

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

Friday, November 22, 2019
Spokane, WA

Board Members in Attendance

| Name | Appointment | | County |
|------------------------|--------------------|--------------|---------------|
| Patricia Phillips | Alternate Director | X | Adams |
| Paul Schut | Director | X | Benton |
| Kevin Overbay | Director | X | Chelan |
| Rich Sill | Director | X | Clallam |
| Mike Talbott | Director | X | Columbia |
| Ronda Hollis * | Director | X | Cowlitz |
| Thad Duvall | Director | X | Douglas |
| Jennifer Johnson | Alternate Director | X | Franklin |
| Robert Johnson | Alternate Director | X | Garfield |
| Vickie Raines * | Director | Left 12:00pm | Grays Harbor |
| Janet St. Clair | Director | X | Island |
| Philip Morley * | Director | X | Jefferson |
| Lisa Young * | Director | X | Kittitas |
| Gary Stamper * | Director | X | Lewis |
| Kevin Shutty | Director | X | Mason |
| Tanya Craig | Director | X | Okanogan |
| <i>Not Represented</i> | | | Pacific |
| Teresa Brooks | Director | X | Pend Oreille |
| Mike Thomas * | Director | X | San Juan |
| Sharon DuBois | Alternate Director | X | Skagit |
| Adam Kick | Director | X | Skamania |
| Steve Bartel * | Director | X | Spokane |
| Gary Edwards | Director | X | Thurston |
| Shelly Peters | 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 |
|--------------------|---|----------------|---------------------------------|
| Tom Reyes | HR/Risk Deputy Director (ALT) | X | Clallam |
| Axel Swanson | Chief of Staff (ALT) | X | Cowlitz |
| Jordyn Guilio | Records & Risk Manager ((ALT/RM) | X | Douglas |
| Marc Straub | Commissioner | X | Douglas |
| Joy Carossino | Risk Manager/Safety & Claims (ALT/CA/RM/SO) | Left 11:25am | Grays Harbor |
| Philip Hunsucker | Chief Civil DPA (ALT) | X | Jefferson |
| Christopher Horner | Deputy Prosecutor (ALT) | X | Kittitas |
| Erik Martin | County Manager (ALT/RM) | Arrived 9:38am | Lewis |
| Dawn Twiddy * | HR/Risk Manager (ALT) | X | Mason |
| Nichole Wilston | Risk & Safety Compliance (CA/RM) | X | Mason |
| Chris Branch | Commissioner (ALT) | X | Okanogan |
| James Wolf | HR & Risk Manager (ALT/CA/RM/SO) | Left 11:42am | San Juan |
| Debi Van Camp | Human Resources (ALT/SO) | X | Skamania |
| Tom Lannen | Commissioner (ALT) | X | Skamania |
| Bob Hamlin | Commissioner | Arrived 9:30am | Skamania |

| Name | Designation/Title | | County/ Organization |
|----------------|----------------------------|---|-------------------------|
| Tammy Devlin | Risk Manager (ALT/CA/RM) | X | Thurston |
| Carol Rehnberg | Risk Analyst | X | Thurston |
| George Roche | DPA (ALT/CA) | X | Whatcom |
| Cindy Erwin | Paralegal (ALT/CA/RM) | X | Yakima |
| Liz Miser | Area Vice President | X | Gallagher |
| John Chino | Area Senior Vice President | X | Gallagher |
| Kevin Wick | Managing Director | X | PwC |
| Craig Scukas | Director | X | PwC |
| Derek Bryan | Executive Director | X | WCRP Staff |
| Sue Colbo | Accounting Officer | X | WCRP Staff |
| Patrick Conesa | Risk Analyst | X | WCRP Staff |
| Erin Konrady | Member Programs Specialist | X | WCRP Staff |
| Chuck Boyd | Senior Claims Analyst | X | WCRP Staff |

* Denotes Executive Committee Member

CALL TO ORDER / WELCOME: WCRP President, Mike Thomas, called the Board of Directors' Meeting to order Friday, November 22, at 9:03AM. He welcomed all in attendance and confirmed a quorum. Around the room introductions took place.

AGENDA: President Thomas recommended an amendment to the agenda as presented, by adding discussion points to the Executive Committee Report, which included contract extensions for the WCRP Executive Director and PwC. Bob Johnson moved to accept the agenda as amended, Steve Bartel seconded; the motion passed.

MINUTES: Lisa Young moved to approve the minutes of the July 18-19, 2019, Board of Directors' Meeting. Vickie Raines seconded; the motion passed.

EXECUTIVE COMMITTEE REPORT: President Thomas reported on noteworthy activities of the Executive Committee, to include a summary of the Executive Committee Retreat that took place in Seattle, October 3-4, 2019, and a summary of the Executive Committee meeting that took place on November 1, 2019. President Thomas advised the Board that the employment contract for the WCRP Executive Director expires at the end of 2019. President Thomas proposed the Board approve six-month extension for the contract, so proper review may take place to then approve and execute a new contract at the Spring WCRP Board meeting on March 20, 2020.

Philip Morley moved to authorize a six-month extension of the WCRP Executive Director's current employment contract and that the Executive Committee present a new contract at the WCRP Board meeting taking place March 20, 2020. Mike Talbot seconded; the motion passed.

President Thomas also informed the Board that the contract with PricewaterhouseCoopers will expire at the end of December. President Thomas requested that the Board authorize the Executive Committee to review and approve a new contract with PricewaterhouseCoopers to be effective January 1, 2020 through the end of December 2021

Tammy Devlin moved to authorize the WCRP Executive Committee to approve a contract with PwC for the period of January 1, 2020, through December 31, 2021. Vickie Raines seconded; the motion passed.

EXECUTIVE DIRECTOR REPORT: WCRP Executive Director, Derek, Bryan, reported on noteworthy activities of the Executive Committee, to include an update to the recruitment status for open staffing positions and an overview of the three-year appraisal project with AssetWorks.

Mr. Bryan then provided that the WCRP has been an AGRiP certified risk pool for a number of years and must complete and re-submit an application every three years in order to maintain this certification. The completed application was provided for the Board to review and approve/amend.

Vickie Raines moved to approve the submission of the AGRiP Application, as presented, for achieving the WCRP's AGRiP certification. Tammy Devlin seconded; the motion passed.

Pursuant to Washington Administrative Code (WAC) 200-100-050(7), the WCRP is required to obtain an independent claims audit every three years. The last claims audit was conducted following the end of the 2016 Fiscal Year and covered fiscal years 2013-14, 2014-15, and 2015-16. The WCRP will be publishing a Request for Proposals (RFP) for independent claims auditing services, covering fiscal years 2016-17, 2017-18, and 2018-19. It is requested that the Board of Directors authorize the Executive Committee to review and approve the selection of the independent auditor and approve the contract for signing, when presented.

Vickie Raines moved to authorize the WCRP Executive Committee to review and approve the selection of, and approve the contract for, an independent claims auditor to conduct the WCRP's three-year claims audit. Karen Goens seconded; the motion passed.

FINANCIAL REPORT: WCRP Accounting Officer, Sue Colbo, reported on FY2019 Year-End Financials, which included the Fourth Quarter FY2019 Financials.

Thad Duvall moved to approve the FY2019 4th Quarter financials and Budget Worksheet as presented. Vickie Raines seconded; the motion passed.

Mr. Bryan then reviewed the 2019-20 property assessment allocation by member and the overview of assessment payments. Mr. Bryan advised that after sharing and discussing with the Executive Committee a recommendation was made for the Board to consider approving funding relief to the few members that saw the unusually high increases in their overall rating. Discussion took place.

Steve Bartel moved to cap individual member property assessment increases for the 2019-20 Fiscal Year at 100% of the amount of the previous 2018-19 Fiscal Year assessment. Mike Talbott seconded; the motion passed.

INVESTMENT COMMITTEE REPORT: Committee Chair, Dawn Twiddy, provided a report from the Investment Committee, to include an overview of the meeting that took place earlier that morning. At their July 19, 2019 meeting, the Committee approved moving \$10M to invest with CAM. Ms. Twiddy reported that \$2M has yet to be moved over to CAM, and at the meeting earlier that morning the committee approved leaving the \$2M where it currently is due to increased rates in the local market. Mr. Bryan then reviewed the investment advisor report with the Board.

President Thomas recessed the meeting at 10:25AM until 10:35AM.

INDEPENDENT ACTUARY REPORT: Craig Scukas with PricewaterhouseCoopers presented and discussed PwC's Actuarial Reserve Review for the WCRP, as of year ending September 30, 2019.

CLAIMS REPORT: WCRP Executive Director, Derek, Bryan, provided a report on recent claims activities to include any significant pending claims, and any recent settlements. Mr. Bryan provided an overview of open claims along with a historical overview.

BROKER/PRODUCER PRESENTATION: Liz Miser with Gallagher provided the Committee with an update on the recent renewed Liability, Property, Cyber and Terrorism coverages and reviewed the end-of-year stewardship report.

PERSONNEL COMMITTEE REPORT: Committee Chair, Lisa Young, provided an overview of the WCRP Personnel Committee's recent meeting with the Executive Director, where proposed changes to the WCRP Organization Chart and Salary Schedule/Matrix were discussed and recommended. The proposed changes were reviewed by the Executive Committee and forwarded to the Board, recommending approval. Discussion took place.

Lisa Young moved to approve the proposed changes to the WCRP Organizational Chart and salary matrix. Thad Duvall seconded; 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, which included a recap of the meeting that took place September 27, 2019. Chair Sill provided an overview of the proposed WCRP Targeted Risk Management Program for 2019-20 and a brief overview for the proposed WCRP Risk Reduction Program.

Tammy Devlin moved to approve the proposed WCRP Targeted Risk Management Program for 2019-20. Lisa Young seconded; the motion passed.

RISK MANAGEMENT REPORT: WCRP Risk Analyst, Patrick Conesa, provided the Board with an update on Risk Management activities of the WCRP.

MEMBER PROGRAMS REPORT: WCRP Member Programs Specialist, Erin Konrady, provided the Board with an update on scheduled training and scholarship opportunities offered by the WCRP.

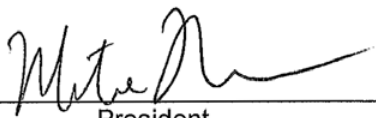
UPCOMING MEETINGS AND CONFERENCES: President Thomas referred the Board to the overview of the upcoming Executive Committee meetings, WCRP Conferences and Board of Directors' meetings, as well as national conferences. Discussion took place regarding venue options for 2020 Spring and Summer conference locations.

Karen Goens moved to hold the WCRP Spring Conference & Board meeting at the Wenatchee Convention Center in Chelan County, March 24-26, 2021, and the WCRP Summer Conference & Board meeting at the The Hotel Murano, in Pierce County, July 28-30, 2021. Vickie Raines seconded; the motion passed.

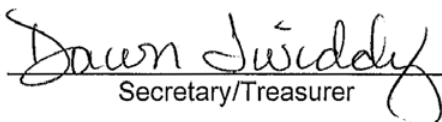
MEETING RECAP: President Thomas lead a discussion to recap the meeting with important takeaways for each Director or Alternate to share with his or her county.

ADJOURNMENT: With no further business to conduct, President Thomas adjourned the meeting at 12:06PM.

MINUTES APPROVED this 23rd day of July, 2020.



President

Attest: 

Secretary/Treasurer

**Signed electronically due to virtual meeting with permission from both parties.