



Board of Directors Meeting MINUTES September 20, 2024 – 9:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on September 20, 2024, at 9:01 a.m. at Icicle Village Resort in Leavenworth, Washington.

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	Absent
Chief Brian Carson	Puget Sound Regional Fire Authority		Present

Clear Risk Solutions:

Wes Crago	Rick Templeton
Jessika Tempel	Becca Kirsch
Mark Sherwood	Steve Whetstone
Byron Riche	Brian Turnbull
Claire Hanberg	Dave Kosa
Rachel Hufman	Jenny Gunderson
Blair Kok	Rebecca Joslin
Frank Andrus	Zac Berryman

Guests:

Shane Heston – Broker, Acrisure

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 with scholarship applications approved up to \$1,000 each. Fehr moved to approve the Consent Agenda as presented and seconded by Koch. With all in favor and none opposed, the motion carried.

The Consent Agenda consisted of the following:

- i. Approval of Minutes (July 23, 2024)
- ii. Approval of the Claims Voucher (August 2024, September 2024)
- iii. Approval of Scholarship Applications (City of Sprague, Town of LaCrosse)
- iv. Approval of Financials

ITEM 4: PUBLIC HEARING & INPUT

- i. None.

ITEM 5: BOARD RESOLUTIONS

- i. None

ITEM 6: ITEMS FOR BOARD CONSIDERATION

- i. Election Results
 - a. Tempel discussed election results with the Board and staff. All positions received a vote and will extend their term three years, there were no positions running opposed. There were no questions, and no motion was needed.
- ii. Form Committee for TPA
 - a. Crago discussed the process of TPA/Professional Service Agreement and looking for two volunteers to review contract and materials. Pat Haley and Cathleen Koch volunteered. There were no questions, and no motion was needed.
- iii. Renewal Forecast
 - a. Crago discussed how next month staff will get indication and a quote. The board will then review the budget and that will be communicated out to all members. He discussed how he has been in good contact with the reinsurance level and at this time it's looking around 12-16% increase. He discussed how this could change depending on claim preference but will have more to update at the next meeting.
- iv. CIAW 2025 Meeting Calendar
 - a. Tempel discussed meeting calendar for 2025 and asked if there were any objections with dates presented. There were no objections or questions, and no motion was needed.
- v. ACH for vendors
 - a. Joslin discussed ACH payments with the board and looking to get approval from the board to be able to process these payments. Hinchliffe called for a motion to approve ACH payments. Johnston moved to approve as presented and seconded by DeLay. With all in favor and none opposed, the motion carried.
- vi. Audit results
 - a. Crago discussed how it was a good audit this year. DeLay asked who the auditor was and Crago answered. There were no additional questions, and no motion was needed.
- vii. Members on Conditional Notice
 - a. Crago discussed how staff gave out two conditional notices of non-renewal this year. There was discussion about the two and staff's recommendations would be for City of Cosmopolis to retract that notice of conditional cancellation. However, for Town of Lind staff's recommendations would be to issue a notice of cancellation. There were some questions from the Board, all questions were answered, and the Board had no objections for staff to proceed with recommendations.
- viii. New Member Reports
 - a. Crago discussed new member reports and how they will be out around renewal time. The reports will be a great way to see how we engage the rest of the members and how we need all members to be a risk manager in their organization.

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, Turnbull, Templeton, and Crago thanked the Board for their time. Andrus updated the Board on CRS office space and how the mailing address will be changing, so look out for communications on that. Turnbull added that this year the three objectives for CRS this year are clients come first, teammate focus, and innovation. Explained how CRS is excited about what we can do better. Templeton discussed how the workshops went great and echoed Turnbull's points on the three objectives. Crago closed out with a recap from the workshop and how innovation was the heart of what CRS wants to focus on and be better. He talked about priorities and structure of CIAW and how staff will work with the board on a mission statement for the pool.

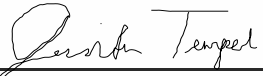
ITEM 9: UPCOMING MEETINGS

- i. Board of Directors Meeting: Tuesday October 22, 2024, via Zoom at 10:00 A.M.
- ii. Fiscal Meeting: Tuesday November 19, 2024, via Zoom at 10:00 A.M.
- iii. Fiscal Meeting: Tuesday December 17, 2024, via Zoom at 10:00 A.M.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 10:03 a.m.

Respectfully submitted,



Jessica Tempel



Randy Hinchliffe, Chair