



## Board of Directors Meeting MINUTES January 23, 2024 – 10:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on January 23, 2024, at 10:02 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	Absent
Jon Johnston	Malaga Water District		Present
Holly Pannell	City of Colville		Present
Rosa Dekker	East Columbia Irrigation District		Absent
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	Present
Chief Brian Carson	Puget Sound Regional Fire Authority		Absent

### Clear Risk Solutions:

Wes Crago	Blair Kok
Becca Kirsch	Frank Andrus
Mark Sherwood	Angela Eloff
Steve Whetstone	Stacy Lyon
Patti Ferguson	Claire Hanberg
Ellen Kosa	Byron Riche
Rick Doehle	Jen Homer

### Guests:

Jared Smith – S3 Management  
Jeff Yates – S3 Management  
Abby Gribi – City of Newport  
Shane Heston – Broker  
Tyler Christian – City of Sultan  
Melissa Bulger – Town of Wilbur

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. Fehr moved to approve the Consent Agenda as presented and seconded by Pannell. With all in favor and none opposed, the motion carried.

The Consent Agenda consisted of the following:

- i. Approval of the October 23, 2023, Minutes
- ii. Approval of the Claims Voucher for November and December 2023
- iii. Approval of Financial Reports

### ITEM 4: PUBLIC HEARING & INPUT

- i. None.



**ITEM 5: BOARD RESOLUTIONS**

- i. None.

**ITEM 6: ITEMS FOR BOARD CONSIDERATION**

- i. Coin Toss: 2023 Board Election Tie
  - a. Crago announced the coin toss to decide the results of a tied 2023 board election between Pannell and Gribi. As the incumbent board member Pannell called the toss and chose tails. Haley tossed the coin and the result was tails. Pannell retains her board position as the outcome of this election.
- ii. Discussion: S3 Management Group UI-4-Sentinel Program
  - a. Smith and Yates gave a short presentation to the board on the various unemployment solutions and services they provide as an organization. They then presented several ways they could partner with CIAW for these services, to be discussed at the next board meeting in April. All questions were answered.
- iii. Discussion: Resource Pro
  - a. Eloff gave a presentation to the board explaining Resource Pro and how it has been utilized by the Clear Risk Solutions underwriting department. No questions.
- iv. Approve Renewal of MRSC Contract
  - a. Crago gave a brief overview of MRSC and their past partnership with CIAW. The renewal contract was presented with no changes to either services or cost. Hinchliffe called for a motion to approve, DeLay so moved, Haley seconded. With all in favor, the motion passed.
- v. Approve Final 2023-2024 Budget
  - a. Crago went over the final budget as presented. Hinchliffe called for a motion to approve, Fehr moved to approve, DeLay seconded. With all in favor, the motion passed.
- vi. Approve Final 2023-2024 Renewal Report
  - a. Eloff went over the final renewal report as presented. Hinchliffe called for a motion to approve, Fehr moved to approve, DeLay seconded. With all in favor, the motion passed.
- vii. Vote on Town of Wilbur Request for Exception to Notice Requirements
  - a. Crago presented the reasons for the provision of the notice requirements in the bylaws. Bulger of Town of Wilbur then had the opportunity to address the board and give reasons for them to consider excepting this requirement in their case. Hinchliffe called for a motion to approve this exception, Haley moved to approve, and Johnston seconded. When put to a vote, the board voted two ayes, and five nays. With the nays in the majority, the motion did not pass.

**ITEM 7: STAFF REPORTS**

The following items were discussed, and updates were given regarding the following topics. All questions were answered, and no action was taken.

- i. Financial
- ii. Marketing
- iii. Pre-Litigation Program
- iv. Claims
- v. Risk Management & Zywave
- vi. Membership & Retention

**ITEM 8: EXECUTIVE REPORT**

- i. Administrator Report – Andrus thanked the board for their time and gave a brief administrative report. Crago gave a brief update for the market report and budget forecast.

**ITEM 9: UPCOMING MEETINGS**

- i. February 20, 2024 – Fiscal Meeting via Zoom
- ii. March 19, 2024 – Fiscal Meeting via Zoom
- iii. April 16, 2024 – Full Board of Directors Meeting via Zoom and In-Person

**MEETING ADJOURNED**

There being no further business, the meeting was adjourned at 11:14 a.m.

Respectfully submitted,

  
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Claire Hanberg

  
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Randy Hinchliffe, Chair