

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

Thursday-Friday, November 30 – December 1, 2017  
Union, WA

**Board Members in Attendance**

<b>Name</b>	<b>Appointment</b>	<b>Day 1</b>	<b>Day 2</b>	<b>County</b>
Patricia Phillips	Alternate Director	X	X	Adams
Lexi Wingfield	Director	X	X	Benton
Keith Goehner	Director	X	X	Chelan
Rich Sill	Director	X	X	Clallam
Mike Talbot	Director	X	X	Columbia
Clyde Carpenter	Director	X	X	Cowlitz
Thad Duvall	Alternate Director	X	X	Douglas
Robert Koch *	Director	X	X	Franklin
Robert Johnson	Alternate Director	X	X	Garfield
Joy Carossino	Alternate Director	X	X	Grays Harbor
Jill Johnson *	Director	X	X	Island
Philip Morley	Director	<i>Arrived 2:14pm</i>	X	Jefferson
Chris Horner	Alternate Director	X	X	Kittitas
Paulette Young	Director	X	X	Lewis
Randy Neatherlin	Director	X	X	Mason
Tanya Craig	Director	X	X	Okanogan
Kathy Spoor	Director	X	X	Pacific
Teresa Brooks	Director	X	X	Pend Oreille
Mike Thomas *	Director	X	X	San Juan
Arne Denny	Alternate Director	X	X	Skagit
Adam Kick	Director	X	X	Skamania
Steve Bartel *	Director	X	X	Spokane
Tammy Devlin *	Alternate Director	X	X	Thurston
Jim Duncan	Alternate Director	X	X	Walla Walla
Karen Goens *	Director	X	X	Whatcom
Joe Brusic	Director	X	X	Yakima

\* Denotes Executive Committee Member

**Others in Attendance**

<b>Name</b>	<b>Designation/Title</b>	<b>Day 1</b>	<b>Day 2</b>	<b>County/ Organization</b>
Tammy Sullenger	HR Analyst	X	X	Clallam
Tom Reyes	HR Deputy Director	X	X	Clallam
Jordyn Giulio	Public Records Officer	X	X	Douglas
Elaine Marlow	Risk Director	X	X	Island
Dalton Pence	Chief Civil DPA	X	X	Island
Philip Hunsucker	Civil DPA	X	X	Jefferson
Lisa Young *	HR Director	X		Kittitas
Gary Stamper	Commissioner	X	X	Lewis
Eric Eisenberg	Civil DPA		X	Lewis
Dawn Twiddy	HR Director	X	X	Mason
Lisa Olsen	Commissioner	X	X	Pacific
Spencer Shanholtzer	HR Manger	X	X	Pend Oreille
James Wolf	HR & Risk Manager	X	X	San Juan
Sharon DuBois	Safety & Health	X	<i>Arrived 9:07am</i>	Skagit
Tom Lannen	Commissioner	X	X	Skamania

Debra Van Camp	HR Director	X	X	Skamania
Lauren Williams	Claims Adjuster	X		Spokane
Bud Blake	Commissioner		X	Thurston
Carol Rehnberg	Risk Analyst	X	X	Thurston
Shelly Peters	HR/Risk Manager	X	X	Walla Walla
Cindy Erwin	Paralegal	X	X	Yakima
Liz Miser	Broker	X	X	AJGRMS
Tim Chace	Director of Risk Control		X	AJGRMS
John Chino	Area Senior VP	X		AJGRMS
Darin Puyear	Area President	<i>Arrived 2:12pm</i>		AJGRMS
Andrew Vuong	Underwriter	X		Brit Insurance
Craig Scukas	Client Services Manager	X		PwC
Derek Bryan	Executive Director	X	X	WCRP Staff
Susan Looker	Claims Manager	X	X	WCRP Staff
Sue Colbo	Accounting Officer	X	X	WCRP Staff
Jill Lowe	Loss Control Coordinator	X	X	WCRP Staff
Hanna Braennstroem	Member Programs Specialist	X	X	WCRP Staff
Erin Konrady	Admin & Accounting Specialist	X	X	WCRP Staff
Lisa McMeekin	Claims Analyst	X		WCRP Staff
Cort Campbell	Claims Representative	X		WCRP Staff
Sally King	Claims Assistant	X		WCRP Staff

\* Denotes Executive Committee Member

## DAY ONE

**CALL TO ORDER / WELCOME:** WCRP President, Tammy Devlin, called the Board of Directors' Meeting to order Thursday, November 30, at 2:02 pm. She welcomed all in attendance and confirmed a quorum. Around the room introductions took place.

**AGENDA:** President Devlin asked for a motion to approve the agenda as presented.

Jill Johnson moved to accept the agenda as amended, Bob Johnson seconded; the motion passed.

**MINUTES:** Jill Johnson moved to approve the minutes of the July 21-22, 2017, Board of Directors Meeting, Mike Talbot seconded; the motion passed.

**EXECUTIVE COMMITTEE REPORT:** President Devlin reported on noteworthy activities of the Executive Committee, to include an overview of the Executive Director Performance Evaluation and the Committee's recommendations relative to the continuation of the contract with the current Executive Director.

President Devlin asked for a motion authorizing the WCRP President to enter into an Employment Agreement with Derek Bryan for a two-year term of January 1, 2018 through December 31, 2019 with no change in annual salary, but with an increase in annual leave accrual to a rate of 12 hours per month.

Lisa Young moved to approve the Employment Agreement with Derek Bryan. Tanya Craig seconded; the motion passed.

President Devlin reported that President of Berkley Public Entity Manager, Rich Vincelette, attended the Executive Committee meeting on November 17, 2017. President Devlin shared a summary of his presentation, which noted that the costs, based on both payments made and current reserves, has increased significantly, most notably for the 2012-15 Fiscal Years. President Devlin noted that Mr.

Vincelette expressed Berkley's desire to continue their relationship with the WCRP and that he feels there are opportunities to improve in risk management, claims, and in member engagement. As the trend of claims and torts in WCRP member venues have been changing, Mr. Vincelette suggested that the WCRP evaluate the projected needs of the WCRP based on the new norm of activity. He also suggests that WCRP's Claims Department use Berkley as a resource when processing claims. He further acknowledged the benefit of commitment between the member counties.

President Devlin asked the Board to ratify and affirm the motion passed by the Executive Committee, which tasks the Executive Committee with the development of required Elected Official Training and improving Membership Engagement, the Finance Committee with reviewing appropriate deductible levels, and the Risk Management Committee with continued research of claims over 50% of SIR, to include analysis on the types of claims members are having more recently.

Discussion took place between the members of the Board.

Steve Bartel moved to ratify and affirm the motion, Clyde Carpenter seconded; the motion was ratified and affirmed.

**QUARTERLY AND YEAR-END FINANCIAL REPORT:** WCRP Accounting Officer, Sue Colbo, reviewed the 1<sup>st</sup> Quarter FY2018 (October 1 – December 31) Financials, including the Statement of Revenues and Expenses, the Pool's Net Position and Year-To-Date Expenditures. Mrs. Colbo did note that she is waiting for the reports from GASB 68 before she can produce the final numbers.

Keith Goehner moved to accept the 1<sup>st</sup> Quarter and Year-End Financials as presented, Karen Goens seconded; the motion passed.

**INDEPENDENT ACTUARY REPORT:** Craig Scukas with PricewaterhouseCoopers presented and discussed PwC's preliminary Actuarial Reserve Review for the WCRP, as of year ending September 30, 2017, which also reinforced the discussion presented by the Executive Committee.

Keith Goehner moved to accept the Actuarial Reserve Review as of September 30, 2017, as presented by the WCRP's independent Actuary, PricewaterhouseCoopers. Thad Duvall Seconded; the motion passed.

**CLAIMS REPORT:** WCRP Claims Manager, Susan Looker, provided the Board with an update on current claims activities. Mrs. Looker detailed that the Pool underwent four audits conducted by Berkley Public Entity Managers, which also tied into the report presented by the Executive Committee. She reported to the Board that the Pool is working to replenish the defense council stable by filling the position vacated by the most recent retiree and working on continued training with the claims staff.

**BROKER/PRODUCER Presentation:** Liz Miser and John Chino of Arthur J. Gallagher gave the Board an update on market activity, discussed the various loss control and risk management resources made available.

**President Devlin recessed the meeting at 4:04 pm until December 1, at 8:30 am.**

## **DAY TWO**

**CALL TO ORDER / WELCOME:** WCRP President, Tammy Devlin, reconvened the 2017 Fall Board of Directors Meeting on Friday, December 1, 2017, at 8:32 am. She welcomed all in attendance and confirmed a quorum.

**INVESTMENT COMMITTEE REPORT:** Committee Chair, Mike Thomas, reported on the activities of the Investment Committee, which included a motion passed to increase investments that will be maturing later in December and in the first quarter of 2018.

**PERSONNEL COMMITTEE REPORT:** Committee member, Derek Bryan, reviewed the WCRP 2018 Health Benefits and presented the necessary changes to the WCRP Personnel Policy, which will reflect the recent release of the WACs new sick leave laws, effective January 1, 2018.

Karen Goehner moved and Paulette Young seconded the proposed changes to the WCRP Personnel Policy; The motion passed

**RISK MANAGEMENT COMMITTEE REPORT:** Committee Chair, Rich Sill, provided the Board with a report on activities of the Risk Management Committee, which included the three areas focus for Targeted Risk Management, the CORE360 program, and review of WCRP documents (Membership Compact, Risk Management Certification Requirements, and Risk Management Policy).

**LOSS CONTROL REPORT:** WCRP Loss Control Coordinator, Jill Lowe, provided the Board with an update on Loss Control activities of the WCRP, to include recognition for those who have completed certifications for Advanced Risk Manager and ARM 54. She provided a report for those using Lexipol and the current reimbursements.

**MEMBER PROGRAMS REPORT:** WCRP Member Programs Specialist, Hanna Braennstroem, provided the Board with a review of upcoming training and a report on scholarships.

**EXECUTIVE DIRECTOR REPORT:** WCRP Executive Director, Derek Bryan, thanked the Board for approving his contract and provided a report on administrative activities of the WCRP, to include the status on recruitments for open positions and work to be done for the coming year. He also reviewed the Property Appraisal Project Schedule with the Board.


**UPCOMING MEETINGS AND CONFERENCES:** President Devlin referred the Board to the overview of the upcoming Executive Committee meetings, WCRP Conferences and Board of Directors' meetings, as well as national conferences.

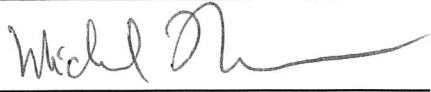
President Devlin asked for a motion to approve the Spring 2019 conference location in Benton County at the Three Rivers Convention Center in Kennewick, WA.

Philip Morley moved and Bob Johnson seconded; the motion passed.

**ADJOURNMENT:** With no further business to conduct, President Devlin adjourned the meeting at 9:32 am.

MINUTES APPROVED this 28<sup>th</sup> day of March, 2018.

  
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
Secretary/Treasurer