

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

**9:30 a.m., October 9, 2019**

**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 9, 2019, at 9:30 a.m. Board Members participating: Brian Talbott, Nine Mile Falls School District; Bill Wadlington, Columbia School District; Tom Venable, Methow Valley School District; Henry Strom, Grandview School District; Jim Forrest, Adna School District, Kyle Rydell, West Valley School District, Michelle Price North Central ESD, Sunshine Pray, Soap Lake SD and Jon Tienhaara, South Bend School District. Participating from the Administration Office: Jenni Bates, Rich Moore, Dave Kosa, Phil Riche, Ellen Kosa, Becca Rohrer, Eric Homer, Rich McBride, Stacy Lyons, Patti Ferguson and Aaron Sheneman representing Clear Risk Solutions. Also, in attendance was Attorney Jen Homer.

The meeting was called to order by Chair Talbott at 9:30 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 the annual USIP Board election took place. The ballots were counted and the results were announced. Michelle Price from the North Central ESD and Sunshine Pray from the Soap Lake School District were voted in by membership for a three year term. Jim Forrest from Adna School District also was voted in by membership for an additional three-year term. All three terms will expire 8/31/2022.

**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 appoint Strom to Vice Chairman and Venable to Fiscal Officer for the 2020 Policy year. Second by Rydell, motion carried.

**ITEM 5  
APPROVAL OF MINUTES**

A motion by Forrest to approve the July 11, 2019, minutes as presented. Second by Strom, motion carried.

**ITEM 6  
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 9, 2019, August Voucher #18/19-12 in the amount of \$617,281.19 and September Voucher #19/20-01 in the amount of \$745,163.50, along with the October Voucher# 19/20-02 in the amount of \$3,598,825.46. Motion Tienhaara to approve the above vouchers as presented. Second Forrest; motion carried.

**ITEM 7  
FINANCIAL REPORT**

E. Kosa will present the year end financials at the next meeting of the Board. Due to the computer conversion taking place to Origami, the actuary numbers were not complete yet. Motion by Rydell to approve the bank statements and transfers to date. Second by Venable, motion carried.

**ITEM 8  
DES AUDIT RESULTS**

Moore went over the DES audit that was performed by a third party. CRS has shared a complete copy along with the response with the USIP Board of Directors. After some discussion it was agreed the new Origami computer system that has been purchased will take care of all transparency recommendations. All questions were answered in detail.

**ITEM 9  
THIRD PARTY ADMINISTRATORS CONTRACT**

Moore went over the timelines for the 2020 RFQ process needed regarding the Third Party Administrator and Brokerage contracts. A committee to write the documents was formed. The following committee members are. (Chair Michelle Price, Bill Wadlington, Tom Venable, and Jon Tienhaara).

**ITEM 10  
RENEWAL UPDATE**

Homer presented the final renewal packet to Board and those present. After some discussion a motion by Strom to adopt the 2020 final renewal packet as presented. Second by Wadlington, motion carried.

**ITEM 11  
ITEMS THAT MAY NEED ACTION FROM THE WORKSHOP**

**There were two items brought forward from the workshop discussion.**

- Sensor Project
- Risk Management Grant management

Motion by Price that CRS will decide outcome of applicants, report to fiscal committee on dollars spent quarterly and the final report will be presented to the Board of Directors at the annual Board Advance. Second by Venable, motion carried.

**ITEM 12  
NEXT MEETING**

The next meeting of the full Board is scheduled for January 21, 2020, at 10:00 a.m. in Wenatchee at the North Central ESD, 430 Olds Station Rd.

Respectfully submitted,

  
Jenni Bates

  
Brian Talbott, Chairman