

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

Friday, March 26, 2021
Virtual

Board Members in Attendance

Name	Appointment		County
Patricia Phillips	Alternate Director	x	Adams
Ryan Lukson*	Alternate Director	x	Benton
Kevin Overbay	Director	x	Chelan
Tom Reyes	Alternate Director	X	Clallam
<i>Not represented</i>			Columbia
<i>Not represented</i>			Cowlitz
Thad Duvall	Director	x	Douglas
Shawn Sant	Alternate Director	x	Franklin
Justin Dixon	Director	x	Garfield
Vickie Raines *	Director	x	Grays Harbor
Jill Johnson	Director	x	Island
Philip Morley *	Director	x	Jefferson
Lisa Young *	Director	x	Kittitas
Gary Stamper *	Director	x	Lewis
Randy Neatherlin	Director	x	Mason
Tanya Craig	Director	x	Okanogan
<i>Not represented</i>			Pacific
<i>Not represented</i>			Pend Oreille
James Wolf	Alternate Director	x	San Juan
Donnie LaPlante*	Director	x	Skagit
Adam Kick	Director	x	Skamania
Steve Bartel *	Director	x	Spokane
Gary Edwards	Director	x	Thurston
Shelly Peters	Director	x	Walla Walla
Karen Goens *	Director	x	Whatcom
Joe Brusic *	Director	x	Yakima

* Denotes Executive Committee Member

Vendors and Staff in Attendance

Name	Designation/Title		County/Organization
Julie Hughes	Sr 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
Chuck Boyd	Deputy Director of Risk & Claims	x	WCRP Staff
Jenifer Sliva	Deputy Director of Finance & Operations	x	WCRP Staff
Melissa Drewry	Administrative and Accounting Specialist	x	WCRP Staff
Kaylee Benedict	Member Services Specialist	x	WCRP Staff

* Denotes Executive Committee Member

CALL TO ORDER / WELCOME: WCRP President, Vickie Raines, called the Board of Directors' Meeting to order Friday, March 26, at 9:00 AM, she welcomed all in attendance and confirmed a quorum through roll call.

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

MINUTES: Lisa Young moved to approve the minutes of the July 23 ,2020, Board of Directors' Meeting. Joe Brusic seconded; the motion passed.

EXECUTIVE COMMITTEE REPORT: President Raines reported on noteworthy activities of the Executive Committee, to include an overview of the Executive Committee meeting held March 11, 2021.

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. He noted two vacancies in Risk and Claims and announced an ongoing search to fill both positions.

Mr. Bryan touched on two notices to withdraw from the Pool submitted by Columbia County and Garfield County due to increased property rates. He stated that both counties have until April 1st to rescind their notice, after which they will both no longer be members after October 1, 2021.

A contract with PayNW for improved time tracking and payroll processing was presented for Board approval. Mr. Bryan explained that WCRP currently uses Replicon, but staff feels that the services included with PayNW include payroll, time tracking, and other services with a price point close to Replicon and makes better sense.

Philip Morley moved, and Thad Duval seconded to authorize the WCRP Executive Director to enter into the contract as presented with PayNW for time and leave tracking and payroll processing services.

Mr. Bryan then presented a two-year agreement with Computer Sciences Corporation (CSC) for upgrades to the current Risk Information Management Information System (RMIS). He spoke to the improvements with this upgrade including the added functionality for the claims handling to move into a paperless environment and will improve efficiency.

Steve Bartel moved, and Gary Edwards seconded to authorize the WCRP Executive Director to enter into the contract as presented with CSC, selecting option 1B in the included summary of options, and to renew that contract in future years until which time the Board of Directors selects a new RMIS system.

FINANCE & OPERATIONS REPORT: Deputy Director of Finance & Operations, Jenifer Sliva, provided an overview of activities of the Member Services Department in 2020 and 2021 including webinars, scholarships, and PoolCasts.

Ms. Sliva then reported on the 4th quarter financials of FY2020 as well as the 1st quarter financials for FY 2021. In both financials, payroll numbers are down due to personnel vacancies, legal costs, and lack of in-person meetings due to COVID restrictions.

Thad Duval moved, and Lisa Young seconded to approve the FY2020 4th Quarter financials and the FY2021 1st Quarter financials as presented; the motion passed.

Ms. Sliva also announced that the State Auditor's office is behind due to COVID-19 and the WCRP audit will not be completed until May, which pushes the annual report out. She stated that she hopes to show audited financials at the Summer Conference.

INDEPENDENT ACTUARY REPORT: Craig Scukas and Kevin Wick, with PricewaterhouseCoopers, provided the Board with the year-end reserve report for Fiscal Year 2020-21, and provided an overview of the current Capital Modeling Study with an analysis of where the Pool's Net Position is at on the current Target Funding Range.

INVESTMENT COMMITTEE REPORT: Committee Chair Dawn Twiddy, provided a report from the Investment Committee. She shared an investment summary as of February 2021.

INDEPENDENT INVESTMENT ADVISOR REPORT: Julie Hughes of Chandler Asset Management presented an investment report including an economic update and account profile.

BROKER REPORT: Julie McCallum, John Chino and Chase Jones from Gallagher provided the Board with an update on the upcoming renewal process, and market outlook along with a current summary of the marketing efforts.

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.

Mr. Boyd encouraged members to visit the Risk Management portion of the website to access the dashboard, risk manager toolkit, and other updates recently done.

RISK MANAGEMENT COMMITTEE REPORT: Derek Bryan presented in place of Committee Chair, Rich Sill. He provided the Board with an update on activities of the WCRP Risk Management Committee.

Mr. Bryan provided an overview of the Risk Management Committee's recommended change to the WCRP's Risk Manager and Claims Administrator Certification Requirements, noting that the previous option of completing the Institutes Risk Management for Public Entities (RMPE) 352 has been discontinued and the Committee and staff looked at various options and selected Associate In General Insurance (AINS) 21 as the recommended replacement.

Thad Duvall moved, and Lisa Young seconded to approve the Risk Manager and Claims Administrator Certification Requirements as proposed and recommended by the Risk Management Committee and Executive Committee; the motion passed.

Mr. Bryan then discussed a Cyber Security Reimbursement Program recommended by both the Risk Management Committee and the Executive Committee for members who use a cyber awareness and training program, such KnowBe4. Mr. Bryan explained that the recommendation is to include a line-item in the upcoming 2021-22 Operating Budget for reimbursing members for their cost of the program, with the understanding that members can start subscribing to the service now, knowing they will be reimbursed during the upcoming budget year. Mr. Bryan also recommended that this Cyber Security Reimbursement Program be continued for the next three fiscal years, so that members entering into a more cost-effective three-year subscription will be reimbursed for the next three fiscal years.

Lisa Young moved to approve including a budget line item in the 2021-22 Operating Budget for a Cyber Security Risk Program, with the understanding that members will begin entering into these annual subscriptions prior to October 1, 2021 and will receive reimbursement for the same during FY2021-22. Steve Bartel seconded; the motion passed.

UPCOMING MEETINGS AND CONFERENCES: President Raines referred the Board to the overview of the upcoming Executive Committee meetings, WCRP Conferences and Board of Directors' meetings.

Due to the current venue's inability to accommodate the WCRP in Spring 2022, discussion took place regarding venue options for the 2022 Spring Conference location.

Randy Neatherlin moved to authorize the WCRP Executive Director to secure an appropriate conference venue for the WCRP's 2022 Spring Conference & Board Meeting. Lisa Young seconded; the motion passed.

ADJOURNMENT: With no further business to conduct, President Raines adjourned the meeting at 12:16 PM.

MINUTES APPROVED this 30th day of July, 2021.



President

Attest: 

Secretary/Treasurer