

**WASHINGTON COUNTIES RISK POOL
BOARD OF DIRECTORS**

MINUTES

**Regular Meeting
8:30 a.m., Friday, October 16, 1992
Doubletree Suites at South Center, Tukwila**

ATTENDANCE:

President - Vyrle L. Hill, Pacific County Administrative Officer
Vice President - Neva J. Corkrum, Franklin County Commissioner
Past President - Claude L. Cox, Spokane County Risk Manager
Treasurer - Dick Dixon, Grays Harbor County Commissioner

Benton County - Steve M. Lowe, Chief Civil Deputy Prosecuting Attorney - Director
Clallam County - Marjorie Upham Rood, Dir of Personnel & Risk Management - Director
Grays Harbor County - Rose Elway, Director, Department of Management Services - Alt.
Mary Davis, Insurance/Risk Management

Island County - Betty J. Kemp, Risk Manager - Alternate
Kitsap County - Debbie Broughton, Dir, Department of Internal Management - Director
Lewis County - John Nacht, Risk Manager - Alternate
Mason County - Laura Porter, County Commissioner - Director
Pacific County - Rosemarie Bay, Asst. Risk Manager - Alternate
San Juan County - David Zeretzke, Risk Manager - Alternate
Thurston County - Jeff Watson, Chief Deputy Prosecuting Attorney - Alternate

Visitors - Mike Croke, Vice President, Willis Corroon of Seattle
Marleen Francis, Account Manager, Willis Corroon of Seattle

Risk Pool Staff - John Crawford, Executive Director
Alicia Johnson, Claims Manager
Aileen Boren, Administrative Assistant

WELCOME: The meeting was called to order at 8:45 a.m. by President Vyrle Hill who welcomed all in attendance. Mike Croke introduced Willis Corroon Account Manager Marleen Francis, who replaced Diana Anderson. Dave Zeretzke was appointed Acting Secretary in Si Stephens' absence. The agenda was approved as written.

APPROVAL OF MINUTES: Marjorie Upham Rood moved to approve the minutes of the July 24, 1992 Summer Meeting at Spokane. The motion was seconded by Dick Dixon and approved.

OFFICERS' REPORTS: There were no questions about the written reports of the August 21st and September 18th meetings of the Officers that had been distributed.

EXECUTIVE DIRECTOR'S REPORT: John Crawford reported that Si Stephens was attending the PRIMA Pool Trustees Seminar in Newport, Rhode Island. John asked Jeff Watson to report on Steve Zimmerman's health condition.

John provided two charts showing how the number of claims filed and Pool payments made on first year activities compare with the actuary forecasts.

John also distributed preliminary financial information showing that fourth year administrative expenses will be within budgeted amounts. He reported that all but three members have already paid their full premiums for the new year.

Packets with the insurance policies for the new year were distributed. Included in the packets were the signed original Risk Pool Joint Self Insurance Liability Policy, and the two Crum & Forster excess policies for general liability and public officials. Also included were two endorsements for each of the four prior years on "bodily injury" and health care services/medical malpractice. Finally, a list of the certificates that had been requested by each county during the past two years was also included in each packet.

A question was asked whether a combined certificate can be provided when minimum insurance amounts that exceed the Pool's limits are requested. Questions were also asked about a following form policy and the excess public officials claims-made policy. Mike Croke said that Crum & Forster may offer an occurrence form for public officials liability in the future, and Willis Corroon is preparing a comparison of Pool and excess insurance coverages for our information.

Aileen Boren distributed copies of videotapes of three speakers at the Summer Risk Management Conference in Spokane. John reported on the safe driving train-the-trainer seminar in September in Vancouver. He also said that four IMSA Work Zone Safety seminars are being co-sponsored in October with CRAB, WSDOT, and two city risk pools.

The September, 1992 News Brief of the Liability Reform Coalition was distributed. Discussion of the LRC ensued with no Board action on a suggestion that the Risk Pool join the LRC. The Executive Director will report at the next Board meeting about liability reform bills submitted to the Legislature in 1993.

DISCUSSION AND ACTION:

Election of Finance Vice President/Treasurer: Nominating Committee Chair Claude Cox reported that the committee had met on September 18th and unanimously agreed to place the name of Grays Harbor County Commissioner Dick Dixon into nomination as the Finance Vice President/Treasurer to fill the unexpired term of Island County Commissioner Dick Caldwell, who resigned because of the time demands created by his run for the State Senate. Laura Porter moved to close the nominations and cast a unanimous vote for Dick Dixon. The motion was seconded by Marjorie Upham Rood and approved.

Claims Administration Policy: After discussion, Jeff Watson moved to amend the Claims Administration Policy as recommended, but with six additional changes in Part B. The motion was seconded by Laura Porter and approved.

Claude Cox asked that the relationship between RCW 36.16.134 and the Risk Pool's Liability Policy and Bylaws be studied. This will be part of the Spring, 1993 agenda of the Board when it works on the Risk Pool's Joint Self-Insurance Liability Policy.

Travel Policy: Dick Dixon moved to amend the Travel Policy as recommended by the Executive Director. The motion was seconded by Marjorie Upham Rood and approved.

Laura Porter moved to extend the monthly travel allowance for the Claims Manager until the new vehicle is acquired. The motion was seconded by Dick Dixon and approved.

Multi-year Work Plan: Claude Cox moved to adopt the Multi-year Work Plan proposed by the Executive Director, with the addition of a Bylaws review at the Winter, 1993 meeting. The motion was seconded by Dick Dixon and approved.

President Vyrle Hill designated a *Bylaws Review Committee* to be Chaired by Executive Vice President Neva Corkrum. Claude Cox, Steve Lowe, Laura Porter and Marjorie Upham Rood were appointed to the committee. Vyrle asked all member counties to review the present Bylaws and submit suggested changes to Neva Corkrum.

Future Meetings: Vyrle and Neva called a joint meeting of the Bylaws Review Committee and the Officers on Thursday, December 3rd at the Wyndham Garden Hotel at SeaTac. Vyrle notified Directors and Alternates that he may schedule a business meeting in mid-afternoon, Thursday, January 21st, rather than a workshop session and he will wait to decide until after the joint meeting on December 3rd and the scheduled December 4th Officers Meeting.

After discussion, the Chair called future meetings as follows:

Thursday, January 21, 1993 and Friday, January 22, 1993 Doubletree Inn, Tukwila	Afternoon Workshop (may be changed by (President to be a business meeting) Board's Annual Meeting
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Thursday, April 22, 1993 and Friday, April 23, 1993 Wyndham Garden Hotel, SeaTac	Afternoon Workshop Board Meeting
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Tuesday, July 13, 1993 and Wednesday, July 14, 1992 Cavanaugh's Inn at the Park, Spokane	Afternoon Workshop Board Meeting
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(5th Annual Summer Risk Management Conference scheduled for Thursday and Friday, July 15th and 16th at Cavanaugh's Inn at the Park, Spokane.)

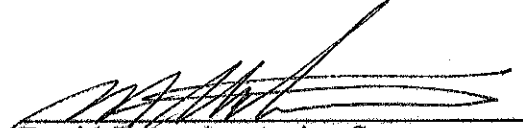
Claude Cox moved that the meeting dates be approved as called. The motion was seconded by Steve Lowe and approved.

Marketing: After a report by John Crawford and Mike Croke and discussion, Claude Cox moved to approve the marketing plan proposed by the Executive Director. The motion was seconded by Marjorie Upham Rood and approved.

Executive Session -- Personnel: The Board went into executive session from 1:15 p.m. until 2:10 p.m. to discuss personnel.


The meeting was adjourned at 2:12 p.m.

RESPECTFULLY SUBMITTED:



David Zéretzke, Acting Secretary

APPROVED: JAN / 22 / 1993



Vyrle L. Hill, President