

WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS

MINUTES

Autumn Meeting  
9:00 a.m., Friday, October 22, 1993  
Quality Inn, SeaTac

**ATTENDANCE:**

President - Neva J. Corkrum, Franklin County Commissioner  
Secretary/Treasurer - Frank A. Bishop, Cowlitz County Budget Director  
Executive Committee -  
    Claude L. Cox, Spokane County Risk Manager  
    Rose Elway, Grays Harbor County Director of Management Services  
    Mike Shelton, Island County Commissioner  
    Si A. Stephens, San Juan County Auditor  
    Marjorie Upham Rood, Clallam County Dir of Personnel & Risk Management

Adams County - Bill Wills, County Commissioner - Director  
    Gordon Hey, Budget/Risk Manager - Alternate  
Benton County - Steve M. Lowe, Chief Civil Deputy Prosecuting Attorney - Director  
    Melina Wenner, Risk Manager  
Cowlitz County - Rick Spangenberg, Risk Manager - Alternate  
Garfield County - Ronald E. Crawford, County Commissioner - Director  
Grays Harbor County - Dick Dixon, County Commissioner - Director  
Island County - Betty J. Kemp, Risk Manager - Alternate  
Jefferson County - Gary A. Rowe, Public Works Director - Alternate  
Kitsap County - Barbara Razez, Risk Manager - Alternate  
Lewis County - Warren Dahlin, County Commissioner - Director  
    John Nacht, Risk Manager - Alternate  
Mason County - Laura Porter, County Commissioner - Director  
Pacific County - Vyrle L. Hill, Administrative Officer - Director  
San Juan County - David Zeretzke, Risk Manager - Alternate  
Thurston County - Jeff Watson, Chief Deputy Prosecuting Attorney - Alternate  
Whatcom County - Shirley Van Zanten, County Executive - Director

Broker - Mike Croke, Vice President, Willis Corroon of Seattle  
    Marleen Francis, Account Manager  
    Jana Smith, Account Manager/Assistant Vice President

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

**WELCOME, ROLL CALL AND APPROVAL OF AGENDA:** The meeting was called to order at 9:07 a.m. by President Neva Corkrum who welcomed all in attendance and asked

that everyone sign the roll call sheet. She specially welcomed Adams County Commissioner Bill Wills to his first Board Meeting. Mike Croke introduced Account Managers Marleen Francis and Jana Smith. Neva noted that a Board Workshop had been held during the afternoon of October 21st to inform the Board about the action items on the agenda.

The agenda was approved as printed.

**APPROVAL OF MINUTES:** Frank Bishop moved to approve the minutes of the July 14th Summer Meeting at Spokane. The motion was seconded by Marge Upham Rood and approved.

### **REPORTS:**

**Member Counties:** Claude Cox informed the group about efforts Spokane County was making to fund its claims reserves to meet audit standards for past losses. Steve Lowe described the process Benton County went through to create a new position of risk manager that was being operated as part of the prosecuting attorney's office. Dave Zeretzke related a letter San Juan County had written to the State Insurance Commissioner complaining about the denial of its prior insurance carrier from defending a claim against the county. Shirley Van Zanten reported about Whatcom County's executive administrative reorganization into three large departments, with Tom Sutberry directing the Administrative Services Department. Neva Corkrum reported that Franklin County's state auditor had praised the pool as one of the very best risk pools in the state.

**Executive Committee:** Copies of the August 20th and September 17th meetings of the Executive Committee had been distributed in one of the mailings.

**Executive Committee Training:** Marge Upham Rood reported about her attendance at the Joseph Ivy Company/ArmTech Risk Retention Pool Conference in August emphasizing *Drifting Into the Future or Stepping with Purpose?* Si Stephens also spoke about his attendance last week at the PRIMA Fall Pool Trustees Conference.

**Executive Director:** John Crawford distributed member five year frequency and severity ratios.

**Finances:** Aileen Boren's financial report showed beginning and ending amounts in the claim and reserve funds.

**Claims:** Alicia Johnson gave an overview of claims during the past year and distributed copies of the Coopers & Lybrand claims audit.

**Programs:** Jay Winter provided a recap report on training programs held during the year, including training revenues and expenses.

### **DISCUSSION AND ACTION:**

**Risk Management Policy:** Steve Lowe moved to amend the Risk Management Policy to add a section on training as recommended by the Executive Committee, with further word changes as discussed in the workshop. The motion was seconded by Frank Bishop and approved unanimously.

**Travel Policy:** Vyrle Hill moved to amend the Travel Policy on charge cards as recommended by the Executive Committee and as further changed by his handwritten exhibit. The motion was seconded by Gordon Hey. The mover and seconder accepted friendly amendments by Frank Bishop/Si Stephens for a member county to guarantee charge card payment in case of default and from Laura Porter/Si Stephens on the surrender of the card by a committee member upon the demand of the Executive Committee. The amended motion was approved unanimously.

**Multi-Year Work Plan:** Laura Porter moved to approve the Board's three-year work plan and schedule of activities as recommended by the Executive Committee with property insurance being an additional agenda item at the Winter, 1994 meeting. The motion was seconded by Jeff Watson and approved unanimously.

**Legislative Program:** Dave Zeretzke moved to approve changes to Article 3 of the Bylaws to authorize the Executive Committee to cooperate with the Washington State Association of Counties in the consideration of statutory and/or regulatory issues. The motion was seconded by Steve Lowe and approved with one dissent.

Dave Zeretzke next moved to authorize the Executive Director to register as a lobbyist under applicable law, and timely report to the Board of Directors of the Risk Pool all activities and substantial costs associated with lobbying activities. The motion was seconded by Steve Lowe. Steve Lowe then moved to amend the motion to restrict Pool initiation and sponsorship of legislation during the 1994 session. The amendment was seconded by Jeff Watson and approved unanimously. The motion as amended was approved unanimously.

**Insurance:** Mike Croke distributed a comparison summary of the Pool and excess policies. He also reported on the second optional excess insurance, Marleen Francis discussed the special events programs, and Jana Smith reviewed the underground storage tanks optional group program. Mike reviewed efforts made to collect information on the medical malpractice and property programs to determine whether the Pool should incorporate them into its program.

#### **OTHER BUSINESS:**

**Future Meetings:** Neva confirmed the date of the Winter Board workshop and meeting at the Doubletree Inn in Tukwila as follows:

Thursday, January 20, 1994	Afternoon Workshop
Friday, January 21, 1994	Morning Board Meeting

She also confirmed future Board workshops and meetings in 1994 as follows:

Spring Meeting -- April 21-22 -- Doubletree Inn, Tukwila  
Summer Annual Meeting -- July 19-20 -- Cavanaugh's Inn at the Park, Spokane  
Autumn Meeting -- October 20-21, 1994 -- SeaTac

**Premium Deductible:** Spokane County requested Board approval to allow it to decide whether to reduce its deductible election from \$250,000 to \$100,000 per occurrence for the 1993-1994 policy year. Dick Dixon moved to approve the Spokane County request, carry over the administrative surplus, and recompute all members' administrative

premiums next Summer. The motion was seconded by Marge Upham Rood and approved unanimously.

**EXECUTIVE SESSION:** The Board went into executive session at 12:13 p.m. to discuss the annual evaluation of the Executive Director by the Past President. After coming out of executive session at 12:17 p.m., Ron Crawford moved to accept the evaluation. The motion was seconded by Dick Dixon and approved unanimously.


The meeting was adjourned at 12:20 p.m.

RESPECTFULLY SUBMITTED:

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Frank Bishop, Secretary

APPROVED: 1 / 21 / 94

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Neva Corkrum, President

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