

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

BOARD MEETING
 333 W Spokane Falls Blvd, Spokane, WA
 April 14, 2017, 10:20am

MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting via conference call on April 14, 2017 at 10:20am.

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	Present

Clear Risk Solutions:

Becky Holt
 Brian Turnbull
 Byron Riche
 Dana Montgomery
 Ellen Kosa
 Eric Homer
 Lane Larson
 Lance Hammond
 Rich Moore
 Sarah McDonnell
 Scott Kellams
 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, Heinisch): Johanson reported the committee approved Heinisch as a new committee member. The committee reviewed the vouchers, balance sheet, income statement, and solvency test prior to the meeting. Johanson reported that the committee will provide to the full board a written fiscal summary of what the committee has reviewed and suggests the full board take action. All items regular and customary will be on the consent agenda going forward.

(i) 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.

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

(iii) 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.

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

(v) 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): Nothing to report at this time.

OTHER COMMITTEES:

Legislative Committee (Johanson, Carlson, Hamilton): The lobbyists called in to give a summarized report of the interim legislative meetings they and the board members have done. Hamilton reported that several board members have been conducting their meetings with success and gave a brief summary of one of her meetings.

Board Recruitment Committee (Carlson, Riley, Johnson): The committee reported that, with the board being full at this time, they are not seeking new members but are looking into alternates and ad-hoc members, policies for both positions proposed under Item 7, H and I.

ITEM 5: CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Voucher #16/17-09
- B. Voucher #16/17-10
- C. Minutes 2/6/17
- D. Approval of New Members
- E. Balance Sheet
- F. Income Statement
- G. Solvency Test
- H. Annual Contract & Policy Review
 - i. Personal Services Agreement
 - ii. Broker Agreement
 - iii. Conflict of Interest
 - iv. Board Reimbursement Policy
 - v. Write off Procedure

The Consent Agenda items were reviewed prior to the meeting by board members. Motion to approve consent agenda by Riley, the motion was seconded by Johnson and approved by the rest of the board. Motion carried.

ITEM 6: Board/Staff Communication

ITEM 6(A) Project Form Reports / Workshop:

ITEM 6(B) – Multistate & Growth Update: Holt recapped the workshop from earlier in the day, summarizing that staff would continue to work on the next steps, which include finalizing the reinsurance contract, administrative and underwriting preparations, and following up on state compliance. Multistate Committee will meet on the contracts supplied by staff. Board accepts the plan presented and staff to move forward with the plan.

ITEM 6(C) – Meeting Calendar 2017/2018: McDonnell presented a suggested calendar with quarterly meetings which also included locations of board members. Staff will be updating the current calendar to reflect the board's chosen dates. All dates will be on the website and published per WAC rules.

ITEM 6(D) – Risk Management MLIP Report. Hammond gave the board a recap of the program and how it can help members. He reported that currently a small handful of members are working to improve their programs with the help of the MLIP.

ITEM 6(E) – Staff Changes: Homer reported that the risk management department had hired on two more risk managers to help the pools. Frank Andrus was promoted to Director of Litigated Claims. It was also reported that Jen Homer is now a contracted legal service provider under her new business, Consilium Legal Services, PLLC. This change can help the members of the program. Homer also updated the board on a new potential growth opportunity for Clear Risk Solutions.

ITEM 6(F) – Misc./Other: McDonnell discussed Board and Staff attending the NRMC conference in September.

ITEM 7: ACTION ITEMS

- A. 2017/2018 Preliminary Budget & Summary. McDonnell reported that the committee reviewed the preliminary budget which includes projected growth, stating a final budget will be passed at a later meeting, per newly established process. The committee discussed their recommendations. Riley moved to approve the preliminary budget as presented, and Johanson seconded. None opposed and the motion passed.
- B. 2017/2018 Renewal Report. Huffman recapped that there are limited changes due to the two year policy. There are a few excess policies renewing on 6/1 and staff is working on getting a quote for the whole pool as an option for next year's student accident policies. Huffman reminded the board that with the action item, the board is approving the 2017-18 Renewal Report as presented, but that staff is actively trying to improve the renewal terms. Huffman requested authority to bind coverages, as needed, noting that the final chart of coverages and changes from the report as presented will be reported back to the board in August, if needed. Huffman noted that the renewal report covered the policy renewal and expiration date, excess marketing efforts, coverage changes, coverage options, excess and surplus lines taxes, authority to bind excess coverage, the Brown & Brown disclosure statement, and Exposure Analysis Checklist. By approving the renewal report, the board is approving Excess coverage to be renewed per the renewal report. Preliminary Report was presented and accepted by board with the Final Report being presented at the next meeting in August.
- C. Investment Policy. McDonnell reported that the policy is being updated to reflect a strategy that will be reviewed annually. Johanson moved to approve, Hamilton seconded. None opposed, the motion passed.
- D. Collections Procedure. The current collections procedure was reviewed by the board, including the authority for staff to remove members from NPIP. Johnson moved to approve the procedure as presented, Heinisch seconded. None opposed, motion carried.
- E. Membership Agreement/Resolution Collections. The board reviewed the presented procedure. Riley moved to approve the procedure, Heinisch seconded. With none opposed the motion carried.

- F. Resolution 16/17-A (regarding custody for investments). McDonnell reported that applications were updated to the custodian of funds. Johanson moved to approve the resolution, Hamilton seconded. None opposed and the motion carried.
- G. Resolution 16/17-B (regarding cancellation). Board reviewed the resolution clarifying cancellation of member policies. Johanson moved to approve the resolution as presented, Johnson seconded. None opposed and the motion passed.
- H. Ad Hoc Committee member policy. Riley moved to approve the policy as presented. Heinisch seconded the motion. None opposed and the motion carried.
- I. Alternate Board Member policy. Any Alternate Board Member would sign a job description and confidentiality documents and follow board member reimbursement policy. Also they must follow standard election process to be seated or be appointed by the board, per program bylaws. Heinisch moved to approve the policy, Johnson seconded, none opposed. Motion passed.

ITEM 8: CLOSED SESSION

None.

ITEM 9: UPCOMING MEETINGS/CONFERENCES

- A) April 19 – Yakima Conference
- B) May 2 – Fiscal Committee Call
- C) May 16 & 17 – Bellevue Conference

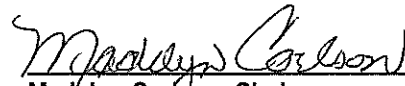
MEETING ADJOURNED

There being no further business, the meeting was adjourned at 11:30am.

Respectfully submitted,



Sarah McDonnell


Madelyn Carlson, Chair