

Board Members:
 Jon Andrus
 Madelyn Carlson
 Cheryl Hamilton
 Mike Heinisch
 Karl Johanson
 Amber Johnson
 Darlene Riley

BOARD MEETING
 Conference Call, 451 Diamond Dr, Ephrata, WA
 February 6, 2017, 1:30pm

MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting via conference call on February 6, 2017 at 1:30pm.

ITEM 1: INTRODUCTION & ROLL CALL

<u>Board Member Name:</u>	<u>Representation Member Entity:</u>	<u>Board Position:</u>	<u>Attendance:</u>
Jon Andrus	Catholic Charities of Spokane	Area 4 Representative	Present
Madelyn Carlson	People for People	Chair & Area 3	Present
Cheryl Hamilton	Educational Opportunities for Children & Fam.	Area 2	Present
Karl Johanson	Disability Action Center – NW, Inc.	Fiscal Officer & At-Large 3	Present
Darlene Riley	Paratransit Services	Vice Chair & Area 1	Present
Mike Heinisch	Kent Youth and Family Services	At-Large 2	Present
Amber Johnson	Spokane Neighborhood Action Partners	At-Large #1 Rep	Absent, Excused

Clear Risk Solutions:

Becky Holt
 Brian Turnbull
 Eric Homer
 Rich Moore
 Sarah McDonnell
 Taylor Montgomery

Guests:

None

Chair Carlson welcomed all in attendance and noted that a quorum was present.

ITEM 2: PUBLIC COMMENT

None

ITEM 3: CHANGES TO THE AGENDA

No changes were made to the agenda.

ITEM 4: COMMITTEE REPORTS

STANDING COMMITTEES:

ITEM 4(A) – Fiscal Committee (Johanson-Chair, Riley, Andrus): Johanson reported the committee reviewed the financials prior to the meeting with no further discussion.

(a) Program Premium. McDonnell reported that there was estimated \$200,000 in annual premium recently added bringing the new annualized premium to roughly \$15M. Newly added annualized premium surpassed expected growth by approximately \$20,000 so far.

(b) Write-Off report. None to report.

(c) Report on Accts Receivable and Bank Statements. The committee reported that they had reviewed Bank Statements and AR Report with no concerns, prior to the board meeting. There was no discussion.

(d) Balance Sheet. The Committee reviewed the balance sheet with the board, with no concerns.

(e) Income Statement. The Committee reviewed the income statement with the board, there were no questions or concerns.

(f) Solvency Test. Staff reported the pool passed the latest solvency test and the committee reviewed the report with the board.

ITEM 4(B) – Executive Committee (Carlson, Johanson, Riley): The committee reported the appointment by Clear Risk Solutions of Sarah to Director of NPIP.

OTHER COMMITTEES:

Legislative Committee (Johanson, Carlson, Hamilton): Work Plan – Board is continuing to meet with the Legislators to build relationships on behalf of NPIP.

ITEM 5: CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Voucher #16/17-06, 11/2016, \$2,215,917.49
- B. Voucher #16/17-07, 12/2016, \$2,248,915.96
- C. Voucher #16/17-08, 1/2017, \$485,617.76
- D. Minutes 11/16/16
- E. Approval of New Members

The Consent Agenda items were reviewed before hand with no concern or call for discussion. Motion to approve consent agenda by Hamilton, the motion was seconded by Andrus and approved by the rest of the board. Motion carried.

ITEM 6: DISCUSSION

ITEM 6(A) Project Form Reports / Workshop:

(i.) Multistate & Growth Update: Holt recapped the workshop from earlier in the day, summarizing that staff would continue to work on obtaining multistate contracts from carrier partners for out of state. Staff will get copies of the contract to the Committee to review in February, pushing the target start date for quoting business to 4/1/17. Board accepts the plan presented and staff to move forward with the plan.

(ii.) Investment Planning Update: Riley reported that the committee reviewed the Policy Statement draft presented from Peterson Hastings with staff, and reported to the board that they will continue work and report to the full board in April, with a recommendation.

ITEM 6(B) – Audit Process Feedback. McDonnell reported that staff touched base with Moss Adams regarding the most recent audit. Moss Adams ensured that the board expectations and timelines will be met for future audits, per WAC regulations.

ITEM 6(C) – WA Nonprofits Partnership Update. McDonnell reported that staff is continuing to work with Washington Nonprofits, preparing for the upcoming conferences. One of which will be a regional conference in Yakima, with 3 sessions, in hopes to reach more members. Staff is still preparing for the May conference in Bellevue as well. Board and staff agree that this addition is good for such a positive partnership.

ITEM 6(D) – Membership Documents Collections Update: Because of the Member Agreement change, all members are required to submit a new signed resolution and Member Agreement. Staff has worked with brokers and members alike in order to get the last few membership documents in. McDonnell reported that there are a small handful of members still missing their documents but does not recommend any for cancellation as brokers stated they only need a few more days. New members are still collectable per program policy.

ITEM 6(E) – Annual Membership Meeting 2017: Staff pitched options for the annual meeting for the membership, which include adding it to the upcoming conference, a board meeting, or a retreat. Board suggested ideas to get feedback from membership, and even suggested a webinar as the annual membership meeting.

ITEM 6(F) – Misc/Other: There were no concerns or discussion.

ITEM 7: ACTION ITEMS

None

ITEM 8: CLOSED SESSION

None.

ITEM 9: UPCOMING MEETINGS/CONFERENCES

- A) March 6 – Fiscal Committee Call
- B) April 12-14 – Board Retreat, Davenport Grand, Spokane
- C) April 19 – Yakima Conference
- D) May 2 – Fiscal Committee Call

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 2:07pm.

Respectfully submitted,



Sarah McDonnell



Madelyn Carlson, Chair