

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

MINUTES

**9:30 a.m., Thursday, February 5, 1998
WestCoast Sea-Tac Hotel, SeaTac**

ATTENDANCE:

President - Dick Dixon, Grays Harbor County Commissioner
Secretary/Treasurer - Mary Jo Cady, Mason County Commissioner
Executive Committee -
Steve M. Lowe, Franklin County Prosecuting Attorney
Mike Shelton, Island County Commissioner
David Goldsmith, Jefferson County Deputy Director of Public Services
Spence Higby, Okanogan County Commissioner
Judy Wilson, Thurston County Commissioner
Adams County - Leon Long, Public Works Director - Alternate
Cowlitz County - Frank A. Bishop, Budget Director - Director
Rick Spangenberg, Risk Manager - Alternate
Garfield County - Vern Emerson, County Commissioner - Director
Grays Harbor County - Rose Elway, Director of Management Services - Alternate
Mary Davis, Deputy Director of Management Services - Alternate
Island County - Betty Kemp, Director of General Services Administration - Alternate
Klickitat County - Lane Smith, County Commissioner - Director
Lewis County - Russ Wigley, County Commissioner - Director
John Nacht, Risk Manager - Alternate
Mason County - Ione Slegler - Budget and Finance Director - Alternate
Pacific County - Vyrle L. Hill, County Administrative Officer - Director
Janet Corey, Risk Manger - Alternate
Skamania County - Marilyn Breckel, Administrative Services Manager - Director
Thurston County - Starleen Parsons, Human Resources Division Manager - Alternate
Walla Walla County - Pam Ray, County Commissioner - Alternate
Whatcom County - Randy Watts, Deputy Prosecuting Attorney - Director
Whitman County - Richard Brown, Director of Administrative Services - Director

John Robertson, Washington State Department of Personnel Assistant Director
Jean Backman, Washington State Department of Personnel Training Specialist
Broker - Mike Croke, Vice President, Willis Corroon of Seattle
Risk Pool Staff - John Crawford, Executive Director
Alicia Johnson, Claims Manager
Jay Winter, Programs Manager
Aileen Boren, Financial Officer

WELCOME and ROLL CALL: The meeting was called to order at 9:37 a.m. by President Dick Dixon who welcomed all in attendance and noted that a quorum was present.

APPROVALS:

Agenda: The agenda was approved as printed.

Minutes: Mike Shelton moved to approve the minutes of the October 23rd Autumn Meeting in Yakima. The motion was seconded by Marilyn Breckel and was approved.

REPORTS:

Executive Committee: A copy of the minutes of the December 4th meeting of the Executive Committee was included in the meeting materials.

Programs: Jay Winter introduced Washington State Department of Personnel Assistant Director John Robertson and Training Specialist Jean Backman who described the new Human Resource Education & Liability Prevention (HELP) Academy for Managers. By way of background, John reported that the state expects to pay \$60 million during the next five years for employment practices liability claims. Every third working day, a state employee files an EPL claim. The state averages \$200,000 in costs even when it wins. The state is concerned about retaliation and hostile work environments after EPL claims are filed.

So, the State Department of Personnel has developed a "HELP Academy" with different modules to train governmental managers and human resource professionals. The four modules for managers include (A) hiring/performance/corrective action, (B) workplace violence/employee safety and security, (C) equal treatment, and (D) compensation and labor relations. The training is just starting in February, and is expected to continue for several years. There are 9 training sites statewide in Port Angeles, Everett, Seattle, Olympia, Vancouver, Yakima, Wenatchee, Walla Walla, and Spokane. Local government managers can participate on a first-come, first-served basis at the same cost as state employees.

Safety/Loss Programs: Randy Watts reported on a \$1.3 million federal civil rights jury verdict arising out of a Whatcom County book store prosecution which was subsequently settled for \$720,000. He also described a recent \$1.1 million settlement for permanent disabilities arising out of a traffic collision between a county parks vehicle and a private passenger auto.

David Goldsmith distributed copies of the Jefferson County safety manual, personnel policy and commissioner resolution regarding mandatory defensive driving for county employees. He discussed how the commissioners worked with the other elected officials and department heads to bring about the policies and training.

John Nacht handed out the Lewis County general training schedule. On the first working day of the month there is new employee orientation covering county personnel policies and procedures, equal employment opportunity and affirmative action policies, and county policies on the use of the internet and voice mail. On the morning of the second day, there is a safety orientation including bloodborne pathogen awareness, drug and alcohol, workers compensation, county safety program, county liability program, and workers' right to know law. It is followed in the afternoon with a defensive driving course. The third day is a daylong basic medic first aid course. On the fourth day, there is retraining and recertification for those who have completed the medic first aid basic course, and annual training for primary occupations and collateral first aid providers on bloodborne pathogens.

WSAC Legislative Steering Committee: Judy Wilson is co-chair of the WSAC Legislative Steering Committee and reported on the legislative efforts counties are making to gain adequate financing of programs.

Member Counties: During a working lunch, members reported about new jail and juvenile detention projects, claims, and other events that may give rise to claims.

Claims: Alicia Johnson distributed a summary report showing that to date, with losses capped at \$500,000, there have been:

- 699 automobile liability claims with \$6.82 million total incurred,
- 2452 road design and maintenance claims with \$6.95 million incurred,
- 888 law enforcement claims with \$6.36 million incurred,
- 220 employment practice claims with \$8.00 million incurred, and
- 245 land use claims with \$4.19 million incurred.

The average cost of employment practice and land use claims increased the most between last year and this year.

Finances: Aileen Boren distributed the audited financial report signed by the State Auditor. The Pool has always received clean audits with no audit findings, and this year's report was also clean and without an audit finding.

Willis Corroon Casualty Risk Analysis: Mike Croke reported that casualty risk analysis reviews will be performed in 1998 for Lewis, San Juan, Adams, Okanogan, Jefferson, Pacific, Spokane, Benton, Yakima, Chelan, and Franklin Counties.

Underwriting Committee: Vyrle Hill gave an Underwriting Committee update that the committee would review an experience rating formula and underinsured motorist (UIM) liability coverage with the Executive Committee in March and with the Board in April.

Risk Management Committee: John Nacht reported that the Risk Management Committee is developing a proposed membership compact that stresses cooperation in attaining risk management goals.

Future Board Meetings: The Spring Board Workshop and Meeting will be Wednesday and Thursday, April 22-23 at the Holiday Inn in SeaTac, the Summer Workshop and Annual Meeting will be Thursday and Friday, July 23-24 at the Enzian Inn in Leavenworth, and the Autumn Board Meeting will be Thursday October 22nd at the TRAC facility in Pasco.

With no further business, the meeting was adjourned at 1:36 p.m.

MINUTES APPROVED: 4/23/98



Dick Dixon, President
[BOARD-7/M(1)0205.DOC]

Attest: 
Mary Jo Cady, Secretary