

WASHINGTON COUNTIES RISK POOL
BOARD OF DIRECTORS
SPRING MEETING

MINUTES

9:30 a.m., Thursday, April 25, 1996
West Coast Sea-Tac, SeaTac

ATTENDANCE:

President - Mike Shelton, Island County Commissioner

Executive Committee -

Frank A. Bishop, Cowlitz County Budget Director

Deborah Broughton, Kitsap County Director of Administrative Services

Judy Wilson, Thurston County Commissioner

Richard A. Brown, Whitman County Director of Administrative Services

Adams County - Leon Long, County Auditor - Alternate

Benton County - Raymond E. Isaacson, County Commissioner - Alternate

Columbia County - George Touchette, County Commissioner - Director

Cowlitz County - Jim Zdilar, Personnel

Franklin County - Neva J. Corkrum, County Commissioner - Director

Garfield County - Vern Emerson, County Commissioner - Director

Grays Harbor County - Dick Dixon, County Commissioner - Director

Rose Elway, Director of Management Services - Alternate

Mary Davis, Deputy Director of Insurance/Risk Management - Alternate

Island County - Betty Kemp, Director of General Services - Alternate

Jefferson County - David Goldsmith, Deputy Director of Public Services - Alternate

Kitsap County - Barbara Razez, Risk Manager - Alternative

Lewis County - Carl Hemenway, County Commissioner - Director

John Nacht, Risk Manager - Alternate

Mason County - Mary Jo Cady, County Commissioner - Director

Ione Siegler, Director of Administrative Services - Alternate

Pacific County - Vyrle Hill, County Administrative - Director

Janet Corey, Risk Manager - Alternate

San Juan County - David Zeretzke, Director of Administrative Services - Alternate

Skamania County - Marilyn J. Breckel, Administrative Coordinator - Director

Spokane County - Claude L. Cox, Risk Manger - Director

Thurston County - Starleen Parsons, Human Resources

Walla Walla County - David G. Carey, County Commissioner - Director

Whatcom County - Randall J. Watts, Chief Civil Deputy Prosecutor - Alternate

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

Risk Pool Staff - John Crawford, Executive Director

Alicia Johnson, Claims Manager

Jay Winter, Programs Manager

Aileen Boren, Accounting Officer

WELCOME and ROLL CALL: The meeting was called to order at 9:41 a.m. by President Mike Shelton who welcomed all in attendance and noted that a quorum was present. A roll call sheet was circulated for all to sign.

APPROVALS:

Agenda: The agenda was approved as printed.

Minutes: Mary Jo Cady moved to approve the minutes of the January 18th Winter Meeting at SeaTac. The motion was seconded by Dick Dixon and approved.

REPORTS:

Member Counties: Board members and alternates reported on their countys' efforts in meeting the three-year loss control evaluation program.

Executive Committee: The minutes of the March 14th Meeting of the Executive Committee were included in the materials.

Personnel Committee: The Board went into Executive Session from 10:13 a.m. to 10:49 a.m. to hear committee members Deborah Broughton, Starleen Parsons and Jim Zdilar give the Personnel Committee report including revised job descriptions, salary plan administration and salary plans. After coming out of Executive Session, Mary Jo Cady moved to refer the report to the Executive Committee for further work, and for it to make recommendations back to the Board at the July meeting. The motion was seconded by Vyrle Hill and approved.

Planning Committee: Committee Chair Mike Shelton and members Frank Bishop, Dick Dixon, Neva Corkrum, and Claude Cox gave the Planning Committee report about its two meetings since January. Dick Dixon moved that the Pool study organizational structure, costs, trade-offs and financial benefits to the Pool in moving to multi-line product offerings. The motion was seconded by Vyrle Hill and approved.

Executive Director: John Crawford distributed copies of a three-part newspaper report on "common law liens" and other forms of harassment against county officials and employees.

Finances: Aileen Boren passed out 1995 inserts to the Pool Reference Manual along with an explanation sheet for the Financial Statement, and showed trends for selected financial ratios.

Claims: Alicia Johnson also used the overhead projector to show trends regarding the number of claims that we were experiencing, and the number of open claims.

Programs: Jay Winter described the results of the loss control survey recently completed. Jay also reviewed alternatives regarding a skid car safety training program. Mary Jo Cady moved that the Pool develop a skid car training program. The motion was seconded by Carl Hemenway and approved.

DISCUSSION AND ACTION:

Bylaws Review: No changes to the Bylaws were made. Instead, Vyrle Hill moved to expand the size of the Executive Committee from 7 to 9 members, and to elect new committee members at the Annual Meeting. The motion was seconded by David Carey and approved with one dissent.

Joint Self-Insurance Liability Policy: After discussion, Ray Isaacson moved to offer the same liability coverage next year as currently enjoyed, and to refer the revised form of the policy document (incorporating all but one of the endorsements into the body of the policy) to the Executive Committee for final approval.

Coopers & Lybrand Service Agreements: Dick Brown moved to approve the actuarial and claims audit services agreements with Coopers & Lybrand as presented, and to accept the claims audit report dated March 19, 1996. The motion was seconded by Vyrle Hill and approved.

Washington Counties Insurance Fund Service Agreement: Deborah Broughton moved to approve the service agreement with the WCIF, and to refer the contract to the Executive Committee for further work to that part of paragraph 2 regarding reimbursement for the Executive Director's salary and benefits. The motion was seconded by Dick Dixon and approved with one dissent.

WSAC Service Contract: Neva Corkrum moved to approve the service contract with the WSAC. The motion was seconded by David Carey and approved.

New Claims Staff Person: Dave Goldsmith moved to approve a new claims staff person and set the salary at \$33,576. The motion was seconded and approved.

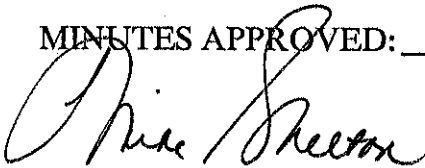
OTHER BUSINESS:

Future Board Meetings:

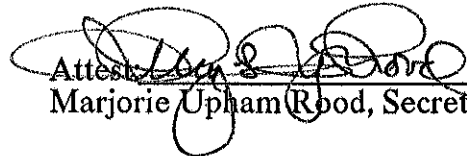
Board Summer Workshop -- Thursday, July 11, 1996 at 1:30 p.m. and
Board Annual Meeting -- Friday, July 12, 1996 at 8:30 a.m.
Enzian Motor Inn, Leavenworth

The meeting was adjourned at 2:39 p.m.

MINUTES APPROVED: _____



Mike Shelton, President
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Attest: 
Marjorie Upham Rood, Secretary