

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

NPIP

BOARD MEETING
17338 International Blvd, Seattle, WA
November 16, 2016 10:30 am

MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on November 16, 2016 at 10:30am.

ITEM 1: INTRODUCTION & ROLL CALL

PRESENT WERE:

Board Members

Area 4 Rep., **Jon Andrus**, Catholic Charities of Spokane
Chair & Area 3 Rep., **Madelyn Carlson**, People for People
Area 2 Rep., **Cheryl Hamilton**, Educational Opportunities for Children & Families
Fiscal Officer & At-Large #3 Rep., **Karl Johanson**, Disability Action Center – NW, Inc.
At-Large #1 Rep., **Amber Johnson**, Spokane Neighborhood Action Partners
Vice Chair & Area 1 Rep., **Darlene Riley**, Paratransit Services

Absent

None

Clear Risk Solutions Staff

Becky Holt
Brian Turnbull
Claire Hanberg
Ellen Kosa
Eric Homer
Lance Hammond
Phil Riche
Rich Moore
Rick Templeton
Sarah McDonnell
Taylor Montgomery

Guests

Mike Heinisch, Kent Youth & Family Services – left meeting at 11:00 after Item 6A

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

ITEM 2: PUBLIC COMMENT

None

ITEM 3: CHANGES TO THE AGENDA

Remove Item 7B Investments, add Action Item 7B for New Board Member. Johanson moved to approve the changes to the agenda, Riley seconded, none opposed. Motion carried.

ITEM 4: COMMITTEE REPORTS

STANDING COMMITTEES:

ITEM 4(A) – Fiscal Committee (Johanson-Chair, Riley, Andrus): Johanson reported the committee selected a firm for the pool's investments services. It was noted that Johanson was not a participant during the RFP process for the investment firm as a personal conflict presented itself.

(a) Program Premium. A current Program Premium report was given to the board with no further discussion.

(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. 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. The next steps in the process for potential income statement changes were discussed.

(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): Work Plan – Board is continuing to meet with the Legislators to build relationships on behalf of NPIP. New meetings will be set at the next workshop. Carlson asked board and staff how the meetings with Legislators have gone. Homer reported that staff had a positive meeting with Jason Seims with the Department of Enterprise Services. The board mentioned meeting him at the beginning of the year when they met for the WRAC meeting. Johnson suggested having the next all board meeting in Olympia to help with Seims' availability to meet with the board.

Board Recruitment (Riley, Carlson): Carlson reported on the candidates that were interested in joining the board. The first candidate ended up pulling her application, unable to continue. The second candidate remained in the running and met with the board several times. Committee feels the second candidate would be good for the board to consider.

ITEM 5: CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Voucher #16/17-04, 9/2016, \$2,442,446.42
- B. Voucher #16/17-05, 10/2016, \$398,196.68
- C. Minutes 8/29/16
- D. Approval of New Members

There was no concern or call for discussion. 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: 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 next steps and obtaining multistate contracts with carrier partners for out of state and churches growth. Staff estimates the target date to begin, in early 2017. Carlson approved a committee to work with staff moving forward. Johnson offered to be a part of the committee, as did Johanson – who suggested Johnson take the lead on communication with staff. Staff will begin reaching out to out of state nonprofit association. Board accepts the plan presented and staff will move forward with the plan. Financial discussion will take place in February.

(ii.) Financial Presentation: Staff reported they will be working on creating a narrative to accompany to Balance Sheet and Income Statement when they are presented to the board. A plan will be presented in the near future.

(iii.) Lobbyists Presentation: Carlson summarized the Government 101 presentation given by the lobbyists to the board. It included education on legislative process, current election results, and planning for NPIP in 2017.

(iv.) Investment Planning Update: Carlson reviewed the meeting with the investment firm chosen for the pool, Peterson and Hastings. Riley offered to serve on the Investment Committee, as well as Andrus. The current policy will be used to invest now but the policy will be reviewed and recommended. Updates to the board will be presented in the next year.

ITEM 6(B) – Audit Update. Kosa reported that this was the first year we did a private audit with Moss Adams. While the timeline for the audit was short, four months, staff worked with the firm to get everything completed on time. Staff will present the results of the post-audit meeting with Moss Adams which will push the need to comply with WAC regulations for audits, at the next meeting. Staff ended the report by stating the entire audit came in under the budget given.

ITEM 6(C) – WA Nonprofits Partnership Update. Carlson stated the pool will continue to partner with Washington Nonprofits, even as the pool expands into other states. Staff is looking into doing regional/day trainings with Washington Nonprofits, as well as the conference in May of 2017. McDonnell stated staff would meet with Washington Nonprofits to evaluate ongoing partnership opportunities.

ITEM 6(D) – Membership Documents Collections Update: Holt reported that 37% of the membership documents were still missing, but staff is continuously working to get the signed documents in, per the new regulations. Carlson offered to help by reaching out to members in her region to help them understand the document and its importance.

ITEM 6(E) – Misc./Other. Homer reported several staffing changes that have been made. With Darlene Brooks leaving the company, and the marketing department, Rhonda Ross has helped take over some of the responsibilities left behind, with the help of Sarah McDonnell. In the risk management department Steve Grout, one of the risk managers for the pool, will be leaving at the first of the year with Byron Riche taking his place. Riley questioned the marketing changes, asking about the relationship with staff and the agents/members. Homer explained that staff throughout all departments would work on reaching out to agents and members.

ITEM 7: ACTION ITEMS

- A. Board Officer Elections (Fiscal Officer) –Due to change in bylaws, the officer positions now run on a fiscal year instead of calendar year. Since the chair and vice chair are within their 2 year term, per program guidelines, the fiscal officer is the only officer position due for election at this time. Election of this position will be for January 1, 2017, then May 31, 2018, to align with the change in term per program bylaws. The chair and vice chair positions are open for election at this time as well. Andrus nominated Johanson for Fiscal Officer, Riley seconded. Motion carried.
- B. New Board Member – Mike Heinisch has expressed interest for the open board member position. He has good connections with his region – King County – and is very involved in everything he does. The Recruitment Committee recommended Mike Heinisch for the open position – At Large 2. Riley motioned to elect Heinisch as new board member, Andrus seconded, and none opposed. Motion carried. Staff stated they would set up an orientation meeting with him.

ITEM 8: CLOSED SESSION

None.

ITEM 9: UPCOMING MEETINGS/CONFERENCES

- A) December 5 – Fiscal Call, 10am
- B) February 6 – All board meeting, Olympia


MEETING ADJOURNED

There being no further business, the meeting was adjourned at 11:50 am.

Respectfully submitted,



Sarah McDonnell


Madelyn Carlson, Chair