

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
March 20, 2024  
MINUTES**

- Call to Order** The meeting was called to order at 12:00 p.m. by President Page.
- Attendance** Michelle Henson, Solano County Office of Education  
Maureen Hester, Calistoga JUSD  
Committee members attending by videoconference/Zoom were:  
Dana Page, Napa Valley USD  
Matt Best, Davis Joint USD
- Staff and Guests** Attending by videoconference/Zoom:  
Kim Santin, Executive Director  
Carrie Green, Administrative Assistant
- Approval of Agenda** Motion made by Hester, seconded by Best, and carried unanimously to approve the agenda as presented. (*Ayes: Best, Henson, Hester, Page; Noes: none; Absent: none; Abstain: none*)
- Public Comments** No public present.
- Member Reports and Collaboration** No member reports.
- Executive Committee Briefing**  
Santin updated the Committee on several matters including her recent attendance at the Dixon Board meeting regarding their property claim. She reported that, in general, we are seeing an uptick in claims. Santin also reported her attendance at the recent AGRiP conference. A list of trainings was also provided.
- ACTION ITEMS**
- Consent Calendar Motion was made by Henson, seconded by Best, and carried unanimously to approve all items listed on the Consent Calendar, including the Regular Meeting Minutes February 27, 2024, Expenditure Report (February 2024), the Property and Liability Senior Claims Examiner Job Description and Personnel Actions; (*Ayes: Best, Henson, Hester, Page; Noes: none; Absent: none; Abstain: none*)
- DISCUSSION / NON-ACTION ITEMS**
- FY2024-25 Rate Update Santin reminded the Committee that Rates are established using exposure information from Members (ADA, payroll, TIV) and loss information from actuaries. Operational expenses and the cost of excess insurance for workers' comp and property/liability are then added, which comes to us from our brokers. Overall, we expect to see rate increases in all programs, with the exception of dental and vision. It is anticipated that most, if not all, rates will be presented for approval at the April Board of Directors meeting.

Actuarial Studies for Outstanding Liabilities  
at June 2024 and Forecast for FY24-25

Santin provided the draft actuarial studies for outstanding liabilities at June 2024 and presented the current forecast for FY24-25. From these, it is anticipated that most, if not all, rates will be presented for approval at the April Board of Directors meeting.

Update on Vacant Property  
Policy and Procedures

Due to decreasing enrollment and facility maintenance costs, many of the state's school districts and county offices of education are finding themselves in possession of vacant sites and surplus properties. Santin reported that in order to address the need and desire for continued coverage for these properties, SPA will be adding a Vacant Property endorsement to its MOC. SPA will issue a Vacancy Permit confirming the sublimit has been removed. Members must submit a request form with verification that security and risk management measures are in place at the vacant property site. The Vacancy Permit will be an endorsement to the SPA MOC and designate the amount of coverage for the structure. This will be presented to the Board at the April Board of Directors meeting.

**CLOSED SESSION**

The Executive Committee entered Closed Session at 12:16 p.m. for discussion and possible action on the following matters:

- A. Pursuant to Government Code Section § 54956.9(d)(1)  
John Doe v. North Bay Schools Insurance Authority (Name Disclosure withheld due to Potential Impairment of Discussions)
- B. Pursuant to Government Code Section 54956.95(a)  
Napa Valley Unified School District v. Napa County Office of Education
- C. Pursuant to Government Code Section 54956.9(d)(4)  
Conference with Legal Counsel – Anticipated Litigation Based on Presently Understood Facts and Circumstances (2 potential items)
- D. Pursuant to Government Code Section 54957(b)  
Executive Director Evaluation

**REPORT FROM CLOSED SESSION**

The Executive Committee returned from Closed Session at 1:21 p.m. and reported that no action was taken during Closed Session.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:21 p.m.

Respectfully submitted by: Kim Santin  
Kim Santin, Executive Director

3/20/2024  
Date

Approved by Committee: 4/24/2024  
Date