

**NORTH BAY SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING
November 10, 2020**

MINUTES

- Call to Order** The meeting was called to order at 12:00 p.m. by President Henson.
- Attendance** Those in attendance were:
Michelle Henson, Fairfield-Suisun USD
Attending by videoconference/Zoom:
Matt Best, Davis Joint USD
Josh Schultz, Napa County Office of Education
- Staff and Guests** Janet Selby, NBSIA
Carrie Green, NBSIA
Attending by videoconference/Zoom:
Vahé Hovakimian, NBSIA
Brandon Schlenker, NBSIA
- Absent** Those not in attendance were:
Adrian Vargas, Vallejo City USD (resigned from VCUSD and no longer a member of the NBSIA Board)
- Approval of Agenda** Motion made by Schultz, seconded by Best, and carried unanimously to approve the agenda as presented. (*Ayes: Best, Henson, Schultz; Noes: none; Absent: Vargas; Abstain: none*)
- Public Comments** No public present.
- Member Reports and Collaboration** None reports.
- Closed Session** The Executive Committee entered into Closed Session at 12:02 p.m. to discuss *Barajas/Acosta v. Fairfield-Suisun USD* pursuant to Government Code Section 54956.95(a).
- Report from Closed Session** The Executive Committee returned from Closed Session at 12:11 p.m. and reported that settlement authority was approved in the case of *Barajas/Acosta v. Fairfield-Suisun USD*.
- Executive Briefing** Selby provided an update to the Executive Committee about the successful work from home environment of NBSIA staff and the retirement announcement of Christine Trockey. Selby also reported that the wellness website, created in partnership with NCOE, SCOE, and Davis Joint USD, is now up and running. The website is a hub of resources for all member staff, promoting wellness and self-care. It is a labor of love for all those involved, and the hope is that it supports the mental health of school staff during this time of trial.
- ACTION ITEMS**
- Consent Calendar Motion was made by Schultz, seconded by Best, and carried unanimously to approve all items listed on the Consent Calendar, including the Regular

Meeting Minutes August 26, 2020; Investment Committee Minutes August 26, 2020; Personnel Actions (August – October 2020); Annual Staff Compensation Report; Contract, Bickmore Actuarial (2020-21 studies), and Contract, Bickmore Actuarial (Captive expansion feasibility study). (Ayes: Best, Henson, Schultz; Noes: none; Absent: Vargas; Abstain: none)

Finance/Operations

September 2020 Investment Portfolio and Plan Report

Selby presented the September 2020 Investment Portfolio and Plan Report. All portfolio benchmarks for liquidity, safety and return on investment are being managed according to our investment policy. Lower yields reflect the current fixed income market environment. Investment of available liquidity is being made on a dollar cost averaging strategy.

Motion was made by Best, seconded by Schultz, and carried unanimously to accept and file the Investment Portfolio and Plan Report as presented. (Ayes: Best, Henson, Schultz; Noes: none; Absent: Vargas; Abstain: none)

Property/Liability Program

Property/Liability Capital Target Funding at 6/30/20

Selby presented the Property/Liability Capital Target Funding at June 30, 2020. The program gained net position over last year, the result of lower claims and continued conservative funding practices. The program is currently well-funded for losses, and we continue to employ strategies to restore a healthy catastrophic loss reserve.

Motion was made by Schultz, seconded by Best, and carried unanimously to accept and file the Property/Liability Capital Target Funding at 6/30/20 as presented. (Ayes: Best, Henson, Schultz; Noes: none; Absent: Vargas; Abstain: none)

Workers' Compensation Program

Workers' Comp Capital Target Funding at 6/30/20

Selby presented the Workers' Comp Capital Target Funding at June 30, 2020. The program gained net position over last year, meets all capital target goals, and is financially strong and stable. Equity has been used to support WC rate capping and risk management programs.

Motion was made by Best, seconded by Schultz, and carried unanimously to accept and file the Workers' Compensation Capital Target Funding at 6/30/20 as presented. (Ayes: Best, Henson, Schultz; Noes: none; Absent: Vargas; Abstain: none)

Dental/Vision Programs

Dental Program Capital Target Funding at 6/30/20

Selby presented the Dental Program Capital Target Funding at June 30, 2020. The program gained net position over last year, driven by a sharp drop in paid claims due to the pandemic impact on dental services. A rebate was declared against current rates, and equity also helps to keep rates stable in the current up-and-down environment.

Motion was made by Schultz, seconded by Best, and carried unanimously to accept and file the Dental Program Capital Target Funding at 6/30/20 as presented. (*Ayes: Best, Henson, Schultz; Noes: none; Absent: Vargas; Abstain: none*)

NON-ACTION ITEMS

Executive Committee Vacancy

Selby reported that Adrian Vargas is no longer with Vallejo City Unified School District, and thus vacated his position on the NBSIA Board and Executive Committee. In the short term, the Committee discussed filling the vacancy and consensus was reached on a candidate. Selby agreed to reach out to that person to explore interest.

Long-term, Selby presented the challenge in filling Executive Committee seats given the small size of our Board. The Committee discussed the possibility of expanding the Board to include two of the larger Napa up-valley districts. With the addition of virtual meeting options, attendance at meetings would be easier for districts at a distance from the NBSIA office. Also, small districts have unique perspectives and add diversity to the Board. Current representative Schultz was supportive of the idea, although he is also willing and able to continue representing these districts. This will be brought to the Board for further discussion.

SELF AB 218 Funding Plan

Selby provided an update to the Committee regarding the SELF AB 218 Funding Plan. An updated funding plan was issued, and the amounts might be a little lower than originally estimated for most Members. Only years with claims and a deficit position are being assessed. Selby is still working with SELF to obtain copies of the supporting reports used for the Funding Plan before invoices go out to Members. The Committee expressed appreciation for Selby's help in asking questions and obtaining information.

Praesidium Training

Selby proposed a "soft roll-out" of the Praesidium training. She noted that timing is not good for actively promoting a new program. NBSIA wants to make the training available for Member use at their discretion, but without a strong push due to timing considerations. Committee members expressed support for the idea and did not feel there would be pushback. NCOE requested a presentation at cabinet and it was suggested that this be offered to others as requested. Staff will proceed with the soft roll-out plan and include an offer to present at cabinet.

Strategic Planning 2021

Selby provided an update on planning for this year's Strategic Planning session. Given pandemic restrictions, it is questionable that we would be able to hold an in-person meeting. If so, there would likely be restrictions and some Members may be uncomfortable, impacting attendance. Selby recommended, and the Committee agreed, that a survey of the Board be done to gather feedback on comfort levels with attending the meeting in-person and the option of postponing until Summer. Committee members

suggested that the survey include questions about workload in January and any local travel restrictions that would impact ability to attend. Selby will include those issues in the survey.

Captive Meeting – Spring 2021

Selby reported that the Captive Board Meeting has been scheduled for April 16, 2021 in Park City, Utah. Current Executive Committee Members, Selby and Finance Manager, Vahé Hovakimian will be attending in-person.

ADJOURNMENT

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

Respectfully submitted by:  11/10/2020
Janet Selby, Executive Director Date

Approved by Committee: 3/31/2021
Date