

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

Friday, November 30, 2018
Stevenson, WA

Board Members in Attendance

Name	Appointment		County
Amalia Perez	Director	X	Adams
Paul Schut	Director	X	Benton
Cathy Mulhall	Alternate Director	X	Chelan
Rich Sill	Director	X	Clallam
Mike Talbott	Director	X	Columbia
Ronda Hollis	Director	X	Cowlitz
Thad Duvall	Alternate Director	X	Douglas
Robert Koch	Director	X	Franklin
Robert Johnson	Alternate Director	X	Garfield
Vickie Raines *	Director	X	Grays Harbor
Elaine Marlow	Alternate Director	X	Island
Philip Morley	Director	X	Jefferson
Lisa Young *	Director	X	Kittitas
Gary Stamper *	Director	X	Lewis
Randy Neatherlin	Director	X	Mason
Tanya Craig	Director	<i>Left at 11:55am</i>	Okanogan
Kathy Spoor	Director	X	Pacific
Teresa Brooks	Director	X	Pend Oreille
Mike Thomas *	Director	X	San Juan
Jessica Neill Hoyson	Director	X	Skagit
Adam Kick	Director	X	Skamania
Steve Bartel *	Director	X	Spokane
<i>Not Represented</i>			Thurston
James Duncan	Alternate Director	X	Walla Walla
Karen Goens *	Director	X	Whatcom
Joe Brusic *	Director	X	Yakima

* Denotes Executive Committee Member

Others in Attendance

Name	Designation/Title		County/Organization
Patricia Phillips	Risk Manager	X	Adams
Ryan Lukson	Civil DPA	X	Benton
Cindy Dietz	Paralegal/Claims Administrator	X	Chelan
Tom Reyes	HR/Risk Deputy Director	X	Clallam
Tammy Sullenger	HR Analyst	X	Clallam
Dale Slack	DPA	X	Columbia
Axel Swanson	Chief of Staff	X	Cowlitz
Jordyn Giulio	Public Records Officer	X	Douglas
Jennifer Johnson	Chief Civil DPA/Risk Manager	X	Franklin
Shawn Sant	Prosecutor	X	Franklin
Joy Carossino	Safety & Claims	X	Grays Harbor
Philip Hunsucker	Chief Civil DPA	X	Jefferson
Christopher Horner	DPA	X	Kittitas
Wayne Whiton	Risk & Safety Administrator	X	Lewis
Nichole Wilston	Risk & Safety Compliance	X	Mason
Chris Branch	Commissioner	X	Okanogan

Name	Designation/Title		County/Organization
Lisa Olsen	Commissioner	X	Pacific
James Wolf	HR & Risk Manager	<i>Left at 10:45am</i>	San Juan
Donnie LaPlante	Sr. HR/Risk Analyst	<i>Left at 10:45am</i>	Skagit
Debra Van Camp	HR Director	X	Skamania
Tom Lannen	Commissioner	X	Skamania
Carol Rehnberg	Risk Analyst	X	Thurston
Shelly Peters	HR/Risk Manager	X	Walla Walla
George Roche	Civil DPA	X	Whatcom
Cindy Erwin	Paralegal	X	Yakima
Liz Miser	Broker	X	AJGRMS
Julie Hughes	Sr VP & Portfolio Strategist	<i>Left at 10:10am</i>	CAMS
Scott Prickett	Exec VP & Portfolio Strategist	<i>Left at 10:10am</i>	CAMS
Craig Scukas	Client Services Manager	X	PwC
Kevin Wick	Managing Director	X	PwC
Derek Bryan	Executive Director	X	WCRP Staff
Sue Colbo	Accounting Officer	X	WCRP Staff
Jill Lowe	Loss Control Coordinator	X	WCRP Staff
Erin Konrady	Member Programs Specialist	X	WCRP Staff

* Denotes Executive Committee Member

CALL TO ORDER / WELCOME: WCRP President, Steve Bartel, called the Board of Directors' Meeting to order Friday, November 30, at 8:40AM. He welcomed all in attendance and confirmed a quorum. Around the room introductions took place.

AGENDA: Cathy Mulhall moved to accept the agenda as amended, Bob Johnson seconded; the motion passed.

MINUTES: Mike Thomas moved to approve the minutes of the July 19-20, 2018, Board of Directors' Meeting. Vickie Raines seconded; the motion passed.

COMBINED EXECUTIVE COMMITTEE & EXECUTIVE DIRECTOR REPORT: President Bartel reported on noteworthy activities of the Executive Committee, to include providing a statement to the Board as to the recent staffing changes and the work the Executive Committee and Executive Director have done over the past couple of months. Mr. Bartel also thanked the Board for its past and continued patience.

Executive Director Bryan provided an update on staffing, to include the hire of two senior Claims Analyst, and the promotion of the Administrative & Accounting Specialist into the Member Programs role. Discussion took place.

Acting in accordance with RCW 42.30.110(1)(g), to review the performance of a public employee and recognizing that public discussion would impair the Committee's ability to conduct its business effectively, President Bartel asked for a motion to convene into Executive Session.

Shawn Sant moved, and Tanya Craig seconded to enter into Executive Session; the motion passed. President Bartel excused all attendees, except for Directors and Alternates from each county, for 20 minutes starting at 9:13AM, to discuss the performance of a public employee.

At 9:33AM, President Bartel announced a 15 minute extension.

At 9:48AM, President Bartel announced a 30 minute extension.

At 10:18AM, President Bartel announced a 35 minute extension and invited Executive Director Bryan into the Executive Session.

President Bartel reconvened the regular session at 10:53AM and other attendees returned.

Philip Morley moved to express the Board's support of the Executive Director, to include the Director's implementation of policies approved and passed by the Board of Directors and expressing support for the Director's continued efforts in moving the Pool forward and in reducing the WCRP's overall costs. Tanya Craig seconded; the motion passed.

President Bartel recessed the meeting at 11:02AM until 11:15AM.

QUARTERLY FINANCIAL REPORT: Accounting Officer Colbo reported on FY2018 Year-End Financials, which included the Fourth Quarter FY2018 Financials.

Thad Duvall moved, and Mike Talbot seconded to approve the FY2018 4th Quarter financials and Budget Worksheet as presented. The motion passed.

INVESTMENT COMMITTEE REPORT: Committee Chair, Vickie Raines, provided a report from the Investment Committee, to include an overview of the meeting that took place earlier that morning and the motion passed to diversify investments by transferring funds from SCIP to LGIP, where interest rates have been steadily rising.

INDEPENDENT INVESTMENT ADVISOR REPORT: Due to time and travel constraints, Julie Hughes and Scott Prickett, of Chandler Asset Management, had previously left the meeting and were unable to give their report. President Bartel advised the Board to review the materials provided.

INDEPENDENT ACTUARY REPORT: Craig Scukas with PricewaterhouseCoopers presented and discussed PwC's Actuarial Reserve Review for the WCRP, as of year ending September 30, 2018.

CLAIMS REPORT: Executive Director Bryan provided the Board with an update on current claims activities, to include a breakdown on open claims.

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

Ms. Miser reminded the Board that Enquiron has been a service provided to the WCRP for several years and the cost of this has been paid for by our first-layer reinsurer, Berkley Public Entity. As of October 1, 2018, Berkley no longer participates on any reinsurance layers with the WCRP and, as such, Enquiron is no longer available through that partnership.

Enquiron would like to continue to provide this service to the WCRP directly and has provided a proposal/quote to do so. Discussion took place. Lisa Young recommended that no action be taken at this time and suggested that the Risk Management Committee be tasked with looking further into this and other on-line HR resources to, and to determine if an RFP might be necessary.

PERSONNEL COMMITTEE REPORT: Lisa Young, Chair of the Personnel Committee, provided the Board with an overview of the Committee's recommendation to change the WCRP office hours as outlined in the proposed WCRP Personnel Policy. Executive Director Bryan provided additional information and answered questions from the Board.

Mike Talbot moved, and Patty Phillips seconded to approve the change to the WCRP Personnel Policy as presented. The motion passed.

RISK MANAGEMENT COMMITTEE REPORT: Committee Chair, Rich Sill, provided the Board with an update on activities of the WCRP Risk Management Committee, to include a re-cap of the Committee meeting of September 11, 2018. During that meeting, the Risk Management Committee conducted an additional review of the WCRP Risk Management Policy, and the WCRP Risk Manager Certification Requirements, and put forth the proposed changes, also recommended by the Executive Committee.

Mr. Sill also informed the Board that a suggestion was made to change the timeframe for completing the basic certification requirements to the first twelve (12) months instead of the first six months.

Lisa Young moved to approve the changes to the WCRP Risk Management Policy and the WCRP Risk Manager and Claim Administrator Certification Requirements as presented. Vickie Raines seconded. Kathy Spoor suggested a friendly amendment to include changing the timeframe for completing the basic certification to within the first twelve (12) months.

President Bartel asked both Lisa Young and Vickie Raines if they were agreeable to the amendment and both indicated that they were. The motion passed.

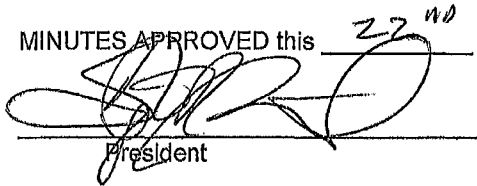
LOSS CONTROL REPORT: WCRP Loss Control Coordinator, Jill Lowe, provided the Board with an update on Loss Control activities of the WCRP.

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

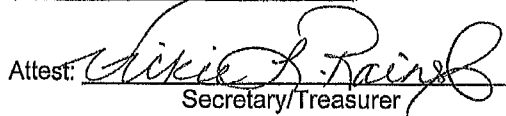
MEETING RECAP: President Bartel lead a discussion to recap the meeting with important takeaways for each Director or Alternate to share with his or her county. President Bartel, continued by stating that he continues to be impressed by the Board's ability to work through challenges and hear everyone's voices.

ADJOURNMENT: With no further business to conduct, President Bartel adjourned the meeting at 12:17PM.

MINUTES APPROVED this 22nd day of MARCH, 2019.



President

Attest: 

Secretary/Treasurer