

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE  
MINUTES**

**10:30 A.M., Thursday, January 31, 2007  
WCRP Headquarters Conference Room  
Tumwater, Washington**

**ATTENDANCE:**

President – Steve Clem, Douglas County Prosecuting Attorney

Secretary/Treasurer – Keith Goehner, Chelan County Commissioner

Executive Committee Members –

Toni Gilbert, Clallam County Safety Training Officer (*Teleconferencing*)

Neva Corkrum, Franklin County Commissioner

Rose Elway, Grays Harbor County Management Services/Budget Director

Mike Shelton, Island County Commissioner

Mark Abernathy, Kitsap County Risk Manager

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

Diane Oberquell, Thurston County Commissioner

Jay Winter, Walla Walla County Personnel/Risk Manager

Randy Watts, Whatcom County Chief Civil Deputy Prosecuting Attorney

Risk Pool Staff –

Vyrle Hill, Executive Director

Susan Looker, Claims Manager

David Goldsmith, Member Services Manager

Jill Lowe, Loss Control Coordinator

Others –

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

Harry Green, Risk Management Committee Chair (Lewis County Risk Manager)

Marilyn Butler, Underwriting Committee Co-chair (Skamania County Administrative Coordinator)

**Welcome and Roll Call:** President Clem called the meeting to order at 10:32 a.m. and noted that he could confirm a quorum of the Executive Committee was present.

**Agenda:** Mike Shelton moved for approval of the circulated agenda with the minutes date changed from October 25 to December 7, 2006 and with the understanding that a recent Thurston County claims issue would be added and discussed during the scheduled executive session. The motion was seconded by Diane Oberquell and passed.

**Minutes:** Leon Long moved for approval of the minutes of the December 7, 2006 Executive Committee meeting held at the Pool's Headquarters Conference Room; Mark Abernathy seconded, and the motion passed.

**Vouchers:** Mike Shelton moved for approval of Voucher Approval Request No. 07-02, more specifically Administration check numbers 14518 through 14583 totaling \$57,988.02 with transfers of \$32,391.08 and Claims check numbers 19011 through 19108 totaling \$738,607.04. The motion was seconded by Diane Oberquell and passed.

**Quarterly Financial Reports:** Rose Elway moved for approval of the first quarter's (October through December 2006) financial reports with authorization for the President to sign; the motion was seconded by Leon Long. Following Executive Director Hill's summary review of the reports' highlights, the motion passed.

**Claims Settlement Authorizations:** Randy Watt moved to confirm Settlement Confirmation Request No. 1.31-2007, more specifically Jennifer Diem v. Mason County, et al. The motion was seconded by Keith Goehner and passed by voice vote.

**Finance Committee:** Chair Mike Shelton announced that his committee would meet with Pool management during March's Spring Session. The purpose of the meeting is to review and further enhance the present "85% confidence factor refunding" language and propose changes through the Executive Committee to the Board of Directors.

**Personnel Committee:** Chair Jay Winter announced that the Arbinger Institute was available to provide training during the Summer Session as discussed during the prior Executive Committee meeting. All present expressed favor in the Institute's 2-day program, and Jay was authorized to confirm this event. Questions were raised about receiving CPO and/or CLE credits. Pool staff will make the related contacts and report their findings at the next meeting.

**Risk Management Committee:** Chair Harry Green reported that the committee was drafting model risk and claims management policies with assistance from Pool staff and planned to circulate amongst the member counties before the Spring Session. He also noted that the committee would attempt to have at least an outline for a multi-year loss control work plan by the next board meeting.

ED Hill introduced new Loss Control Coordinator Jill Lowe to those attending the meeting and noted his first day of employment was January 22<sup>nd</sup>. Jill announced that "Sex & Litigation" focus training sessions were being scheduled in Moses Lake and Tacoma, April 17<sup>th</sup> and 18<sup>th</sup>. She also announced that course reviews and exams for both Introduction to Insurance and Introduction to Claims were being scheduled for May 15-16 in Yakima, and that these precede AWC's Labor Relations Institute scheduled there May 16-18, 2007.

**Underwriting Committee:** Co-chair Marilyn Butler reported that the committee plans to explore other "pooled" coverage options, e.g., Public Officials Bonds and Special Events, and to further examine tail/nose coverage options for new members. She also noted that the committee would also examine several concerns recently raised, i.e., construction management, contracted shooting ranges, and vehicle counting for premiums exposures.

Co-chair Randy Watts reported that he had contacted the Pool's coverage counsel to secure an estimate of not more than \$5,000 to prepare clarifying language to address the construction management coverage concerns discussed in recent meetings. After a brief discussion, Mike Shelton moved for approval of spending up to \$5,000 to purchase coverage counsel services to obtain the desired clarifying construction management coverage language. The motion was seconded by Diane Oberquell and passed.

**Broker's Report:** Willis' Mike Croke reported that three more counties have joined the Washington Counties Property Program – Lewis and Okanogan Counties effective January 1<sup>st</sup> and Columbia County effective February 1<sup>st</sup>. Mr. Croke also reported that Willis' staff would provide some training regarding this program and its required underwriting schedules during the Spring Session. He also reported that he was hoping to arrange an underwriting meeting with Lexington, this program's primary underwriters during the PRIMA Boston trip in June.

### **Staff Reports:**

**Claims Manager** Susan Looker reported that Bob Beaver, the longtime claims account representative from Swiss Re had been removed from the Pool's account. She noted that the new claims representative was scheduling a field audit of the related Pool claims.

Susan then introduced Tammy Cahill, the Pool's new Claims Representative whose first day was January 26<sup>th</sup>.

**Recess:** President Clem recessed the meeting at 11:30 a.m. and reconvened at 11:40 a.m.

Claims Manager Susan Looker reported that the Featherly case had been resolved, and then noted that an executive session would be the appropriate venue for further claims reviews.

**Executive Session:** Randy watts moved to enter an executive session in accordance with RCW 48.62.101 to review and discuss pending claims and litigation/appeals. The motion was seconded by Neva Corkrum and passed by voice vote. Recognizing that public discussion would impair the Pool's ability to conduct its business effectively, President Clem moved the meeting into an estimated 20-minute executive session at 11:45 am to review and discuss the Broyles v. Thurston County appeal, the Hunt Estate v. Whitman County, the Henry Estate v. Thurston County, and the Farah v. Cowlitz County cases, and consider a subrogation action against a private insurer in the Vicwood-Meridian v. Thurston County case.

President Clem excused all those present except for the Executive Committeepersons and Mike Croke, Vyrle Hill and Susan Looker. At 12:05 pm, President Clem directed that those awaiting the conclusion of the executive session be informed that it was running longer than had been expected by about another 20 minutes and resumed the executive session. At 12:29 pm, a motion by Randy Watts and seconded by Diane Oberquell to terminate the executive session and return to the regular meeting passed.

Upon reconvening the regular meeting at 12:30 pm, Mike Shelton moved to effectuate the Hunt Estate claims settlement recommendations that were discussed during the executive session; the motion was seconded by Diane Oberquell and passed by voice vote. Mike Shelton then moved to effectuate the Henry Estate claims settlement recommendations that were discussed during the executive session; that motion was seconded by Randy Watts and passed by voice vote. Then, Randy Watts moved to effectuate the Farah claims settlement recommendations that were discussed during the executive session; this motion was seconded by Neva Corkrum and passed by voice vote. Finally, a motion by Randy Watts and seconded by Neva Corkrum not to pursue any subrogation against Reliance Insurance was passed by voice vote without dissent, but with Mrs. Oberquell abstaining.

**Recess:** President Clem recessed the meeting from 12:36 pm until 1:02 pm for a short lunch.

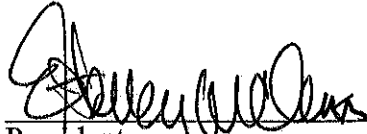
Claims Manager Susan Looker reported that the field work for the PwC biennial claims audit was completed in mid-December; however, the report is not yet available.

Member Services Manager David Goldsmith reported that 10 Membership Compact audits had been completed or were in progress. He also commented upon an Alliant program(s) that might serve the non-profits supporting member counties.

Executive Director Vyrle Hill reminded those present of the new facilities "Open House" being held jointly with the Washington Counties Insurance Fund the next afternoon. ED Hill also mentioned that the Pool had discussed a WCPP proposal unsuccessfully with Benton County. He noted Yakima's March and Walla Walla's October renewals as remaining opportunities for this program with the WCRP members. He also reported that the field work for the annual audit by the State Auditor's Office was complete and that notice of the Exit Conference was expected any time. Finally, Mr. Hill noted that the information for the annual report to the State Risk Manager was being compiled and would be sent in before the late February deadline.

**Adjournment:** With no further business, President Clem adjourned the meeting at 1:30 pm.

MINUTES APPROVED this 29<sup>th</sup> day of March, 2007.

  
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President

Attest:   
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Secretary/Treasurer