

**BOARD OF DIRECTORS' MEETING**

**451 Diamond Drive, Ephrata, WA**

**January 22, 2019 – 10:00am**

**MINUTES**

The United Schools Insurance Program (USIP) Board of Directors' conducted an All Board Meeting at 451 Diamond Drive, Ephrata, WA, on January 22, 2019, at 10 a.m. Board Members participating: Brian Talbott, Nine Mile Falls 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, Becca Rohrer, Eric Homer, Bri Varney, Patti Ferguson and Aaron Sheneman representing Clear Risk Solutions.

The meeting was called to order by Chair Talbott at 10 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 went over the mid-term election that was held Dr. Jon Tienharra from the South Bend School District was elected by Membership and will be the newest member of the USIP Board of Directors-Welcome Jon. In addition, Susan Bell announced her upcoming retirement so a Board position will open up in the Spring, 2019.

**ITEM 4  
APPROVAL OF MINUTES**

A motion by Adkins to approve the October 10, 2018, minutes as presented. Second by Strom, motion carried.

**ITEM 5  
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, January 22, November, 2018, voucher #18/19-3 in the amount of \$9,917,382.29, December, 2018, voucher #18/19-4 in the amount of \$519,813.77, and January, 2019, voucher # 18/19-5 in the amount of \$882,451.82. Motion Adkins to approve the above vouchers as presented. Second by Rydell - motion carried.

**ITEM 6  
FINANCIAL REPORT**

Moore went over the August 31, 2018, presented year end financials and solvency test, which shows USIP meeting all the required state asset tests. The financials remain a draft until audited in February by SAO.

Motion by Rydell to approve the bank statements and transfers to date. Second by Bell - motion carried.

The annual reports to the State will be filed this month in a timely manner, and the SAO scheduled audit should start in February. As a reminder, the audit will be a financial audit only this year.

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**ITEM 7**

**UPDATE ON THIRD PARTY ADMINISTRATORS CONTRACT**

Moore's recommendation to the Board was to appoint a committee to work on the language and process for the upcoming RFQ needed for Administrator and Brokerage contracts. This item would be scheduled for discussion at the annual board advance in October. The Board agreed.

**ITEM 8**

**SAFETY CONFERENCE REPORT**

Homer and Moore briefed the Board, and those present, regarding the safety conference recently attended and sponsored by Munich Re. Talbott and Strom also attended and added some additional information to the report. Everyone thought it was very interesting and beneficial.

**ITEM 9**

**RISKMANAGEMENT REPORT**

McBride and Sheneman went over some additional information regarding advancing school safety in Washington. School safety legislation and the draft bill and summary were discussed, along with school safety and mental health. School mapping and safety crisis notification were also topics discussed.

Additional items discussed:

- Regional Trainings
- USIP Grant Program for members (consider at budget time)
- Safety and Maintenance Annual check lists for all members

**ITEM 10**

**UPDATE ON PROPERTY SENSOR PROJECT**

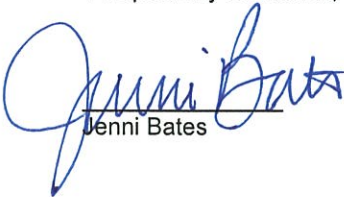
Kosa briefed the Board, and those present, regarding the new HSB sensor program. This program would install property sensors to detect frozen pipes and moisture issues with the information linked to your smart phone. HSB was looking for a few districts to try this new technology out. Those with older buildings or buildings with known issues are encouraged to talk with Kosa regarding expense and the time invested to participate.

**ITEM 11**

**NEXT MEETING**

The next meeting of the full Board is scheduled for March 18, 2019 at 10am. in Ephrata, WA.

Respectfully submitted,

  
Jenni Bates

  
Brian Talbott, Chairman