

WASHINGTON COUNTIES RISK POOL
BOARD OF DIRECTORS

MINUTES

Spring Meeting
9:00 a.m., Friday, April 23, 1993
Wyndham Garden Hotel, SeaTac

ATTENDANCE:

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

Benton County - Steve M. Lowe, Chief Civil Deputy Prosecuting Attorney - Director
Cowlitz County - Rick Spangenberg, Risk Manager - Alternate
Garfield County - Ron Crawford, County Commissioner - Director
Grays Harbor County - Dick Dixon, County Commissioner - Director
 Mary Davis, Deputy Director Insurance & Risk Mgmt - Alternate
Island County - Mike Shelton, County Commissioner - Director
 Betty J. Kemp, Risk Manager - Alternate
Jefferson County - Glen Huntingford, County Commissioner - Director
Lewis County - Warren Dahlin, County Commissioner - Director
Mason County - Laura Porter, County Commissioner - Director
Skamania County - Marilyn J. Breckel, Administrative Coordinator - Alternate
Thurston County - Judy Wilson, County Commissioner - Director
 Jeff Watson, Chief Deputy Prosecuting Attorney - Alternate

Visitors - Mike Croke, Vice President, Willis Corroon of Seattle

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

WELCOME: The meeting was called to order at 9:21 a.m. by President Vyrle Hill who welcomed all in attendance. Vyrle noted that a Board Workshop had been held during the afternoon of April 22nd 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 January 22, 1993 Annual Meeting at Tukwila. The motion was seconded by Marge Upham Rood and approved.

EXECUTIVE COMMITTEE REPORTS: A revised copy of the March 19th Report with a corrected June 18th (and possible June 17th) Executive Committee Meeting date was placed in the file folder.

Vyrle also verbally reported on the short Executive Committee Meeting held a few minutes before the Board Meeting. In that meeting, Frank Bishop had made the formal motion to waive commissioning an actuary report and to accept the application of Columbia County to join the Pool. The motion had been seconded by Marge Upham Rood and was unanimously approved by the Executive Committee.

EXECUTIVE DIRECTOR'S REPORT: John Crawford reported on insurer solvency and legislation. Claude Cox reported on the Annual Board Meeting and 5th Annual Summer Risk Management Conference in Spokane in July.

Claims: The Board went into Executive Session from 10:25 through 10:55 a.m. so that Alicia Johnson could report on claims.

Programs: Jay Winter reported on training programs held this year and spoke about the AWC LGPI workshop and seminar in May and the Jail Liability and AIDS Management Seminar in June.

Finances: Aileen Boren gave a quarterly financial report and described the establishment of the reserve fund that was approved in January.

Insurance: Willis Corroon Vice President Mike Croke reported about the insurance marketplace and the excess renewal process.

John reported on marketing efforts.

Judy Wilson reported on Steve Zimmerman's health condition.

DISCUSSION AND ACTION:

Actuarial Services: Marge Upham Rood moved to grant Coopers & Lybrand a contract for actuarial services. The motion was seconded by Claude Cox and approved unanimously (Resolution 93-03).

Services for WSAC Retro Group: Marge Upham Rood moved to approve a contract for providing administrative services for the WSAC L&I Retro Group. The motion was seconded by Neva Corkrum and approved unanimously (Resolution 93-04).

Investment Policy: Frank Bishop moved to amend the Investment Policy as recommended. The motion was seconded by Marge Upham Rood and approved unanimously (Resolution 93-05).

Claims Administration Policy: Laura Porter moved to amend the Claims Administration Policy as recommended. The motion was seconded by Ron Crawford and approved unanimously (Resolution 93-06).

Travel Policy: Claude Cox moved to amend the Travel Policy as recommended. The motion was seconded by Si Stephens and approved unanimously (Resolution 93-07).

Underwriting Policy: Frank Bishop moved to implement experience-based premiums in 1998. The motion was seconded by Si Stephens and approved with one dissent (Resolution 93-08).

Joint Self-Insurance Liability Policy: Steve Lowe moved to delete coverage for underinsured motorist (UIM) coverage. The motion was seconded by Judy Wilson, but failed.

Claude Cox moved to continue offering the present liability policy form, including underinsured motorist (UIM) coverage, during the 1993-1994 policy year. The motion also included the meshing of coverage with the "scope of employment" provisions of RCW 36.16.134 (as changed by the 1993 Legislature), with endorsements for all past policies relating back to October 1, 1988. The motion was seconded by Ron Crawford and approved unanimously (Resolution 93-09).

Vyrle directed that possible coverage enhancements on inverse condemnation and medical malpractice be studied for a possible vote at the next meeting.

Personnel Policy: After a ten-minute break, and after consideration and several motions that either died for lack of a second or were withdrawn by the moving party and person who seconded the motion, the Board approved the following changes to the proposed Personnel Policy:

Section B. Judy Wilson moved to substitute the word "disability" for "handicap" in Section B. The motion was seconded by Warren Dahlin and approved.

Section C. Laura Porter moved to add a definition of "regular part-time employee" in Section C.4, add the position of "Training Coordinator" to the list of "executive employees" in Section C.5, and insert the word "benefit" credit for rehired employees in Section C.6. The motion was seconded by Warren Dahlin and approved.

Section D. Claude Cox moved to extend the provisions of Section D.3 to regular part-time employees, revise Section D.4 to standardize benefits to six months continuous service, and substitute the word "annual" for "vacation" leave credit in Section D.8. The motion was seconded by Neva Corkrum and approved.

Section E. Laura Porter moved to extend sick leave credit to "regular" part-time employees in Section E.5 in a proportionate amount. The motion was seconded by Neva Corkrum and approved.

Section F. Claude Cox moved to extend holiday leave credit to "regular" part-time employees in Sections F.3 and 5 in a proportionate amount. The motion was seconded by Dick Dixon and approved.

Section G. Judy Wilson moved to strike the reference to an eight hour work day in Section G.1 and to define the work week as "commencing on Sunday." The motion was seconded by Dick Dixon and approved. Laura Porter moved to delete the overtime pay provisions in Section G.2 for weekend work. The motion was seconded by Mike Shelton and approved.

Section I. Laura Porter moved to strike the reference to "full time" employees for PERS eligibility in Section I. The motion was seconded by Dick Dixon and approved.

After the series of amendments were approved, Judy Wilson moved to approve the revised Personnel Policy, and to delegate to the Executive Committee additional technical changes which incorporate the consensus opinions of the Board. The motion was seconded by Laura Porter and approved unanimously (Resolution 93-10).

Other Business: Claude Cox reported on the newly published rules of the State Risk Manager overseeing municipal self-insurance and risk pooling.

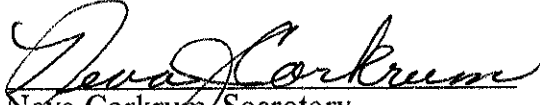
Future Meetings: Vyrle confirmed the Summer Board meeting as follows:

Tuesday, July 13, 1993 Afternoon Workshop
and
Wednesday, July 14, 1992 Board Meeting
Cavanaugh's Inn at the Park, Spokane

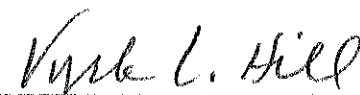
(5th Annual Summer Risk Management Conference scheduled for Thursday and Friday, July 15th and 16th at Cavanaugh's Inn at the Park, Spokane.)

The meeting was adjourned at 1:53 p.m.

RESPECTFULLY SUBMITTED:


Neva Corkrum, Secretary

APPROVED: 7 / 14 / 93


Vyrle L. Hill, President

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