

## **BOARD OF DIRECTORS' MEETING**

**451 Diamond Drive, Ephrata WA  
10:00 a.m., June 19, 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, Columbia Hunters 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, Becca Rohrer, Chelsey Smith and Brian Turnbull 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 were none.

#### **ITEM 3 APPROVAL OF MINUTES**

The minutes of May 15, 2017 were presented. Motion Wadlington to approve the minutes as presented. Second by Venable; 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, June 19, 2017, the Board approves for payment those vouchers included and further described as follows: June Voucher #16/17-10 in the amount of \$828,605.08. Motion Forrest to approve the above vouchers as presented. Second Kliewer; Motion carried.

#### **ITEM 5 CLAIMS AUDIT RFQ**

At the last meeting, Kosa of Clear Risk Solutions discussed the Claims Audit RFQ process that is required every three years by WAC. It is time to prepare those documents, and have an independent claims audit completed in 2017.

An Interlocal agreement has been presented to the Board to collectively hire a claims auditor with the SIAW, CIAW, and WRCIP. After some discussion a motion by Wadlington to direct Chairman Talbott to sign and enter into the above agreement for the up-coming claims audit. Second by Bell, Motion carried.

Also presented was a document explaining the minimum criteria/qualifications for a claims auditor. A motion by Bell to adopt the language as presented in the minimum criteria document. Second by Wadlington. Motion carried.

**ITEM 6**

**FINAL BUDGET AND RENEWAL REPORT**

Moore presented the proposed final budget in detail to include all of the fees that Clear Risk Solutions receives per the Third Party Agreement (TPA). Everyone in attendance got a copy of the final budget and budget detailed write-up. Talbott, chair of the renewal committee went over the recommendations from the committee and explained the work that was done leading up to this meeting. The 2% increase to membership was recommended. All received the annual Board of Directors renewal packet. All questions were answered. The annual renewal packet includes program excess marketing efforts, any coverage changes, coverage options, carriers, Catastrophic Medical Coverage, Uninsured Motorists (UIM) coverage, Excess and Surplus lines taxes, Authority to bind coverage and approval of renewal proposal, Brown and Brown disclosures, and the exclusion of TRIA coverage, a chart of coverage's (color coded), a coverage review check list, and the TPA agreement was included in the packet as well. Motion Wadlington to approve the presented final budget and renewal packet as written. Second Forrest. Motion carried.

**ITEM 7**

**2017 ELECTION TIMELINE**

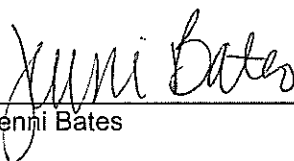
Bates reported there are three (3) positions up for re-election this year. One position in area (6) held by Connie Kliewer, one in area four (4) held by Bill Wadlington, and one in Area three (3) held by Henry Strom. A letter will be sent out to the membership asking for any additional interested member (s) to run on the up-coming ballots. All existing Board members plan to re-run.

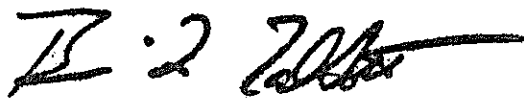
**ITEM 8**

**NEXT MEETING**

The next scheduled meeting of the Board will be on September 18, 2017, at 10:00 a.m., via telephone conference call and will originate in Ephrata WA.

Respectfully submitted,

  
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Jenni Bates

  
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Brian Talbott, Chairman