

**BOARD OF DIRECTORS' MEETING
14700 Canyon Road, Ellensburg WA**

9:00 a.m., October 10, 2018

MINUTES

The United Schools Insurance Program (USIP) Board of Directors' conducted an All Board Meeting at the Canyon River Ranch, 14700 Canyon Rd, Ellensburg WA on October 10, 2018, at 9 a.m. Board Members participating: Brian Talbott, Nine Mile Falls School District; Bill Wadlington, Columbia School District; Tom Venable, Methow Valley School District; John Adkins, Wellpinit School District; Henry Strom, Grandview School District; Jim Forrest, Adna School District, Kyle Rydell, Liberty School District and Susan Bell, Touchet School District. Participating from the Administration Office: Jenni Bates, Rich Moore, Dave Kosa, Phil Riche, Ellen Kosa, Becca Rohrer, Eric Homer, Bri Varney, and Aaron Sheneman representing Clear Risk Solutions. Also, Attorney Jen Homer and a very special guest, Connie Kliewer.

The meeting was called to order by Chair Talbott at 9:00 a.m.

**ITEM 1
INTRODUCTION AND ROLL CALL**

Introductions were conducted.

**ITEM 2
ADDITIONS TO THE AGENDA**

There were none.

**ITEM 3
ELECTION UPDATE**

Bates reported a letter of interest was sent out to the entire USIP membership regarding the At-Large position that was open. There was one member interested, Dr. Jon Tienharra from the South Bend School District. The group discussed the need of a mid-term election. Direction was given to run the mid-term election before the next All Board meeting in January.

**ITEM 4
ELECTION OF OFFICERS**

Homer led the discussion regarding the current officers (Chair, Vice Chair and Fiscal Officer) After much discussion the following motion was made. Motion by Wadlington to retain Talbott as Chairman, and Adkins as Vice Chairman and recommends Strom to Fiscal Officer for the 2019 policy year. Second by Forrest, motion carried.

**ITEM 5
EXECUTIVE SESSION FOR 30 MINUTES (RCW 42.30.110)**

Chair Talbott called an executive session at 9:22 a.m. for thirty minutes to discuss pending litigation. At 9:50 a.m. the meeting was called back to order by Chairman Talbott. No business decision will be made at this time.

**ITEM 6
APPROVAL OF MINUTES**

A motion by Adkins to approve the July 16, 2018, minutes as presented. Second by Bell, motion carried.

**ITEM 7
RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL**

Kosa gave an overview of the items listed on the Voucher Summary. The voucher has been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Board.

As of this date, October 10, 2018, Voucher #17/18-12 in the amount of \$1,367,671.67 and Voucher #18-19-01 in the amount of \$363,359.32. Motion Adkins to approve the above vouchers as presented. Second Rydell; motion carried.

**ITEM 8
FINANCIAL REPORT**

E. Kosa went over the August 31, 2018, draft financials and presented the end of year solvency test, which shows USIP meeting more than all the required state asset tests.

Motion by Strom to approve the bank statements and transfers to date. Second by Venable, motion carried.

**ITEM 9
FINAL RENEWAL REPORT**

Turnbull went over the final USIP renewal report with all the carriers. All questions were answered. Motion by Strom to approve the renewal report as presented. Second by Wadlington, motion carried.

**ITEM 10
THIRD PARTY ADMINISTRATORS CONTRACT**

Moore went over the timeline to start the RFQ process for the programs Third Party Administrator and Brokerage services.

**ITEM 11
SPECIAL THANK YOU**

Connie Kliewer was thanked for her service as a USIP Board member. She served several terms and was a great supporter of USIP and will be missed greatly.

**ITEM 12
NEXT MEETING**

The next meeting of the full Board is scheduled for January 22, 2019, at 10:00 a.m. in Ephrata, WA.

Respectfully submitted,


Jenni Bates


Brian Talbott, Chairman