

Board Members:
Darren Brugmann
Lynn Moody
Darlene Riley
Larry Stuckart
Karl Johanson
Madelyn Carlson

BOARD MEETING – Conference Call
Canfield Office, Ephrata, WA
July 20, 2012 at 10:00 a.m.

MINUTES

The Non Profit Insurance Program Board of Directors conducted its quarterly board meeting on Friday, July 20, 2012 at 10:04 a.m.

ITEM 1: INTRODUCTION & ROLL CALL

PRESENT WERE:

Board Members

Darren Brugmann, Senior Services of Snohomish Co.
Madelyn Carlson, People for People
Karl Johanson, Council on Aging & Human Services
Lynn Moody, Hopelink (joined at 10:26am)
Darlene Riley, Paratransit Services
Larry Stuckart, Spokane Neighborhood Action Partners

Canfield Staff

Eric Homer
Ellen Kosa
Sarah McDonnell
Rich Moore
JoAnn Rogers
Brian Turnbull

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: CHANGES TO THE AGENDA

None.

ITEM 4: COMMITTEE REPORTS

ITEM 4(A) – Fiscal Committee (Darlene, Lynn, Karl): The fiscal committee recommended that Voucher #11/12-12, #12/13-01, and #12/13-02 be approved by the board as part of the consent agenda. Darlene Riley reported that the fiscal committee had reviewed the A/R Aging report prior to the meeting and she provided a summary to the full board.

(i) Program Premium. Brian Turnbull provided an update of total written program premium to the full board including a summary of renewal changes. Turnbull noted that the budget approved was projected to 5/31/13, incorporating growth goals, and therefore there does not need to be adjusted due to the changes in membership at renewal. He also reported an overall successful renewal.

(ii) Private Audit Update. Darlene Riley reminded the board that there are several companies that NPIP has obtained quotes from for the annual audit of the pool. Riley reported that she would recommend that the pool remain with SAO for at least one more audit cycle, and for the 13-14 fiscal year NPIP revisit the idea of moving to an independent auditor. There was discussion between staff and the board regarding the time to move to an

independent auditing agency; the consensus was to remain with SAO for one more audit cycle, the 11-12 audit year, and then revisit the idea of moving to an independent auditor.

(iii) Balance Sheet. Darlene Riley reported to the board that she had received a draft only of the balance sheet and income statement through 5/31/12 and is working with accounting staff to finalize.

(iv) Income Statement. Darlene Riley reported to the board that she had received a draft only of the balance sheet and income statement through 5/31/12 and is working with accounting staff to finalize.

(v) Write-off report. Darlene Riley reported to the full board that the fiscal committee has approved a write-off of \$2,758.28 for Allen Renaissance, former NPIP Member, as it is uncollectable.

(vi) Membership Agreements and Resolutions Procedure. Darlene Riley reminded the board of the procedure for collection of the membership documents previously implemented. Rich Moore reported that he discussed the procedure with the State Auditor's Office, as requested by the board, and auditors said that they would audit to the internal procedures set by the pool board – that NPIP must receive all membership agreements and resolutions within 90 days of binding coverage in the program, or coverage can be cancelled. Sarah McDonnell reported that there were currently no membership agreements over 45 days past due. There was a brief discussion regarding the membership agreement language.

ITEM 4(B) – Legislative Committee (Darren, Karl, Larry): No report.

ITEM 4(C) – Executive Committee (Darren, Lynn, Darlene): No report.

ITEM 4(D) – Transportation Standards Committee (Madelyn, Karl): No report. Staff noted that Rich Moore would be working with the committee going forward.

ITEM 4(E) – Nomination Committee (Darlene, Larry, Lynn): Darlene Riley reported that the committee had met and is looking for representatives within the membership to fill the open position created when Bill Eby resigned; his term ends 5/31/14. There was discussion on the timeline for nomination and it was agreed that the goal is the 2013 annual meeting. Darren Brugmann noted that an additional task for this committee is to discuss the current boundaries and evaluate whether they are still appropriate representation of the membership at the next board retreat. There was a brief discussion on how this would need to be done per WAC rules and the board reminded the committee to closely follow the bylaws and WAC.

ITEM 4(F) – Broker Agent Group / Peer Committee (Darren): No report. Darren to work with staff with goal of having this committee established by the next renewal cycle.

ITEM 5: CONSENT AGENDA

The Consent Agenda for July 20, 2012 consisted of the following:

- A. Voucher #12/13-02, \$238,147.94, Date 7/10/12
- B. Voucher #12/13-01, \$268,688.37, Date 6/5/12
- C. Voucher #11/12-12, \$300,175.87, Date 5/14/12
- D. Minutes 5/2/12
- E. Approval of New Members

Darlene Riley noted that the fiscal committee has reviewed the vouchers prior to the meeting and questions were addressed by claims staff. Motion to approve consent agenda by Darlene Riley, seconded by Lynn Moody and approved unanimously; motion carried.

ITEM 6: ACTION ITEMS

None.

ITEM 7: EXECUTIVE SESSION

None.

ITEM 8: BOARD/STAFF COMMUNICATION

ITEM 8(A): NPIP Conference and Annual Meeting. There was a discussion and the tentative dates for the annual meeting are March 21-22, 2013 at the Lynnwood Conv. Center. The annual meeting will be at 11:00a.m. on Thursday. A full agenda will be available later.

ITEM 8(B): 2013 Retreat. There was brief discussion on the retreat location for the 2013 board retreat for April 24-26, 2013.

ITEM 8(C): Other/Miscellaneous. Darren Brugmann reported to the board and staff that he has not yet received a response from the Department of Enterprise Services (DES) regarding the response NPIP sent to DES on June 25, 2012; the response was to the DES letter dated June 18, 2012 requiring NPIP collect the total \$441,747.91 from the NPIP Association. He reminded the board that the response letter from NPIP to DES states that an initial transfer of \$150,000 was made and the remainder of \$291,747.91 would be transferred by August 18, 2012.

Darlene Riley requested that Canfield staff determine an estimated reserve for the NPIP Re Inc. so the pool's request for another payment to NPIP will be possible and a second payment could be made to NPIP no later than August 1, 2012. Darlene Riley motioned that Canfield work with NPIP Re Inc. to determine a second payment amount that can be transferred to the pool by August 1, 2012. Motion seconded by Madelyn Carlson; no opposed. Motion passed.

ITEM 10: UPCOMING CONFERENCES/MEETINGS

The next fiscal committee conference call at 10:00 a.m. on August 17, 2012. The next all board sit down is October 26, 2012 at 10:00 a.m. at the Canfield office in Woodinville, WA.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 10:51am.

Respectfully submitted,



Sarah McDonnell



Darren Brugmann, Chair