



**BOARD OF DIRECTORS MEETING**  
**April 29, 2020 10:00am**  
**Virtual Web Meeting**

<p><b>DIRECTORS</b></p> <p><b>Darlene Riley</b> Chair Region 1</p> <p><b>Amber Johnson</b> Vice Chair At-Large 1</p> <p><b>Jon Andrus</b> Fiscal Officer Region 2</p> <p><b>Madelyn Carlson</b> Region 3</p> <p><b>Cheryl Hamilton</b> Region 4</p> <p><b>Mike Heinisch</b> At-Large 2</p> <p><b>Karl Johanson</b> At-Large 3</p> <p><b>Julie Vess</b> Alternate</p> <p><b>Matt Patten</b> Alternate</p>	<p><b>1. INTRODUCTION AND ROLL CALL</b> Discussion</p> <p><b>2. GUEST COMMENT</b> Discussion</p> <p><b>3. CHANGES TO THE AGENDA</b> Discussion</p> <p><b>4. COMMITTEE REPORTS</b> Discussion</p> <p><i>Standing Committees:</i></p> <p><b>FISCAL COMMITTEE</b> (Johanson, Heinisch, Andrus-Chair) Discussion</p> <ul style="list-style-type: none"> <li>i. Fiscal-Summary</li> <li>ii. Claims Auditor RFP Process</li> <li>iii. Actuary RFP Process</li> <li>iv. Voucher approval process change</li> <li>v. Notices of cancellation &amp; late payments</li> <li>vi. Budget Process Review</li> <li>vii. Preliminary Budget recommendation</li> <li>viii. Preliminary Renewal Report recommendation</li> </ul> <p><b>EXECUTIVE COMMITTEE</b> (Riley, Johnson, Andrus) Discussion</p> <ul style="list-style-type: none"> <li>i. Board self-evaluation process – updated timeline</li> <li>ii. Administrator evaluation – updated timeline</li> </ul> <p><i>Other Committees:</i></p> <p><b>LEGISLATIVE COMMITTEE</b> (Johanson, Carlson, Hamilton) Discussion</p> <ul style="list-style-type: none"> <li>i. Nonprofit Act Bill – Updated timeline</li> <li>ii. Letter with WN</li> <li>iii. Lobbyist report</li> </ul> <p><b>BOARD GOVERNANCE COMMITTEE</b> (Riley, Carlson, Johnson) Discussion</p> <ul style="list-style-type: none"> <li>i. Committee list review</li> <li>ii. Board officer nominations</li> </ul> <p><b>5. CONSENT AGENDA</b> Action Item</p> <ul style="list-style-type: none"> <li>i. Voucher #19/20-9</li> <li>ii. Voucher #19/20-10</li> <li>iii. Minutes 2/2020</li> <li>iv. New &amp; Lost Members</li> <li>v. Balance Sheet</li> <li>vi. Income Statement</li> <li>vii. Claims Auditor Selection</li> <li>viii. Actuary Selection</li> <li>ix. Annual Policy/Contract Review <ul style="list-style-type: none"> <li>a. Mission, Vision, Core Values</li> <li>b. Professional Services Agreement</li> <li>c. Broker of Record Agreement</li> </ul> </li> </ul>
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- d. Investment Policy & Statement
- e. Investment Advisory Agreement
- f. Lobbyist Contract
- g. Criteria for Public Policy Involvement / Advocacy
- h. Membership Agreement & Resolutions Collections
- i. Board Officer Duties
- j. Conflict of Interest Statement
- k. Board of Director Job Description and Commitment Form
- l. Alternate Board Member Policy & Job Description
- m. Officer duties
- n. Meeting Operating Procedures
- o. Social Media Admin. & Use Policy
- p. Data Retention & Info. Security Policy
- q. Ad Hoc Committee Member Policy
- r. Reimbursement Policy
- s. Write off policy
- t. Policy - Authorization for Funds Transfer
- u. Resolution 16/17-B – Member Removal
- v. Resolution 17/18-A- Treasurer/Fiscal Officer RCW
- w. Conflict of Interest Policy WAC 200-150-080
- x. Third Party Administrator Contract Policy 200-150-038
- y. Financial Plan Policy 200-150-037
- z. Claims Administration Policy 200-150-050
- aa. Termination Provisions Policy & Procedure 200-150-036

**6. BOARD/STAFF COMMUNICATION**

Discussion

- i. Retention of members
- ii. Calendar 20/21
- iii. Claims Audit Work- Timeline
- iv. Risk management regional events
- v. Communications – Renewal, COVID 19, Member/Broker – other
- vi. Annual member meeting – set date
  - a. Annual Report from NPIP

**7. ACTION ITEMS**

- i. Elections Results
- ii. Preliminary Budget 20/21
- iii. Preliminary Renewal Report 20/21
- iv. Board officer election – Chair
- v. Board officer election – Vice Chair
- vi. Board officer election – Fiscal Officer

**Action Item**  
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**8. UPCOMING**

Discussion

- i. 8/16-8/17 Mini-Retreat, Seattle Area

**9. EXECUTIVE/CLOSED SESSION**

Discussion

- i. Claim Update