



For Washington Schools, By Washington Schools

BOARD OF DIRECTORS' MEETING

451 Diamond Drive, Ephrata WA
10:00 a.m., May 15, 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; John Adkins, Wellpinit School District; Connie Kliewer, Tekoa School District; Rob Friese Willipa Valley School District, Jim Forrest, Adna School District and Henry Strom, Grandview School District. Participating from the Administration Office: Jenni Bates, Rich Moore, Dave Kosa, Eric Homer, Ellen Kosa, Lance Hammond, Lori Sieverkropp and Aaron Sheneman representing Clear Risk Solutions. Kris Lawrence from Propel 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 were none.

ITEM 3

APPROVAL OF MINUTES

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

ITEM 4

RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL

D. 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, May 15, 2017, the Board approves for payment those vouchers included and further described as follows: Fiscal Committee approved April Voucher #16/17-08 in the amount of \$716,698.93 and also to include the current May Voucher #16/17-09 in the amount of \$499,250.14. Motion Adkins to approve the above vouchers as presented. Second Friese; motion carried.

ITEM 5

ACTUARY COMMITMENT LETTER

Moore presented the actuary commitment letter from Fallquist Actuary. Motion Kliewer to approve and sign the actuary commitment letter through August 31, 2017. Second by Wadlington, motion carried.

ITEM 6

CLAIMS AUDIT RFQ

D. Kosa explained WAC 200-100-050 which states the requirement for USIP to have an independent claims audit performed every 3 years. Currently the administration is preparing the information needed for the Board to review regarding the bidding process for a claims auditor. All questions were answered.

**ITEM 7
FINANCIAL REPORT**

E. Kosa presented in detail the Income statement compared with budget, and balance sheet dated April 30, 2017. She also presented a USIP solvency test showing both the primary and secondary asset testing which shows USIP meeting all standards.

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

**ITEM 8
PRELIMINARY RENEWAL REPORT**

Moore and Homer explained the up-coming renewal offerings from Munich Re and went over the draft preliminary budget in detail. The renewal committee had met prior to the meeting and presented their comments to the Board as well. The final budget meeting will be in June in hopes to get the invoices out earlier this year to the membership.

**ITEM 9
RISK MANAGEMENT REPORT**

Hammond, Sieverkropp and Sheneman gave brief reports on the following topics:

- Educational Services
- Risk Management update
- Risk Assessment Reports

Throughout these discussions, additional topics were added to the Board Advance agendas.

**ITEM 10
INFORMATION SECURITY POLICY (Data Retention)**

E. Kosa answered some additional questions regarding the presented policy. Motion by Friese to approve the Information Security Policy as written. Second by Forrest, motion carried.

**ITEM 11
WASA SPONSORSHIP**

Homer and Talbott presented some traditional information regarding the sponsorship of WASA in previous years. After some discussion, motion by Adkins to budget \$4,000 towards a WASA sponsorship for 2018. Second by Wadlington, motion carried. Homer added that Clear Risk Solutions will match that sponsorship and contribute \$4,000 as well.

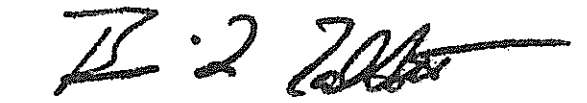
**ITEM 12
NEXT MEETING**

The next scheduled meeting of the Board will be on June 19, 2017, in Ephrata as a conference call.

Respectfully submitted,



Jenni Bates



Brian Talbott, Chairman