



Board of Directors MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on October 30, 2024, 10:01 AM.

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 - Treasurer	Present
Karl Johanson	Disability Action Center NW Inc.	At-Large 3	Present
Julie Vess	Stanwood Camano Area Foundation	Provisional At-Large 4	Present
Madelyn Carlson	People for People	Region 3	Present
Mike Heinisch	Kent Youth and Family Services	At-Large 2 - President	Present
Susan Kingsbury-Comeau	Mt. Si Senior Center	Provisional Region 1	Present – ZOOM
VACANT		Region 2	
VACANT		Region 4	
VACANT		Region 1 - Secretary	

<u>Clear Risk Solutions:</u>	
	Liz Ralston
Becca Kirsch	Mark Sherwood
Brian Turnbull	Michael Johnson
Byron Riche	Pete Wyatt
Claire Hanberg	Sarah McDonnell
Dana Montgomery	RaeAnna Hand
Frank Andrus	Rick Templeton
Jessika Tempel	Tammy Wiersma
JoAnn Forrest	

Guests:
Andrew Flabeitch – Broker, HUB International

President Heinisch 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 & Renewal Committee (Johnson-Chair, Kingsbury-Comeau, Vess, Johanson):

- a) Fiscal-Quarterly Summary (A/R, write-offs, bank transfers, vouchers) – Johnson reported that the committee reviewed the fiscal items noted on the summary prior to the full board meeting. There were no write-offs. The committee reviewed the Vouchers, A/R, bank transfers with no concerns to present to the full board.
- b) Audit Update – Johnson reported that it was a clean audit and wanted to thank the staff for their work and communication with the auditors. Kirsch reported it was a smooth audit and wanted to note that Moss Adams had a new audit supervisor this year. Henisch had a question on when the last time NPIP went out for audit bids. McDonnell discussed how the relationship with Moss Adams is great, but something we can explore in Spring if the Board wishes.



ITEM 4(B) – Executive Committee (President: Heinisch, Secretary/Vice President: Vacant, Past President: Johnson):

- i. Program Administrator Evaluation Report – Heinisch reported that the Board of Directors met earlier that week and completed the administrator evaluation. He wanted to thank staff and added that he will be meeting with staff regarding the results.
- ii. Board Director Code of Conduct – Heinisch reported that the Board Director Code of Conduct is a best practice to have been doing a good job of maintaining it. McDonnell added that the code of conduct is part of the job description and is signed annually.
- iii. Board Director Discipline Policy Recommendation – Heinisch reported that the Board of Directors is looking to get a Board of Directors Discipline Policy in place and looking to adopt this policy later today.

OTHER COMMITTEES:

Legislative Committee (Johanson, Carlson, Heinisch):

- i. Legislative Session Planning – Interim Lobbyist Meetings Report – Johanson reported that the committee has been having good discussions and meeting regularly with key legislators. He also mentioned the lobbyists are keeping a lookout on prejudgment interest to see if that returns. There were no questions and no further discussion.
- ii. Lobbyist Review Next Steps – workshop report – Johanson reported that there was general discussion on evaluation of lobbying services and on budget at the workshop the previous day. He also mentioned there are plans to have further conversations in the future.

Board Governance Committee (Carlson, Johnson):

- i. Nomination for Vice President position – Carlson reported that Julie Vess has stepped forward and the committee nominates her for Vice President. She discussed that this will be one of the action items later in the meeting.
- ii. Recruitment update – Carlson reported there are three open board positions: Region 4, Region 3, and Region 1.
- iii. Eligibility for Board & Vetting Process – Carlson reported that the Board of Directors plans to go through membership list and provide staff with potential board member recommendations and looking to invite prospective members to the board meeting in the springtime.

ITEM 5: CONSENT AGENDA

The Consent Agenda items were reviewed prior to the meeting by all board members. Carlson moved to approve the Consent Agenda as presented. The motion was seconded by Johanson. No one opposed to the motion and as all were in favor, the motion passed.

The Consent Agenda consisted of the following:

- a) Voucher #24/25-03 (August)
- b) Voucher #24/25-04 (September)
- c) Voucher #24/25-05 (October)
- d) Minutes 8/2024
- e) New & Lost Members – 1Q

ITEM 6: BOARD/STAFF COMMUNICATION

- i. Quarterly Gumball Goals Update – McDonnell discussed goals on educational reboot and property performance improvement. There were no questions and no further discussion.
- ii. CRS Office & Staff Updates – Templeton reported that at the end of 2024 staff will leave the current office and move downtown Ephrata. He updated that as of right now staff have temporary space downtown, but most of the staff will be going remote for the next year. Heinisch commented that he appreciates staff staying in Ephrata and being involved in the community.

Templeton went into staff updates and reported that RaeAnna Hand will be the new lead NPIP Underwriter. He noted that there will be a couple more underwriters joining the team soon. McDonnell reported that another new teammate is Pete Wyatt from risk management. There were no other updates or comments.

- iii. NPIP Appetite and Portfolio Considerations – There was conversation regarding the appetite change effective June 1, 2025 for NPIP that will impact approx. 42 members. All agreed NPIP would stay true to mission and work to find creative solutions for any member of NPIP, even if coverage looks differently than in the past. Brokers are first and foremost for communicatinos



to ensure plenty of time for discussions and any market work they will need to do. McDonnell reported that during the workshop yesterday there was conversation about staff working with carriers and agents and will get some communications out soon. Turnbull thanked the board members for their time and partnership on this project. Carlson, Heinisch, and Johanson thanked staff for the meeting and really appreciate the relationship.

- iv. Communications Analytics – Hanberg reminded the board that third quarter communication report is in their packets. She gave an update on the report and analytics, with a peak during the season of renewal.
- v. Member Performance Reports – McDonnell reported that staff got feedback from brokers on the Member Performance Reports last year and that staff has updated the report and have included one in the packets. She reported that these reports will go out mid-January to broker first and then members. There are a few enhancements that may be added as well. She also discussed how this will be a big help to nonprofits to see areas of actionable improvements.
- vi. Updated Calendar – McDonnell reported that the April meeting got moved to March, other that there were no other updates.
- vii. Coverage Agreement Update – McDonnell reported that Paul Rosner helped draft the coverage agreement and that brokers have received notice from staff asking for some grace for the delay this year, as it's the first year and a large project. She reported that the attorney is still working with staff on this and should be out before the end of the year.
- viii. Other/Misc – There was no additional topics of discussion.

ITEM 7: ACTION ITEMS

- a. Vice President position – Carlson, on behalf of the governance committee, moved to approve the appointment of Julie Vess for Vice President. Kingsbury-Comeau seconded the motion. With none opposed and all in favor, the motion passed.
- b. Board Director Discipline Policy – Henisch discussed that this policy is one that has been worked on for a while and discussed earlier. Johnson moved to approve the Board Director Discipline Policy as presented. Carlson seconded the motion, there was discussion with the board and staff if language was in the bylaws and staff reported it is in there. With no further questions or discussion and none opposed, the motion carried.

ITEM 8: UPCOMING MEETINGS/CONFERENCES

- a) December 4, 2024 – ZOOM Annual Member Report Meeting, 10:00 AM
- b) January 27, 2025 – Board of Directors Meeting - ZOOM
- c) January 27, 2025 – Fiscal Committee Call – ZOOM

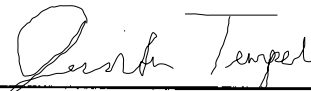
ITEM 9: EXECUTIVE/CLOSED SESSION

Nothing further.

MEETING ADJOURNED

There being no further business, the meeting adjourned at 11:25 AM

Respectfully submitted,



Jessika Tempel



Michael Heinisch, President