

**WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS MEETING**

**MINUTES**

**Regular Meeting  
8:30 a.m., Friday, September 20, 1991  
Red Lion Hotel, SeaTac**

**ATTENDANCE:**

President - Claude L. Cox, Spokane County Risk Manager  
Vice President - Vyrle L. Hill, Pacific County Administrative Officer  
Past President - Shirley Van Zanten, Whatcom County Executive  
Treasurer - Dick Caldwell, Island County Commissioner  
Secretary - Marjorie L. Upham, Clallam Co. Dir. Personnel/Risk Mgmt.

Benton County - Steve M. Lowe, Chief Civil Dep Pros Attorney - Dir.  
Cowlitz County - Frank Bishop, Budget Director - Alt.  
Franklin County - Neva J. Corkrum, County Commissioner - Dir.  
Garfield County - Ronald E. Crawford, County Commissioner - Dir.  
Grays Harbor County - Dick Dixon, County Commissioner - Dir.  
Rose Elway, Director, Dept Mgmt Services - Alt.  
Jefferson County - B.G. Brown, County Commissioner - Dir.  
Kitsap County - Allen Hatten, Risk Manager - Dir.  
Deborah C. Broughton, Internal Management Dir - Alt.  
Klickitat County - Sverre Bakke, County Commissioner - Dir.  
Lewis County - Jay Winter, County Commissioner - Dir.  
Mason County - Laura Porter, County Commissioner - Dir.  
Pacific County - Rosemarie Bay, Assistant Risk Manager - Alt.  
San Juan County - Si A. Stephens, County Auditor - Dir.  
Skamania County - Robert Leick, Prosecuting Attorney - Dir.  
Thurston County - Steve Zimmerman, Dep Chief Admin Officer - Alt.

Visitors - Mike Croke, Corroon & Black, Inc.

Risk Pool Staff - John Crawford, Executive Director  
Alicia Johnson, Claims Manager  
Aileen Boren, Administrative Assistant

The meeting was called to order at 8:46 a.m. by President Claude Cox who welcomed all in attendance.

**APPROVAL OF MINUTES:** July 12th/August 23rd, 1991 Board of Directors Meeting, Spokane/SeaTac: Vyrle Hill moved to approve the minutes. The motion was seconded by Dick Caldwell and approved.

**FINANCIAL REPORT AND VOUCHER APPROVAL:** Frank Bishop moved to approve the financial report and expenses for the months of July, August and September. The motion was seconded by Jay Winter and approved.

## DISCUSSION AND ACTION:

**Insurance Programs:** Mike Croke reported on member responses to purchase an optional second excess layer of \$5 million excess of \$5 million for both general liability and public officials excess insurance. The costs for each electing county are the same as this year's, despite increases in the worker hours exposure base. Mike also discussed the response to an optional special events group policy.

**Coopers & Lybrand Actuarial Report:** Al Hatten moved to reconsider the acceptance of the Coopers & Lybrand Actuarial Report and the deductible credits provided to counties that elect the \$250,000 and \$100,000 deductible amounts. The motion was seconded by Vyrle Hill. After discussion, the motion and second were withdrawn.

**1991 Operations Budget:** The Board agreed upon a 5% cost of living adjustment for the Executive Director and Claims Manager and a salary revision for the Administrative Assistant. Laura Porter moved to authorize the recommended salary revisions of the Claims Secretary and Secretary/Receptionist. The motion was seconded by Dick Caldwell and approved.

Si Stephens moved to amend the Personnel Policy to provide medical benefits pro rata to employees who work at least 60% time, with payroll deductions to pay the balance. The motion was seconded by Laura Porter and approved.

Si Stephens moved to reduce the line item for actuarial services from \$30,000 to \$15,000. The motion was seconded by Neva Corkrum and approved.

Frank Bishop moved to adopt an administration budget of \$212,367. The motion was seconded by B.G. Brown and approved.

Si Stephens moved to adopt a claims administration budget of \$136,000. The motion was seconded by Robert Leick and approved.

B.G. Brown moved to adopt a loss control budget of \$50,000. The motion was seconded by Si Stephens and approved.

After a recess for lunch, Sverre Bakke moved to reconsider the loss control budget. The motion was seconded by Steve Lowe, but failed on an eight-to-eight tie vote.

Vyrle Hill moved to adopt the resolution adopting the three budgets and setting staff salaries. The motion was seconded by B.G. Brown and approved by a nine-to-seven vote.

**1991-1992 Premium Rates:** Vyrle Hill moved to charge

administrative costs by each county's proportional percentage amount of payment to fund the Pool's layer of exposure, as set forth in column (1). The motion was seconded by Al Hatten and approved.

Dick Caldwell moved to reconsider the confidence level for both general and automobile liability and reduce it from 95% to 85%. The motion was seconded by Si Stephens and approved.

Al Hatten moved to modify the actuarial deductible credit from 15% to 12% for the \$250,000 deductible election and from 30% to 28% for the \$100,000 deductible election. The motion was seconded by Dick Caldwell but failed.

Vyrle Hill moved to direct Coopers & Lybrand next year to use consistent factors in determining deductible credits. The motion was seconded by Laura Porter and approved.


Dick Caldwell moved to direct staff to prepare a new spreadsheet consistent with the voted decisions and to distribute it. The motion was seconded by Jay Winter and approved.

**Claims Administration:** The Board went into executive session from 1:51 to 1:58 p.m. to discuss claims and suits because public discussion of those matters would impair the Pool's ability to conduct its business effectively.

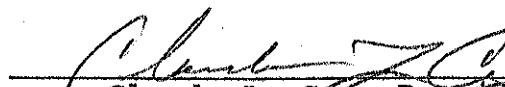
President Claude Cox called the next Board Meeting to be Wednesday, November 20, 1991 at Silverdale on the Bay, Silverdale.

The meeting was adjourned at 1:59 p.m.

RESPECTFULLY SUBMITTED:

  
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Marjorie L. Upham, Secretary

APPROVED: 2/14/92

  
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Claude L. Cox, President