

WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE  
MINUTES

6:30 P.M., Thursday, March 29, 2007  
Skamania Lodge  
Stevenson, 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  
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  
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)  
Ryan Verhulp, Franklin County Chief Civil Deputy PA (*Teleconferencing at 7:15 p.m.*)

**Call to Order, Welcome and Roll Call:** President Clem called the meeting to order at 6:33 p.m. and noted that he could visually confirm that a quorum of the Executive Committee was present.

**Agenda:** No changes were requested to the preliminary agenda.

**Minutes:** Rose Elway moved for approval of the minutes of the January 31, 2007 Executive Committee meeting held at the Pool's Headquarters Conference Room; Randy Watts seconded, and the motion passed without dissent by voice vote.

**Vouchers:** Rose Elway moved for approval of Voucher Approval Request No. 07-03, more specifically Administration check numbers 14584 through 14750 totaling \$244,154.41 with transfers of \$72,883.12 and Claims check numbers 19109 through 19364 totaling \$2,534,329.63; the motion was seconded by Jay Winter. The identity of John Hunter listed in the claims payments was briefly discussed. The motion passed without dissent by voice vote.

**Claims Settlement Authorizations:** Randy Watts moved to confirm Settlement Confirmation Request No. 3.29-2007, more specifically Joan Jensen v. Skamania County and Kathleen Phillippi v. Grays Harbor County, et al. The motion was seconded by Toni Gilbert and passed without dissent by voice vote.

**Standing Committees:** President Clem asked the Standing Committee Chairs to be brief and not to repeat any items presented during the afternoon's Board Workshop. Finance Committee Chair Mike Shelton and Personnel Committee Chair Jay Winter passed. Risk Management Committee Chair Harry Green reported that he was contemplating a reward program, or some type of

support, to encourage attendance at the supervisory training being planned. Underwriting Committee Co-chair Randy Watts also passed.

**Broker's Report:** Willis' Mike Croke reported that the annual WCRP marketing process had begun. He noted that he had arranged an underwriting and claims processing review trip to New York/New Jersey April 25-28, 2007 to meet with liability program's re-insurers – joining the broker as the Pool's representatives will be Steve Clem, Mike Shelton and Mark Abernathy along with Vyrle Hill and Susan Looker. Mr. Croke also reported that he was trying to arrange a meeting in conjunction with the PRIMA Conference in Boston in June with Lexington, the property program's principle insurer.

Rose Elway noted that she needed some assistance with the property program; more specifically, valuing property losses for reporting to the assigned claims adjuster(s). Mike Croke replied that the adjuster should be providing the estimates. Mike said that he would look into this matter.

**Staff Reports:**

**Claims Manager** Susan Looker proposed deferring reviews of pending claims/litigation to the executive session being held later in the meeting in conjunction with the coverage determination appeal hearing. She also reported having just received the report of the independent claims audit performed by PricewaterhouseCoopers LLC in December 2006. She asked to have the matter deferred to the next meeting so the audit results could be appropriately reviewed.

**Member Services Manager** David Goldsmith reported having completed 16 Membership Compact compliance field audits. He shared his May-June plans to address the remaining field audits, and his goal to complete this task by the end of the Pool Year.

Mr. Goldsmith again raised the question of coverage for non-profit/quasi-governmental entities that the Pool's member counties do business with. He noted that an invitation to a related training was received from Great American. He also presented two perceived marketing enhancement suggestions: move the property program to a "pooled" program, or at least a more "branded" image; and meet with John Shriner and work out plans that would enable the Pool to serve as the "front" in administering the Diversified Special Events Program.

**Coverage Determination Appeal Hearing:** At 7:15 p.m. Ryan Verhulp, Chief Civil Deputy Prosecuting Attorney (Franklin County), joined the meeting telephonically. President Clem welcomed Mr. Verhulp and opened the hearing regarding Franklin County's appeal of the coverage denial in *Boris and Olga Shved v. Franklin County Juvenile Court, et al.* Mr. Verhulp presented evidence, argument and legal authorities on behalf of Franklin County. He was asked and responded to several related questions from committee members. Executive Director Vyrle Hill and Claims Manager Susan Looker felt it wasn't necessary to repeat the information on behalf of the Pool given Mr. Verhulp's excellent presentation.

President Clem closed the hearing at 7:55 p.m. and noted the matter would be taken under advisement. He excused Mr. Verhulp after thanking him for giving up part of his evening at home with his family. The telephonic connection was terminated.

**Recess:** President Clem then recessed the meeting and reconvened at 8:03 p.m.

**Staff Reports** (continued):

Loss Control Coordinator Jill Lowe briefly reported on her county visitations – she found considerable need for training and most counties were asking for assistance, some with preparing or reviewing their safety programs. Discussion followed. Jill also reported on upcoming

trainings – an east/west Focus Session on *Sex & Litigation*, and in-county/regional sessions on responses (nuts 'n bolts) to requests for public records.

Executive Director Vyrle Hill reported another “clean” audit from the SAO. He also noted that the annual report to the State Risk Manager was filed before the deadline, but no response had been received and would likely not be available for some time given the SRM Office turnover.

**Executive Session:** Mike Shelton moved to convene in executive session; the motion was seconded by Diane Oberquell and passed without dissent by voice vote. Recognizing that public discussion would impair the Pool's ability to conduct its business effectively, and acting in accordance with the WCRP Bylaws and RCW 48.62.101, President Clem excused all those present except for the Executive Committee members and Mike Croke, Vyrle Hill and Susan Looker and moved the meeting into an estimated 45-minute executive session at 8:33 p.m. to (1) review and discuss the status of pending claims and litigations, (2) discuss the Shved v. Franklin County coverage appeal, and (3) evaluate the performance of the Executive Director.

At 8:39 p.m., following a very brief review and discussion of pending claims and litigations, President Clem excused Susan Looker and Mike Croke. In addition, Neva Corkrum recused herself and left the meeting during the Franklin County appeal discussion.

**Regular Session:** Upon President Clem's reconvening of the regular meeting at 9:05 p.m., Mike Shelton moved to affirm denial of coverage in the appeal from Franklin County as outlined in the letter of February 18, 2007 AND provide defense of the lawsuit pursuant to § 1.B.2 of the coverage document. The motion was seconded by Rose Elway and passed with one dissent, one recused and one absent.


Neva Corkrum returned at 9:08 p.m.

**Executive Session:** Randy Watts moved to convene again in executive session for the performance evaluation; the motion was seconded by Diane Oberquell and passed by voice vote without dissent. President Clem excused Vyrle Hill and moved the meeting into an estimated 15-minute executive session at 9:11 p.m. to evaluate the performance of the Executive Director.

**Regular Session:** President Clem reconvened the regular meeting at 9:34 p.m. and reported that no action would be taken regarding the evaluation; rather, that the matter would be carried forward to the next Executive Committee meeting planned for late May.

**Adjournment:** With no further business, President Clem adjourned the meeting at 9:34 p.m.

MINUTES APPROVED this 31<sup>st</sup> day of May, 2007.

  
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President

Attest:   
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Secretary/Treasurer