



## Board of Directors MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on November 10, 2020 at 1:05 p.m.

### 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	Fiscal Officer & Region 4	Present
Madelyn Carlson	People for People	Region 3	Present
Mike Heinisch	Kent Youth and Family Services	At-Large 2	Present
Karl Johanson	Disability Action Center NW Inc.	Vice Chair & At-Large 3	Present
Amber Johnson	Spokane Neighborhood Action Partners	Chair & At Large 1	Present
Darlene Riley	Paratransit Services	Region 1	Present
Matt Patten	Cascade Mental Health	Alternate	Present
Julie Vess	Stanwood Community & Senior Center	Alternate	Present

#### Clear Risk Solutions:

Frank Andrus  
 Claire Hanberg  
 Sarah McDonnell  
 Taylor Montgomery  
 Brian Turnbull  
 Jessika Tempel  
 Byron Riche  
 Michael Johnson  
 Chelsey Smith  
 Becky Holt  
 Jenny Gunderson  
 PJ DeBenedetti  
 Rachel Huffman  
 Rhonda Ross

#### Guests:

Jenny Collins – Chehalis Foundation (*Joined at 1:18 p.m.*)  
 Becky Semmler – Paratransit Services  
 Ned Sander – AHT Insurance  
 Samuel Mitchell – Puget Sound Community School

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

### ITEM 2: PUBLIC COMMENT

None

### ITEM 3: CHANGES TO THE AGENDA

Added discussion on Washington Law Against Discrimination and renewal update. Added investment change to the action items.

### ITEM 4: COMMITTEE REPORTS

STANDING COMMITTEES:

ITEM 4(A) – Fiscal Committee (Andrus-Chair, Johanson, Heinisch):

- i. Fiscal-Quarterly Summary (Audit report, investment review, A/R, write-offs, bank statements, bank transfers, balance sheet, income statement) – Andrus gave an overview of what the fiscal committee does and noted they reviewed the A/R, write-offs, bank statements, bank transfers, balance sheet, and income statement with no concerns.

- ii. Audit Update – Andrus updated the full Board on the final audit done by Moss Adams. There was discussion and Johnson thanked the Board and staff for the clean audit.

Investment workshop summary – Staff and the Board recapped the workshop regarding pool investment appetite. No decisions were made at the workshop and the committee has added an action item to change allocations.

ITEM 4(B) – Executive Committee (Riley, Johnson, Andrus):

- i. Diversity, Equity, and Inclusion Workshop – Johnson reported that there was discussion on diversity, equity, and inclusion at the workshop. The group met and they are working through details at this time. There will be future discussion on this topic.

OTHER COMMITTEES:

Legislative Committee (Johanson, Carlson, Heinisch):

- i. Lobbyist report (written only)
  - a. Nonprofit Act Bill – Updated Timeline. Johanson recapped the previous phone call with the lobbyists, reporting that we should have a final draft in the near future from Senator Pedersen. Also, that the lobbyists updated staff and the board about the new positions and next steps for outreach with senators and representatives.
  - b. Washington Law Against Discrimination – Turnbull briefly explained the recent interpretation of the Washington Law Against Discrimination and the potential impact on the renewal, as it does affect market conditions and risk in Washington state. Staff will keep the Committee and Board updated as new information comes in.

Board Governance Committee (Riley, Carlson, Johnson):

- i. Interested Candidates – Staff and the board have been working hard to recruit new members and conducted two interview-type zoom calls. McDonnell introduced the guest, Jenny Collins with Chehalis Foundation, and reported that she was interested in becoming a member and getting involved. Johnson also introduced the guest, Mike Anderson with Seattle School of Psychology and Theology, and reported that he was interested in becoming involved.
- ii. Resignation – Region 1 – Johnson reported that Riley has submitted her resignation letter for her board position effective 1/1/2021. Due to her retirement, she will no longer be eligible to serve on the NPIP Board.
- iii. Buddy workshop recap – Johnson recapped what the idea of board buddy workshop is intended for, pairing a longer term member with a new member to learn the details, initiative, and lingo. We will continue to meet for board buddy workshops as part of succession planning.

## ITEM 5: CONSENT AGENDA

The Consent Agenda items were reviewed prior to the meeting by all board members. Johnson called for a motion on all consent items. Riley moved to approve the Consent Agenda as presented and seconded by Johanson. With all in favor and none opposed, the motion passed.

The Consent Agenda consisted of the following:

- i. Voucher #20/21-03
- ii. Voucher #20/21-04
- iii. Voucher #20/21-05
- iv. Minutes 8/2020
- v. New & Lost Members
- vi. Balance Sheet – 1Q
- vii. Income Statement – 1Q

## ITEM 6: BOARD/STAFF COMMUNICATION

- i. Workshop recap – Risk Management workshop – Johnson gave a recap on what staff discussed with the Board at this workshop. The overview of the water sensor and fire sensor products. There was discussion around member communication in the future.
- ii. Department of Enterprise Services, Annual Report – McDonnell reported that all RCW and WAC required items were submitted timely to DES.
- iii. Broker meeting summary & report – McDonnell reminded the board of their annual goals. Staff is currently working with a small group of brokers to gather feedback and input on various processes, initiatives, and membership engagement. Members are still encouraged to communicate with their brokers first and then the brokers will communicate with the staff. Johnson gave an explanation of what the goals are for the guests.
- iv. NRMC virtual summit recap – “All-in” sponsor – McDonnell recapped that this was a very well-received event with great feedback and engagement from members.

- v. Video tutorial update for risk management platform – Hanberg gave an overview on My Risk Solutions (MRS) and how it plays a role in how we communicate information out to members. She discussed how the platform gives us analytics that we monitor to help us see member engagement. Over the last year, every communication promoted for MRS that went out, the usage increased. She discussed the new MRS video tutorial. McDonnell gave an overview of what MRS is and what kind of templates and videos members would be able to find on the site.
- vi. Background checks for members – McDonnell reported that staff has communicated the demand for assistance with background checks. Staff is currently working to evaluation options for NPIP members with the goal of encouraging the checks and discounted services, if possible.
- vii. Renewal Update – Turnbull discussed market conditions. He reminded the board, staff, and guests that the past renewal was a tough renewal due to various factors. Turnbull also discussed that there is pressure from other carriers to include communicable disease in the upcoming renewal. Staff is concerned and aware of this, so staff will report more on this later on.

#### **ITEM 7: ACTION ITEMS**

- i. Appointment – Region 1 representative – Riley made a motion to appoint Becky Semmler into Region 1 effective 1/1/2021 to fill Riley's position and seconded by Carlson. With all in favor and none opposed, the motion passed.
- ii. Investment action – Andrus discussed the role of the fiscal committee with the investment committee. The Board agreed to combine the fiscal and investment committees. Johnson made a motion to change the NPIP investment allocation ratio. With the motion on the table, discussion ensued for clarity. Riley amended the motion on the table to give the fiscal committee authority to alter the investment allocation ratio, as desired, but not less than 75 fixed in the allocation percentage. The motion was seconded by Carlson. With all in favor and none opposed, the motion passed.

#### **ITEM 8: UPCOMING MEETINGS/CONFERENCES**

- i. Annual Membership Meeting, TBD
- ii. December 14, 2020 – Fiscal Meeting
- iii. January 11, 2021 – Fiscal Meeting
- iv. February 8, 2020 – All Board Meeting & Workshops, TBD Area.

Guests were excused from the call and only seated board members and staff remained.

#### **ITEM 9: EXECUTIVE/CLOSED SESSION**

Board entered executive session at 2:12pm.

The Board discussed the status of an ongoing claims. No action was taken during closed session.

Executive session ended at 2:38pm.

#### **MEETING ADJOURNED**

There being no further business, the meeting was adjourned at 2:39 pm.

Respectfully submitted,

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Jessika Tempel

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Amber Johnson, Chair