

**BOARD OF DIRECTORS' MEETING
14700 Canyon River Road, Ellensburg, WA**

9:00 a.m., October 15, 2015

MINUTES

The United Schools Insurance Program (USIP) Board of Directors' conducted an All Board Meeting at 14700 Canyon River Road, Ellensburg, WA on October 15, 2015. Board Members participating: Brian Talbott, Nine Mile Falls School District; Connie Kliewer, Tekoa School District; Bill Wadlington, Creston School District; John Adkins, Wellpinit School District; Rick Winters, Soap Lake School District; Rob Friese, Willapa Valley School District; and Henry Strom, Mount Adams School District. Participating from the Administration Office: Jenni Bates, Eric Homer, Rich Moore, Brian Turnbull, Jim Cherf, Aaron Sheneman, Adam Roduner, Dave Kosa, Ellen Kosa, Phil Riche, and Lance Hammond representing Clear Risk Solutions.

The meeting was called to order by Chair Talbott at 9:00 a.m.

**ITEM 1
INTRODUCTION AND ROLL CALL**

Introductions were conducted.

**ITEM 2
ADDITIONS TO THE AGENDA**

Additions were called for; there were none.

**ITEM 3
ELECTION OF OFFICERS**

Chair Talbott explained the process for the annual election of officers and called for nominations. Motion Wadlington to elect Talbott to the chairman position for the 2015/2016 policy year. Second by Adkins; motion carried.

Motion Strom to elect Adkins to the vice-chairman position for the 2015-2016 policy year. Second by Wadlington; motion carried.

Motion Wadlington to elect Winters as fiscal officer for the 2015-2016 policy year. Second by Kliewer; motion carried.

2015-2016 – Officers

Chair – Brian Talbott
V. Chair – John Adkins
Fiscal Officer – Rick Winters

ITEM 4

APPROVAL OF MINUTES

The minutes of September 21, 2015, were presented. Motion Adkins to approve the minutes as presented. Second by Friese; motion carried.

ITEM 5

RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL

Kosa gave an overview of the items listed on the Voucher Summary. The vouchers have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Board. As of this date, October 15, 2015, the Board approves for payment those vouchers included and further described as follows: October Voucher #15/16-02 in the amount of \$1,671,484.72. Motion Adkins to approve the above voucher as presented. Second Kliewer; motion carried.

ITEM 6

FINANCIAL REPORT AND SOLVENCY TEST

E. Kosa went over the projected year-end financial report ending August 31, 2015. All questions were answered in detail; the bank statements and transfers were presented. Motion Friese to approve the presented bank statements and transfers through September 2015 with a second by Strom; motion carried.

E. Kosa presented the solvency test for the year-end and USIP meets all solvency criteria.

Moore went over some of the upcoming proposed WAC changes regarding program buy-ins and all questions were answered.

ITEM 7

RFQ RESULTS FOR ACTUARY SERVICES

Chairman Talbott reminded those present regarding the procedure for a RFQ to select an actuary for the program going forward. Talbot also sat on the committee that was formed through an Interlocal Agreement with CIAW, SIAW, WRCIP, and NPIP.

After some discussion, and the resolve that all qualifications were met, motion by Adkins to approve the proposal for USIP actuarial services by Richard J. Fallquist Actuaries, Inc. Second by Strom; motion carried.

Cherf presented a letter of commitment from Fallquist Actuaries for consideration. Motion Winters to approve the commitment letter from Fallquist Actuaries dated August 24, 2015. Second by Wadlington; motion carried.

ITEM 8

FURTHER OWN CLOUD DISCUSSION

Chair Talbott asked the Board to give Clear Risk Solutions some guidance on the expectations regarding the Own Cloud storage practice for meetings and the equipment needed. Direction was given by those present.

If equipment is needed for a board member to participate in online meetings and data storage, USIP will issue a device to that member for their term on the Board.

Motion Adkins to purchase meeting equipment, if needed, for a Board member not to exceed \$450.00. Second by Strom; motion carried.

ITEM 9

ANY ADDITIONAL DISCUSSION FROM THE WORKSHOP

Hammond went over the 2015 suggestions regarding ongoing risk management development. A by member report card system has been developed for your review. Each Board member present received their own (draft) report card. Discussions were held regarding information and layout, but overall everyone felt this is a great start to a good tool for managing risk. A few other ideas brought forth were:

- HSB – maintenance training statewide.
- A check list or software program for annual building maintenance.
- Continue to work on Safe Schools programs and sharing information with all members.

ITEM 10

NEXT MEETING

The next meeting of the full Board is scheduled for January 19, 2016, in Ephrata, Washington, at 10:00 a.m., via telephone conference.

Respectfully submitted,



Jenni Bates



Brian Talbott, Chairman