NORTH BAY SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING
August 26, 2026

MINUTES

Call to Order The meeting was called to order at 12:30 p.m. by President Barrington.

Attendance Those in attendance were:
Trudy Barrington, Benicia JUSD
Laneia Grindle, Fairfield-Suisun USD
Kelly Bucy, Napa County Office of Education

Absent:
Michelle Henson, Solano County Office of Education

Staff and Guests Noel Waldvogel, NBSIA
Carrie Green, NBSIA
Jennifer DelCastillo, NBSIA/Ardee

Approval of Agenda Motion made by Grindle, seconded by Bucy, and carried unanimously by roll-call vote to approve the agenda as presented. *(Ayes: Barrington, Bucy, Grindle; Noes: none; Absent: Henson; Abstain: none)*

Public Comments No public present.

Member Reports None

Executive Director Report

The Executive Director reported on operational, financial, legislative, and organizational initiatives occurring since the previous meeting. Key updates included the launch of the FY 2025-26 financial audit, implementation of finance services through Ardee, expansion of the HR Hotline program, engagement of legislative advocacy services through Public Policy Partnership, and the selection of Redwood Public Law as NBSIA's next General Counsel. The Committee also received updates regarding the Dental Program, staff development initiatives, member engagement efforts, industry collaboration, and community outreach activities. A list of meetings attended and training activities completed since the previous meeting was provided to the Committee.

CLOSED SESSION The Executive Committee entered Closed Session at 12:41 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. Employee Evaluation, Executive Director (pursuant to Government Code Section 54957(b).

REPORT FROM CLOSED SESSION

The Executive Committee returned from Closed Session at 1:24 p.m. and reported there was no action or report-out.

ACTION ITEMS

Consent Calendar

Motion was made by Bucy, seconded by Grindle, and carried unanimously by roll-call vote to approve all items listed on the Consent Calendar, including:

i. Approval of the Minutes, Regular Meeting, May 20, 2026
ii. Financial Reports at June 30, 2026 (unaudited)
iii. Expense Report at June 30, 2026
iv. Investment Report at June 30, 2026
v. Approval of Contracts:
   a. Briotix; POET renewal
   b. CalTronics; lease and maintenance of copy machines
   c. Carneros Resort; Leadership Team Retreat
   d. CDT; drug testing services
   e. Community Matters; Safe Schools Ambassador program
   f. Dr. Porter; Leadership Coach
   g. Faith Borges; Advocacy Consultant

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

Property & Liability

Approval of the SPA Safety Credit Allocation Process/Property Risk Management Fund

Waldvogel presented information regarding the proposed Property Risk Mitigation Fund funded through accumulated SPA Safety Credits, including draft program guidelines, potential allocation methodologies, and available funding of approximately $101,000. The Committee discussed possible approaches for distributing the funds, including whether funding should be tied to specific risk mitigation activities, used as an incentive for risk management efforts, or made available over multiple years to support long-term program sustainability. Committee members provided feedback regarding the overall program structure and potential uses of the funds. No action was taken. Staff intends to gather additional information and return with a refined proposal and recommendations for future consideration.

Approval of Final Property & Liability Rates and Coverage Structure for FY2026-27

Waldvogel presented the finalized Property & Liability rates and coverage structure for FY2026-27. The Committee reviewed the final rates, which reflected updated information received from the excess coverage programs and corresponding member invoices.

Motion made by Grindle, seconded by Bucy, and carried unanimously to approve the final P&L rates and coverage structure as presented for final approval by the Board of Directors. *(Ayes: Barrington, Bucy, Grindle; Noes: none; Absent: Henson; Abstain: none)*

Finance/Administration

Approval of Contract with Redwood Public Law for General Counsel Services

Waldvogel presented the proposed agreement with Eric Casher and Redwood Public Law, LLP for General Counsel services following the announced retirement of Doug Alliston. The Committee reviewed the proposed engagement, discussed the firm's experience representing public agencies and JPAs, and considered its ability to support NBSIA's governance, legal, and risk management needs.

Motion made by Bucy, seconded by Grindle, and carried unanimously to approve the final contract with Redwood Public Law as presented for final approval by the Board of Directors. *(Ayes: Barrington, Bucy, Grindle; Noes: none; Absent: Henson; Abstain: none)*

Approval of Contract with Musick Peeler for Employment Practices Hotline

Waldvogel presented the proposed agreement with Kristine Kwong and Musick, Peeler & Garrett LLP for Employment Practices Hotline services in anticipation of Patti Eyres' retirement. The Committee reviewed the proposed engagement and transition plan to support continuity of services for NBSIA members.

Motion made by Bucy, seconded by Grindle, and carried unanimously to approve the contract with Musick Peeler as presented for final approval by the Board of Directors. *(Ayes: Barrington, Bucy, Grindle; Noes: none; Absent: Henson; Abstain: none)*

Approval of Amended Contract with Ardee Administrators

Waldvogel presented the amended agreement with Ardee Inc., including administrative and risk management revisions and addenda related to the implementation and licensing of Sage Intacct.

Jennifer DelCastillo of Ardee Inc. stepped out of the room during the Committee's discussion and consideration of the item.

Motion made by Grindle, seconded by Bucy, and carried unanimously to approve the contract with Ardee Administrators as presented for final approval by the Board of Directors. *(Ayes: Barrington, Bucy, Grindle; Noes: none; Absent: Henson; Abstain: none)*

Approval of Final Annual Budget FY2026-27

Jennifer DelCastillo, CFO, presented the final budget for FY2026–27, which incorporates the finalized Property & Liability rates and reflects updated program, operational, and administrative expenses.

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

NON-ACTION / FOR DISCUSSION ONLY ITEMS

Workers' Compensation Payment Schedule

Staff presented information regarding the current workers' compensation contribution collection methodology and a potential alternative approach utilizing estimated annual contributions with year-end reconciliation. The Committee discussed the potential advantages and considerations of a revised payment schedule. Committee members indicated that their contributions are currently calculated and processed through automated financial system processes and, as a result, did not identify a significant need for a simplified payment method. No action was taken.

ADJOURNMENT There being no further business, the meeting was adjourned at 2:07 p.m.

Respectfully submitted by: Noel Waldvogel 8/26/2026

Noel Waldvogel, Executive Director Date

Approved by Committee: 11/4/2026

Date