

**WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS**

**MINUTES**

**Spring Meeting  
9:00 a.m., Friday, April 21, 1995  
Holiday Inn, SeaTac**

**ATTENDANCE:**

**President - Frank A. Bishop, Cowlitz County Budget Director  
Secretary/Treasurer - Mike Shelton, Island County Commissioner  
Executive Committee -**

**Marjorie Upham Rood, Clallam County Dir Personnel/Risk Mgmt  
Rose Elway, Grays Harbor County Director of Management Services  
Judy Wilson, Thurston County Commissioner  
Richard A. Brown, Whitman County Director of Administrative Services**

**Adams County - Bill Wills, County Commissioner - Director  
Benton County - Melina Wenner, Risk Manager - Director  
Cowlitz County - Claire Roney, Budget Analyst - Alternate  
Grays Harbor County - Dick Dixon, County Commissioner - Director  
Island County - Betty Kemp, Director of General Services - Alternate  
Kitsap County - Barbara Razey, Risk Manager - Alternate  
Lewis County - Carl Hemenway, County Commissioner - Director  
John Nacht, Risk Manager - Alternate  
Mason County - Mary Jo Cady, County Commissioner - Director  
Ione Siegler, Director of Administrative Services - Alternate  
Okanogan County - Spence Higby, County Commissioner - Director  
Pacific County - Vyrle Hill, Administrative Officer - Director  
Janet Wilkeson, Risk Manager - Alternate  
San Juan County - Dave Zeretzke, Director of Administrative Services - Alternate  
Skamania County - Marilyn Breckel, Administrative Coordinator - Director  
Thurston County - Jeff Watson, Chief Deputy Prosecuting Attorney - Alternate  
Whatcom County - Randy Watts, Chief Civil Deputy Prosecutor - Alternate  
Whitman County - Cynthia Peterson, Human Resources Coordinator - 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 9:05 a.m. by President Frank A. Bishop who welcomed all. Frank specially welcomed Okanogan County as a new member county, and new representatives Spence

Higby (Okanogan), Claire Roney (Cowlitz), Randy Watts (Whatcom) and Cynthia Peterson (Whitman).

#### **APPROVALS:**

**Agenda:** The agenda was approved as revised.

**Minutes:** Marilyn Breckel moved to approve the minutes of the January 19th Winter Meeting at SeaTac. The motion was seconded by Carl Hemenway and approved.

#### **REPORTS:**

**Executive Committee:** A copy of the March 17th Minutes of the Executive Committee was provided in the file folder.

**Members' Reports:** Members reported about incidents and claims, courthouse security, building projects, growth management, landfills, and safety training.

**Legislative Agenda:** Mike Shelton reported that passage of Initiative 164 will impact the Risk Pool. He also reported the extent of legislative action on growth management, water systems, community networks, and the budget.

**Executive Director:** John Crawford reported on other legislative bills that affect counties. He also said that the administrative services contract with the WCIF is in effect, and he is keeping track of his hours.

**Claims:** Alicia Johnson reported on two lawsuits.

**Finances:** Aileen Boren included a 1994 fourth quarter report in the file folder.

**Programs:** Jay Winter listed recent training sessions and discussed upcoming training. He also had placed training announcements in the file folder.

**Reinsurance:** Mike Croke sketched the reinsurance renewal process that we will follow this year.

#### **DISCUSSION AND ACTION:**

**Liability Policy:** Mary Jo Cady moved to amend the 1994-1995 Joint Self-Insurance Liability Policy: (a) to strike the words "who is reported and declared under the workers' compensation laws of the State of Washington" in section 1 of Endorsement No. 1 regarding Employers' Liability, (b) to strike Exclusion "I" regarding utilities, (c) to use the amended Liability Policy in 1995-1996, and (d) to count and include LEOFF I members starting in the 1995-1996 policy year. The motion was seconded by Marge Rood. Vyrle Hill moved to amend the motion to count and include "active" LEOFF I members (not retirees) starting in the 1995-1996 policy year at the rate of 1,920 hours per active LEOFF I member per year. The amendment was seconded by Dick Dixon and approved unanimously. The amended motion was then also approved unanimously.

**Service Contract:** Dick Dixon moved to approve the service contract with the Washington State Association of Counties L&I Retro Group. The motion was seconded by Bill Wills and approved unanimously.

**Engagement Letter:** Judy Wilson moved to approve the work engagement letter with Coopers & Lybrand but with the professional fees and expenses limited to \$16,000. The motion was seconded by Marilyn Breckel and approved unanimously. There was a discussion about public bid laws and a sense that actuarial services should be bid before next year.

**Loss Control Program Evaluations:** Vyrle Hill moved to support the Executive Committee's recommendations to approve the proposed model general safety policy and to continue work on juvenile and adult corrections loss control safety models. The motion was seconded by Dick Dixon and approved unanimously.

**Supplemental Budget:** Marilyn Breckel moved to approve a supplemental budget of \$552,292 for the purchase of the building, building improvements, moving costs and operational costs. The motion was seconded by Randy Watts and approved unanimously.

**Office Tenant Improvements:** Bill Wills moved to approve office and tenant improvements with a budget of \$50,000, to delegate oversight responsibility to the Executive Committee, and to delegate authority to sign contracts within budget to the Executive Director. The motion was seconded by Mary Jo Cady and approved unanimously.

#### **OTHER BUSINESS:**


**Indexing:** Randy Watts moved to direct staff to study the possibility of using an claims indexing service and report back at the next Board meeting. The motion was seconded by Mary Jo Cady and approved unanimously.


**Future Board Meetings:** The Summer Board Workshop and Annual Meeting will be at the Enzian Motor Inn in Leavenworth. There will be an afternoon workshop on Thursday, July 27, 1995, and a morning Board Annual Meeting on Friday, July 28, 1995.

The Board agreed that generally, except for the Summer Meeting, the Thursday afternoon workshops would be discontinued and there would only be one-day Board meetings in the Autumn, Winter and Spring.

The meeting was adjourned at 11:25 a.m.

MINUTES APPROVED: 07 / 28 / 95

  
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Frank A. Bishop, President  
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Attest:   
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Mike Shelton, Secretary