

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

MINUTES

**8:00 a.m. Thursday, April 22, 1999
Doubletree Inn at Southcenter, Tukwila**

ATTENDANCE:

President – Mary Jo Cady, Mason County Commissioner
Secretary/Treasurer – R.S. Zirkle, Yakima County Chief Deputy Prosecuting Attorney
Executive Committee –
 Marilyn Breckel, Skamania County Administrative Services Manager
 David Goldsmith, Jefferson County Deputy Director of Public Services
 Steve M. Lowe, Franklin County Prosecuting Attorney
 Mike Shelton, Island County Commissioner
 Melina Wenner, Benton County Risk Manager
 Judy Wilson, Thurston County Commissioner
Adams County – Leon Long, Public Works Director – Alternate
Clallam County – Marge Upham, Director of Risk Management – Director
 Toni Gilbert, Safety/Training Specialist
Columbia County – Chuck Reeves, County Commissioner – Director
Cowlitz County – Frank A. Bishop, Budget Director – Director
 Clyde W. Carpenter, Risk Manger – Alternate
Franklin County – Neva J. Corkrum, County Commissioner – Director
Grays Harbor County – Rose Elway, Director of Management Services – Alternate
 Mary Davis, Deputy Director of Management Services – Alternate
Island County – Betty Kemp, Director of General Services Administration – Alternate
Lewis County – Russ Wigley, County Commissioner – Director
 Tammy Devlin, Risk Manager – Alternate
Mason County – Ione Siegler, Risk Manager – Alternate
Pacific County – Vyrle L. Hill, County Administrative Officer – Director
San Juan County – David L. Zeretzke, Director of Administrative Services – Alternate
Spokane County – Tim Durkin, Sr. Dep. Prosecuting Atty & Interim Risk Manager – Alternate
Whitman County – Richard Brown, Director of Administrative Services – Director

State of Washington – John Nicholson, Office of State Risk Management
Broker – Mike Croke, ARM, Vice President, Willis Corroon of Seattle
Risk Pool Staff – John Crawford, Executive Director
 Alicia Johnson, Claims Manager
 Jay Winter, Programs Manager
 Aileen Boren, Financial Officer

WELCOME and ROLL CALL: The meeting was called to order at 8:10 a.m. by President Mary Jo Cady who welcomed all in attendance and noted that a quorum was present. Garfield County Commissioner Dean D. Burton and Grays Harbor County Commissioner Bob Paylor had

attended the Board Workshop on Wednesday, April 21st, but were not able to attend this meeting because of schedule conflicts. At the Workshop the Risk Management Committee described the proposed details of the Membership Compact and answered questions.

APPROVALS:

Agenda: The agenda was approved as printed.

Minutes: Vyrle Hill moved to approve the minutes of the February 4th Winter Meeting in SeaTac. The motion was seconded by both Russ Wigley and Frank Bishop and approved.

REPORTS:

Executive Committee: The minutes of the March 25th meeting of the Executive Committee were included in the materials.

WSAC Legislative Steering Committee: Judy Wilson reported that the Legislature was scheduled to conclude this week and bills that will impact counties include salmon match money and criminal trial assistance. Russ Wigley observed that there seemed to be more substitute bills and amendments in bills this year and cautioned about legislators adding new matters at the last moment.

Thurston County Withdrawal: Judy Wilson stated that Thurston County directed its broker to continue to market the county to commercial insurance companies. Board members said that the county is welcome to continue with the Pool if it is unable to get pricing and services as anticipated.

Executive Director: John Crawford directed attention to several articles placed at the back of the meeting materials.

Finances: Aileen Boren said that the State Auditor had completed the annual financial audit, and the written report was expected by the end of the month.

Programs: Jay Winter gave a good summary of the training completed to date, including recent IMSA and traffic collision investigation training. He has completed all of his follow-up meetings with counties after the risk review reports.

Claims: Alicia Johnson reported on claims and on the administrative burden of reporting and recording small claims.

Reinsurance: Mike Croke reported that Swiss Re America had satisfactoriily completed its follow-up review of the Pool's claims department.

Member Counties: Members reported on county probation services, false arrests, jails, claims, flooding and construction. Whitman County reported it had settled its case against the county auditor for \$600. The auditor's appeal on her request to the Risk Pool for coverage and defense was denied at the October Board Meeting.

DISCUSSION AND ACTION:

Election of Executive Committee replacement for Dick Dixon: The Board elected San Juan County Auditor Si Stephens to fill the unexpired term of Dick Dixon on the Executive Committee.

State Risk Manager's Operational Audit: Local Government Self-Insurance Program Administrator John Nicholson reported to the Board about his recent review of the Risk Pool. His final report will be distributed when completed.

Finance Committee: Mary Jo Cady reported that the Finance Committee had a joint meeting with the Executive Committee on April 21st to review the size of the Pool's reserves. The Finance Committee will meet again before the Annual Meeting in July.

Risk Management Committee David Goldsmith mentioned that the Membership Compact had been the focus of the Board Workshop on April 21st. He moved to approve the draft compact as proposed. The motion was seconded by Frank Bishop and approved. The Compact will be sent to members for comment with final approval at the Annual Meeting.

Underwriting Committee: Underwriting Committee Co-Chairs Steve Lowe and Marilyn Breckel reported that the committee was recommending a change in the UIM endorsement to reduce the need for three arbitrators down to one. The committee will submit language for approval at the next meeting. The committee is also reviewing the pooling of property insurance.

Records Retention Policy John Crawford said that Claire Thompson and he had met with the State Archives Local Records Committee. With minor clarifications the committee had approved the Risk Pool's draft as submitted. Rose Elway moved to approve the records retention policy. The motion was seconded by Mike Shelton and approved unanimously.

Claims Audit Contract: John Crawford said that the claims audit contract with Pricewaterhouse-Coopers had expired. He recommended an extension of the contract for another two audits with small cost of living increases only. Frank Bishop moved to approve the claims audit contract as proposed. The motion was seconded by Mike Shelton and approved unanimously.

WSAC Retro Contract: Mike Shelton moved to approve a one-year contract to provide administrative services for the WSAC L&I Retro program for a \$15,000 fee. The motion was seconded by Marilyn Breckel and approved unanimously.


OTHER BUSINESS:

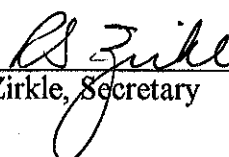
Future Board Meetings:

Summer Annual – Thursday & Friday, July 22-23, 1999 at Enzian Motor Inn, Leavenworth
Autumn – Wednesday and Thursday, October 20-21, 1999 at Cavanaugh's, Yakima

With no further business, the meeting was adjourned at 12:52 p.m.

MINUTES APPROVED: 7 / 23 / 1999


Mary Jo Cady, President
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Attest: 
R.S. Zirkle, Secretary