

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

Thursday, July 23, 2020
Virtual

Board Members in Attendance

Name	Appointment		County
Patricia Phillips	Alternate Director	X	Adams
Ryan Lukson	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
Bob Koch	Director	X	Franklin
Robert Johnson	Alternate Director	X	Garfield
Vickie Raines *	Director	X	Grays Harbor
Elaine Marlow	Alternate Director	X	Island
Philip Morley *	Director	X	Jefferson
Lisa Young *	Director	X	Kittitas
<i>Not represented</i>			Lewis County
Kevin Shuttly	Alternate Director	X	Mason
<i>Not represented</i>			Okanogan
Kathy Spoor	Director	X	Pacific
Teresa Brooks	Director	X	Pend Oreille
Mike Thomas *	Director	X	San Juan
Donnie LaPlante	Director	X	Skagit
Adam Kick	Director	X	Skamania
Steve Bartel *	Director	X	Spokane
Tammy Devlin		X	Thurston
Jesse Nolte	Director	X	Walla Walla
Karen Goens *	Director	X <i>Arrived at 9:43 a.m.</i>	Whatcom
Joe Brusic *	Director	X	Yakima

* Denotes Executive Committee Member

Others in Attendance

Name	Designation/Title		County/Organization
Adam Morasch	Risk Manager (ALT/CA/RMSO/)	X	Benton
David Alvarez	Chief Civil DPA (ALT)	X	Clallam
Jordyn Giulio	Risk Manager (ALT/RM)	X	Douglas
Jim Mitchell	Chief Civil DPA (ALT/CA)	X	Douglas
Jennifer Johnson	Chief Civil DPA (ALT/CA/RM)	X	Franklin
Joy Carossino	Risk Manager/Safety & Claims (ALT/CA/RM/SO)	X	Grays Harbor
Philip Hunsucker	Chief Civil DPA (ALT)	X	Jefferson
Christopher Horner	Deputy Prosecutor (ALT)	X	Kittitas
Steven Walton	HR & Risk Manager (RM)	X	Lewis
Tawni Shepherd	Safety Officer (CA/SO)	X	Lewis
Dawn Twiddy *	HR/Risk Manager (ALT)	X	Mason
Nichole Wilston	Risk & Safety Compliance (CA/RM)	X	Mason
James Wolf	HR & Risk Manager (ALT/CA/RM/SO)	X	San Juan
Deanna Emery	Risk Management Specialist (ALT/SO)	X	Skagit
Bryan Anderson	Risk Manager/Safety & Claims (ALT/SO)	X	Thurston
George Roche	Deputy Prosecutor (ALT/CA)	X	Whatcom

Cindy Erwin	Paralegal (ALT/CA/RM)	X	Yakima
John Chino	Senior Vice President	X	Gallagher
Julie McCallum	Vice President	X	Gallagher
Darin Puryear	Area President	X	Gallagher
Liz Miser	Area Vice President	X	Gallagher
Julie Hughes	Sr VP & Portfolio Strategist	X	CAM
Scott Prickett	Exec VP & Portfolio Strategist	X	CAM
Kevin Wick	Managing Director	X	PwC
Craig Scukas	Director	X	PwC
Derek Bryan	Executive Director	X	WCRP Staff
Erin Konrady	Senior Member Services Specialist	X	WCRP Staff
Jenifer Sliva	Deputy Director – Finance & Operations	X	WCRP Staff
Chuck Boyd	Deputy Director – Risk & Claims	X	WCRP Staff
Patrick Conesa	Risk Analyst	X	WCRP Staff
Kimberly Weber	Member Services Specialist	X	WCRP Staff
Melissa Drewry	Admin & Accounting Specialist	X	WCRP Staff

* Denotes Executive Committee Member

CALL TO ORDER / WELCOME: WCRP President, Mike Thomas, called the Board of Directors' Meeting to order Thursday, July 23, at 9:05 a.m. He welcomed all in attendance and confirmed a quorum through roll call.

AGENDA: Lisa Young moved to accept the agenda as presented, Phillip Morley seconded; the motion passed.

MINUTES: Mike Talbott moved to approve the minutes of the November 22, 2019, Board of Directors' Meeting. Joseph Brusic seconded; the motion passed.

EXECUTIVE COMMITTEE REPORT: President Thomas reported on noteworthy activities of the Executive Committee, to include an overview of the Executive Committee meeting held July 10, 2020. The Committee also provided the Board with an overview of the Executive Director's performance evaluation and provided the Board with the proposed employment contract with Derek Bryan with a term 1/1/2020 through 12/31/2022

Bob Johnson moved to approve the proposed Employment Agreement between the WCRP and Derek Bryan and authorizing President Thomas to execute the Agreement. Bob Cook seconded; the motion passed.

EXECUTIVE DIRECTOR REPORT: WCRP Executive Director, Derek Bryan, provided the Board with an update on administrative activities of the Pool, to include staffing and personnel, appraisals and the property program, strategic planning, and lead a discussion about the future for rates.

EXECUTIVE COMMITTEE AND OFFICER ELECTIONS: President Thomas announced that the Executive Committee terms for Karen Goens (Whatcom County), Vickie Raines (Grays Harbor County), Philip Morley (Jefferson County), and Tammy Devlin (Thurston County) expire September 30, 2020. It was noted that Tammy Devlin resigned from the Executive Committee on February 10, 2020, leaving her position as vacant.

The nominating Committee forwarded Karen Goens (Whatcom County), Vickie Raines (Grays Harbor County), Philip Morley (Jefferson County), and Ryan Lukson (Benton County) as nominees for the expiring terms.

President Thomas called for nomination for the four expiring positions.

Steve Bartel moved, and Tom Lannen seconded to affirm Karen Goens, Vickie Raines, Philip Morley, and Ryan Lukson for the expiring positions, with terms from October 1, 2020 to September 30, 2023; the motion passed.

Steve nominated Ronda Hollis for the Secretary/Treasurer position and Joe Brusica for the Vice-President/President-Elect position. President Thomas noted the nomination and asked if there were any other nominations from the floor. There were none.

Steve Bartel moved to appoint Ronda Hollis to the position of Secretary/Treasurer, and Joe Brusica to the position of Vice-President/President Elect. Vickie Raines seconded; and the Motion passed.

FINANCE & OPERATIONS REPORT: Deputy Director of Finance & Operations Jenifer Sliva reported on the 2nd Quarter FY2020, along with the results of the 2018-19 State Audit. The Board was provided with the complete State audit along with a document identifying three minor items discussed during the exit conference.

Kathy Spoor moved, and Vickie Raines seconded to approve the FY2020 2nd Quarter financials as presented; the motion passed.

RISK & CLAIMS REPORT: Deputy Director of Risk & Claims, Chuck Boyd, provided a report on recent claims activities, to include an overview of open claims along with a historical overview.

UNDERWRITING COMMITTEE REPORT: WCRP Executive Director, Derek Bryan, provided the Board with an update on the Committee's activities, which included an overview of the meetings held on June 15 and July 2, 2020. Mr. Bryan detailed the proposed changes to the Memorandum of Liability Coverage, to include a change recommended just recently by a member of the Underwriting Committee to include "protected parties" in the exception to the newly added communicable disease exclusion. Discussion took place.

Steve Bartel moved to approve the 2020-21 MLC as presented and proposed. Vicki Raines seconded. President Thomas asked if the motion was to include the discussed addition of "protected parties" in the exception to the exclusion. Mr. Bartel confirmed and amended his motion accordingly. Ms. Raines seconded the amended motion. 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 June 26, 2020. Chair Sill provided an overview of the proposed WCRP Targeted Risk Management Program for 2020-21. Discussion took place.

Philip Morley moved to approve the 2020-21 Targeted Risk Management (TRM) Program as presented and proposed. Rhonda Hollis seconded; the motion passed.

FINANCE COMMITTEE REPORT: Executive Director, Derek Bryan spoke in place of Thad Duvall. He reported on the activities of the Finance Committee, to include an overview of their June 25, 2020, meeting. Mr. Bryan went through the proposed budget, identifying the noteworthy items for the Board, to include the increase in legal costs due to changes in pre-defense reviews and decrease in travel for the end of 2020.

The Executive Committee met and discussed the budget at their June 25, 2020, meeting and forwarded to the Board for approval. Discussion took place.

Vickie Raines moved to approve the budget as presented. Tom Lannen seconded; the motion passed.

INVESTMENT COMMITTEE REPORT: Committee Chair, Dawn Twiddy, provided a report from the Investment Committee.

INDEPENDENT INVESTMENT ADVISOR REPORT: Julie Hughes and Scott Prickett, of Chandler Asset Management, presented the Board with the investment report as of June 30, 2020, including an Economic Update and Account Profile review.

President Thomas recessed the meeting at 11:33AM until 11:47AM.

BROKER/PRODUCER Presentation: John Chino, Julie McCallum, and Liz Miser from Gallagher provided a report to the Board on the proposed renewals of the liability, property, cyber and terrorism coverages.

Vickie Raines moved to select Chubb for the \$3 million excess of \$2 million layer; Old Republic at 100% for the \$5 million excess of \$5 million layer; AWAC at 50% and Old Republic at 50% for the \$10 million excess of \$10 million layer, and Hallmark for the optional \$5 million excess of \$20 million layer. Steve Bartel seconded, and the motion passed.

Steve Bartel moved to select a Pool deductible of \$100,000 for the 2020-21 Fiscal Year, and to authorize the WCRP Executive Director to finalize the renewal of the WCRP Property Program following final pricing analysis. Vickie Raines seconded; the motion passed.

Vickie Raines moved to select AXA XL for the renewal of the Cyber policy with a Pool SIR of \$100,000 for the 2020-21 Fiscal Year. Ronda Hollis seconded; the motion passed.

Ronda Hollis moved to renew the first and third-party terrorism coverage for the 2020-21 Fiscal Year as proposed. Steve Bartel seconded; the motion passed.

INDEPENDENT ACTUARY REPORT: Craig Scukas and Kevin Wick, with PricewaterhouseCoopers provided the Board with the rating and assessment analysis for the upcoming Fiscal Year 2020-21, to include an update on the current Target Funding Range.

At their July 10, 2020, meeting, the WCRP Executive Committee received the report from PwC, however, deferred the final rating selection to the full Board of Directors when more current information would be available. Discussion took place.

Steve Bartel moved to select an overall base rate of \$1.075 per worker hour as proposed for the FY2020-21 liability program. Vickie Raines seconded. Discussion took place. The motion passed.

Jordyn Giulio moved to select an overall base rate of \$0.157 per \$100 of Total Insured Value as proposed for the for the FY2020-21 property program. Ronda Hollis seconded. Discussion took place. The motion passed.

Tom Lannen moved to cap individual member property assessment increases for the 2020-21 Fiscal Year at 100% of the amount of the previous 2019-20 Fiscal Year assessment. Vickie Raines seconded. The motion passed.

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, including a recommendation to cancel the 2020-21 Fall Conference & Board meeting, currently scheduled for Alderbrook Resort in Mason County.


Lisa Young moved to cancel the 2020-21 Fall Conference and to authorize the WCRP staff to re-book the previously approved but cancelled conference locations, now holding the 2021 Fall Conference at

Alderbrook Resort, the 2022 Spring Conference at Suncadia Resort, and the Summer 2022 Conference at the Hilton Hotel in Vancouver, WA. Joseph Brusic seconded; the motion passed.

GAVEL EXCHANGE AND WELCOME INCOMING PRESIDENT: President Thomas addressed the WCRP Board of Directors for the final time during his 2019-20 term as WCRP President. President Thomas officially passed the gavel to the Vice-President, President-Elect, Vickie Raines, who addressed the group.

ADJOURNMENT: With no further business to conduct, President Thomas adjourned the meeting at 1:42 p.m.

MINUTES APPROVED this 26th day of MARCH, 2021.



President

Attest: 

Secretary/Treasurer