

## **BOARD OF DIRECTORS' MEETING**

**451 Diamond Drive, Ephrata WA  
10:00 a.m., January 17, 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; and Susan Bell, Touchet School District. Participating from the Administration Office: Jenni Bates, Rich Moore, Dave Kosa, Phil Riche, Eric Homer, Ellen Kosa, Brian Turnbull, Becca Rohrer, and Aaron Sheneman representing Clear Risk Solutions. Also in attendance was Attorney Mick McFarland.

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 CLAIMS REPORT**

Dave Kosa gave a brief claims report on the winter claims to date.

#### **EXECUTIVE SESSION**

Chair Brian called an Executive Session, per the advertised agenda under pending litigation (RCW 42.30.110 for 15 minutes). Attorney Mick McFarland led the discussion. Chair Talbott called the meeting back to order at 10:20 a.m. There will be no action taken at this meeting.

#### **ITEM 4 APPROVAL OF MINUTES**

The minutes of October 2016 were presented. Motion Kliewer to approve the minutes as presented. Second by Venable; motion carried.

#### **ITEM 5 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, January 17, 2017, the Board approves for payment those vouchers included and further described as follows: Fiscal Committee approved October Voucher #16/17-02 in the amount of 8,675,104.00, November Voucher # 16/17-03 in the amount of \$1,848,783.38, and December voucher # 6/17-04 in the amount of \$395,760.52, also to include the current January Voucher #16/17-05 in the amount of \$340,923.88. Motion Adkins to approve the above vouchers as presented. Second Friese; motion carried.

**ITEM 6  
FINANCIAL REPORT**

E. Kosa went over the draft year-end numbers and the balance sheet and income statement compared with budget ending November 30, 2016. All questions were answered. The state solvency test was also discussed and reviewed.

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

**ITEM 7  
RISK MANAGEMENT UPDATE**

Lance Hammond went over some Risk Management goals that had been discussed in October.

- Risk Alerts
- 50K or more loss risk analysis report

**ITEM 8  
PLP TRANSITION**

Eric advised the Board regarding a change with PLP and Attorney Jen Homer. Nothing will change for the USIP members on the service or financial side. For CRS, Jen Homer (PLP attorney and director) will no longer be an employee of CRS. She will be a vendor and will work directly with USIP members.

**ITEM 9  
BOARD POLICIES 2017 FOR A FIRST READING**


Rich explained the process regarding the first reading of the following board policies. Action will be taken at the next meeting.

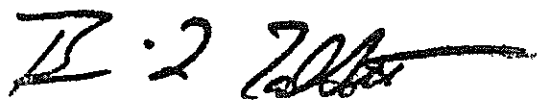
- Public Records Policy
- Travel Policy
- Banking Institution Policy

A motion was made by Adkins to approve the first reading for consideration of the mentioned policies above. Second by Friese; motion carried.

**ITEM 10  
NEXT MEETING** – Bates went over the upcoming all board meetings and asked for a date that might work in October 2017 for the annual Board retreat.

Respectfully submitted,

  
\_\_\_\_\_  
Jenni Bates

  
\_\_\_\_\_  
Brian Talbott, Chairman