

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE  
MINUTES**

**7:00 P.M., Thursday, March 30, 2006  
Hilton Boardroom  
Vancouver, Washington**

**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

Toni Gilbert, Clallam County Safety Training Officer

Neva Corkrum, Franklin County Commissioner

Rose Elway, Grays Harbor County Management Services/Budget Director

Mike Shelton, Island County Commissioner

Leon Long, Spokane County Geiger Corrections Center Director/Risk Manager

Diane Oberquell, Thurston County Commissioner

Jay Winter, Walla Walla County Personnel/Risk Manager

Ron Zirkle, Yakima County Prosecuting Attorney

Risk Pool Staff –

Vyrle Hill, Executive Director

Susan Looker, Claims Manager

Rich Bodell, Loss Control Specialist

Others –

Mike Croke, Broker (Willis of Seattle, Inc.)

**Welcome and Roll Call:** President Watts called the meeting to order at 7:01 p.m. and noted that he could visually confirm a quorum was present... no agenda modifications were suggested.

**Minutes:** Rose Elway moved to approve as distributed the minutes of the March 3, 2006 Executive Committee meeting held at the Red Lion in SeaTac, Washington. The motion was seconded by Diane Oberquell and passed.

**Broker's Report:** Mike Croke distributed an agenda and reported on the forthcoming meetings scheduled the second week of April in New York with the Pool's present and prospective underwriters to discuss concerns and next year's insurance program. He noted that Randy Watts, Steve Clem, Mike Shelton, Vyrle Hill and Susan Looker were accompanying him.

**Personnel Committee:** Chair Ron Zirkle noted that the Executive Director had secured two consultant proposals to conduct a compensation survey for the Pool's staff, one from Turner HR Services with cost estimates of \$2-3,000 and one from HR Answers, Inc. with cost estimates of \$5-6,000. Vyrle Hill noted that from his initial research that both firms could perform the compensation survey, that both had at least one similar experience with a Washington-based pool, but that HR Answers, Inc. had considerably more experience overall. Steve Clem moved to allow the Executive Director to agree to the proposal from HR Answers, Inc. subject to the approval of the funding request by the Board of Directors. Rose Elway seconded the motion. The motion passed on a 6 to 5 vote.

**Underwriting Committee:** It was agreed to support Co-chair Steve Clem's suggestion that the report simply be deferred and presented during the Board meeting the next day.

**Claims Report:** Susan Looker reported that she recently spoke with AIG claims representatives about the two claims that were submitted for reimbursement some time ago. She announced that she learned that payment in the Thompson case was being processed, but the Broyles case was still being considered by the coverage unit.

**Executive Session:** Ron Zirkle moved at 7:35 p.m. to enter an "executive session" to review the status of certain claims and lawsuits and to consider settlement options. The motion was seconded by Keith Goehner and passed. All those present were determined to be pertinent to the discussions and allowed to remain. **Steve Clem moved to exit the executive session at 8:13 p.m. The motion was seconded by Toni Gilbert and passed.** Steve Clem moved to support the Claims Manager's increased settlement request in the Jefferson County matter; the motion was seconded by Ron Zirkle and passed. Leon Long moved to support the Claims Manager's increased settlement request in the Pacific County matter; the motion was seconded by Jay Winter and passed. Steve Clem moved to support the Claims Manager's increased settlement request in the Okanogan County matter and the motion was seconded by Neva Corkrum. The motion failed. Mike Shelton moved to support the Claims Manager's settlement request in the Kittitas County matter; the motion was seconded by Toni Gilbert and passed.

**Member Services:** Vyrle Hill reported that the Lewis County Compact compliance audit had been completed. He and Rich Bodell would be presenting the report to the county officials Tuesday, April 4<sup>th</sup>. He also reported that Island and Whatcom Counties' field visits were conducted the week before, one was scheduled, and two were confirming dates. He further reported that it appears 3 to 4 days per county were needed for this effort start-to-finish.

Rich Bodell and Vyrle Hill provided the Committee with updates of the Loss Control and general Member Services Work Plans for the current year, and a more specific update on the pending sale and corresponding purchase of the Pool's headquarters facility.

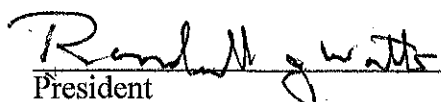
**Executive Director:** Vyrle Hill reported that Mike Shelton and Mike Croke joined him for last week's appointment with Skamania County and Ron Zirkle accompanied Mike Croke and himself for last week's meeting with Franklin County. He reported that Skamania County submitted a letter seeking a month's time extension to consider other insurance options. He also reported that Franklin County presented a letter rescinding the earlier Conditional Notice of Intent to Withdraw. Mike Shelton moved to recommend that the Board of Directors grant Skamania County's extension request and encourage the county to invite the Pool if/when they consider other insurance options. The motion was seconded by Ron Zirkle and passed.

Executive Director Hill presented a supplemental budget proposal addressing the planned exchange of properties and the staffing issues. The proposal requests supplemental appropriations totaling \$719,700, or \$787,200 if the contingency space is acquired solely by WCRP. The appropriations would be split between operating expenses (\$30,000) and capital outlays (\$689,700 to \$757,200). The offsetting available revenues total \$708,285 leaving a deficiency of between \$11,415 and \$78,915. He noted that unexpected and un-appropriated investment income could be used to address the revenue shortfall. Given the committee's feelings that the Pool should acquire the added building space solely, Leon Long moved to recommend that the Board of Directors approve the supplemental budget request totaling \$787,200. The motion was seconded by Toni Gilbert and passed.

**Upcoming Events:** The committee was reminded that the next meeting is scheduled for June 29<sup>th</sup> in SeaTac at 10:00 a.m.

**Adjournment:** With no further business, President Watts adjourned the meeting at 8:57 p.m.

MINUTES APPROVED this 29<sup>th</sup> day of June, 2006.

  
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
Secretary/Treasurer