

BOARD OF DIRECTORS' MEETING

14700 Canyon Road, Ellensburg WA

9:30 a.m., October 6, 2016

MINUTES

The United Schools Insurance Program (USIP) Board of Directors' conducted an All Board Meeting at 14700 Canyon Road, Ellensburg, WA (Canyon River Lodge) on October 6, 2016. Board Members participating: Brian Talbott, Nine Mile Falls School District; Bill Wadlington, Creston School District; Tom Venable, Methow Valley School District; John Adkins, Wellpinit School District; Henry Strom, Grandview School District; Jim Forrest, Adna School District, Connie Kliewer, Tekoa School District; and Susan Bell, Touchet School District. Participating from the Administration Office: Jenni Bates, Rich Moore, Dave Kosa, Phil Riche, Ellen Kosa, Jen Homer, Brian Turnbull, Steven Criss, and Aaron Sheneman representing Clear Risk Solutions.

The meeting was called to order by Chair Talbott at 9:30 a.m.

ITEM 1

INTRODUCTION AND ROLL CALL

Introductions were conducted.

ITEM 2

ADDITIONS TO THE AGENDA

Additions were called for; there was one.

- Location of 2017 Board Advance.

ITEM 3

ELECTION OF OFFICERS

After some discussion, Chair Talbott called for the question. Motion Wadlington to keep the same slate of officers for 2017. Second by Forrest; motion carried.

Chair – Brian Talbott

Vice Chair – John Adkins

Fiscal Officer – Connie Kliewer

ITEM 4

APPROVAL OF MINUTES

The minutes of September 19, 2016, were presented. Motion Wadlington to approve the minutes as presented. Second by Adkins; motion carried.

ITEM 5

CLAIMS REPORT

Kosa and Riche gave a large claims report and went over any settlements that had taken place since the last meeting of the full Board. Loss Runs were also given to those present and each category was explained.

**ITEM 6
FINANCIAL REPORT**

E. Kosa went over the August 31, 2016, balance sheet and income statement compared with the budget. All questions were answered. The state solvency test was also discussed and reviewed.

The bank statements and transfers, to date, were presented. Motion Wadlington to approve the bank statements and transfers as provided. Second by Adkins; motion carried.

**ITEM 7
BOARD POLICIES 2017**

Bates went over several areas that possible new program policies should be considered for 2017. The Board agreed and asked staff to prepare a first reading for the next meeting of the Board.

- Update Travel Policy
- Public Records Policy and Procedure
- Records Destruction or Retention Policy and Procedure
- Banking Institutions

**ITEM 8
DISCUSSION FORWARD FROM THE WORKSHOP**

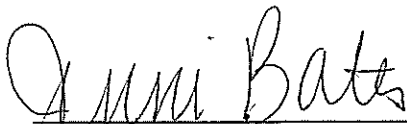
Kosa handed out a draft version of the updated claims kit. He asked the Board to take a few days to review the document, if there is anything they would like to add or delete to contact him before it goes live. This is a working document so changes will be needed over time.

Memorandum of Coverage (MOC) – Homer spoke of the probability through being proactive that he would advise the Board to consider having their coverage document reviewed by a coverage council legal expert. The cost would be around \$12,000-\$15,000. The Board agreed. Motion Wadlington to approve Clear Risk Solutions to hire a coverage council legal expert to review the MOC at the time deemed appropriate. Second by Strom; motion carried

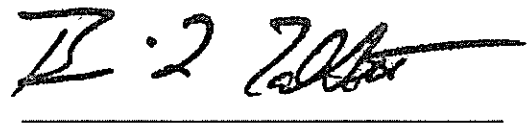
Locations for next year's Board advance were discussed the Board asked the administration to re-book at Canyon River Lodge for 2017.

Motion by Bell and second by Venable to adjourn at 11:35 a.m. Motion carried.

Respectfully submitted,



Jenni Bates



Brian Talbott, Chairman