

WCRP BOARD OF DIRECTORS SPRING MEETING MINUTES

9:00 a.m., March 28, 2008
Red Lion Hotel at the Park, Spokane

ATTENDANCE:

* denotes Executive Committee Member

Adams County: Linda Reimer, Clerk of the Board – Alternate Director
Benton County: Melina Wenner, HR/Risk Manager - Director
Bryan Perry, Safety & Training Coordinator
Chelan County: *Keith Goehner, County Commissioner - Director
Clallam County: *Toni Gilbert – Alternate Director
Clark County: Mark Wilsdon, Risk Manager – Director
Columbia County: Drew Woods, Public Works Director - Director
Cowlitz County: Clyde Carpenter, Risk Manager - Director
Douglas County: *Steve Clem, Prosecuting Attorney/Coroner - Director
Franklin County: *Neva Corkrum, County Commissioner - Director
Garfield County: Dean Burton, County Commissioner - Director
Grays Harbor County: Bob Beerbower, County Commissioner – Director
Anne Sullivan, Risk Manager/ER Services – Alternate Director
Island County: Betty Kemp, General Services Administration Director – Alternate Director
Jefferson County: David Alvarez, Civil Deputy Prosecuting Attorney – Alternate Director
Kitsap County: *Mark Abernathy, Risk Manager - Director
Kittitas County: Alan Crankovich, County Commissioner - Director
Lewis County: F. Lee Grose, County Commissioner – Director
Harry Green, Risk Manager – Alternate Director
Mason County: *not represented*
Okanogan County: Andrew Lampe, County Commissioner - Director
Pacific County: Bryan Harrison, County Administrative Officer - Director
Pend Oreille County: Laura Merrill, County Commissioner - Director
San Juan County: Pete Rose, County Administrator – Director
Skagit County: Billie Kadrmas, HR/Risk Manager – Alternate Director
Skamania County: *Marilyn Butler, Administrative Services Director - Director
Spokane County: Steve Bartel, Risk Manager - Director
Thurston County: *Diane Oberquell, County Commissioner – Director
Tammy Devlin, Risk Manager – Alternate Director
Walla Walla County: *Jay Winter, Personnel/Risk Manager - Director
Whatcom County: *Randy Watts, Chief Civil Deputy Prosecuting Attorney - Director
Yakima County: Ron Zirkle, Prosecuting Attorney – Director
Larry Peterson, Sr Deputy Prosecuting Attorney/Risk Mgr – Alternate Director

Broker Services: Mike Croke, Senior Vice President, Arthur J. Gallagher Risk Mgt Services Inc.
Liz Miser, Vice President, Arthur J. Gallagher Risk Mgt Services Inc.

WCRP Staff: Vyrle Hill, Executive Director
Susan Looker, Claims Manager
David Goldsmith, Member Services Manager
Jill Lowe, Loss Control Coordinator
Kitty Bottemiller, Admin Asst/Events Coordinator

CALL TO ORDER, WELCOME/ROLL CALL and QUORUM: President Keith Goehner called the meeting to order at 9:05 a.m. He welcomed everyone and thanked them for coming. A roll call was conducted, and a quorum validated with 27 of the 28 WCRP member counties responding.

AGENDA: Vyrle Hill announced that State Risk Management representative Shannon Stuber planned to attend but is ill. She now plans to attend the Risk Pool's Summer Meeting in July.

DISCUSSIONS, REPORTS and ACTION ITEMS

1. **Minutes of the November 8-9, 2007, Board Meeting/Autumn Work Session.** Jay Winter moved for approval of the minutes; Lee Grose seconded, and *the motion passed without opposition.*
2. The **Executive Committee Meeting minutes for November 8, 2007, January 17, 2008, and March 5, 2008,** were reviewed. No actions were taken.
3. No report was given; LGSI Program Administrator Shannon Stuber was absent due to illness.
4. Mike Croke reported that he is preparing for the insurance renewal meetings in April, and that the Pool's officers and Executive Director plan to join him and Liz Miser for these meetings. Mike also said he has been conversing with ACE staff about helping defray more loss control program expenses for the Pool through financial contribution.
5. **Standing Committee Reports**
 - a. **Finance:** Vyrle Hill briefly reviewed the Final 2007 and Q1-2008 financial reports. Randy Watts moved for Board acceptance of both reports; Toni Gilbert seconded, and *the motion was approved without opposition.*

Vyrle then reviewed the early Q2-2008 Statement of Net Assets, noting corrections to the earlier-published version: claims reserves should be listed as \$7.63 million instead of \$6.4 million, and corridor reserves as \$833,000 instead of \$2 million. The changes offset, and didn't have any effect on the bottom line, Vyrle said. He also noted that the recent (March 10th) addition of Yakima County to the Washington Counties Property Program bringing total participation to 27 counties.

Vyrle briefly reviewed the elements of the supplemental budget request and their impacts on Total Net Assets. President Goehner noted that the Finance and Executive Committees had reviewed the supplemental budget request and recommended Board approval. Ron Zirkle moved to approve the request as submitted; Pete Rose seconded. After brief discussion surrounding the position being added, *the motion was approved without opposition.*

- b. **Nominating:** President Goehner said Bylaws clarifications are being proposed pertaining to filling Executive Committee (and officer) vacancies. Mark Abernathy moved for approval of the proposed amendments to the Risk Pool's By-laws; Toni Gilbert seconded, and *the motion was approved without opposition.*

President Goehner then said that Steve Bartel was the Nominating Committee's nominee to fill the Executive Committee position left vacant by Leon Long's resignation in late November. Nominations were opened to the floor. Harry Green nominated Mark Wilsdon; the nomination was seconded by Clyde Carpenter. Mark Wilsdon nominated Harry Green; this nomination was seconded by Billie Kadrmass. Hearing no further nominations, President Goehner closed the nominations and designated David Goldsmith and Susan Looker as ballot tellers. Ballots were distributed.

- c. **Personnel:** President Goehner thanked Chair Tammy Devlin and the committee for being available, and mentioned that he may solicit their assistance soon.
- d. **Risk Management:** Chair Steve Bartel reported that the group met the previous day and discussed previous goals/objectives set at last fall's Board meeting, and what type of risk/loss control services may be needed by member counties. Since the fall meeting, committee members have met with AJG staff to determine what services they offer that could help. The committee expects to have for Board review at the Summer Meeting a draft of a questionnaire/survey form to be filled out by member

counties to help determine the extent of exposures and pinpoint needs. He noted the committee is recommending that the Board stay the Annual Self-Assessment for one year and conduct an exposure assessment that will be presented to and acted upon during the Annual Meeting. Drew Woods moved for approval of the recommendation; Lee Grose seconded, and the *motion was approved without opposition*.

- e. **Underwriting:** Co-Chair Marilyn Butler briefly reviewed the previous day's workshop discussion, noting the Executive Committee's recent decision to exclude pre-defense funds for most public records responses. She noted that additionally the group was still working on clearly defining "dams" and "levees" for liability coverage purposes.

David Goldsmith interrupted noting the time (10:05 a.m.), and explained that Gov. Gregoire was signing the amended drivers' abstract legislation into law, a move sought by many Pool member counties.

Discussion resumed on the payment of penalties for claims and lawsuits re: alleged open meetings violations and responses to public records requests. Ron Zirkle and Steve Clem again spoke on the issue's pros and cons. Additional comments were provided by Billie Kadrmas (mixed feelings), Mark Abernathy (exclude), Ron Zirkle (clarifying), Pete Rose (WCIA experience, include), Diane Oberquell (include), Susan Looker (exclude if pre-defense funds are excluded), Larry Peterson and Toni Gilbert (clarifying questions). Steve Clem moved to amend the Joint Self-Insurance Liability Policy coverage form to specifically include coverage for public disclosure (OPMA and PRA) violations; Pete Rose seconded. (NOTE: The intent was to have formal language available for approval during the Annual Meeting.) *The motion passed via a showing of hands following an undeterminable voice vote.*

Executive Committee Election: President Goehner then announced that Steve Bartel was elected to fill the unexpired term on the Executive Committee left vacant by the late November 2007 resignation of Leon Long.

A meeting break was called at 10:36 a.m.; then President Goehner reconvened the meeting at 10:43 a.m.

President Goehner noted the four Executive Committee positions that expire September 30th... his, Toni Gilbert, Diane Oberquell and Rose Elway. Diane announced that she only has 228 days left on her county commissioner term and that she will NOT be seeking reelection to the Executive Committee. Keith encouraged those with an interest in serving on the Executive Committee to express such to him.

Jill Lowe presented county representatives with merit awards recognizing the member counties' employees satisfying the WCRP Membership Compact education requirements. Nine were cited for completing the basic requirements and 16 for completing the advanced requirements. Recipients are Basic: Linda Reimer, Cathy Mulhall, Marge Upham and Toni Gilbert, Butch Low, Billie Kadrmas, Marilyn Butler, and Tammy Devlin; and Advanced: Melina Wenner, Mark Wilsdon, Clyde Carpenter, Ryan Verhulp, Anne Sullivan, Betty Kemp, Mark Abernathy, Harry Green, Ione Siegler (absent), Nan Kallunki, Bryan Harrison, David Zeretzke, Steve Bartel, Jay Winter, Randy Watts, and Larry Peterson. The recipients were given a round of applause.

President Goehner acknowledged and once again thanked the AJG and ACE representatives for arranging and providing the social gathering the previous afternoon to recognize WSU's participation in the NCAA basketball playoffs.

6. **Strategic Plan Revisions:** David Goldsmith presented the proposed updates of the Pool's Strategic Plan, a document that if/when approved, will provide direction for the next several years for the Pool as a whole and a tactical piece for accomplishing the goals/objectives outlined. Diane Oberquell moved to approve the proposal as presented; Lee Grose seconded, and *the motion was approved without opposition*.

David briefly updated the attendees on the drivers' abstract legislation signed today and effective July 1st. He noted that staff will provide information on accessing these records before then.

7. STAFF REPORTS

Claims: Susan Looker noted that her staff is working diligently to close older and smaller cases to reduce the overall number of open claims. She reported on a recent defense verdict received in a federal case involving Jefferson County, the general thrust of which accused the Sheriff's Department of conspiring against and harassing a private citizen. She is also compiling statistics on claims and lawsuits for training that she and Steve Clem will be doing soon for the Washington Association of Prosecuting Attorneys. She also noted that the *Broyles v. Thurston County* appeal will be orally presented before the Court of Appeals April 1st. She hopes to have a result to report at the Summer Meeting. Her staff is also working on two large-loss cases, one on appeal and one which they are attempting to settle. She also said that an ACE claims representative is coming in April to review some Pool claims files.

Loss Control: Jill Lowe gave an update on the *Management/Supervisory* training sessions that has been held in nine counties and involved over 130 member county employees to date. This Pool-sponsored training is the result of interest and financial assistance from ACE. More sessions are scheduled through May, she said. Plans are to conduct *Collision Investigation* training in June, she also said.

Administrative Services: Vyrle Hill reported that the Pool is still waiting for PY-2009 rate-setting exposure information from some member counties. He reminded counties that have not responded to submit their information ASAP so the actuary can use it to calculate the coming year's rates. Vyrle also said the Pool's financial audit has been conducted, and that he will notify all concerned of the results once published. He noted that Jill is working on a list of model policies to post on the Pool's website. He cautioned attendees to drive carefully due to severe-weather predictions for the afternoon.

FUTURE MEETINGS/EVENTS

- **RIMS Conference** (April 27 – May 1, 2008 – San Diego)
- **PRIMA Conference** (June 1-4, 2008 – Anaheim)
- **WCRP Summer Session** (July 30 – August 1, 2008 – Enzian Inn, Leavenworth)
- **AGRIp Governance & Leadership Conference** (October 27-29, 2008 – New Orleans)
- **WCRP Autumn Session** (early November 2008): President Goehner reported that the Executive Committee was recommending the Great Wolf Lodge in Grand Mound (near Centralia) as the site for the Autumn Session. Lee Grose moved to approve the recommendation; the motion was duly seconded, and the *motion was approved without opposition*.

ADJOURNMENT: President Goehner called for other business. None was mentioned. So President Goehner adjourned the meeting at 11:15 a.m.

MINUTES APPROVED this _____ day of _____, 2008.

President

Attest: _____
Secretary/Treasurer