



Board of Directors Meeting MINUTES October 23, 2023 – 10:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on October 23, 2023, at 10:04 a.m. via Zoom.

EXECUTIVE/CLOSED SESSION

- i. None.

ITEM 1: INTRODUCTION & ROLL CALL

<u>Board Member Name:</u>	<u>Representation Member Entity:</u>	<u>Board Position:</u>	<u>Attendance:</u>
Randy Hinchliffe	City of Waitsburg	Chair	Present
Gina Anderson	City of Woodland	Vice Chair	Present
Jon Johnston	Malaga Water District		Present
Holly Pannell	City of Colville		Present
Rosa Dekker	East Columbia Irrigation District		Present
Pat Haley	City of Quincy		Present
Chief Randy Fehr	Enumclaw Fire Department		Present
Cathleen Koch	City of Connell		Present
Josh DeLay	City of East Wenatchee	Fiscal Officer	Absent
Chief Brian Carson	Puget Sound Regional Fire Authority		Absent

Clear Risk Solutions:

Wes Crago	Blair Kok
Jessika Tempel	Frank Andrus
Becca Kirsch	Rebecca Joslin
Mark Sherwood	Angela Eloff
Steve Whetstone	Stacy Lyon
Patti Ferguson	Claire Hanberg
Ellen Kosa	Byron Riche <i>(joined at 10:31 a.m.)</i>

Guests:

Fred Lee – HUB International
Abby Gribi – City of Newport

Chair Hinchliffe welcomed all in attendance and noted that a quorum was present.

ITEM 2: CHANGES TO PUBLISHED AGENDA

- i. None.

ITEM 3: CONSENT AGENDA

The Consent Agenda items were reviewed by all board members. Hinchliffe called for a motion on all consent items. Anderson moved to approve the Consent Agenda as presented and seconded by Fehr. With all in favor and none opposed, the motion carried.

The Consent Agenda consisted of the following:

- i. Approval of the September 22, 2023, Minutes
- ii. Approval of the Claims Voucher for October 2023
- iii. Approval of August Bank Statement

ITEM 4: PUBLIC HEARING & INPUT

- i. None.

ITEM 5: BOARD RESOLUTIONS

- i. Resolution 23-01: Tied Election
 - a. Crago discussed this resolution pertains to the tied election in August. It will allow for a coin toss to settle the election and then for Clear Risk Solutions to update the Bylaws as needed and to make sure there is language for tied elections. He suggested that the coin toss would be done in-person at the January Board of Directors meeting. Hinchliffe called for a motion. Haley moved to approve Resolution 23-01: Tied Elections as presented and was seconded by Dekker. With all in favor and none opposed, the motion carried.

ITEM 6: ITEMS FOR BOARD CONSIDERATION

- i. Officer Elections – Chair, Vice Chair, Fiscal Officer
 - a. Crago discussed with the Board of Directors that every year staff wants to open it up for officer positions, to make sure people want to continue in positions or if there were any other board members interested in a position. The Board of Directors voiced that they should keep the same three board members for another term. Hinchliffe called for motion. Dekker moved to approve the same board members as officers for another term (Randy Hinchliffe as Chair, Gina Anderson as Vice Chair, and Josh DeLay as Fiscal Officer) and was seconded by Fehr. With all in favor and none opposed, the motion carried.
- ii. Approval of 2024 Calendar
 - a. Tempel discussed the 2024 calendar, there were no questions or concerns. Hinchliffe called for a motion. Fehr moved to approve the 2024 calendar and was seconded by Koch. With all in favor and none opposed, the motion carried.
- iii. S3 Work Shield Program
 - a. Crago discussed S3 Work Shield Program and how it's a Human Resource (HR) solving tool. He talked about how there will be a presentation at the January meeting from S3 going over their training platform regarding employment tax and HR services. There was a question from Haley regarding the service about HR issues and Crago informed him that it's for employees to be able to file a claim if needed. There were no additional questions, and no action was taken.
- iv. Update on Bylaws
 - a. Crago discussed that staff will work with an attorney to update the Bylaws earlier in the meeting. No additional action was taken.
- v. CIAW 2023-2024 Preliminary Budget
 - a. Crago discussed the CIAW 2023-2024 Preliminary Budget and overall, the budget is 17.4% increase in funds. He mentioned to keep in mind that that is the overall increase, it can be higher or lower if there were any coverage changes. Staff will be continuing to refine the preliminary budget in the next couple of months and will go through the final budget at the January Board meeting. With no questions or concerns, Hinchliffe called for a motion. Koch moved to approve the CIAW 2023-2024 Preliminary Budget as presented and was seconded by Fehr. With all in favor and none opposed, the motion carried.
- vi. CIAW 2023-2024 Preliminary Renewal Report
 - a. Eloff discussed the CIAW 2023-2024 Preliminary Renewal Report with staff and the Board. She noted that staff marketed to multiple carriers for coverage and after review staff's recommendations would be to continue with expiring carrier Old Republic. She noted a couple changes in coverage pertaining to liability limits and law enforcement liability. With no questions or concerns, Hinchliffe called for a motion. Fehr moved to approve the CIAW 2023-2024 Preliminary Renewal Report as presented and was seconded by Anderson. With all in favor and none opposed, the motion carried.

ITEM 7: EXECUTIVE REPORT

- i. Administrator Report – Andrus and Crago thanked the board for their service and all their work on behalf of CIAW. Crago informed the board that for the January meeting there will be an option to be in person at Ephrata, WA. Also, discussed how the counties pool is leading the way to reform Joint & Several and wanted to mention it to the board because if they have any examples of this to hold onto for discussion later on.

ITEM 8: UPCOMING MEETINGS

- i. November 13, 2023 – Fiscal Meeting via Zoom
- ii. December 11, 2023 – Fiscal Meeting via Zoom

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 10:41 a.m.

Respectfully submitted,



Jessica Tempel



Randy Hinchliffe, Chair