

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

MINUTES

**9:30 a.m., Thursday, October 23, 1997
DoubleTree Hotel, Yakima**

ATTENDANCE:

President - Dick Dixon, Grays Harbor County Commissioner
Secretary/Treasurer - Mary Jo Cady, Mason County Commissioner
Executive Committee -
Steve M. Lowe, Franklin County Prosecuting Attorney
Mike Shelton, Island County Commissioner
David Goldsmith, Jefferson County Deputy Director of Public Services
Spence Higby, Okanogan County Commissioner
Judy Wilson, Thurston County Commissioner
Ron Zirkle, Yakima County Chief Civil Deputy Prosecutor
Adams County - Leon Long, County Auditor - Alternate
Benton County - Melina Wenner, Risk Manager - Director
Claude Oliver, County Commissioner - Alternate
Cowlitz County - Rick Spangenberg, Risk Manager - Alternate
Franklin County - Neva Corkrum, County Commissioner - Director
Richard Lathim, Sheriff
Garfield County - Vern Emerson, County Commissioner - Director
Grays Harbor County - Rose Elway, Director of Management Services - Alternate
Mary Davis, Deputy Director of Management Services - Alternate
Kitsap County - Barbara Razey, Risk Manager - Alternate
Lewis County - Russ Wigley, County Commissioner - Director
John Nacht, Risk Manager - Alternate
Mason County - Ione Slegler - Budget and Finance Director - Alternate
Pacific County - Vyrle L. Hill, County Administrative Officer - Director
San Juan County - Dave Zeretzke, Director of Administrative Services - Alternate
Spokane County - Claude L. Cox, Risk Manager - Director
Skamania County - Marilyn Breckel, Administrative Coordinator - Director
Walla Walla County - David G. Carey, County Commissioner - Director
Pam Ray, County Commissioner - Alternate
Whitman County - Richard Brown, Director of Administrative Services
Elissa Keim - Washington State University Department of Human Resources
Broker - Mike Croke, Vice President, Willis Corroon of Seattle
Risk Pool Staff - John Crawford, Executive Director
Alicia Johnson, Claims Manager
Jay Winter, Programs Manager
Aileen Boren, Finance Officer

WELCOME and ROLL CALL. The meeting was called to order at 9:34 a.m. by President Dick Dixon who welcomed all in attendance and noted that a quorum was present.

APPROVALS:

Agenda: The agenda was approved as printed, except member county reports will be given during a working lunch.

Minutes: Mike Shelton moved to approve the minutes of the July 17th Annual Meeting in Leavenworth. The motion was seconded by Spence Higby and was approved.

REPORTS:

Executive Committee: The minutes of the September 18th meeting of the Executive Committee were included in the meeting materials.

Member Counties: Rick Spangenberg reported on the Cowlitz/Grays Harbor/Pacific/Skamania Counties Skid Car consortium. The platform arrived from Sweden, was assembled last month, and attached to a Chevrolet Caprice. The first training program has now been given, and it is working well. Claude Cox reported that the Spokane County Commissioners have given approval to use the ORV parking lot, and two skid cars may be ordered because of the anticipated level of use.

Ron Zirkle described Yakima County practices in handling personnel issues. Yakima County has a central personnel office, and written personnel policies that the commissioners and elected officials have agreed to.

Mary Davis detailed the Grays Harbor road accident investigation program and distributed copies of report forms used in a typical investigation.

Sheriff Richard Lathim reported on a new Sheriffs' Training Institute that was held at Peninsula College for 2 ½ days in August and focused on personnel practices liability. He also described the legislatively approved increases in Washington State Criminal Justice Training Academy with training hours in various subjects increased from 11 to 18 weeks. Finally, he reported that Franklin County had started monthly meetings with jail managers to discuss problems associated with running small correctional facilities.

Programs: Washington State University Human Resources Training Specialist Elissa Keim described the *WSU Leadership Development Program* and possibility of satellite broadcasting to cooperative extension sites around the state. Registration and materials cost \$135 per enrollee, and with a new digital satellite in a few months, broadcasting costs will be reduced to \$600 per hour.

Willis Corroon Casualty Risk Analysis: Mike Croke reported that reports had been written for Clallam, Island, Mason, Klickitat and Cowlitz Counties, with Grays Harbor County in the process of being written. Thurston, Kitsap and Whatcom Counties will be visited during the balance of the year, and ten large counties are being selected for visits next year.

Underwriting Committee: Claude Cox asked that spending authorization be approved for up to \$5,900 for actuarial services to develop alternative models for retrospective experience rating modifications. A motion was made by Dick Brown to authorize the committee to proceed and approve the spending. The motion was seconded by Dave Zeretzke and approved without dissent.

Risk Management Committee: Claude Cox said that the Risk Management Committee would hold its first meeting at the conclusion of the board meeting.

Executive Director and Claims: John Crawford and Alicia Johnson reported on claims frequency and severity statistics as of year end.

Finances: Aileen Boren reported that total expenditures for 1996-1997 were within budget. All members have paid all of their premiums due, resulting in 95% of premiums collected now and 5% due at the end of January. Average return on our investment portfolio is 5.97%, with the State LGIP paying 5.48% interest.

DISCUSSION AND ACTION:

Claims Administration Policy: Spence Higby moved to approve changes in the claims administration policy recommended by the Executive Committee to include a pre-defense review program. The motion was seconded by Claude Cox and approved without dissent.

Broker Services Contract: Neva Corkrum moved to approve an extension to the broker services contract to coincide with the reinsurance multi-year premium guarantee. The motion was seconded by Claude Cox and approved without dissent.

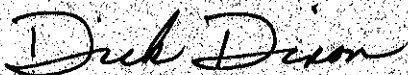
Board Multi-Year Work Plan: Mike Shelton moved to approve the board multi-year work plan, which examines loss control evaluations and compliance during 1999. The motion was seconded by Claude Cox and approved without dissent.

OTHER BUSINESS:

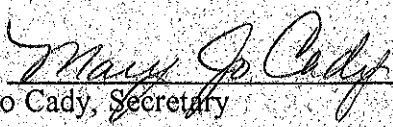
Future Board Meetings: After review by the group, the Chair set the Winter Board Meeting for Thursday, February 5th in SeaTac, the Spring Board Workshop and Meeting for Wednesday and Thursday, April 22-23 in Tukwila, the Summer Workshop and Annual Meeting for Thursday and Friday, July 23-24 in Leavenworth, and the Autumn Board Meeting on October 22nd in Pasco.

With no further business, the meeting was adjourned at 2:16 p.m.

MINUTES APPROVED 2 / 5 / 98



Dick Dixon, President
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Attest: 
Mary Jo Cady, Secretary