

**WASHINGTON COUNTIES RISK POOL
ANNUAL (BOARD OF DIRECTORS) MEETING
MINUTES**

9 a.m., Friday, July 27, 2007
The Enzian Inn, Leavenworth, Washington

ATTENDANCE:

* denotes Executive Committee Member

Adams County: Linda Reimer, Clerk of the Board – Alternate
Benton County: Melina Wenner, HR / Risk Manager – Director
Chelan County: *Keith Goehner, Chelan County Commissioner – Director / Secretary/Treasurer
Clallam County: Marge Upham, HR Director – Director
*Toni Gilbert, Safety/Training Officer – Alternate
Clark County: Mark Wilsdon, new Risk Manager
Columbia County: *not represented*
Cowlitz County: Clyde Carpenter, Risk Manager – Director
Douglas County: *Steve Clem, Douglas County Prosecutor/Coroner – Director / President
Franklin County: *Neva Corkrum, Commissioner – Director
Garfield County: *not represented*
Grays Harbor County: Bob Beerbower, Commissioner – Director
*Rose Elway, Director, Management Services/Budget – Alternate
Island County: *Mike Shelton, Commissioner – Director
Betty Kemp, GSA Director – Alternate
Jefferson County: John Fischbach, County Administrator – Director
Kitsap County: *Mark Abernathy, Risk Manager – Director
Kittitas County: David Bowen, Commissioner – Director
Lewis County: Harry Green, Risk Manager – Alternate
Mason County: Ione Siegler, Budget & Finance Director/Risk Manager – Alternate
Okanogan County: Andrew Lampe, Commissioner – Director
Pacific County: Bryan Harrison, County Administrative Officer – Director
Pend Oreille County: Ken Oliver, Commissioner – Director
San Juan County: David Zeretke, Administrative Services Director – Alternate
Skagit County: Billie Kadmas, HR / Risk Manager – Alternate
Skamania County: Marilyn Butler, Administrative Services Director – Director
Spokane County: *Leon Long, Geiger Ctr. Director / Risk Manager – Director
Steve Bartel, Risk Management Supervisor – Alternate
Thurston County: *Diane Oberquell, Commissioner – Director
Tammy Devlin, Risk Manager - Alternate
Walla Walla County: *Jay Winter, Personnel / Risk Manager – Director
Whatcom County: *Randy Watts, Chief Civil Deputy Prosecutor – Director
Yakima County: Larry Peterson, Senior Civil Deputy Prosecuting Attorney – Alternate

Actuary Services: Craig Scukas, Director, PricewaterhouseCoopers, L.L.P.

Broker Services: Mike Croke, Senior Vice President, Willis of Seattle, Inc.
Liz Miser, Vice President/Marketing Manager, Willis of Seattle, Inc.

Insurer Reps: Rich Vincelette, ACE Public Entity (Philadelphia)
Merle Shapiro, ACE Public Entity (San Francisco)
Steve Marone, AIG Northwest Area (San Francisco)
Leslie Conti, AIG Branch Manager (Seattle)
Bob Penny, AIG Specialty Excess (San Francisco)
Cheri Seminate, NW Risk Specialists / Lexington (Seattle)

WCRP Staff: Vyrle Hill, Executive Director
Sue Colbo, Accounting/Auditing Officer
Susan Looker, Claims Manager
David Goldsmith, Member Services Manager
Jill Lowe, Loss Control Coordinator
Kitty Bottemiller, Events Coordinator / Administrative Assistant

WELCOME & CALL TO ORDER: President Steve Clem called the meeting to order at 9:02 a.m. and conducted a roll call of the member attendees. 25 of the 28 WCRP member counties were represented with Columbia, Garfield and Pend Oreille Counties being absent.

AGENDA: President Clem asked to modify the preliminary agenda by having the nominations following the review of the minutes. The change would allow time to prepare ballots for the elections scheduled later in the meeting. Diane Oberquell moved for approval with the requested adjustment in the order of business. Keith Goehner seconded the motion, and the motion carried by voice vote.

MINUTES: President Clem asked for approval of the minutes from the March 30, 2007 Spring Board Meeting. Leon Long moved to approve the minutes as circulated; Marilyn Butler seconded, and the motion was approved by voice vote.

President Clem then noted that although Board action is not required on Executive Committee meeting minutes, the minutes of the March 29, May 31 and July 12, 2007 Executive Committee meetings were provided in the agenda packet as information and for review. There were no questions or comments.

RESIGNATION: Director Shelton announced his pending resignation as an Island County Commissioner to allow him to assume the executive directorship of the Washington Counties Insurance Fund September 1st. He noted that the resignation would render him ineligible and prevent him from continuing to serve as a WCRP board director. He therefore offered his resignation as a WCRP director and a member of the WCRP executive committee, also effective August 31, 2007. Keith Goehner moved to reluctantly accept Mike Shelton's resignation effective August 31st. Diane Oberquell enthusiastically seconded the motion. Following several emotional comments, the motion carried unanimously by voice vote.

NOMINATIONS: President Clem reported that nominations would be considered for the Executive Committee's four, full-term positions plus the unexpired term that will result from Mike Shelton's resignation. He also reported that the Nominating Committee sought candidates from the entire membership and was recommending the reelection of the persons whose terms were expiring (Neva Corkrum, Rose Elway, Leon Long and Jay Winter). He then opened the floor for Executive Committee nominations. Randy Watts moved to place the names of the four persons being recommended whose terms were expiring into nomination; the motion was seconded by Mark Abernathy and carried by voice vote. Mark Abernathy then moved to nominate Okanogan County Commissioner Lampe; Jay Winter seconded the nomination. Leon Long moved to nominate Skamania County's Marilyn Butler; the motion was seconded by Bryan Harrison. Leon Long then moved to close the nominations for WCRP Executive Committee positions; the motion was seconded by Diane Oberquell and carried by voice vote.

President Clem then reported that the Nominating Committee was recommending Chelan County Commissioner Keith Goehner as the WCRP 2007-08 President. He then called for nominations for WCRP President. Leon Long moved to confirm the recommendation, then to close the nominations and cast a unanimous ballot in favor of Keith Goehner. Diane Oberquell seconded, and the motion passed without dissent by voice vote.

Then President Clem reported that the Nominating Committee was recommending Kitsap County's Mark Abernathy as the WCRP 2007-08 Secretary/Treasurer and called for nominations for WCRP Secretary/Treasurer. Keith Goehner moved to close the nominations for Secretary/Treasurer after recognizing Mark Abernathy and cast a unanimous ballot in favor of Mark. Rose Elway seconded, and the motion passed by voice vote without dissent.

OVERSIGHT & ASSOCIATED REPORTS

State Risk Management Division: New Local Government Self-Insurance Program Administrator Tim Hays was not present so no report was available.

Broker's Report: Willis' Mike Croke briefly reviewed the insurance renewal presentation that they had shared during the prior day's work session. The recommendations included:

- Washington Counties Property Program – Lexington Insurance Company is offering to accept the program's limits in its entirety at a premium of \$2.05 million (plus fees and taxes) based upon Total Insured Values of \$2.096 billion.
- Joint Self-Insurance Liability Program –
 - ACE Public Entity (\$0.4MM x \$0.1MM) is offering to roll the reinsurance agreement over and extend the term from three to four years and include a premium reduction for 2007-08 to \$1.625 million;
 - AIG Specialty Excess (\$4.5MM x \$0.5MM and \$5.0MM x \$5.0MM) is offering to renew these reinsurance agreements for combined premiums of \$2.171 million; and
 - Lexington Insurance Company (\$10.0MM x \$10.0MM and optional \$5.0MM x \$20.0MM) is offering to renew the "following form" excess insurance agreements with no changes in the premiums (\$295,923 plus taxes and fees and \$80,400 for the 2006-07 enrollees plus taxes and fees).

President Clem offered time for Insurer comments. Leslie Conti introduced Cheri Seminate, Bob Penny, Steve Marone and herself as the representatives from AIG and Lexington. Steve Marone provided a short visual presentation about AIG and its position in the worldwide economy and insurance marketplace. Rich Vincelette then introduced Merle Shapiro and himself as the representatives of ACE Public Entity and provided a visual presentation entitled *Challenges, Creativity, Collaboration and Counties*. President Clem thanked the insurer representatives for their services to the Pool and for their hospitality.

Leon Long moved for approval of the proposed insurance programs and the broker's recommendations; the motion was seconded by Diane Oberquell and carried unanimously by voice vote.

Actuary's Report: PricewaterhouseCoopers' Craig Scukas had nothing more to offer to the report he provided during the prior day's work session, and President Clem thanked Mr. Scukas for his most understandable report. The report included projections of a 3.9% overall increase in the 2008 loss rate for the Pool's \$100,000 retention with indicated General Liability rates decreasing 0.4% and Employment Practices Liability and Automobile Liability rates increasing 23.6% and 2.6% respectively. Diane Oberquell moved to confirm the Executive Committee's acceptance of the "Actuarial Review of Loss Rates for Pool Year 2008." The motion was seconded by Randy Watts and passed without dissent by voice vote.

FINANCIAL REPORTS: Executive Director Hill reported that the financial reports for the second quarter of PY2007 were included for informational purposes only as they had been earlier presented to and approved by the Executive Committee. He then presented and highlighted the financial reports for the third quarter of PY2007, noting that Net Assets (Members' Equity) had increased nearly one million dollars year-to-date and more than \$2.5 million in the past year. He also noted that the Assets to Liability Ratio from the State Risk Manager's report had increased to 1.82. Marilyn Butler moved to approve the Q3-2007 Financial Reports and authorize the President's acknowledgement; the motion was seconded by Jay Winter and passed without dissent by voice vote.

RECESS: President Clem recessed the meeting at 10:07 a.m. and reconvened at 10:25 a.m.

EXECUTIVE COMMITTEE ELECTIONS: President Clem distributed ballots to the eligible member representatives with instructions to vote for five of the nominees. It was agreed that the four receiving the most votes would fill the new, 3-year terms while the person receiving the fifth highest number of votes would fill the remainder of Mike Shelton's term following the effective date of his resignation. *Executive*

Committee election results were reported immediately following the below-noted "Deposit Premiums" with Jay Winter, Leon Long, Neva Corkrum and Marilyn Butler elected to the four positions with 3-year terms that commence October 1, 2007 and Rose Elway being elected to the balance of Mike Shelton's position with a term that ends September 30, 2008.

WCRP SERVICE RECOGNITIONS: Executive Director Hill acknowledged several individuals for their exceptional meeting attendance led by Rose Elway, Neva Corkrum, Marilyn Butler, Steve Lowe, Marge Upham, Mike Shelton, Betty Kemp and David Zeretzke. Several other persons were recognized for their tenure (years) with the Washington Counties Risk Pool including Betty Kemp (15), Claire Hauge (10), Leon Long (10), Dean Burton (10), Debra Van Camp (5), and Mark Abernathy (5).

POLICIES & OPERATIONAL ELEMENTS FOR PY2008

Risk Management Certification Requirements: Chair Harry Green presented the Risk Management Committee's proposed clarification of the Pool's Risk Management Certification Requirements. He noted that the proposed addition to the Basic Certification options should read: "*A current licensed property and casualty agent in the State of Washington with a minimum of five (5) years experience.*" Leon Long moved and Clyde Carpenter seconded for approval of the recommended changes; the motion passed by voice vote without dissent.

Joint Self-Insurance Liability Document: Co-chair Marilyn Butler presented the following as the Underwriting Committee's recommended revisions to the Joint Self-Insurance Liability Policy Coverage Form for PY2008:

Paragraph 1.B.2 (Joint Self-Insuring Agreement – Exceptions) – delete and renumber the subsequent subsections of section 1.B

Paragraph 5.B.10 (Exclusions – Employment Relations) – retain without change

Paragraph 5.O (Exclusions – Willful Civil Violations) – modify as follows:

"Willful Civil Violations. Liability arising out of the willful or wanton violation of any civil statute, ordinance or regulation.

Larry Peterson moved for approval of the recommended changes to the Joint Self-Insurance Liability Policy Coverage Form for PY2008; the motion was seconded by Marilyn Butler and passed without dissent by voice vote.

Budget with Operational Work Plan & Staff Salary Schedule: A revision was circulated of the summary page entitled "*Estimates of Revenues and Expenses and Changes in Net Assets*" that incorporated the adjustments and corrections realized with the presentations made during the prior day's work session. Executive Director Hill commented briefly upon the changes that included splitting the Liability Assessments between the standard and optional coverage items; correcting the Optional Liability Assessments estimate to reflect the PY2007 payment; adjusting the estimates for Property Assessments, Reinsurance Premiums and Property Insurance Premiums to coincide with the Willis summary that Mike Croke provided during the prior day's work session; and adjust the appropriate Comments to reflect the Willis summary. Mr. Hill noted that the revised budget estimates now being recommended reflected Operating Revenues totaling \$11,343,216 and Operating Expenses totaling \$11,043,812, including \$1,587,491 for the administrative activities. The net result would be Operating Income of \$299,404, and the end-of-year Net Assets (Member Equities) would increase by \$1,109,724 with the addition of the estimated Non-operating Revenues that total \$810,320.

There weren't any questions or concerns pertaining to the proposed Year T (2007-08) Annual Work Plan. Nor were there any questions concerning the 2007-8 Salary Schedule which was increased across-the-board 2.24% according to the provisions of the WCRP Personnel Policy.

Leon Long moved and Diane Oberquell seconded to adopt the recommended actions for PY2008, i.e., the Budget with Operating Revenues of \$11,343,216 and Operating Expenses of \$11,043,812, and an

administrative element of \$1,587,491; the Year T (2007-08) Annual Work Plan; and the 2007-8 Salary Schedule. The motion passed by voice vote without dissent.

Liability Reinsurance/Excess Insurance & Property Insurance Renewals: *Actions taken earlier as noted above under the Broker's Report.*

Member County Deposit Premiums: A new version of the "Final Budgeted Premium" worksheet prepared by PricewaterhouseCoopers, L.L.P was circulated and addressed the insurance adjustments that the broker shared during the prior day's work session. The original worksheet and its methodology were presented by Craig Scukas during the earlier work session. Larry Peterson moved to adopt the recommended actions that included:

- *Maintain the overall member county PY2008 deposit premium assessments for the regular liability program the same as PY2007;*
- *Utilize the revised PwC deposit premium computation methodology that addresses deductible credits, continuation of the Pool's \$100,000 SIR, the agreed upon reinsurance and excess insurance program that will be purchased, the actuary-computed experience modification factors, and apportionment of the operating (administrative) budget element, etc.;*
- *Set 5:00 p.m. Tuesday, August 28, 2007 as the deadline for the member counties' authorized representatives to notify the WCRP Executive Director in writing of any corrections to their exposure data, their deductible selections, and whether their counties wish to purchase the \$5 million optional layer of insurance coverage being offered;*
- *Require each member county by September 28, 2007 to either pay their PY2008 deposit premium assessment in full, or if lesser 105% of their basic PY2007 deposit premium assessment. Any remaining balance must be paid by January 31, 2008; and*
- *Charge interest on any unpaid deposit premium balances remaining after the applicable deadline at the rate of 8% APR.*

The motion was seconded by Mike Shelton as passed by voice vote.

Jay Winter asked Executive Director Hill if the final worksheets and invoices might be made available earlier than early September. Mr. Hill responded that they could, but only if the reporting deadline was correspondingly moved up. Larry Peterson moved to advance the final submittals by changing the deadline date from August 28th to August 21st. The motion was seconded by John Fischbach and passed by voice vote.

SPECIAL RECOGNITIONS: Executive Director Hill presented Mike Shelton a Certificate of Appreciation for his services to the Washington Counties Risk Pool which included:

- *Serving as the Island County Director continuously from January 1993;*
- *Attending 49 of the 52 Board meetings during his tenure, the first in January 1993;*
- *Elected to five, consecutive 3-year terms on the Executive Committee beginning in October 1993;*
- *Elected WCRP Secretary/Treasurer for PY1995;*
- *Elected WCRP President for PY1996 and again for PY1997; and*
- *Served on the Finance Committee and as Committee Chair for PY2007.*

President-elect Keith Goehner presented WCRP President Steve Clem with a recognition plaque and thanked him for his tremendous leadership during the year. President Clem thanked everyone for the opportunity to serve and the standing committee chairs and members for their exceptional service; then he passed the gavel to President-elect Goehner for the remainder of the meeting.

FUTURE MEETING

President-elect Goehner announced that the Autumn Session would be held in Bremerton November 7-9, 2007. Loss Control Coordinator Jill Lowe replied that the *Risk Management for Public Entities* review and testing would be held at the same location November 5-7, 2007. Mr. Goehner then opened the floor for future meeting suggestions.

Winter/Spring Session: After some discussion, the consensus was to return to Skamania Lodge with Spokane being the backup option.

2008 Summer Session and Annual Meeting: After some discussion about other locations, Bob Beerbower moved to return to Leavenworth but to explore other facility options. The motion was seconded by Harry Green and passed by voice vote.

President Clem called the attendees attention to the fact that the agenda had been completed and it was just 11:10 a.m. He called for other business. With no further business, Randy Watts moved and Larry Peterson seconded to adjourn the meeting at 11:10 a.m. President Clem adjourned the meeting.

MINUTES APPROVED this 9th day of November, 2007.

Keith W. Goehner
President

Attest: [Signature]
Secretary/Treasurer

WCRP Board of Directors
Summer Work Session Notes
1:30 p.m., Thursday, July 26, 2007
The Enzian Inn, Leavenworth, Washington

ATTENDANCE:

* denotes Executive Committee Member

Adams County: Linda Reimer, Clerk of the Board – Alternate
Benton County: Melina Wenner, HR / Risk Manager – Director
Chelan County: *Keith Goehner, Chelan County Commissioner – Director / Secretary/Treasurer
Clallam County: Marge Upham, HR Director – Director
*Toni Gilbert, Safety/Training Officer – Alternate
Clark County: Mark Wilsdon, new Risk Manager
Columbia County: *not represented*
Cowlitz County: Clyde Carpenter, Risk Manager – Director
Douglas County: *Steve Clem, Douglas County Prosecutor/Coroner – Director / President
Franklin County: *Neva Corkrum, Commissioner – Director
Garfield County: *not represented*
Grays Harbor County: Bob Beerbower, Commissioner – Director
*Rose Elway, Director, Management Services/Budget – Alternate
Island County: *Mike Shelton, Commissioner – Director
Betty Kemp, GSA Director – Alternate
Vickie Chambers, Safety / GSA Office Manager
Jefferson County: John Fischbach, County Administrator – Director
Kitsap County: *Mark Abernathy, Risk Manager – Director
Jacquelyn Aufderheide, Sr. Deputy Prosecuting Attorney – Alternate
Kittitas County: David Bowen, Commissioner – Director
Lewis County: F. Lee Grose, Commissioner – Director
Harry Green, Risk Manager – Alternate
Ione Slegler, Budget & Finance Director/Risk Manager – Alternate
Mason County: *not represented*
Okanogan County: *not represented*
Pacific County: Bryan Harrison, County Administrative Officer – Director
Pend Oreille County: Ken Oliver, Commissioner – Director
San Juan County: David Zeretzke, Administrative Services Director – Alternate
Skagit County: Billie Kadmas, HR / Risk Manager – Alternate
Skamania County: Marilyn Butler, Administrative Services Director – Director
Spokane County: *Leon Long, Geiger Ctr. Director / Risk Manager – Director
Steve Bartel, Risk Management Supervisor – Alternate
Thurston County: *Diane Oberquell, Commissioner – Director
Tammy Devlin, Risk Manager - Alternate
Walla Walla County: *Jay Winter, Personnel / Risk Manager – Director
Whatcom County: *Randy Watts, Chief Civil Deputy Prosecutor – Director
Yakima County: Larry Peterson, Senior Civil Deputy Prosecuting Attorney – Alternate

Actuary Services: Craig Scukas, Director, PricewaterhouseCoopers, L.L.P.

Broker Services: Mike Croke, Senior Vice President, Willis of Seattle, Inc.
Liz Miser, Vice President/Marketing Manager, Willis of Seattle, Inc.

WCRP Staff: Vyrle Hill, Executive Director
Sue Colbo, Accounting/Auditing Officer
Susan Looker, Claims Manager
David Goldsmith, Member Services Manager
Jill Lowe, Loss Control Coordinator
Kitty Bottemiller, Events Coordinator / Administrative Assistant

CALL TO ORDER / WELCOME: President Steve Clem called the Board of Directors' work session to order at 1:45 p.m. and welcomed all in attendance.

REPORTS AND RECOMMENDATIONS:

Broker's Report: Willis' Mike Croke and Liz Miser shared a PowerPoint presentation that initially focused upon the 2007-08 renewal of the Washington Counties Property Program. They presented three Washington maps – one highlighting the 25 WCRP member counties that were WCPP participants; one highlighting the 3 WCRP counties that had not subscribed to WCPP; and one highlighting the 8 counties that attention is being directed towards under the Pool's marketing objectives. They then presented their WCPP renewal recommendations to use one carrier, Lexington Insurance Company, for the entire program and a premium of \$2,050,000 (plus taxes and fees) for the Total Insured Values of \$2,095,694,582, or a rate of \$0.0009782.

Mike and Liz then presented their WCRP Joint Self-Insurance Liability Program reinsurance and excess insurance renewal recommendations for 2007-08. They noted that they were successful in negotiating an additional year (from three to four) with ACE for the primary reinsurance layer, and with the \$50,000 loss control support payment. The renewal came with a \$175,000 reduction in the corridor (aggregated annual stop loss) amount for 2007-08 to \$1,825,000, and a slight reduction of \$31,430 in the premium. They announced that AIG offered to renew the second reinsurance layer for a modest premium increase, and to accept the third layer entirely with a sizeable premium decrease... combined, the renewal premium for the second and third reinsurance layers being recommended was lowered \$64,653.

They reported that Lexington Insurance Company had agreed to renew the excess insurance program with no change in the premium for that layer, and then shared a Washington map highlighting the WCRP member counties participating in the "optional" excess insurance layer along with a worksheet reflecting the premiums for those counties not presently participating should they decide to purchase the optional layer of coverage. They concluded their presentation with a chart comparing the expiring programs and their premiums with the renewal program recommendations. The chart demonstrated increased exposures for both property and liability coverage with combined premium reductions of more than \$166,600. Mike responded to a few questions about the program coverage and policy renewals.

Actuary's Report: PricewaterhouseCoopers' Craig Scukas shared an *Intro to Actuarial Analyses* PowerPoint presentation and then briefed the meeting attendees on the rate-setting report his firm prepared and submitted in June. He noted that they projected a 3.9% overall increase in the 2007-08 liability loss rates for the Pool's \$100,000 retention. He also noted that indications were for a decrease of 0.4% in General Liability and increases of 23.6% and 2.6% respectively in Employment Practices Liability and Automobile Liability. He briefly reviewed experience ratings and unbalanced modification factors.

President Clem thanked Craig for his riveting explanation of actuarial processes to an amateur reviewer.

Finance Committee: Chair Shelton deferred to Executive Director Hill to present the committee's reports. Mr. Hill noted that the reports for the 2nd and 3rd Quarters of PY2007 were included in their meeting packets. He then reviewed the 3rd Quarter reports, noting that Net Assets (Members' Equity) had risen to nearly \$5.75 million and that the Assets to Liability Ratio computed for the State Risk Manager was now 1.82.

Mr. Hill presented a summary of 2007 Projections and 2008 Estimates that reflected year-ending Net Assets of \$5.92 million projected for 2007 and \$6.84 million estimated for 2008 along with the proposed PY2008 Budget with the (Staff) Work Plan, administrative budget details, and the (Staff) Salary Schedule. He noted that the budget estimates being recommended reflected Operating Revenues totaling \$11.5 million and Operating Expenses totaling \$11.4 million. The estimates, which included nearly \$1.6 million for administrative activities and a 2.24% COLA that was

computed in accordance with the provisions in the Pool's Personnel Policy, anticipated (net) Operating Income of \$112,870 and Non-operating Revenues totaling \$810,320.

After discussing the proposed 2007-08 budget and activities, Mr. Hill presented the 2007-08 (liability) deposit premium apportionment and payment plans with assistance from Mr. Scukas. They noted that the worksheet(s) had been refined somewhat, but they were based upon the same premises used for distributing the 2006-07 deposit premiums.

Nominating Committee: President Clem noted that the Executive Committee terms of Neva Corkrum, Rose Elway, Leon Long and Jay Winter would expire September 30th and he reported that all four were interested in being elected to another term. He also reported that replacements were needed for President and Secretary-Treasurer. He noted that in keeping with recent practice, Keith Goehner was being nominated for President, and he reported that the Nominating Committee was nominating Mark Abernathy for Secretary-Treasurer.

Personnel Committee: Chair Jay Winter noted that the committee had nothing to report.

Risk Management Committee: Chair Harry Green presented a proposed addition (and formatting changes) to the Pool's Risk Management Certification Requirements. The consensus was to change the additional section to read: "*A current licensed property and casualty agent in the State of Washington with a minimum of five (5) years experience*" after a brief period to wordsmith. Mr. Green also reported that some members had used the model policy recently developed by the committee to assist the counties with establishing or updating their policy (policies) for Claims Management and Risk Management.

Underwriting Committee: Co-chairs Marilyn Butler and Randy Watts briefed the meeting attendees on the proposed refinements to Paragraphs 1.B.2, 5.B.10 and 5.O of the Joint Self-Insurance Liability Program Coverage Form.

Claims Report: Substituting for Claims Manager Susan Looker who was ailing, ED Hill shared a PowerPoint claims (as of 4/12/07) presentation that addressed the frequency, distribution and severity of claims since the establishment of the Pool, as well as average losses and information about large losses.

Trainings Report: Loss Control Coordinator Jill Lowe shared a PowerPoint presentation reflecting the training opportunities recently provided by the Pool. Information on scholarships, RMIS, *Focus* subjects, Safe Driving, and Special Events was included along with the 2007-08 trainings outline and the recent Risk Management Certification course reviews/tests and those who were successful.

Membership Compact Compliance Audits: Member Services Manager David Goldsmith reported that the audits for fifteen member counties were complete and the final reports presented, seven audits were complete but the final reports hadn't yet been presented, two field audits were completed with the reports drafted awaiting review, two field audits completed with reports still to be drafted, reviewed, finalized and presented, and two member counties awaiting field reviews. He mentioned that the objective remained to complete this task by the end of the year.

After the announcement of the plans for and directions to the evening's social and dinner, President Clem adjourned the work session at 4:10 p.m.