

BOARD OF DIRECTORS' MEETING

**451 Diamond Drive, Ephrata WA
10:00 a.m., July 16, 2018**

MINUTES

The United Schools Insurance Program (USIP) Board of Directors' conducted an All Board Meeting at 451 Diamond Drive, Ephrata, Washington, on July 16, 2018, 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; Jim Forrest, Adna School District; Henry Strom, Grandview 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, Becca Rohrer, Bri Varney, Rich McBride, and Brian Turnbull representing Clear Risk Solutions. Also attending was Kris Lawrence, Propel Insurance.

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, 2018, 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, July 16, 2018, the Board approves for payment those vouchers included and further described as follows: Fiscal Committee approved June Voucher #17/18-10 in the amount of \$983,599.55, and also to include the current July Voucher #17/18-11 in the amount of \$437,149.33. Motion Forrest to approve the above-named vouchers as presented. Second Strom; motion carried.

ITEM 5 FINAL BUDGET AND RENEWAL 2018-2019

Moore and Homer went over the Final Budget and Renewal Report with those present. The membership will have a 9.5 % increase to premium. This increase will fully fund the stop loss, coverage enhancements which include increasing Liability limits to \$25, 000,000 per occurrence, and increasing Sexual Abuse Liability coverage to \$20,000,000 per occurrence.

Within the Board of Directors Annual Renewal report these items were reviewed: Board Miscellaneous Professional Errors and Omissions Liability Coverage for the USIP Board, Terrorism Risk Insurance Program (TRIPRA) was excluded and not recommended for the 2018-2019 policy year, Catastrophic Medical Coverage for all USIP members, Uninsured Motorists/Underinsured Motorists (UIM) Coverage, Privacy and Network Liability, Excess and Surplus Lines Taxes, Brown and Brown Disclosure, Insurance Coverage Review, Personal Services Agreement with Clear Risk Solutions, Ephrata, and the program chart of coverages.

After some discussion, a motion by Wadlington to allow Clear Risk Solutions the Authority to bind reinsurance and excess insurance coverage on behalf of the United Schools Insurance Program, (USIP) pursuant to the Personal Services Agreement with Clear Risk Solutions. Second by Venable, motion carried unanimously.

ITEM 6

BOARD ELECTION AND VACANCY DISCUSSION

Chair Talbott, along with Kliewer, shared news of Kliewer's change of employment outside of the USIP membership, therefore the Board accepted Connie Kliewer's resignation effective August 13, 2018. The Board and those present thanked her for her leadership for many years on the USIP Board of Directors and for her support of the USIP program.

Board position Area 6 is available for Board appointment with an expiring term 8/31/2020.

After some discussion, motion by Adkins to appoint Kyle Rydell, Liberty SD to Area 6 to fulfill the expiring term left by Kliewer. Second by Wadlington, motion carried.

Jim Forrest, Adna SD, resigned the At Large position, which has an expiring term effective 8/31/2018. The membership will be notified in August when the election takes place. Those persons interested who are members of USIP can place their name on the ballot, and the membership will vote.

Motion by Strom to appoint Jim Forrest, Adna SD, to the remaining time left on the Area 1 Board position that was left by Rob Friese, which will expire on 8/31/2019. Second by Wadlington, motion carried.

Those running for elections in August with expiring terms are Talbott and Venable.

ITEM 7

APPOINTED PUBLIC RECORDS ACT (PRA) CONTACT AT CRS

Riche explained the position required for having an appointed Public Records Contact Person at CRS for the USIP program. He presented Andrea Callaghan, who works closely with Attorney Jen Homer, to be appointed. Motion by Wadlington to appoint Andrea Callaghan as the USIP PRA contact person in the Clear Risk Solutions office. Second by Bell, motion carried.

ITEM 8

ANNUAL ACTUARY COMMITMENT LETTER

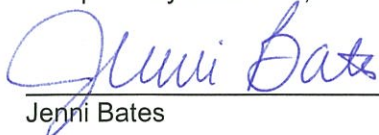
The annual Actuary commitment letter from Fallquist Actuaries was presented by Moore. After some discussion, a motion by Strom to direct Board chairman Talbott to sign the letter of commitment for the annual actuary work performed by Fallquist Actuaries. Second by Forrest, motion carried.

ITEM 9

NEXT MEETING

The next scheduled meeting of the Board will be held October 9-10, 2018, at the River Canyon Lodge, Ellensburg WA.

Respectfully submitted,



Jenni Bates



Brian Talbott, Chairman