

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE**

**MINUTES**

**9:30 A.M., Thursday, February 17, 2005  
Prime Hotel, SeaTac**

**ATTENDANCE:**

President – Rose Elway, Grays Harbor County Director of Management  
Services/Budget/Insurance

Secretary/Treasurer – Randy Watts, Whatcom County Chief Civil Deputy Prosecuting Attorney  
Committee Members –

Toni Gilbert, Clallam County Safety/Training Specialist

Steven M. Clem, Douglas County Prosecuting Attorney

Neva Corkrum, Franklin County Commissioner

Mike Shelton, Island County Commissioner

Si Stephens, San Juan County Auditor

Leon Long, Spokane County Risk Manager

Jay Winter, Walla Walla County Human Resources / Risk Manager

Ron S. Zirkle, Yakima County Prosecuting Attorney

Broker – Mike Croke, Senior Vice President, Willis Corroon Corporation of Seattle

Risk Pool Staff –

David Goldsmith and Vyrle Hill, Interim Co-Managing Directors

Susan Looker, Claims Manager

Rich Bodell, Loss Control

Others – Jim Wagner, Stafford Frey Cooper (Coverage Counsel)

**WELCOME and ROLL CALL:** President Rose Elway called the meeting to order at 9:30 a.m., and after viewing those present, noted that a quorum was present.

**APPROVAL:**

**Minutes:** Mike Shelton moved to approve the minutes of the November 3<sup>rd</sup> meeting at Ellensburg; the motion was seconded by Ron Zirkle and approved. Steve Clem moved to approve the minutes of the December 15<sup>th</sup> meeting at SeaTac; the motion was seconded by Mike Shelton and approved. Leon Long moved to approve the minutes of the December 28<sup>th</sup> telephonic (conference call) meeting; the motion was seconded by Steve Clem and approved.

**Quarterly Financial Reports:** Steve Clem moved to approve the First Quarter (Year Q – 2004-5) financial and investment reports prepared by Accounting/Auditing Officer Sue Colbo and presented by Vyrle Hill. The motion was seconded by Si Stephens and approved.

**Vouchers:** Si Stephens moved to approve Voucher Approval Request No. 05-02, more specifically Administration check numbers 12694 through 12699 and 12704 through 12860 totaling \$435,434.63 and transfers in the amount of \$7,593.82 and Claims check numbers 15378 through 15601 totaling \$1,027,542.00, subject to management providing the committee with purpose(s) clarification of check numbers 12746, 12796 and 15560. The motion was seconded by Jay Winter and approved.

**Asset Disposition:** Jay Winter moved to approve Disposition of Assets Request No. 01-05 (chairs and phone system). The motion was seconded by Si Stephens and approved.

## ***REPORTS, DISCUSSION and ACTION:***

**Minutes:** The changes to and suggestions with the minutes of the November 4<sup>th</sup> Autumn Board Meeting in the meeting packet were acknowledged.

**Brokers Report:** Mike Croke made note of the scheduled trip (March 9-11) to New York to meet the underwriters and discuss any concerns, upcoming renewal, and possibilities for healthcare programs.

Noting that the optional property insurance is being purchased by seventeen of the WCRP counties, Mike raised the question of whether it was time for the Pool to seriously consider sharing in the property program. Following discussion, Ron Zirkle moved to continue to explore the concept and report at the spring board meeting in April. The motion was seconded by Mike Shelton and carried.

Mike mentioned that he and Vyrle attended the February 10<sup>th</sup> WSAC board meeting to present a joint purchase proposal being explored for insurance for non-profit entities. With price likely being affected by the level of interest and with there being some question as to how much interest really existed, the WSAC board agreed to a) send a letter encouraging counties to distribute a non-binding application form for the non-profits in their communities or that they may be associated with to complete and return, and b) work the administrative management details of the program out with WCRP and with Willis of Seattle, Inc. Mike Shelton moved that the Pool continue to participate in the pursuit of a non-profit/quasi-governmental insurance program in conjunction with Willis and WSAC. The motion was seconded by Leon Long and carried.

**Claims Division Report:** Claims Manager Susan Looker reported that four had applied for the vacant Claims Analyst position, but only one applicant met the minimums. Susan was to contact the qualifying applicant. Compensation afforded our claims personnel was briefly discussed. Management will work the claims compensation concerns with and through the Personnel Committee.

Susan briefed the committee on the PriceWaterhouseCoopers prepared Claims Audit Report dated January 2005. Following discussion, Si Stephens moved to accept the report. The motion was seconded by Neva Corkrum and carried.

Feedback was sought from the committee in reference to the recent revisions to the claims settlement authorization process. Comments received were positive, but further revision is desirable to provide other information needed for decision-making. Steve Clem offered his assistance in responding to this request.

**Executive Session – Claims/Litigation:** Si Stephens made a motion to move the meeting into executive session to discuss litigation/appeals procedures where public discussion would impair the Pool's ability to conduct its business effectively. The motion was seconded by Steve Clem and approved. After dismissing Rich Bodell (*not essential to the matters being discussed*), the chair conducted the meeting between 11:06 and 11:56 a.m. in executive session in accordance with RCW 48.62.101.

**WSAC Insurances and the Finance, Personnel, Risk Management and Underwriting Standing Committees:** No reports for this meeting.

**Loss Control Report:** Rich Bodell presented the Programs Work Plan for 2005, and acknowledged the guidance and assistance of Risk Management Committee co-Chairs Tammy Devlin and Dave Zeretzke.

Rich and David presented the RiskMaster Policy proposal. Following a brief discussion and two suggested corrections (typos), Mike Shelton moved to recommend the proposed policy for board approval. The motion was seconded by Ron Zirkle and carried.

Rich briefed the committee the Certified Public Official (CPO) program plans and the changes that are anticipated with the administration of the program being transferred from WSAC to Washington State University.

**Executive Director Recruitment:** Ron Zirkle reported that fourteen applications were received for the vacant executive director position and an offer from the present co-managing directors to continue if desired. He noted that the screening committee Rose appointed consisting of Rose, Randy, Steve, Mike, and himself had reviewed the applications with input and assistance from Mike Croke, Susan Looker, and David Goldsmith. **Executive Session – Personnel:** After dismissing all those present that were not members of the Executive Committee (*not essential to the matters being discussed*), the chair conducted the meeting between 12:55 and 1:45 p.m. in executive session in accordance with RCW 48.62.110. Following return to open session, procedural items were discussed. Ron Zirkle moved to proceed by interviewing the four the candidates that had been selected, and to seek clarification and/or detail from David and Vyrle regarding their offer to extend their interim relationship. The motion was seconded by Steve Clem and carried. Steve Clem moved to pay the interviewees' reasonable travel (and lodging) expenses. The motion was seconded by Mike Shelton and carried.

**Consulting Management's Report:** David and Vyrle presented various amendments to the WCRP Personnel Policy along with the revised job descriptions. The items were referred to the Personnel Committee, and action is anticipated during the upcoming Spring Board Meeting.

**WCRP Building:** David noted that Kitty Wallace still seemed interested in WCIF/WCIP co-locating with WCRP if things could be worked out. Rough remodeling cost estimates are at least \$150,000 since several significant maintenance items that have been deferred need to be addressed. An (unofficial) appraisal has placed the property value at nearly \$800,000. After discussion of several ideas, Si Stephens moved to direct the co-managing to provide a facility development plan for the next meeting. The motion was seconded by Mike Shelton and carried.

**Financial Management:** Rose was authorized and directed to sign the Bank of America forms for Authorization/Delegation for Treasury Services needed in part for payroll direct depositing. Vyrle informed the Committee that the 2004 financials had been restated to comply with GASB 34 and would soon be forwarded to the State Auditor's Office for auditing. He also briefed the Committee on the SAO exit conference and the minor concerns in the Accountability Audit.

**Other Business:** Returning to the litigation management concern in the recent Claims Audit, staff was directed to prepare a letter and send it to all member county prosecuting attorneys informing them of our expectations that the procedures in the litigation management guidelines need to be followed in a timely and consistent fashion.

**Future Meetings:** It was agreed that the Committee would meet the evening of April 13<sup>th</sup> in Mt. Vernon to consider the executive director recruitment and any other business needing attention in advance of the Spring Board Meeting the next day. Also, the Committee is scheduled to meet June 30<sup>th</sup> in SeaTac (*location still to be determined*).

With no pressing further business, Rose adjourned the meeting at 2:40 p.m.

MINUTES APPROVED this ~~13<sup>th</sup>~~ day of April.

Joe Clary  
President

Attest: Laura Jay  
Secretary Acting