



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

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on July 23, 2024, at 10:01 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		Present
Pat Haley	City of Quincy		Absent
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		Present

Clear Risk Solutions:

Wes Crago	Michael Johnson
Jessika Tempel	Rick Templeton
Mark Sherwood	Becca Kirsch
Byron Riche	Steve Whetstone
Claire Hanberg	Ellen Kosa
Stacy Lyon	Dave Kosa
Angela Eloff	Jenny Gunderson
Patti Ferguson	Lisa Holterhoff

Guests:

Shane Heston – Broker, Acrisure
Fran Jenne – Broker, HUB International NW
Andrew Flabetich – Broker, HUB International NW
Kellie Hogan – Broker, Propel Insurance
Jeremy Bonner – SAO Auditor (*Joined at 10:40 a.m.*)
Alvaro lagunas – SAO Auditor (*Joined at 10:40 a.m.*)

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

ITEM 2: CHANGES TO PUBLISHED AGENDA

- i. Hinchliffe called for any changes to the published agenda. Crago asked to move item VI under Items for Board Consideration to the end of meeting with the auditors.

ITEM 3: CONSENT AGENDA

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

The Consent Agenda consisted of the following:

- i. Approval of Minutes (April 16, 2024)
- ii. Approval of the Claims Voucher (May 2024, June 2024, July 2024)
- iii. Approval of Scholarship Applications (City of Omak, City of Entiat)
- iv. Approval of Financials

ITEM 4: PUBLIC HEARING & INPUT

Administered by:



- i. None.

ITEM 5: BOARD RESOLUTIONS

- i. None

ITEM 6: ITEMS FOR BOARD CONSIDERATION

- i. Election Update
 - a. Tempel discussed elections and updated the board that ballots have been sent out and ballots close on August 5, 2024. Election results will be discussed at next meeting. There were no questions, and no motion was needed.
- ii. Members on Conditional Notice
 - a. Crago discussed with the board two members that are on conditional notice of non renewal this year. Staff is monitoring both closely and will give a status report to the board in September. There were no questions, and no motion was needed.
- iii. TPA Agreement
 - a. Crago presented to the board the TPA agreement between the board and Clear Risk Solutions. Explained how in agreement there is an extension period of 1-year and looking for the extension so staff can work with the board on next steps for RFP/RFQ with a board committee. There were no questions, Hinchliffe called for a motion for 1-year extension to the TPA agreement. Fehr moved to approve the motion and was seconded by Carson. With all in favor and none opposed, the motion carried.
- iv. Mid-Year Renewal Forecast
 - a. Crago discussed how staff has been in good contact with the reinsurance level and at this time it's looking good for Municipals. He discussed how this could change depending on claim preference but will have more to update at the next meeting.
- v. Retreat Discussion
 - a. Tempel discussed with the board upcoming September Board Retreat and how there will be emails going out to the board soon with more details. 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 –Templeton, Turnbull, and Crago thanked the board for their time today and appreciate the partnership with CIAW and CRS. Templeton discussed how currently everything trending really well with the financial process and building of equity, but staff will keep the board in the loop with renewal and what's going on in the market. Turnbull thanked the board for the 1-year extension on TPA and how staff is working hard to make sure the pool is getting the value they need as an administrator. Crago also thanked the brokers for attending the meeting and how it's great to have brokers engaged. He gave a brief update for the market report and how risk management and safety culture is a huge focus to help have fewer claims.

ITEM 9: UPCOMING MEETINGS

- i. Fiscal Meeting: Tuesday August 20, 2024, via Zoom at 10:00 A.M.
- ii. Board Retreat/Meeting: September 18-20,2024, Leavenworth, WA
- iii. Board of Directors: Tuesday October 22, 2024, via Zoom at 10:00 A.M.

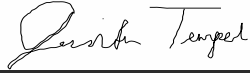
AUDIT UPDATE:

- i. Crago introduced the auditors. Jeremy Bonner and Alvaro lagunas discussed the exit audit results with staff and the board. There were no questions, and no action was taken.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 10:52 a.m.

Respectfully submitted,



Jessika Tempel



Randy Hinchliffe, Chair