

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE**

**MINUTES**

**8:00 A.M., Thursday, November 3, 2005  
Marcus Whitman Hotel, Walla Walla**

**ATTENDANCE:**

President – Randy Watts, Whatcom County Chief Civil Deputy Prosecuting Attorney  
Secretary/Treasurer – Steve Clem, Douglas County Prosecuting Attorney

Committee Members –

Keith Goehner, Chelan County Commissioner  
Neva Corkrum, Franklin County Commissioner  
Mike Shelton, Island County Commissioner  
Leon Long, Spokane County Risk Manager/Geiger Corrections Center Director  
Jay Winter, Walla Walla County Human Resources/Risk Manager  
Ron Zirkle, Yakima County Prosecuting Attorney

Risk Pool Staff –

Vyrle Hill, Executive Director  
David Goldsmith, Member Services Manager  
Susan Looker, Claims Manager  
Rich Bodell, Loss Control Specialist  
Sue Colbo, Accounting/Auditing Officer

Others – Marilyn Butler, Skamania County Administrative Services Director (UWC co-chair)

**Welcome and Roll Call:** President Watts called the meeting to order at 8:00 a.m. by welcoming all and noting that a quorum was present and the addition of Voucher Approval Request No. 06-01 expenses to the agenda.

**Minutes:** Steve Clem moved to approve the minutes of the August 26<sup>th</sup> Executive Committee meeting at SeaTac as drafted. The motion was seconded by Leon Long and passed.

**Vouchers:** Ron Zirkle moved to approve Voucher Approval Request No. 05-07, more specifically Administration check numbers 13282 through 13478 totaling \$167,781.84 with transfers in the amount of \$64,793.85, and Claims check numbers 16303 through 16587 totaling \$1,937,965.75. The motion was seconded by Steve Clem and passed. Also, Neva Corkrum moved to approve Voucher Approval Request No. 06-01, more specifically Administration check numbers 13479 through 13540 totaling \$8,106,781.88 with transfers in the amount of \$34,531.80, and Claims check numbers 16588 through 16704 totaling \$396,320.20. The motion was seconded by Keith Goehner. Leon Long asked about the selection and assignment of legal firms. Following a brief discussion, the motion passed.

**Financial Reports:** Ron Zirkle moved to approve the “un-audited” financial reports for July to September 2005 (4<sup>th</sup> Quarter) as prepared and presented. The motion was seconded by Leon Long and passed.

**Claims Management Policy:** The policy drafted by the Executive Director in response to the committee’s earlier directive was reviewed and discussed in conjunction with the revisions and concerns conveyed electronically by Ron Zirkle. Steve Clem moved to recommend approval of the proposed Claims Management Policy with the last phrase of section 1.2 deleted and the replacement language suggested by Ron in section 6.2 repeated accordingly in section 6.3. The motion was seconded by Ron Zirkle and passed.

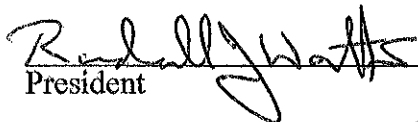
**WCRP Property Sale:** David Goldsmith and Vyrle Hill briefed the committee on the status of the pending sale of the WCRP property (office complex) and the request from WCIF/WCIP to be considered in a co-location option. Following a discussion of the options seemingly available and the time impositions, Steve Clem moved to authorize making a short-term "fully revocable" offer that would "tie up" the balance of the last available building in the first phase of the Mottman Plaza and allow time for addressing the several unresolved issues and concerns. The motion was seconded by Leon Long and passed.

**Upcoming Events:** All were reminded that the next regular session of the Executive Committee will be December 16<sup>th</sup> at the Radisson in SeaTac starting mid-morning and continuing through lunch until mid-afternoon.

Susan Looker reported that Swiss Re (the first-level reinsurance company) expressed concern to her about Okanogan County's claims activity and history. It was agreed that the Board of Okanogan County Commissioners would be asked and encouraged to meet in joint "executive" session with the Executive Committee during its December 16<sup>th</sup> meeting to review the county's open claims files and the concerns and questions from Swiss Re pertaining to those claims, and to discuss claims administration/risk management changes that have or will be instituted to reduce the frequency and/or severity of the county's future claims. The invitation will be extended to the county's legal and risk management staffs as well. A plan of risk-reduction strategies including any WCRP interventions is expected to result.

**Adjournment:** With no further business, President Watts adjourned the meeting at 8:55 a.m.

**MINUTES APPROVED** this 15<sup>th</sup> day of December, 2005.

  
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President

Attest:   
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Secretary/Treasurer