

**WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS  
AUTUMN MEETING**

**MINUTES**

**9:30 a.m., Friday, October 20, 1995  
Radisson Hotel, SeaTac**

**ATTENDANCE:**

President - Mike Shelton, Island County Commissioner  
Secretary/Treasurer - Marjorie Upham Rood, Clallam County Dir Personnel/Risk Mgmt  
Executive Committee -

Frank A. Bishop, Cowlitz County Budget Director  
Steve M. Lowe, Franklin County Prosecuting Attorney  
Deborah Broughton, Kitsap County Director of Administrative Services  
Judy Wilson, Thurston County Commissioner  
Richard A. Brown, Whitman County Director of Administrative Services

Benton County - Melina Wenner, Risk Manager - Director  
Grays Harbor County - Dick Dixon, Commissioner - Director  
Rose Elway, Grays Harbor County Director of Management Services - Alternate  
Island County - Betty Kemp, Director of General Services - Alternate  
Jefferson County - David Goldsmith, Deputy Director of Public Services  
Lewis County - Carl Hemenway, County Commissioner - Director  
John Nacht, Risk Manager - Alternate  
Mason County - Mary Jo Cady, County Commissioner - Director  
Spokane County - Claude L. Cox, Risk Manger - Director  
Thurston County - Jeff Watson, Chief Deputy Prosecuting Attorney - Alternate  
Walla Walla County - Lewis Jacky, County Commissioner - Director  
Whatcom County - Randy Watts, Chief Civil Deputy Prosecutor - Alternate

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

Risk Pool Staff - John Crawford, Executive Director  
Alicia Johnson, Claims Manager  
Jay Winter, Training Coordinator  
Aileen Boren, Administrative Assistant

**WELCOME, ROLL CALL AND APPROVAL OF AGENDA:** The meeting was called to order at 9:38 a.m. by President Mike Shelton who welcomed all in attendance.

**APPROVALS:**

Agenda: The agenda was approved as printed.

**Minutes:** Dick Brown moved to approve the minutes of the July 28th Annual Meeting at Leavenworth. The motion was seconded by Judy Wilson and approved.

**REPORTS:**

**Executive Committee:** Frank Bishop reported on the September 15th Meeting of the Executive Committee.

**Executive Director:** John Crawford recognized the service of Grays Harbor County Director of Management Services Rose Elway on the Risk Pool Executive Committee, and presented her with a certificate of appreciation. John also presented Walla Walla County Commissioner Lewis Jacky with a Membership Certificate commemorating that county's admission into the Risk Pool.

**Finances:** Aileen Boren distributed a list of the final costs for purchasing and remodeling the new office building.

**Claims:** Alicia Johnson reported on two large settlements regarding a shooting by a deputy sheriff, and an automobile accident on an icy county road that was not sanded.

**Programs:** Jay Winter passed around a training compilation report for 1994-95. He showed a video and gave a presentation on a skid car training program. There was a show of hands directing staff to go forward with a proposal which separated the training from the WCJTC.

**Personnel / Salary Committee:** Debbie Broughton reported on the work of the Personnel/ Salary Committee since the last meeting.

**DISCUSSION AND ACTION:**

**Personnel:** Steve Lowe moved to revise the Personnel Policy as recommended by the Personnel Committee, with further changes in Section D.2. to use the March CPI, and to change the name in Section C.5. from "Training Coordinator" to "Programs Director." The motion was seconded by Claude Cox and approved.

Dick Dixon moved to accept the secretary's revised job description. The motion was seconded by Frank Bishop and approved.

Dick Brown moved to set staff salaries for the 1995-96 fiscal year as follows:

Executive Director	\$67,745
Accounting Officer	\$38,520
Secretary	\$20,280
Programs Manager	\$47,388
Programs Assistant	\$19,611
Claims Manager	\$52,789
Claims Representative	\$30,096
Claims Clerk	\$18,504

The motion was seconded by Debbie Broughton and approved by unanimous vote. A question about step placement of the secretary was referred to the personnel committee.

**Broker Services Agreement:** Frank Bishop moved to approve the proposed broker services agreement with Willis Corroon. The motion was seconded by Claude Cox and approved unanimously.

**Work Plan:** Mary Jo Cady moved to approve Board Work Plans for 1996 and 1997. The motion was seconded by Dick Dixon and approved.

**Legislative Agenda:** The WSAC will hold its Legislative Conference next month. If voters approve the "takings" initiative/referendum in November, a special meeting of the Pool will probably be called to decide whether to clearly exclude Risk Pool coverage and defense costs in our policy documents.

The Board went into executive session from 12:40 p.m. to 1:22 p.m. to discuss personnel matters.

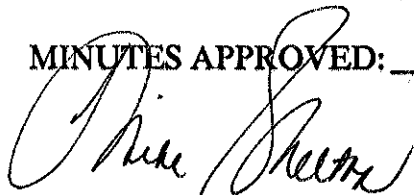
**Washington Counties Insurance Fund Service Agreement:** Debbie Broughton moved not to renew the Service Agreement with the Washington Counties Insurance Fund, but to extend it for 30 to 60 days if requested. The motion was seconded by Judy Wilson and approved with one dissent.

**OTHER BUSINESS:**

**Future Board Meetings:** Debbie Broughton moved to reschedule the Spring Meeting because of a conflict with the WSAC Western District Meeting to Thursday, April 25, 1996. The motion was seconded by Dick Brown and approved. The 1996 Summer Workshop and Annual Meeting will be held at the Enzian Motor Inn in Leavenworth on July 11th and 12th.

The meeting was adjourned at 1:25 p.m.

MINUTES APPROVED: 1 / 18 / 96



Mike Shelton, President  
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Marjorie Upham Rood, Secretary