

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE**

MINUTES

**11:00 a.m. Thursday, January 13, 2000
Risk Pool Office, Tumwater**

ATTENDANCE:

President – R. S. Zirkle, Yakima County Chief Deputy Prosecuting Attorney
Secretary/Treasurer – Si A. Stephens, San Juan County Auditor
Executive Committee –
 Marilyn Breckel, Skamania County Administrative Coordinator
 Mary Jo Cady, Mason County Commissioner
 David Goldsmith, Jefferson County Deputy Director of Public Services
 Leon Long, Adams County Public Works Director
 Mike Shelton, Island County Commissioner
 Melina Wenner, Benton County Risk Manager
Broker – Mike Croke, ARM, Senior Vice President, Willis Corroon of Seattle
Risk Pool Staff - John Crawford, Executive Director
 Alicia Johnson, Claims Manager
 Jay Winter, Programs Manager
 Aileen Boren, Finance Officer

WELCOME and ROLL CALL: Secretary/Treasurer Si Stephens called the meeting to order at 11:00 a.m., welcomed all in attendance, noted that Ron Zirkle was driving over the pass in the snow and would be a few minutes late, and announced that a quorum was present.

APPROVAL:

Minutes: Mike Shelton moved to approve the minutes of the December 2nd Meeting in SeaTac. The motion was seconded by Melina Wenner and approved.

Financial Report and Vouchers: Leon Long moved to approve the vouchers. The motion was seconded by Mary Jo Cady and approved.

Broker Services Contract: Mary Jo Cady moved to approve the broker services contract as presented and to authorize the officers to sign it on behalf of the Risk Pool. The motion was seconded by Mike Shelton and approved.

REPORTS, DISCUSSION AND ACTION:

Finance Committee: Mary Jo Cady reported that the state financial audit was performed in December and she attended the exit conference on January 11th. There were no findings in the audit, but a management letter noted weaknesses in the Pool's internal control structure regarding travel credit cards and travel expense reimbursements and that could be improved. Copies of the audited financial report and footnotes, audit summary, and management letter were included in

the meeting materials. After review of draft changes in staff travel procedures, Mike Shelton moved to recommend amending the travel policy to permit a reasonable personal telephone call daily while traveling. The motion was seconded by Mary Jo Cady and approved.

Claims: Alicia Johnson said that she has been engaged during the past few weeks in working out a settlement of our Kitsap occurrences with Discover Re. The two sides are not far apart, and a settlement may be reached soon.

Strategic Planning: David Goldsmith led the committee in reviewing the organizational development process report that Ken Lynn had completed. The committee focused on six strategic management objectives and the key focus points for the year 2000. David will rewrite them for the Winter Board Meeting.

Underwriting Committee: Marilyn Breckel stated that three more counties had waived the UIM coverage in the last month. There are only four counties left with the coverage. Of those four, Whatcom and Spokane Counties have high deductibles that equal or exceed the \$100,000 amount of UIM coverage provided. Chelan and Columbia are the other two that still have the coverage.

Broker: Mike Croke reported that Discover Re Regional Manager Chip Holden visited the Risk Pool this week and is offering a three-year rate stabilization plan with favorable terms. The offer complements our three-year program with Swiss Re. Final details should be available for the Winter Board Meeting. John Crawford is inviting Chip to attend the Spring Board Meeting so that Board members can become reacquainted with him.

Risk Management Committee: David Goldsmith reported that the Risk Management Committee will meet the day before the Winter Board Meeting.

Programs: Jay Winter reported that he surveyed eight member counties to see if they had any Y2K problems and reported that none suffered difficulties. Jay also gave a PowerPoint presentation on key training focus points. The Committee encouraged staff to proceed with implementing the PDRP claims codes.

Technology Plan: John Crawford reported that an Internet site was being developed for enhanced claims reporting.

ADJOURN: With no further business, the meeting was adjourned at 2:31 p.m.

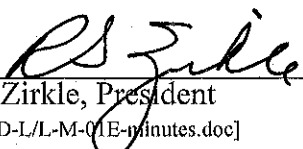
FUTURE EXECUTIVE COMMITTEE MEETINGS:

Thursday, March 16, 2000 at WestCoast Sea-Tac Hotel

Tuesday, June 27, 2000 at Ocean Shores (before WSAC Summer Convention)

Wednesday, October 4, 2000 at Kennewick (during WACO Annual Conference)

MINUTES APPROVED: 03/16/2000


R. S. Zirkle, President
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Attest: 
Si A. Stephens, Secretary