



BOARD MEETING
 April 16, 2024, 10:00 a.m.
 451 Diamond Drive
 Ephrata, WA
 & Via Zoom

Board of Directors Meeting MINUTES April 16, 2024 – 10:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on April 16, 2024, at 10:10 a.m. in-person at 451 Diamond Drive Ephrata, WA and 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 | | Absent |
| Cathleen Koch | City of Connell | | Present |
| Josh DeLay | City of East Wenatchee | Fiscal Officer | Absent |
| Chief Brian Carson | Puget Sound Regional Fire Authority | | Present |

Clear Risk Solutions:

| | |
|-----------------|----------------|
| Wes Crago | Blair Kok |
| Becca Kirsch | Angela Eloff |
| Steve Whetstone | Stacy Lyon |
| Patti Ferguson | Claire Hanberg |
| Ellen Kosa | Byron Riche |
| Frank Andrus | Rick Templeton |
| Dave Kosa | Rebecca Joslin |
| Jessika Tempel | Zac Berryman |
| Jenny Gunderson | |

Guests:

Jared Smith – S3 Management
 Jeff Yates – S3 Management
 Shane Heston – Broker

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

The Consent Agenda consisted of the following:

- i. Approval of Minutes (January 23, 2024)
- ii. Approval of the Claims Voucher (January 2024, February 2024, March 2024, April 2024)
- iii. Approval of Scholarship Applications (City of East Wenatchee, Town of Reardan)
- iv. Approval of Financials

ITEM 4: PUBLIC HEARING & INPUT

Administered by:



451 Diamond Drive • Ephrata, WA 98823
 (509) 754-2027 • (800) 407-2027 • FAX (509) 754-3406 • WWW.CIAW.US

- i. None.

ITEM 5: BOARD RESOLUTIONS

- i. Resolution 24-01: Authorization Funds Transfer
 - a. Crago discussed with the board that staff is looking for an improved process to pay claims faster. Templeton mentioned that the other pools are making this change as well and it's been run through auditors and Brown & Brown to make this structure change. Hinchliffe called for a motion on Resolution 24-01: Authorization Funds Transfer. Dekker moved to approve as presented and seconded by Koch. With all in favor and none opposed, the motion carried.

ITEM 6: ITEMS FOR BOARD CONSIDERATION

- i. Board Members Standing for Election
 - a. Tempel discussed upcoming elections and announced who on the board of directors that is up for election this year. There were no questions, and no motion was needed.
- ii. Approval of Partnership with S3 Exchange 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 are looking to partner with CIAW members for these services as a opt in option by member. With all questions answered, Hinchliffe called for motion to partner with S3 Exchange Program. Haley moved to approve as presented and seconded by Pannell. With all in favor and none opposed, the motion carried.
- iii. Approval to Join Liability Reform Coalition
 - a. Crago and Tempel presented Liability Reform Coalition and who they are. Presented to the board that to join it would be \$2,500 annual fee and gave staff's recommendations for CIAW to join. There were no questions, Hinchliffe called for a motion to have CIAW Join Liability Reform Coalition. Koch moved to approve the motion and was seconded by Dekker. With all in favor and none opposed, the motion carried.
- iv. Diligent Presentation
 - a. Berryman gave a short presentation to the board on Diligent. Diligent will be used going forward for board packets and plan to have the board setup to receive their board packets in July through the platform. All questions were answered, and no motion was needed.
- v. Retreat Discussion
 - a. Tempel discussed with the board upcoming locations for the September Board Retreat. Based on the survey from the board it looks like the retreat will be held in Leavenworth, WA. There were no questions, and no motion was needed.

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. Underwriting
- ii. Marketing
- iii. Pre-Litigation Program
- iv. Claims
- v. Membership & Retention
- vi. Financial
- vii. Risk Management & Zywave
- viii. Communications

ITEM 8: EXECUTIVE REPORT

- i. Administrator Report – Andrus, Templeton, and Crago thanked the board for their time today and how it was great to see board members in-person. Andrus discussed how claims are down, so keep up the good work on this. Templeton updated the board and staff that CIAW has a good reserve and that is healthy for the pool, and this is a reflection from claims performance. Crago gave a brief update for the market report and more to come on budget forecast.

ITEM 9: UPCOMING MEETINGS

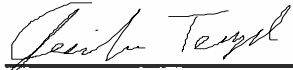
- i. May 21, 2024 – Fiscal Meeting via Zoom
- ii. June 18, 2024 – Fiscal Meeting via Zoom

- iii. July 23, 2024 – Full Board of Directors Meeting via Zoom
- iv.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 11:38 a.m.

Respectfully submitted,



Jessika Tempel



Randy Hinchliffe, Chair