

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
April 29, 2020**

**MINUTES**

- Call to Order** The meeting was called to order at 12:00 p.m. by President Welch.
- Attendance** Those in attendance were:  
Tommy Welch, Solano County Office of Education  
Attending by videoconference/Zoom:  
Matt Best, Davis Joint USD  
Michelle Henson, Fairfield-Suisun USD  
Josh Schultz, Napa County Office of Education
- Staff and Guests** Janet Selby, NBSIA  
Carrie Green, NBSIA  
Attending by videoconference/Zoom:  
Brandon Schlenker, NBSIA
- Approval of Agenda** Motion made by Schultz, seconded by Best, and carried unanimously to approve the agenda as presented. (*Ayes: Best, Henson, Schultz, Welch; Noes: none; Absent: none; Abstain: none*)
- Public Comments** No public present.
- Member Reports and Collaboration**  
The Executive Committee discussed the prospect of reopening schools and scheduling options considering likely continued social distancing requirements. Some Districts may have employees who will continue to work from home, or on a reduced office hours basis. Members asked how this will affect the workers' compensation program, particularly work from home risks and claims. The Committee asked staff to develop suggested guidelines for work from home agreements. This would include topics such as ergonomic guidelines and training, appropriate workspace designation, and safety inspections. Staff will bring this back to the May meeting.
- ACTION ITEMS**
- Consent Calendar** Motion was made by Best, seconded by Schultz, and carried unanimously to approve all items listed on the Consent Calendar, including the Regular Meeting Minutes March 25, 2020 and Personnel Actions March-April 2020. (*Ayes: Best, Henson, Schultz, Welch; Noes: none; Absent: none; Abstain: none*)
- Property/Liability Program**  
Fund Strengthening Plan 2020-24  
Selby presented the Fund Strengthening Plan options for the Property & Liability Program. The Committee had a prudent discussion about the importance of building the fund in light of current liability exposures including COVID-19 and AB 218, while recognizing that school funding is unknown and will likely be substantially reduced in the coming year.
- Options presented varied from conservative to moderate. The Committee discussed the challenges and benefits of each, leaning in favor of moderate Option 2. They discussed including a "trigger" such as reduction in cost of living increases, that would reduce the obligation for that year. They also agreed that a payment plan for each year's payment would be good in case of deferred funding during the year.

Motion was made by Welch, seconded by Best, and carried unanimously to narrow the options to 2a and 2b; add trigger language that would reduce the payment depending on budget conditions; and include a payment plan option. Selby will bring the amended package back to the Executive Committee meeting in May for additional discussion and possible recommendation to the Board at the June meeting. (*Ayes: Best, Henson, Schultz, Welch; Noes: none; Absent: none; Abstain: none*)

**Workers' Compensation Program**

Workers' Compensation Rebate

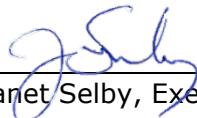
Selby reported that additional time needs to be spent researching how the rebate will look in conjunction with Bylaws and Board Policy and Procedures before presenting options. This will be brought back to the Executive Committee for discussion at the May meeting.

**NON-ACTION DISCUSSION ITEMS**

None presented.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:37 p.m.

Respectfully submitted by:  4/29/2020  
Janet Selby, Executive Director Date

Approved by Committee: 5/27/2020  
Date