

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

MINUTES

**9 a.m. Thursday, Nov. 4, 2004
Best Inn, Ellensburg**

ATTENDANCE:

President – Craig Vejraska, Okanogan County Commissioner
Secretary-Treasurer – Randy Watts, Whatcom County Chief Civil Dep. Prosecutor
Executive Committee –
 Herb Baze, Mason County Commissioner
 Steve Clem, Douglas County Prosecutor
 Rose Elway, Grays Harbor County Director, Mgt Services / Budget / Insurance
 Leon Long, Spokane County Risk Manager
 Jay Winter, Walla Walla County Personnel/Risk Manager
 Ron Zirkle, Yakima County Prosecuting Attorney
Adams County – Linda Reimer, Clerk of the Board – Alternate
Chelan County – Keith Goehner, County Commissioner – Director
Clallam County – Toni Gilbert, Safety Training Specialist – Alternate
Columbia County – Scott Smith, County Engineer / Risk Manager – Alternate
Cowlitz County – Clyde W. Carpenter, Risk Manager – Director
Franklin County – Neva J. Corkrum, County Commissioner – Director
Island County – Betty Kemp, Director of General Services – Alternate
Kitsap County – Mark Abernathy, Risk Manager – Director
Lewis County – Dennis Hadaller, County Commissioner – Director
 Harry B. Green, Risk Manager – Alternate
Okanogan County – Dan Powers, Human Resources/Risk Manager - Alternate
 Heidi Appel, Chief Civil Deputy (Director as of 1/1/05)
Pacific County – Bryan Harrison, Community Development Director – Director
San Juan County – David Zeretzke, Director of Administrative Services – Alternate
Skamania County – Marilyn J. Butler, Director of Administrative Services – Director
 Debi Van Camp – Human Resources Specialist - Alternate
Thurston County – Tammy Devlin, Risk Manager – Alternate
Ed Holm, Thurston County Prosecutor – Alternate
Other Attendees –
 Office of Financial Management – John Nicholson, State Risk Manager
 WCRP Actuary – Kevin Wick, FCAS, MAAA, PricewaterhouseCoopers
 WCRP Broker – Mike Croke, Senior Vice President – Willis of Seattle, Inc.
 Risk Pool Staff – Rich Bodell, Programs Manager; Kitty Bottemiller, Programs Assistant;
 and Susan Looker, Senior Claims Analyst
 Vyrle Hill

WELCOME and ROLL CALL: The meeting was called to order at 9:05 a.m. by President Craig Vejraska. He welcomed all, and noted that a quorum was present.

APPROVAL:

Minutes: Leon Long moved to approve the minutes of the Annual Board Meeting of July 22, 2004, at Ocean Shores, and Rose Elway seconded. Motion passed unanimously.

REPORTS, DISCUSSION AND ACTION:

Executive Session - Personnel: At 9:06 a.m., the chair conducted the meeting in executive session in accordance with RCW 42.30.110(g) to discuss personnel matters. The executive session was concluded at 10:10 a.m.

Reconvening after the executive session, Steve Clem moved to accept the resignation of WCRP Executive Director John Crawford on the terms set forth in Executive Session. Betty Kemp seconded. The motion passed.

David Zeretzke moved to put the Executive Director responsibilities into the chair. Harry Green seconded. The motion passed.

A break followed, and the Board resumed meeting at 10:30 a.m.

Discussion ensued on a plan drafted by the Executive Committee for Interim Risk Pool Management involving Vyrle Hill, who recently retired as County Administrative Officer of Pacific County, and David Goldsmith, recently retired as County Administrator of Jefferson County. Under the plan, the pair would assume day-to-day operations, review the business model in place, and perhaps propose a new one based on their review.

Vyrle Hill was asked to present a work-plan outline, which he proceeded to hand out. Craig Vejraska asked the Board to give the Executive Committee authority to take action on recommendations re: business-model modifications from Vyrle and David, which are expected to be ready by mid-December.

Randy Watts said the Committee wanted to emphasize that the Pool is marketing to existing counties and continuing to recruit, in an effort to keep current Members and be pro-active with the loss of Members through attrition. Leon Long noted that one major reason the Executive Committee decided against hiring a Third Party Administrator, as had been approved at the July 22, 2004, Board Meeting, was that there is nothing wrong with the Pool organization itself, but that it needs some leadership. Marilyn Butler suggested the Committee look at other pools in regards to making improvements.

Another task for the Interim Management Team is to define roles and positions of Pool staff, and review job descriptions, as well as oversee a search for a new Claims Manager and an Executive Director.

After further discussion, ^{Leon}Long moved for the Executive Committee to enter into contract with Vyrle Hill and David Goldsmith to provide interim management services, and for the Executive Committee to negotiate the contract(s) as consultants. Marilyn Butler seconded. Motion approved unanimously.

Steve Clem directed that Pool correspondence be drafted and sent to Member Counties, including all commissioners and council members, reflecting the changes and noting that the Board views these steps as positive for the direction of the Pool.

Neva said in regards to maintaining Franklin County's continued Pool membership that it would be helpful if someone from the Pool would talk to Commissioner Brock about the advantages of the Pool, and specifically address the differences in Pools, preferably before Dec. 31. Linda Reimer asked if the same person could stop by Adams and make a similar presentation to commissioners there.

Executive Committee: The minutes of the Aug. 27, 2004, and Oct. 5, 2004, meetings of the Executive Committee were placed in the meeting packet.

Election of Executive Committee Members and Officers: Nominating Committee Chair Leon Long noted that three new Executive Committee members are needed, one to replace Vyrle Hill who recently retired, and two to fill positions that will be left vacant the end of the year by the defeats in recent elections of Herb Baze, Mason County Commissioner, and Craig Vejraska, Okanogan County Commissioner. Neva Corkrum, Franklin County Commissioner, Dennis Hadaller, Lewis County Commissioner, and Toni Gilbert, Clallam County Safety/Training Specialist, volunteered to fill the slots. There were no nominations from the floor.

Rose Elway moved that motions be closed, and Linda Reimer seconded. Motion passed.

Leon Long moved for the Board to cast votes in favor of the three nominees and Marilyn Butler seconded. Motion passed unanimously. It was agreed that Neva would fulfill Herb Baze's term ending Sept. 30, 2007; Dennis will fulfill Craig Vejraska's term, ending Sept. 30, 2005, and Toni will assume the seat vacated by Vyrle, through Sept. 30, 2005.

Leon Long nominated Rose Elway to serve as Board President, effective Jan. 1, 2005, and Jay Winter seconded. Motion passed. Leon moved that Rose be elected, and Ron Zirkle seconded. Motion passed unanimously.

Actuary Reserving Report: Kevin Wick presented his Actuarial Reserve Review of the WCRP, estimating ultimate losses and reserves as of Sept. 30, 2004. Major findings are that the Pool needs \$12 million in reserves, compared to \$10.8 million as of a year ago. Kevin's complete report is on file in disk and hard-copy format.

John Nicholson stated he had analyzed Kevin's report and will work closely with Rose and Vyrle in regards to the findings, and that he is interested in Vyrle's claims analysis. Rose Elway moved to accept the actuarial financial report for filing, and Ron Zirkle seconded. Motion passed.

Article 4 Committees – Bylaw Change: Neva Corkrum moved that the Board approve a change in the WCRP Bylaws stipulating that the Finance Committee be recognized as an additional standing committee, and Marilyn Butler seconded. Motion passed.

Retroactive Assessment: Herb Baze moved that the Board approve the final draft of the Retroactive Assessment resolution approved at the July 22, 2004, meeting. Rose suggested a letter of explanation accompany its distribution to the members. Toni Gilbert seconded. Motion passed.

Financial Report: There was no report.

Broker Report & Property Insurance: Mike Croke noted that the reinsurers needed to be advised of changes in Pool structure. He also noted that there are currently 17 counties involved in the property insurance program written with Lexington. Clark, Franklin and Kitsap counties,

which rated well and very comparatively, are new this year; Okanogan, Whatcom and Douglas were possibilities being quoted in the next couple of months.

Programs Report: There was no report, and it was noted that Rich's scheduled training for next week or so would be cancelled.

Other Business: Vyrle Hill was recognized for his years of service and countless hours helping the Board and Pool since its inception in 1988. Vyrle has served in many capacities, and was presented with a framed Certificate of Appreciation and gift bag.

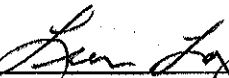
FUTURE MEETINGS: Craig noted the Executive Committee meeting on Dec. 15 in SeaTac. The Board offered no objection to holding its Spring 2005 Meeting in Mt. Vernon, and the 2005 Summer Workshop and Annual Meeting in the Tri-Cities.

Leon Long moved to adjourn the meeting, and Dan Powers seconded. With no further business, the meeting was adjourned at 11:55 a.m.

MINUTES APPROVED this 14th day of April, 2005:



President

Attest: 

Acting Secretary/Treasurer