

**WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS**

**MINUTES**

**Winter Meeting  
9:00 a.m., Friday, January 21, 1994  
Doubletree Inn, Tukwila**

**ATTENDANCE:**

Secretary/Treasurer - Frank A. Bishop, Cowlitz County Budget Director

Adams County - Bill Wills, County Commissioner - Director

Benton County - Steve M. Lowe, Chief Civil Deputy Prosecuting Attorney - Director  
Melina Wenner, Risk Manager

Clallam County - Marjorie Upham Rood, Clallam County Dir of Personnel & Risk Mgmt

Cowlitz County - Jon A. Taylor, County Commissioner

Grays Harbor County - Dick Dixon, County Commissioner - Director

Rose Elway, Grays Harbor County Director of Management Services

Mary Davis, Deputy Director of Management Services - Alternate

Island County - Mike Shelton, Island County Commissioner

Betty J. Kemp, Risk Manager - Alternate

Kitsap County - Deborah Broughton, Director of Administrative Services - Director

Barbara Razey, Risk Manager - Alternate

Klickitat County - Sverre Bakke, County Commissioner - Director

Lewis County - Warren Dahlin, County Commissioner - Director

John Nacht, Risk Manager - Alternate

Mason County - Laura Porter, County Commissioner - Director

San Juan County - Si A. Stephens, San Juan County Auditor

David Zeretzke, Risk Manager - Alternate

Skamania County - Marilyn Breckel, Administrative Coordinator - Alternate

Thurston County - Judy Wilson, County Commissioner - Director

Jeff Watson, Chief Deputy Prosecuting Attorney - Alternate

Whatcom County - Shirley Van Zanten, County Executive - Director

Broker - Mike Croke, Vice President, Willis Corroon of Seattle

Marleen Francis, Account Manager

Risk Pool Staff - John Crawford, Executive Director \*\*\*

Alicia Johnson, Claims Manager

Jay Winter, Training Coordinator

Aileen Boren, Administrative Assistant

**WELCOME, ROLL CALL AND APPROVAL OF AGENDA:** The meeting was called to order at 9:07 a.m. by Acting Chair Frank Bishop who welcomed all in attendance and asked that everyone sign the roll call sheet. Frank noted that fog had caused air travel cancellations yesterday for the Board Workshop held in the morning to inform about action items, and the "Quality Begins in the Boardroom" training seminar held in the afternoon.

The agenda was approved as printed.

**APPROVAL OF MINUTES:** Judy Wilson moved to approve the minutes of the October 22nd Autumn Meeting at SeaTac. The motion was seconded by Mike Shelton and approved.

**NOMINATIONS:** Steve Lowe and Warren Dahlin were nominated to fill the vacancy on the Executive Committee. After the nominations were closed, the election was tabled until later in the meeting.

#### **REPORTS:**

**Member Counties:** Directors and Alternates reported about budgets, building projects, and new staff and programs in their respective counties.

**Executive Committee:** Copies of the November 19th and December 10th meetings of the Executive Committee had been distributed in one of the mailings.

**Executive Director:** John Crawford presented Administrative Assistant Aileen Boren with a 5-year service award.

**Finances:** Aileen Boren distributed copies of the annual audited financial report and quarterly report.

**Claims:** Alicia Johnson gave an overview with aid of graphs of claims types and payments.

**Programs:** Jay Winter provided a recap report on training programs.

**Financial Statement Analysis:** For the third year, Si Stephens provided an analysis of the financial statement using comparison ratios.

#### **DISCUSSION AND ACTION:**

**Special Election:** Steve Lowe was elected to fill the vacancy on the Executive Committee for the term which runs through September, 1995.

**PRIMA Certificate of Recognition:** Judy Wilson moved to accept the PRIMA pooling self-audit report from Si Stephens, and authorize the Executive Committee to sign the evaluation form. The motion was seconded by Dick Dixon and approved unanimously.

**Financial Management Policy:** Si Stephens moved to adopt a Financial Management Policy to include written policy on financial, accounting, and cash management practices, and a revised investment policy. The motion was seconded by Mike Shelton and approved unanimously.

**Risk Management Policy:** Si Stephens moved to amend the Risk Management Policy to include written statements on encouraging contractual transfer of risk, and encouraging professional development of Pool and county staff. The motion was seconded by Laura Porter and approved unanimously.

**Comparison of Pool and excess policies:** Mike Croke distributed a written comparison summary of Pool and excess policies, and answered questions about the comparisons.

**Pool self-insured retention (SIR) layer:** Chair Frank Bishop ruled that the marketing of the Pool excess or reinsurance was an administrative matter and required no Board action at this meeting. The Board will review the alternative options and costs and decide at the Summer Meeting.

**Medical malpractice coverage:** Mike Shelton moved to amend the Pool's Joint Self-Insurance Liability Policy to: (a) remove the current medical malpractice exclusion, (b) add a new endorsement covering medical disciplinary review hearings, (c) make the changes retroactive back to the start of the policy year, (d) charge no additional premiums for the 1993-1994 policy year, and (e) create no new exposure bases for actuarial rates. The motion was seconded by Laura Porter and approved unanimously.

**Property insurance:** The Chair reported that it was not advantageous or timely for the Pool to provide property insurance, but that we would continue to monitor the commercial property insurance market for rate stability.

**Underground storage tanks:** John Crawford reported that Willis Corroon had submitted underground storage tank liability applications to insurance companies and was waiting for the underwriting results.

#### **OTHER BUSINESS:**

**Legislative report:** John Crawford reported about the first weeks' activity of the Legislature.

**Future Meetings:** Future Board workshops and meetings in 1994 are as follows:  
Spring Meeting -- April 21-22 -- Doubletree Inn, Tukwila  
Summer Annual Meeting -- July 19-20 -- Cavanaugh's Inn at the Park, Spokane  
Autumn Meeting -- October 20-21, 1994 -- Holiday Inn, SeaTac

**New Director Orientation:** A suggestion was made to hold a new Director orientation training seminar.

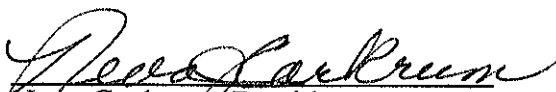
**Marketing:** Alicia Johnson reported on recent marketing efforts to several counties.

**Notice of Intent:** John Crawford was asked about and read aloud Spokane County's notice of intent to preserve its right of withdrawal.

The meeting was adjourned at 11:54 a.m.

RESPECTFULLY SUBMITTED:

APPROVED: 4/22/94

  
Neva Corkrum, President  
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Frank A. Bishop, Secretary