

BOARD OF DIRECTORS' MEETING
Via telephone conference
451 Diamond Drive

10:00 a.m., January 19, 2016

MINUTES

The United Schools Insurance Program (USIP) Board of Directors' conducted an All Board Meeting via telephone conference at 451 Diamond Drive, Ephrata, Washington, on January 19, 2016. 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; Rob Friese, Willapa Valley School District; and Henry Strom, Mount Adams School District. Participating from the Administration Office: Jenni Bates, Eric Homer, Rich Moore, Frank Andrus, Ellen Kosa, Phil Riche, and Aaron Sheneman representing Clear Risk Solutions. Broker Kris Lawrence from Propel Insurance was also in attendance.

The meeting was called to order by Chair Talbott at 10:00 a.m.

ITEM 1
INTRODUCTION AND ROLL CALL

Introductions were conducted.

ITEM 2
ADDITIONS TO THE AGENDA

Additions were called for; there was none.

ITEM 3
APPROVAL OF MINUTES

The minutes of October 15, 2015, were presented. Motion Friese to approve the minutes as presented. Second by Kliewer; motion carried.

ITEM 4
RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL

Andrus 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, January 19, 2016, the Board approves for payment those vouchers included and further described as follows: Fiscal Committee approved November Voucher #15/16-03 in the amount of \$8,737,965.45, December Voucher #15/16-04 in the amount of \$1,869,869.46 and the current January Voucher #15/16-05 in the amount of \$899,080.99. Motion Wadlington to approve the above-referenced vouchers as presented. Second Strom; motion carried.

Riche discussed any settlements that took place since the last Board meeting and gave updates on the larger claims that are still open.

**ITEM 5
FINANCIAL REPORT**

E. Kosa went over the financial report ending November 30, 2014. All questions were answered in detail; the bank statements and transfers were presented. Motion Friese to approve the presented bank statements and transfers through December 2015 with a second by Kliewer; motion carried. Kosa reminded the Board and those present that the mid-year report would be available in March, if the actuary numbers are available. If not March, there will be a complete report in May.

Kosa communicated information on the upcoming State Audit. They should start that audit in February.

**ITEM 6
OPEN BOARD POSITIONS**

Homer and Bates discussed with the Board and those present information regarding the opening in Area 2 and reminded the Board they would need to run a mid-year election for those interested in filling this position. Also presented was a letter from Rick Winters who has resigned from Area 5. The Board approves his resignation and hopes to fill that position before the next meeting. This position can be appointed by the Board of Directors.

**ITEM 7
RISK MANAGEMENT UPDATE**

Sheneman thanked Chair Talbott for his letter regarding his experience during a recent property loss at his District. He also encouraged every member to make sure they are aware of whom to contact in case of an emergency or large loss. Each USIP member received a copy by mail.

Sheneman also updated the Board on some guidelines, procedures, protocol, and expectations regarding insurance coverages, while participating in the unified sports program. The message to all was to treat the unified sports program just like you do all sports programs in your districts, collect all the same information, and keep all of the same records.

**ITEM 8
2016 EXPECTATIONS AND TIMELINES**

Moore presented a timeline to the Board and those present. He proposed the administration would take twenty minutes of each sit down board meeting throughout the fiscal year and present information regarding items identified at the Board retreat. In March, Risk Management will continue the conversation regarding the membership loss improvement report and how it ties into the new member report that will be given at renewal each year.

**ITEM 9
NEXT MEETING**

The next meeting of the full Board is scheduled for March 21, 2016, at 10:00 a.m., 451 Diamond Drive, Ephrata, Washington.

Respectfully submitted,



Jenni Bates



Brian Talbott, Chairman