed in partnership with Techedify, to support the thoughtful and strategic integration of artificial intelligence into NBSIA operations. The policy is intended to promote innovation while maintaining a low-risk posture that emphasizes data security, human oversight, and compliance with applicable privacy requirements. The framework includes guardrails such as prohibiting automated decision-making affecting claims, finances, or personnel, requiring human review of AI-generated work, prioritizing the secure Microsoft enterprise environment, and establishing risk-based governance tiers for AI use.

The policy also includes expectations for vendor transparency and protections to prevent the use of NBSIA data to train external AI systems. Upon approval, staff will implement the policy and evaluate where related updates may be incorporated into internal procedures, the Personnel Handbook, and Board Policy, as appropriate.

A Motion was then made by Best seconded by Henson, and carried unanimously to approve the AI Policy as presented and recommended by the Executive Committee. *(Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Fernandez, Patterson; Abstain: none)*

### Finance/Operations

Financial Audit for Fiscal Year  
End June 30, 2025

Jim Marta presented the results of the independent financial audit conducted by James Marta & Company, which provides an objective review of the Authority's financial statements, internal controls, and compliance with applicable standards. Mr. Marta reported no instances of noncompliance under Government Auditing Standards and issued their required reports.

The audit identified three material weaknesses related to claims reconciliation, tracking of excess insurance and member deductible receivables, and the timeliness and completeness of the period-closing process. Management has implemented corrective actions, including enhanced reconciliation procedures, development of subsidiary ledgers, system configuration improvements, and the establishment of standardized monthly closing protocols. The Board acknowledged the audit findings and management's corrective action plan, and staff will provide a status update on implementation at the April Board meeting.

Motion was made by Hester, seconded by Page, and carried unanimously to accept and file the Financial Audit for FY2024-25 as presented. *(Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Benevides, Fernandez, Patterson; Abstain: none)*

**Property/Liability**

Property/Liability Capital Target  
Funding at 6/30/2025

Finance Manager, Andrew Obando, presented the annual retrospective analysis of the Property/Liability Program, including application of the capital target policy to determine overall program equity. The analysis reflects net equity of approximately \$4.2 million after meeting the policy components, which include funding at an 85% confidence level, maintenance of a catastrophic loss reserve, and a rate stabilization fund.

Obando noted that the program is well-funded to address current and potential future losses and that conservative funding strategies remain in place to support long-term stability.

A Motion was made by Best, seconded by Scudero, and carried unanimously to accept and file the P&L Capital Target Funding Report as presented and recommended by the Executive Committee. (*Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Benevides, Fernandez, Patterson; Abstain: none*)

TPA Agreements for  
AB 218 Claims

Staff provided an overview of the development of formal Third Party Administrator (TPA) Agreements related to a limited number of AB 218 claims being administered on behalf of member districts for periods when coverage was not in place with NBSIA. The proposed agreements are intended to clarify NBSIA's role as claims administrator only, define scope of work, establish reporting and cost reimbursement expectations, and include appropriate indemnification provisions to protect the pool from unintended liability. Staff have worked with General Counsel to develop a template that supports continued member assistance while maintaining the Authority's risk position.

Motion was made by Best, seconded by Grindle, and carried unanimously to approve use of the TPA Agreement as presented and recommended by the Executive Committee. (*Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Benevides, Fernandez, Patterson; Abstain: none*)

**WORKERS' COMPENSATION PROGRAM**

Workers' Comp Capital  
Target Funding at 6/30/25

Finance Manager, Andrew Obando, presented the Workers' Comp Capital Target Funding report as of June 30, 2025. Abando noted the program reflects net equity of \$32.3 million, which fully meets all three components of the policy: funding at the 85% confidence level, a catastrophic loss reserve equivalent to 5-6 full-limit losses, and a 10% rate stabilization fund. Obando highlighted that the program remains financially strong and stable, with equity historically supporting initiatives such as mental health and site-security grants.

Motion was made by Best, seconded by Grindle, and carried unanimously to accept and file the Workers' Compensation Capital Target Funding report as presented and recommended by the Executive Committee. (Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Benevides, Fernandez, Patterson; Abstain: none)

**DENTAL/VISION PROGRAMS**

Dental Capital Target  
Funding at 6/30/25

Finance Manager, Andrew Obando, presented the Capital Target Funding report for the dental program and reported a net equity of \$5 million, noting that this level has remained stable from the prior period. Although claim payments increased by \$278,000, the program continues to perform profitably with a consistent 92% loss ratio, indicating premium revenue exceeds total claims and expenses. Obando further noted that the program remains financially strong and that existing equity supported a 10% rate decrease for FY25-26, previously approved by the Board, while maintaining program stability.

Motion was made by Best, seconded by Grindle, and carried unanimously to accept and file the Dental Capital Target Funding report as presented and recommended by the Executive Committee. (Ayes: T. Barrington, R. Barrington, Best, Benevides, Bucy, Grindle, Hague, Henson, Hester, Page, Scudero, Vang; Noes: none; Absent: Abbate, Benevides, Fernandez, Patterson; Abstain: none)

**CLOSED SESSION**

The Board of Directors entered into Closed Session at 10:17 a.m. for discussion regarding those permitted by Government Code Sections 54956.8, 54956.9, 54956.9(d)(1) and (2), 54956.95, 54957, and 54957.6 – personnel, litigation, and/or real property

- A. *Trudelle v. Napa Valley USD (pursuant to Government Code Section 54956.95)*
- B. *Sangalang v. Napa Valley USD (pursuant to Government Code Section 54956.95)*

**REPORT FROM CLOSED SESSION**

The Board of Directors returned from Closed Session at 10:43 a.m. and reported the following:

- A. *No report out*
- B. *The Board provided staff with settlement direction and authority*

**DISCUSSION/NON-ACTION ITEMS**

Voting Structure and Guidelines

Staff provided an overview of NBSIA's current governance structure related to Board and Executive Committee voting, noting that all members may vote on all matters regardless of program participation. General Counsel Doug Alliston explained that while this structure is permissible under the JPA Agreement and Bylaws, it may not be ideal, as it allows non-participants to vote on program-specific actions. He outlined three potential approaches for program-specific voting—participant-only voting, conditional voting upon request, and a tiered voting model. After

discussion, staff and Counsel expressed support for a tiered voting system, under which all members would vote initially, but if the vote were not unanimous, only participating members' votes would determine the outcome. This model parallels existing Bylaws provisions requiring a two-thirds vote of program participants for admitting new members to a program. The Executive Committee previously reviewed this concept in November and supported further Board discussion.

#### Workers' Compensation Claims Audit Review

Workers' Compensation Claims Manager, Kami Linan, presented results from two 2025 external workers' compensation audits—Newfront and Safety National—both of which confirmed strong claims-handling practices and compliance with best-practice standards.

Linan noted that the Newfront audit reviewed 55 claims and awarded a score of 97.8%, continuing NBSIA's multi-year trend of high performance. The Safety National audit reviewed 30 claims and found strong investigation, reserving, and claims management practices, highlighting effective oversight, timely benefits, and the Bridge Assignment Program. Auditors described overall file quality as "very strong." Staff and the Board commended the Workers' Compensation team for their professionalism and exemplary work reflected in both audits.

#### Independent Liability Claims Audit Review

Waldvogel presented the findings of the independent liability claims audit conducted by Marsh Risk Consulting in September 2025, which assessed liability claims handling, reserving, investigations, timeliness, and adherence to best practices.

While results highlighted areas needing improvement, the audit provides an important baseline for strengthening documentation, consistency, and overall claims management. Waldvogel emphasized that the recommendations will guide ongoing training and internal quality-assurance efforts, with a follow-up audit planned next year to measure progress. Thereafter, NBSIA will conduct independent liability claims audits every three years to ensure continued accountability and program improvement.

#### P&L Deductible Collection

Waldvogel reported that several property & liability deductibles had not been collected due to gaps in communication and documentation between Claims and Finance.

Using Fairfield-Suisun USD as a test member, staff reviewed and refined the process, resulting in a revised procedure with clearer claim-file documentation, cross-verification between departments, and centralized tracking of outstanding balances. The Executive Committee previously expressed support for these improvements. Waldvogel will be reaching out directly to property & liability members to discuss their deductible true-up and ensure alignment under the updated process.

KYND Program  
Participation Incentives

Property & Liability Claims and Risk Manager, Karen Shelar, provided an update on NBSIA's partnership with KYND, which offers Property & Liability members complimentary access to the KYND ON cyber-risk monitoring platform at an annual cost of \$50,000. While feedback from participating members has been positive, overall engagement remains limited. Staff and the Board discussed strategies to increase participation, including exploring incentive options such as premium credits, risk-management grants, or incorporating engagement metrics into the annual Report Card.

During the discussion, staff and Board members also suggested considering incentives targeted toward member IT staff, given their central role in onboarding, monitoring, and maintaining cyber-risk practices within their districts/COEs. These incentives could help ensure stronger, more consistent participation in the KYND program. Staff will return with proposed options based on Board feedback.

Impacts of New State  
Requirements (SB 848 and SB 707)

Member Services Manager, Denise Schreiner, provided an overview of the new requirements under SB 848, which significantly expands child-protection mandates for LEAs, including new background check requirements, professional boundaries policies, expanded mandated-reporter training for all employees, volunteers, contractors, and governing board members, and updates to school safety plans. Schreiner noted that these changes will require substantial coordination across departments and will impact how members administer and monitor volunteer compliance.

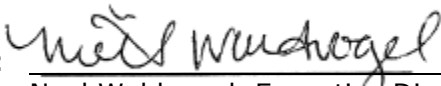
Discussion centered heavily on the challenges of administering and tracking mandated reporter training for large volunteer populations, including classroom helpers, chaperones, mentors, and other unsupervised volunteers. Schreiner shared that she has been researching solutions, including a separate PSW-supported LMS for volunteers, to better manage training volume and compliance. She also noted that staff will be issuing an additional memo to the membership outlining options and implementation guidance.

Board members requested development of a volunteer information document/template explaining how and why the new requirements apply, to support consistent messaging across the membership. There was also a suggestion that staff review updated CSBA Board Policies to ensure alignment and to help members "cover all the bases" when updating local procedures.

Staff also reviewed applicable SB 707 updates to Brown Act procedures—such as providing Brown Act copies to new Board Members, remote-participation disclosures, identifying teleconference locations, and roll-call voting requirements—though many expanded provisions do not apply to JPAs.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:28 a.m.

Respectfully submitted by:   
Noel Waldvogel, Executive Director

1/30/2026  
Date

Approved by Board: 4/15/2026  
Date