



Board of Directors MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on November 10, 2021 at 11:05 a.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 (virtual)
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	Absent
Mike Heinisch	Kent Youth and Family Services	At-Large 2	Present
Julie Vess	Lincoln Hill Retirement Community	Alternate	Present

Clear Risk Solutions:

Sarah McDonnell
Jessika Tempel
Taylor Montgomery
Becca Kirsch
Rick Templeton
Frank Andrus
Byron Riche

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 (A/R, write-offs, bank statements, bank transfers, Balance Sheet, Income Statement, Vouchers). Andrus reported that the committee reviewed the fiscal items and is bringing the income statement, balance sheet, and vouchers 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.

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

- i. Administrator evaluation – Johnson reported that she met with McDonnell in August and discussed results from the administrator evaluation discussed by the Board.

OTHER COMMITTEES:

Administered by:



Legislative Committee (Johanson, Carlson, Heinisch):

- i. Lobbyist report (verbal) – Johanson reported that there was a meeting with the lobbyists in an earlier workshop to discuss possible impacts for nonprofits on bills that could be considered this session.. Lobbyists and staff will be reviewing language for this to see if there are any impacts. The Board agreed that individual sessions with legislators for 2022 will be skipped, unless needed.

Board Governance Committee (Carlson, Johnson, Semmler):

- i. Johnson reported that there is a vacant Board position for an Alternate and NPIP is still actively seeking a CFO. McDonnell is working on recruitment.

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. Johanson 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 #21/22-03(Aug)
- ii. Voucher #21/22-04(Sept)
- iii. Voucher #21/22-05 (Oct)
- iv. Minutes 8/2021
- v. New & Lost Members–1Q
- vi. Balance Sheet–1Q
- vii. Income Statement –1Q

ITEM 6: BOARD/STAFF COMMUNICATION

- i. Workshop recap:
 - a. Goals / Services– Johnson recapped the gumball goal review. Risk management provided a presentation for the Board and discussed services they offer, service awards, and their upcoming focus on member highlights.
 - b. Renewal & Retention planning introduction – Johnson recapped the goal for a healthy, stable renewal in this difficult market. Staff is looking to get renewal information out as early as possible and will again be offering auto renewal for eligible members.
 - c. Coverage discussions & growth – Johnson summarized the workshop discussing staff and member feedback received, plus market appetite for, coverage on lines including cyber liability, communicable disease, growth planning, and projections on pool structure.
- ii. Upcoming events – McDonnell recapped events upcoming such as disaster preparedness (focus on wildfire), cyber security education, and sexual harassment for nonprofits. Staff is stressing the importance of these trainings for membership and ensuring options through NPIP-hosted or partner-hosted events. Staff will also continue planning events based on loss performance, exposure, and trending market issues.
- iii. Elections timeline – McDonnell discussed that there are four positions open for elections this year and there will be letters sent out to membership electronically and by mail. Ballots also will go out electronically on the website again.
- iv. Member service update & connections –The group purchase option for background checks hasn't had much traction yet, but pricing feedback has been good. Staff is working with the First Advantage team on some analytics and a campaign will be in place soon to engage membership. Enquiron will be rolling out in January for membership as an online HR platform. There will be communications out to members soon with information about what services they offer. The Board discussed the accessibility upgrades staff is working to implement on all group trainings, as well, such as closed captions and options for large print version prior to training.
- v. Covid update – McDonnell recapped from the workshop that risk management is keeping in touch with members with up-to-date market and carrier resources. NPIP has developed waivers which have been well received, as well. Frank Andrus touched on the communicable disease exclusion and how this is nationwide and still not sure how claims will be interpreted by courts.

ITEM 7: ACTION ITEMS

- i. No action items.

ITEM 8: UPCOMING MEETINGS/CONFERENCES

- i. December 7, 2021 – Annual Membership meeting (Zoom)
- ii. December 13, 2021 – Fiscal Meeting
- iii. January 10, 2022 – Fiscal Meeting
- iv. February 7, 2022 – Virtual (Zoom) Board Meeting

ITEM 9: EXECUTIVE/CLOSED SESSION

None.

MEETING ADJOURNED

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

Respectfully submitted,

Jessika Tempel

Amber Johnson, Chair