

BOARD OF DIRECTORS' MEETING

**451 Diamond Drive, Ephrata WA
10:00 a.m., March 20, 2017**

MINUTES

The United Schools Insurance Program (USIP) Board of Directors' conducted an All Board Meeting at 451 Diamond Drive, Ephrata, Washington, via telephone conference. 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; Connie Kliewer, Tekoa School District; Rob Friese, Willipa Valley School District; Jim Forrest, Adna School District; and Susan Bell, Touchet School District. Participating from the Administration Office: Jenni Bates, Rich Moore, Dave Kosa, Phil Riche, Eric Homer, Ellen Kosa, Lance Hammond, and Aaron Sheneman representing Clear Risk Solutions.

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 one addition. It was announced that Bill Wadlington will be resigning from Creston School District and moving to Columbia Hunters School District. He will be in the same Board of Directors region so will remain on the Board. Congratulations Bill!

ITEM 3 APPROVAL OF MINUTES

The minutes of January 2017 were presented. Motion Adkins to approve the minutes as presented. Second by Wadlington; motion carried.

ITEM 4 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. Those expense reimbursement claims were certified as required by RCW 42.24.090 and have been recorded on a listing, which has been made available to the Board. As of this date, March 20, 2017, the Board approves for payment those vouchers included and further described as follows: Fiscal Committee approved February Voucher #16/17-06 in the amount of \$830,227.32, and also to include the current March Voucher #16/17-07 in the amount of \$942,849.10. Motion Wadlington to approve the above vouchers as presented. Second Kliewer; motion carried.

D. Kosa also gave a brief report on winter claims activity.

ITEM 5 FINANCIAL REPORT

E. Kosa went over the balance sheet and income statement compared with budget ending February, 2017. All questions were answered.

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

ITEM 6

RISK MANAGEMENT REPORT

Hammond gave a Risk Management update explaining some projects Clear Risk Solutions is working on to help mitigate claims for all member Districts. An additional alert is scheduled for the fall regarding suppression systems.

ITEM 7

PUBLIC RECORDS POLICY

Motion by Kliewer to approve the Public Records Policy as written. Second by Venable; motion carried.

ITEM 8

ADDITIONAL POLICY WORK

Motion by Bell to approve the updated Travel Policy as written and to approve the presented Banking Institutions Policy as written. Second by Kliewer, motion carried.

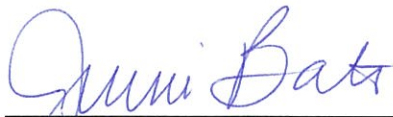
The Board was also given a draft policy on Information Security/ Records Retention to review and discuss in May. Motion Wadlington to approve, for consideration, the first reading on the presented policy regarding Information Security/Records Retention. Second by Adkins, motion carried.

ITEM 9

NEXT MEETING

The next scheduled meeting of the Board will be on May 15, 2017, in Ephrata.

Respectfully submitted,



Jenni Bates



Brian Talbott, Chairman