

WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE

REPORT

Regular Meeting
9:30 a.m., Friday, September 17, 1993
Wyndham Garden Hotel, SeaTac

ATTENDANCE:

President - Vyrle L. Hill, Pacific County Administrative Officer
Secretary/Treasurer - Neva J. Corkrum, Franklin County Commissioner
Clallam County - Marjorie Upham Rood, Director, Department of Personnel/Risk Mgmt
Cowlitz County - Frank Bishop, County Budget Director
Grays Harbor County - Rose Elway, Director, Department of Management Services
Island County - Mike Shelton, County Commissioner
San Juan County - Si Stephens, County Auditor

Executive Director - John Crawford
Training Coordinator - Jay Winter
Administrative Assistant - Aileen Boren

Broker - Mike Croke, Vice President, Willis Corroon of Seattle

WELCOME: The meeting was called to order at 9:32 a.m. by President Vyrle Hill who welcomed all in attendance. The agenda was approved as prepared.

SIGNATURE ITEMS:

Office Lease. John Crawford described the activities of staff in locating a new office and his meeting with the other county associations regarding long term space needs. Frank Bishop moved to approve the proposed lease for space in the old Thurston County Courthouse. The motion was seconded by Marge Rood and approved.

1993-1994 Joint Self-Insurance Liability Policy. The new President and Secretary signed the Declaration pages of the Joint Self-Insurance Liability Policies for the new policy year.

APPROVAL:

Report of August Meeting. Si Stephens moved to approve the report of the August 20th meeting of the Executive Committee. The motion was seconded by Rose Elway and approved.

Financial Report and Vouchers. Aileen Boren reported on finances, including cash, investments and fund balances. Frank Bishop moved to approve the financial report and vouchers. The motion was seconded by Rose Elway and approved.

John Crawford requested the advise of the Executive Committee to start the new fiscal year with \$2.5 million in liquid bank and State Treasurer Local Government Investment Pool (LGIP) accounts, with the balance invested to mature in the year 2000. Neva Corkrum's motion to so advise was seconded by Si Stephens and approved.

Final Premium Spreadsheet and Billings. Aileen Boren reviewed adjustments to the premium spreadsheet and billings because of several reported changes in licensed vehicles and worker hours. Si Stephens moved to accept the final premium spreadsheet and billings. The motion was seconded by Marge Rood and approved.

Whitman County. John Crawford reported the application of Whitman County to join the Risk Pool as of October 1st. Frank Bishop moved to accept the application and premium and fee quotation. The motion was seconded by Rose Elway and approved.

REPORTS:

Executive Committee Training. Marge Rood reported attending a *Drifting into the Future or Stepping With Purpose!* risk retention pool seminar in Colorado last month sponsored by ArmTech and The Joseph Ivy Company. The preconference session on *Quality Begins in the Boardroom* was especially good.

Claims. Since Claims Manager Alicia Johnson was attending a RIMS Seminar on claims, the Committee reviewed her written report about open claims and lawsuits.

Programs. Jay Winter reported about his activities in August and about six upcoming training seminars in September and October on MUTCD work zone safety and signs and markings, and a new tree hazards seminar program by WSU Cooperative Extension and Cowlitz County.

PREPARATION FOR AUTUMN BOARD MEETING:

Insurance. Mike Croke gave an update on the renewals of the voluntary \$5 million excess of \$5 million and fairgrounds/special events programs. Willis Corroon is comparing the excess and Risk Pool policy forms for the new year. The comparisons will be provided in a written report to the Board next month. Mike also described work on extending medical malpractice excess coverage for county health professionals/jails/juvenile detention centers, and voluntary group purchases of property insurance and insurance for underground storage tanks.

Board Policies.

* By acclamation, Executive Committee-elect member Mike Shelton was granted recognition and voting privileges.

* **Risk Management Policy.** Jay Winter discussed a draft proposal amending the Risk Management Policy to include written policy regarding training. Frank Bishop moved that the Executive Committee recommend the changes to the Board. The motion was seconded by Marge Rood and approved.

Jay Winter also reviewed a proposed written statement, purpose, and criteria for the training scholarship fund. Mike Shelton moved to recommend approval of the draft to the Board. The motion was seconded by Frank Bishop and approved.

* **Travel Policy.** Aileen Boren and John Crawford discussed proposed changes in the Travel Policy to incorporate the provisions of House Bill 1510 regarding the use of credit cards. Si Stephens moved to recommend changes in the policy to authorize issuance of charge cards to staff only, and not board members; to prohibit the payment of travel advances; and to redelegate from the President to the Executive Director authorization of Board travel and voucher approval, with the President resolving any disputes. The motion was seconded by Frank Bishop and approved.

* **Investment Policy.** Aileen Boren reported on changes to the Investment Policy to conform with the model investment policy of the Municipal Treasurers' Association of the United States and Canada. Staff will work further on the revisions with possible Board action in January.

Board Multi-Year Work Plan. John Crawford suggested that the Board should work on "benchmarking" pool services and activities by comparing ours with other outstanding pools. The Board would work on "benchmarking" in 1995 and delay work on the Interlocal Agreement and Bylaws until 1996.

Legislative Agenda. John Crawford discussed tort liability reform legislation proposals. Legislative action reports will be placed on the Board agendas for briefing in the Autumn, Winter and Spring Meetings. The Board will need to decide whether to adopt positions on legislative items, and whether to delegate authority to react to fast moving legislative events.

OTHER BUSINESS:

Winter Board Workshop. John Crawford reported the The Joseph Ivy Company could present its *Quality Begins in the Boardroom* seminar at the Winter, 1994 Board Workshop. If there is a question about inclement weather affecting attendance in January, the seminar could be postponed until the Autumn strategic planning workshop.

Vyrle Hill remarked that this was the last meeting that he would chair as President of the Pool. He stated that he had a challenging and enjoyable time as President of the Pool, and thanked everyone for their support and efforts. Vyrle, in turn, was thanked and applauded for his stewardship as President and Chair of the Board of Directors for the past twenty months.


The meeting was adjourned at 1:46 p.m.

RESPECTFULLY SUBMITTED:



Neva Corkrum, Secretary
FRANK A. BISHOP

APPROVED: 11 / 19 / 93



Vyrle L. Hill, President Neva J. Corkrum
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