

Board of Directors
October 29, 2025, 10:00 a.m.
MINUTES

The Non Profit Insurance Program Board of Directors conducted a regular meeting on October 29, 2025, at 10:01 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	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 - Secretary	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
David Harrison	Fusion	Region 1	Present
VACANT		Region 4	
VACANT		Region 2	

Clear Risk Solutions:

Amanda Conger	Liz Ralston
Becca Kirsch	Rabita Huq - ZOOM
Claire Hanberg - ZOOM	Rachel Huffman
Elizabeth George	Rick Templeton
Frank Andrus - ZOOM	Sarah McDonnell
Jena Whitney	Taylor Montgomery

Guests:

Tom Venable – Methow Housing Trust

President Heinisch welcomed all in attendance and noted that a quorum was present.

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: CHANGES TO THE AGENDA

Item 7f for the Investment Policy Draft, Item 7g for the HelixIntel Contract, and Item 7h for the Values Update were suggested to be added. Johanson moved to approve, and Vess seconded the motion. With none opposed, the motion carried.

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 provided a brief recap of the fiscal meeting held earlier in the morning, as well as the quarterly summary, noting that the financial audit concluded with no issues.
- b) Investment Policy – Johnson reported that the committee discussed the update to the policy, providing a summary of the presentation Petersen Hastings provided earlier in the week. There was brief discussion

surrounding the policy currently and what the updates would mean. It is the recommendation of the committee to the full board to proceed with the updated policy.

- c) Equity Planning Recap – Johnson, per the fiscal committee, provided a brief outline of how investments could be utilized going forward.

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

- i. CRS Evaluation – Heinisch provided a summary of the workshop held earlier in the week, stating the board had overall good discussions regarding the results. He mentioned the remarkable results and provided praise to the CRS team, stating staff's work over the past year has been astounding.
- ii. RFQ Program Administrator and Broker Services Recommendations – Heinisch gave a recap of the requirement to run the RFQ process and options for the extension year. The committee met and discussed proposals received and their recommendation going forward was to award the contracts to CRS.

OTHER COMMITTEES:

Legislative Committee (Johanson, Carlson, Heinisch):

- i. Legislative Update – Carlson gave a brief summary of the latest meetings with lobbyists, mentioning they are looking at adding employee benefits to NPIP's coverages and possible need to use legislative sponsors for the project. There was brief discussion surrounding different options for nonprofits and what adding benefits to NPIP would look like.
Heinisch also added an update regarding Save Human Services for contracts with the state.

Board Governance Committee (Carlson, Johnson):

- i. Prospect Update – Carlson welcomed guest, Tom Venable, and reported the board was excited to have him as a guest. She also praised staff's efforts to reach out to individuals for candidate interest to fill vacant spots on the board.
- ii. Board Elections Timeline – Montgomery presented the updated timeline. Up for election in the upcoming year is At-Large 1, At-Large 3, Region 3, and Region 1. A call for interest will be sent to the membership for any of the positions along with a timeline.

ITEM 5: CONSENT AGENDA

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

The Consent Agenda consisted of the following:

- a) Voucher #24/25-11 (April)
- b) Voucher #24/25-12 (May)
- c) Voucher #25/26-01 (June)
- d) Minutes 3/2025
- e) Bank Statement (5/31)
- f) Income Statement (5/31)
- g) Solvency Test (Year End)
- h) New & Lost Members – 4Q
- i) Nonrenewal and Cancellation Report

ITEM 6: BOARD/STAFF COMMUNICATION

- i. RFQ for Claims Auditor – McDonnell reported that an updated timeline was provided in the meeting packets and staff is working to have a firm picked and the audit completed before the end of the fiscal year. This audit and timing are a state requirement.
- ii. Small Nonprofits – McDonnell provided an update on the work done on small nonprofits solutions. There was brief discussion regarding the workshop held earlier and the board encouraged staff to move forward with research and to come back with recommendations.

- iii. HelixIntel Contract – McDonnell outlined the previous discussion of the purchase of the CMMS system, noting that it is currently an unbudgeted item requiring board approval. She explained the system is designed to help address losses in property and we're focusing first on those members in the habitational space as well as the independent schools space. The proposed first wave of integration would include roughly 50 members. The HelixIntel team would work directly with members, providing demonstrations of the system as well as training modules before a member is fully set up. She also noted that staff will wait for approval of contracts before moving forward.
- iv. Annual Member Report Draft – Montgomery presented a draft of the annual report for the upcoming all-member annual meeting. She stated that new sections would be added as old sections are updated, providing a fresh report for the membership. It will be finished by the deadline to send out the meeting notice.
- v. Communications Update – Hanberg reviewed the report provided in the meeting packets, stating our analytics numbers have remained above industry standards. While there hasn't been an increase in volume of emails sent, the content within them has been important and interesting. She mentioned the challenge of finding the balance between frequency and topics of emails. There was a brief discussion around messaging the face of challenges.
- vi. Quarterly Goals Update – Montgomery reported that the latest goals update was in the meeting packets. There was brief discussion regarding some of the goals.
- vii. Workshop Directives – Montgomery provided a brief recap of the workshops held earlier in the week. There was a brief discussion led by Johanson regarding the need for talking points for conversations board directors may have with new members.
- viii. Other/Misc – McDonnell mentioned a suggested change to the meeting calendar, moving the second board retreat from the fall to earlier in the year. The fall retreat would become a regular one-day meeting instead. There was brief discussion about this, but no final decisions made.

ITEM 7: ACTION ITEMS

- a. RFQ – Pool Administrator Proposal – Heinisch provided a recommendation to award CRS as the Pool Administrator for the new contract. Vess moved to approve and Johnson seconded. As none were opposed, the motion passed.
- b. RFQ – Brokerage Services Proposal – Heinisch also provided a recommendation to award CRS the Brokerage Services contract. Johanson moved to approve and Vess seconded. With none opposed, the motion carried.
- c. Program Administrator Contract – Heinisch stated that the contract draft was provided in the meeting packet and reviewed by the full board. He noted the 6 year term, as permitted. With no questions, and a the authority to Heinisch, as President to negotiate and finalize with staff, Vess moved to approve the finalization of the contract, awarding CRS, and Harrison seconded the motion. There were no oppositions, so the motion passed.
- d. Broker Services Contract – Heinisch stated that this contract draft was also provided in the meeting packet and reviewed by the full board. He noted the 6 year term, as permitted. There was no further discussion and Kingsbury-Comeau moved to proceed with awarding the contract. The same note to add authority to Heinisch, as President, to negotiate and finalize the contract with staff. Vess seconded the motion and no one opposed. The motion carried.
- e. Check Signer Policy – Kirsch proposed that this contract would increase the second signature limit for checks to \$50,000. This policy update wouldn't change the process, only decrease the amount of checks sent for signatures. Templeton added that this policy update is being presented to all pool boards. Johnson moved to approve the policy as presented and Kingsbury-Comeau seconded. With none opposed, the motion passed.
- f. Investment Policy Update – McDonnell reported on the policy update, stating the updates came from previous fiscal committee recommendations, allowing the committee permission to increase equities up to 50%.

McDonnell proposed adopting the update and next steps would be to present recommendations of amounts to the committee. There was also brief discussion about starting an RFQ for a new investment advisor for the pool. A timeline will be presented at the next fiscal meeting. Harrison moved to approve the policy draft based on all discussions. Johnson seconded and with none opposed, the motion passed.

- g. HelixIntel – Johnson made a motion to grant staff authority to continue the contracting process, based on the satisfaction post questions and discussions regarding habitational members, and the authority to move forward for independent schools. It was noted the money for the contract would be pulled from the equity. Vess seconded the motion. There was no further discussion and none opposed so the motion carried.
- h. Values – Johnson moved to approve the updated values as presented and Johanson seconded. There was no further discussion and none were opposed so the motion passed.

ITEM 8: UPCOMING MEETINGS/CONFERENCES

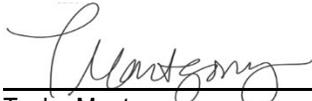
- a) Annual Member Meeting – December 4, 2025 – ZOOM
- b) Fiscal Committee – November 10, December 8, January 12 – ZOOM
- c) Full Board Meeting – January 26, 2026

ITEM 9: EXECUTIVE/CLOSED SESSION

MEETING ADJOURNED

There being no further business, the meeting adjourned at 11:23am.

Respectfully submitted,



Taylor Montgomery



Michael Heinisch, President