



## Board of Directors MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on August 9, 2021 at 1:15 p.m.

### ITEM 1: INTRODUCTION & ROLL CALL

<u>Board Member Name:</u>	<u>Representation Member Entity:</u>	<u>Board Position:</u>	<u>Attendance:</u>
Amber Johnson	Spokane Neighborhood Action Partners	Chair & At Large 1	Present
Becky Semmler	Paratransit Services	Region 1	Present
Jenny Collins	Chehalis Foundation	Region 2	Present
Jon Andrus	Catholic Charities Eastern WA	Fiscal Officer & Region 4	Present
Karl Johanson	Disability Action Center NW Inc.	Vice Chair & At-Large 3	Present
Madelyn Carlson	People for People	Region 3	Present
Mike Heinisch	Kent Youth and Family Services	At-Large 2	Present
Julie Vess	Lincoln Hill Retirement Community	Alternate	Present
Mike Anderson	The Seattle School of Theology & Psychology	Alternate	Present

#### Clear Risk Solutions:

Sarah McDonnell  
 Jessika Tempel  
 Eric Homer (*left meeting at 1:29 p.m.*)  
 Becky Holt (*left meeting at 1:28 p.m.*)  
 Brian Turnbull (*left meeting at 1:28 p.m.*)  
 Frank Andrus  
 Rachel Hufman

#### Guests:

None

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

### ITEM 2: PUBLIC COMMENT

None

### ITEM 3: CHANGES TO THE AGENDA

None

### ITEM 4: COMMITTEE REPORTS

#### STANDING COMMITTEES:

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

- i. Fiscal-Quarterly Summary (Investment review, A/R, write-offs, bank statements, bank transfers, Balance Sheet, Income Statement, Voucher, Voucher Narrative). Andrus reported that the committee reviewed the fiscal items and is bringing the income statement, solvency test, balance sheet, Voucher, and Voucher Narrative to the Board for approval in the action items below. There were no write-offs, and the committee reviewed the A/R, bank statements, bank transfers, balance sheet, and income statement with no concerns.
- ii. Write off and Waiver – policy update recommendation – Andrus and the committee reviewed the waiver policy with intent of allowing staff to waive the additional or return premiums below \$50. The committee recommends Board for approval in the action items below.
- iii. Recommendation: Budget (Final) – Andrus reported that the committee has reviewed the final budget and considered staff recommendations. The committee recommends approval by the Board in action items, as presented.

- iv. Recommendation: Renewal Report (Final) – Andrus reported that the committee has reviewed the final renewal report. The committee recommends approval by the Board in action items, as presented.

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

- i. Administrator evaluation – Johnson reported that the Board met in an earlier workshop and discussed the administrator evaluation survey completed by Board members. Johnson will meet with McDonnell to go over results per established timeline.
- ii. Board & staff goals for 2021/2022 – Johnson noted that the Board, alternates, and staff reviewed the board and staff goals for the 21/22 year. The full board discussed goals in April and the executive team helped finalize with staff.

OTHER COMMITTEES:

Legislative Committee (Johanson, Carlson, Heinisch):

- i. Lobbyist report (written only) – Johanson reported that there was no lobbyist meeting and will be in contact with the lobbyists in the next couple months.

Board Governance Committee (Carlson, Johnson, Semmler):

- i. McDonnell reported that the Board Governance Committee hasn't met recently, as all board positions are full. Committee work is ongoing, as needed.

**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. Carlson moved to approve the Consent Agenda as presented and seconded by Jon Andrus. With all in favor and none opposed, the motion passed.

The Consent Agenda consisted of the following:

- i. Voucher #20/21-11
- ii. Voucher #20/21-12
- iii. Voucher #21/22 – 01
- iv. Voucher #21/22 – 02
- v. Minutes 4/2021
- vi. New & Lost Members – 4Q
- vii. Balance Sheet – 4Q
- viii. Income Statement – 4Q
- ix. Solvency Test – 4Q

**ITEM 6: BOARD/STAFF COMMUNICATION**

- i. Workshop recap:
  - a. 21/22 Goal Review– Johnson recapped on the new structure of the goals to be 1-, 3-, and 5-year goals. The Board, alternates and staff met earlier that day and discussed the goals.
  - b. Financials with Jon Andrus – Johnson noted that there was a workshop with Jon Andrus reviewing NPIP's financials, in detail.
  - c. Pooling Workshop – Johnson reported that staff provided the requested presentation for the Board and alternates regarding pooling structure in NPIP, as it relates to final budget and key considerations.
- ii. Background checks for members – McDonnell reported that the background check option for NPIP members with discounted group pricing is now live and overall has been well received. Tempel reported that there is an upcoming webinar on Wednesday, August 11, 2021 which will show members how to register; this will be recorded and communicated out to members later.
- iii. Upcoming all member events – McDonnell discussed that staff is working on some upcoming events, as well as the upcoming De-escalation virtual training in October. There will be more information with date/time for this event in upcoming promotional communications.
- iv. Annual membership meeting – date & format selection – Johnson reported that the Annual membership meeting will be held virtually via zoom and the date is still TBD but looking at late November or early December.

**ITEM 7: ACTION ITEMS**

- i. Budget (Final) 21/22 – This Action item was reviewed by all board members and recommendation made by the fiscal committee to adopt the final NPIP budget. The final budget includes an overall budget increase with a program equity allocation for the purposes of helping members during hardening market conditions, an increase the pool's self-insured retention (SIR) to

\$150,000 SIR, and an aggregate stop loss funding of 100%. Johnson called for a motion. Motion to approve by Jon Andrus, the motion was seconded by Johanson and approved by the rest of the board. Motion carried.

- ii. Renewal Report (Final) 21/22 – The Action item was reviewed by all board members and recommendation made by the fiscal committee. Johnson called for a motion. Motion to approve by Heinisch, the motion was seconded by Carlson and approved by the rest of the board. Motion carried.
- iii. Write off & Waiver Policy – The Action item was reviewed by all board members and recommendation made by the fiscal committee with the amendment to ensure additional and return premium is included in the policy effective June 1, 2021. Johnson called for a motion. Motion to approve by Johanson, the motion was seconded by Jon Andrus and approved by the rest of the board. Motion carried.
- iv. Agreement – Pool logos – The Action item was reviewed by all board members. Johnson called for a motion. Motion to approve by Johanson, the motion was seconded by Carlson and approved by the rest of the board. Motion carried.

**ITEM 8: UPCOMING MEETINGS/CONFERENCES**

- i. September 13, 2021 – Fiscal Meeting
- ii. October 11, 2021 – Fiscal Meeting
- iii. November 8-10, 2021 – Full Board Retreat – Location TBD
- iv. December 13, 2021 – Fiscal Meeting
- v. Annual Membership meeting – Date TBD

**ITEM 9: EXECUTIVE/CLOSED SESSION**

Board entered closed session at 2:32 p.m.

The Board and permitted guests discussed the status of an ongoing litigation. No action was taken during closed session.

Executive session ended at 3:03 p.m.

**MEETING ADJOURNED**

There being no further business, the meeting was adjourned at 3:04 p.m.

Respectfully submitted,

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Jessika Tempel

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Amber Johnson, Chair