



Board of Directors MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on August 22, 2022, at 2:01 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	At Large 1	Present
Becky Semmler	Paratransit Services	Vice Chair & Region 1	Present via Zoom
Jenny Collins	Chehalis Foundation	Region 2	Absent
Julie Vess	Lincoln Hill Retirement Community	Alternate	Present
Karl Johanson	Disability Action Center NW Inc.	Chair & At-Large 3	Present
Madelyn Carlson	People for People	Region 3	Present
Marlis Petersen Spawn	Catholic Charities Eastern WA	Region 4	Present
Mike Heinisch	Kent Youth and Family Services	Fiscal Officer & At-Large 2	Present

Clear Risk Solutions:

Angela Eloff	Jessika Tempel
Becca Kirsch	Mark Sherwood
Brian Turnbull	Michael Doehle
Byron Riche <i>(left at 2:46 p.m.)</i>	Michael Johnson
Claire Hanberg	Rachel Hufman
Dave Kosa <i>(left at 3:04 p.m.)</i>	Rick Dunn <i>(left at 3:21 p.m.)</i>
Grant Sutherland	Rick Templeton
Jenny Gunderson	Sarah McDonnell

Guests:

Rhonda Ross, Propel Insurance via Zoom

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

ITEM 2: PUBLIC COMMENT

Broker Rhonda Ross commented her attendance and expressed her appreciation of NPIP.

ITEM 3: CHANGES TO THE AGENDA

Johanson noted there were no changes to the agenda.

ITEM 4: COMMITTEE REPORTS

STANDING COMMITTEES:

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

- i. Fiscal-Quarterly Summary (A/R, write-offs, bank transfers, final budget, renewal report, investment reports, vouchers) – Heinisch reported that the committee reviewed the fiscal items noted on the summary including the final budget; the committee recommends adoption of the: final budget as presented, final renewal report, and vouchers to the Board for approval in the action items below. There were no write-offs. The committee reviewed the A/R, bank statements, bank transfers, investment reports with no concerns to bring forward.
- ii. Audit update – Kirsch reported that staff is through the first management review and there are no concerns reported to staff at this time.
- iii. Recommendation: Budget (Final) – McDonnell reviewed the committee’s recommendation to the board noting that the budget includes an aggregate stop loss policy funded at 100% and a pool Self Insured Retention on most lines of \$250,000.



- iv. Recommendation: Renewal Report (Final) – Huffman summarized the final renewal report to the Board and staff. There was discussion on anticipated policy changes with a note that details in addition to past information shared will be included in the policy notification to brokers.

ITEM 4(B) – Executive Committee (Johanson, Semmler, Heinisch):

- i. Administrator evaluation – Past Chair Johnson reported that the Board met in an earlier workshop and discussed the administrator evaluation survey completed by the Board of Directors. Overall, the Board had positive feedback and appreciates the Clear Risk Solutions partnership. Johnson will meet with McDonnell to go over results per established timeline.

OTHER COMMITTEES:

Legislative Committee (Johanson, Carlson, Heinisch):

- i. NPA – Johanson and McDonnell recapped the NPA effective date. There was discussion on member education opportunities promised with the funds collected because of the new law, as well as participation of NPIP in risk-focused elements for nonprofits. Also, partnership with the Nonprofit Association of Washington as an educational resource is ongoing.
- ii. SB5155 – Project lobbyists recommendation – McDonnell reminded the board that general NPIP lobbyists have a conflict of interest in this area, so the committee requested options for alternate lobbying help. Staff and the Committee recommend South Cove Strategies on this bill, the contract is later in action items. There was discussion.
- iii. Lobbyist report – Johanson recapped that they received a written lobbyist report for review.

Board Governance Committee (Carlson, Johnson, Semmler):

- i. Alternate Search – Vacant Position. Carlson reported that there is no update and recruitment for the vacant Board position for an Alternate is still needed. Always looking to diversify the board in terms of person diversity, nonprofit niche, skillset, and location.

ITEM 5: CONSENT AGENDA

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

The Consent Agenda consisted of the following:

- i. Voucher #21/22-11 (April)
- ii. Voucher #21/22-12 (May)
- iii. Voucher #22/23-01 (June)
- iv. Voucher #22/23-02 (July)
- v. Minutes 4/2022
- vi. New & Lost Members–4Q
- vii. Balance Sheet–4Q
- viii. Income Statement –4Q
- ix. Non-renewal report - final

ITEM 6: BOARD/STAFF COMMUNICATION

- i. Workshop recap:
 - a. Risk Management Annual Analysis on Claims, MLIP – McDonnell recapped that risk management is really focusing on engagement of members in sensors, services offered, and reviewing data in the typical cycle for pool analysis on claims trending for a tailored, impactful response.
 - b. Chart of Coverages Review – McDonnell recapped that staff went through earlier that day and really broke down the chart of coverages with the Board.
 - c. CENTRL Review – Staff noted that the Board worked together earlier that day on some CENTRL review/cleanup of folders. Staff will meet with CENTRL to help troubleshoot issues.
- ii. Goals 22/23 – McDonnell discussed a reminder for the Board to review the final 22/23 goals on the dashboard.
- iii. Events Summary – McDonnell discussed how staff has developed a library on the Clear Risk Solutions website of trainings, so that recordings are assessable to all members. She discussed communication of events to members and selection of topics for trainings to ensure they make sense for the risk trends in the industry or membership needs.



- iv. Retention report – McDonnell recapped that retention this year went well and staff is making sure they communicate concerns brokers early, as the pool appetite continues to refine with good-performing nonprofit risks.
- v. Staff changes – Org Chart – McDonnell discussed staffing changes at Clear Risk Solutions.
- vi. Other/Miscellaneous – No additions.

ITEM 7: ACTION ITEMS

- i. Budget (Final) 22/23 – Johanson called for a motion to approve the final budget. Johnson moved to approve the final budget as presented and seconded by Petersen-Spawn. With all in favor and none opposed, the motion passed. Heinisch commented that staff did an excellent job with this.
- ii. Renewal Report (Final) 22/23 - Johanson called for a motion to approve the final renewal report. Heinisch moved to approve the final renewal report as presented and seconded by Carlson. With all in favor and none opposed, the motion passed.
- iii. Sensor Grants - Guidelines – McDonnell recapped the project approved with the prelim budget and the board note the staff guidelines vs. formally adopt them to ensure flexibility at the staff level within budget parameters already set.
- iv. Project Lobbyist Contract – South Cove Strategies – There was discussion on the contract proposed. Johanson called for a motion to approve contracting with South Cove Strategies until the end of the fiscal year, 5/31/23, for the newly expected SB5155 bill. Carlson moved to approve as presented for this limited purpose and was seconded by Johnson. With all in favor and none opposed, the motion passed.
- v. Website RFP Selection – D2 – Tempel discussed how staff went out for Website RFP and after review, the recommendation is to move forward with D2 Creative due to their years of experience and focus on accessibility. Johanson called for a motion to approve D2 Creative to work with staff on website. Heinisch moved to approve D2 Creative to work with staff on website and seconded by Petersen-Spawn. With all in favor and none opposed, the motion passed.

ITEM 8: UPCOMING MEETINGS/CONFERENCES

- i. All Board Retreat – November 7-9, 2022, Location Walla Walla or Pullman, WA.
- ii. December 8, 2022 – Zoom All Member Meeting, 2pm
- iii. Final 22/23 calendar review – no changes.

ITEM 9: EXECUTIVE/CLOSED SESSION

None.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 3:48 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jessika Tempel".

Jessika Tempel

A handwritten signature in black ink, appearing to read "Karl Johanson".

Karl Johanson, Chair