

**NORTH BAY SCHOOLS INSURANCE AUTHORITY  
EXECUTIVE COMMITTEE MEETING  
August 13, 2025**

**MINUTES**

- Call to Order** The meeting was called to order at 12:50 p.m. by President Barrington.
- Attendance** Those in attendance were:  
Trudy Barrington, Benicia JUSD  
Michelle Henson, Solano County Office of Education  
Maureen Hester, Calistoga JUSD  
By Zoom/videoconference:  
Laneia Grindle, FSUSD
- Staff and Guests** Noel Waldvogel, NBSIA  
Andrew Obando, NBSIA  
Carrie Green, NBSIA
- Approval of Agenda** Motion made by Hester, seconded by Barrington, and carried unanimously by roll-call vote to approve the agenda as presented. (*Ayes: Barrington, Grindle, Henson, Hester; Noes: none; Absent: none; Abstain: none*)
- Public Comments** No public present.
- Member Reports and Collaboration**  
The Committee expressed interest in additional NBSIA trainings with the start of the new school year.
- Executive Director Report**  
The Executive Director provided an update on the ongoing internal assessment of the Property & Liability Department. Under the leadership of Karen Shelar, progress continues on complex claims and member relationships. Staffing updates included the addition of Senior Examiner Chris Lundahl and Claims Assistant Tayler Quiett, both of whom are contributing to claims management and departmental efficiencies. The summer internship program concluded, with interns providing valuable support on claims data cleanup and hosting a successful mock trial event. The Committee was informed that contracts have been entered with Marsh Consulting for a comprehensive claims audit and with Latitude Subrogation for a three-year review of potential missed subrogation opportunities. Latitude will also provide ongoing monthly referrals on a contingency fee basis. Additional updates and list of meetings attended were also provided.

**NON-ACTION / FOR DISCUSSION ONLY ITEMS**

**General Counsel Interview Process**

The Committee received an update on the retirement of long-time General Counsel, Rob Cutbirth, and the recruitment process to secure new legal services. Staff reported that five firms were interviewed, with two highly qualified candidates identified for consideration.

Following discussion, the Committee expressed confidence in the Executive Director's judgment and provided feedback that she has the authority to enter into a legal services contract with the general counsel

of her choice. The final contract will be presented to the Board of Directors for approval at the September meeting.

#### Property & Liability Premium Calculations

The Committee received an update on invoicing errors related to property program premiums. Staff reported that incorrect Total Insured Values (TIV) were used for FY2024–25 allocations and that lower-than-anticipated program costs for FY2025–26 resulted in a \$746,367 overpayment across the program.

Staff outlined options for reconciling the over- and underpayments, including issuing credit memos against member premiums or holding the funds on account for application in a future year.

One Committee member expressed interest in applying any credits to next year’s premiums. The Committee agreed that this matter should be brought to the Board of Directors in September for discussion and action.

#### **CLOSED SESSION**

The Executive Committee entered Closed Session at 1:32 p.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. Vallejo City Unified School District Membership and MOU – Discussion Only (pursuant to Government Code §54956.9(d) based on advice of counsel and for receipt of JPA counsel advice)

#### **REPORT FROM CLOSED SESSION**

The Executive Committee returned from Closed Session at 1:42 p.m. and reported the following:

- A. The Committee gave direction to staff to work with General Counsel.

#### **NON-ACTION / FOR DISCUSSION ONLY ITEMS (CONTINUED)**

##### Property Claims Best Practices

The Committee reviewed staff’s recommendation to revise NBSIA’s role in the property claims response process. Under the new approach, NBSIA will vet and provide a list of qualified vendors and offer guidance to members, while members will remain responsible for directly contracting with vendors and ensuring compliance with public works laws.

The Committee provided positive feedback and affirmed that members should be the awarding body of any contracts. This item will be brought to the Board of Directors in September for discussion and direction.

##### Strategic Planning Session 2026

The Committee received an update on planning for the January 2026 Strategic Planning Session. Staff shared initial ideas for session structure, content, and the potential use of a professional facilitator to guide discussions.

Committee feedback included support for Napa as the preferred location and a recommendation that staff reach out to Rebecca Ryan as a possible

facilitator for this year's session. Staff will continue refining the agenda and options and will return with a proposed schedule and budget.

**ACTION ITEMS**  
Consent Calendar

Motion was made by Henson, seconded by Barrington, and carried unanimously to approve all items listed on the Consent Calendar, including:

- i. Approval of the Minutes, Regular Meeting, May 30, 2025
- ii. Receive and File Financial Reports at June 30, 2025 (unaudited)
- iii. Receive and File Expense Report at June 30, 2025
- iv. Receive and File Investment Report at June 30, 2025
- v. Approval of Personnel Actions: May – August 2025
- vi. Approval of Contracts for services
  - a. Bell Products; HVAC repairs
  - b. Campus Safety Consultants; training
  - c. Certifix Live Scan; Employee background checks
  - d. Eyres Law; legal hotline extension
  - e. Feldhake Law Firm; interim general counsel services
  - f. Fidelity Roof; roof repairs
  - g. Granlibakken Resort; Leadership Team Retreat
  - h. Fozzi, Dwork & Modafferi; legal services
  - i. Latitude; subrogation services
  - j. Marsh Consulting; property & liability claims audit
  - k. Matson & Isom; IT and website services
  - l. Raptor Technologies; training platform
  - m. Risk & Insurance Ed. Alliance; CSRM training
  - n. Tao Rossini; legal services
  - o. Techedify; AI consultant and training

*(Ayes: Barrington, Grindle, Henson, Hester; Noes: none; Absent: none; Abstain: none)*

**Property/Liability**

Approval of Amended Memorandum of Liability Coverage (MOLC) for FY2025-26

The Committee reviewed staff's recommendation regarding Endorsement #3 (COVID-19 coverage) to the MOLC. Staff advised that, given the low volume of COVID-related claims and the risks associated with communicable disease coverage absent excess protection, Endorsement #3 should be removed and the MOLC returned to its original form.

A Motion was then made by Henson, seconded by Grindle, and carried unanimously to approve the amended MOLC as presented for final approval by the Board of Directors. *(Ayes: Barrington, Grindle, Henson, Hester; Noes: none; Absent: none; Abstain: none)*

Approval of Final Property & Liability Rates and Coverage Structure for FY2025-26

The Committee reviewed final Property & Liability Program contribution rates for FY2025-26. Staff noted that, following the approval of preliminary rates in June, subsequent actions by SPA and BASIC reduced the actual cost of coverage, resulting in member contribution invoices exceeding actual costs by approximately \$745,000.

A Motion was then made by Henson seconded by Grindle, and carried unanimously to approve the Final Property & Liability Rates and Coverage Structure for FY25-26 as presented for final approval by the Board of Directors. (*Ayes: Barrington, Grindle, Henson, Hester; Noes: none; Absent: none; Abstain: none*)

**Finance/Operations**

Final Annual Budget FY2025-26

Finance Manager Andrew Obando presented the final budget for FY 2025-26, which incorporates adjustments made since the Preliminary Budget was approved in June. Revisions included decreases in both revenues and expenses reflecting final excess property and liability rates from SPA and BASIC, resulting in a net income decrease of \$90,000.

A Motion was then made by Grindle, seconded by Henson, and carried unanimously approved the Final FY2025-26 budget as presented, for final approval by Board of Directors. (*Ayes: Barrington, Grindle, Henson, Hester; Noes: none; Absent: none; Abstain: none*)

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:04 p.m.

Respectfully submitted by:   
Noel Waldvogel, Executive Director

8/13/2025  
Date

Approved by Committee: 8/13/25  
Date