

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE  
MINUTES**

**1:00 P.M., Thursday, July 26, 2007**

**Enzian Inn  
Leavenworth, 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

Leon Long, Spokane County Geiger Corrections Ctr. 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

Others –

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

**Call to Order, Welcome and Roll Call:** President Clem called the meeting to order at 1:01 p.m. and noted that he could visually confirm a quorum of the Executive Committee was present.

**Agenda:** Executive Director Hill noted that a Broker of Record discussion was needed. Randy Watts moved for approval of the agenda with the requested discussion added as a business item. The motion was seconded by Mike Shelton and passed by voice vote.

**Minutes:** Mike Shelton moved for approval of the minutes as circulated of the July 12, 2007 Executive Committee meeting held at the Radisson in SeaTac; Neva Corkrum seconded and the motion passed by voice vote.

**Vouchers:** Mike Shelton moved for approval of Voucher Approval Request No. 07-07, more specifically Administration check number 15010 totaling \$500,000.00 with transfers of \$7,456.68, Claims check numbers 19737 through 19783 totaling \$114,808.39, and Combined Account check numbers 1001 through 1076 (administrative) and 25016 through 25076 (claims) totaling \$1,212,435.21 with transfers of \$33,851.72; the motion was seconded by Mark Abernathy and passed without dissent following a brief discussion pertaining to the payments for the Specialty Auto (Spokane County) and Busby (Whatcom County) cases.

**Claims Settlement Authorizations:** Rose Elway moved for approval of Settlement Confirmation No. 7.26-2007, more specifically Kevin Michelsen v. Okanogan County. The motion was seconded by Mark Abernathy and passed by voice vote.

**Broker of Record:** Mike Croke reported that he (and Liz Miser) were planning to soon leave Willis of Seattle, Inc. and asked for a broker of record letter to continue serving the Risk Pool. After briefly discussing broker service concerns and expectations, Leon Long moved to recommend that the Executive Director be authorized to sign a broker of record letter for Mike

Croke. The motion was seconded by Rose Elway. Further discussion followed. Diane Oberquell moved to table this matter to a continued meeting at 8:30 a.m. in the Enzian Inn. The motion to table was seconded by Randy Watts and passed by voice vote without dissent.

**Executive Session:** Rose Elway moved to convene in executive session for examination of a specific claim; the motion was seconded by Diane Oberquell and passed 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 recognized all those present as being pertinent to the discussion and moved the meeting into an estimated 5-minute executive session at 1:30 p.m. to discuss Michelsen v. Okanogan County further.

**Regular Session:** Leon Long moved to reconvene in regular session; the motion was seconded by Rose Elway and passed by voice vote.

Upon President Clem's reconvening the regular meeting at 1:33 p.m., Mike Shelton moved to support the recommendations of the Claims Manager made during the executive session; the motion was seconded by Leon Long and passed by voice vote.

**July 26<sup>th</sup> Adjournment:** President Clem noted that the committee would reconvene Friday morning at 8:30 a.m. and adjourned the meeting at 1:35 p.m.

**Friday, July 27<sup>th</sup>:** President Clem reconvened the Executive Committee meeting at 8:31 a.m. with all those from Thursday's meeting and WCRP Loss Control Coordinator Jill Lowe present.

**Broker of Record:** Mike Croke withdrew his request for a broker of record letter at this time.

Staff then reported that Swiss Re had asked that the Broyles v. Thurston County be re-reported as an earlier-year case. Following a brief discussion of the potential ramifications of such, Rose Elway moved to authorize the Executive Director with guidance and assistance from coverage counsel to pursue resolution of the matters just discussed. The motion was seconded by Randy Watts and passed by voice vote without dissent.

**Resignation:** Mike Shelton reported that he would be resigning his Island County Commissioner position at the end of August to assume the Executive Directorship of the Washington Counties Insurance Fund. He noted that he planned to orally resign from the WCRP Board and his Executive Committee position during the Board meeting as he would no longer be eligible to serve.

Following a brief discussion surrounding the voting options that might be considered, the committee agreed to a plan whereby those with the four highest vote tallies would fill the full terms on the Executive Committee effective October 1<sup>st</sup>, and the person receiving the fifth-highest vote tally would fill Mike Shelton's unexpired term.

**Adjournment:** Diane Oberquell moved for adjournment at 8:49 a.m.; the motion was seconded by Neva Corkrum and passed by voice vote without dissent.

**MINUTES APPROVED** this 30<sup>th</sup> day of August, 2007.



President

Attest:   
Secretary/Treasurer