

**WASHINGTON COUNTIES RISK POOL
BOARD OF DIRECTORS MEETING
“DRAFT” MINUTES
Thursday-Friday, July 20-21, 2023
Spokane, WA**

Board Members in Attendance

Name	Appointment	Day 1	Day 2	County
Patricia Phillips	Alternate Director	X	X	Adams
Adam Morasch	Director	X	X	Benton
Kevin Overbay *	Director	X	X	Chelan
Rich Sill *	Director	X	X	Clallam
Kathy Funk-Baxter	Alternate Director	X	X	Cowlitz
Marc Straub	Alternate Director	X	X	Douglas
Brad Peck	Director	X	X	Franklin
Vickie Raines *	Director	X	X	Grays Harbor
Jill Johnson	Director	X	X	Island
Mark McCauley	Director	X	X	Jefferson
Jeanne Killgore	Director	X	X	Kittitas
Dan Christopher	Director	X	X	Klickitat
<i>Not Represented</i>	Director			Lewis
Randy Neatherlin	Director	X	X	Mason
Shelley Keitzman	Director	X	X	Okanogan
Marie Guernsey	Director	X	X	Pacific
Brenda Miller	Director	X	X	Pend Oreille
Michael Thomas	Director	X	X	San Juan
Bonnie Beddall *	Director	X	X	Skagit
Adam Kick	Director	X	X	Skamania
Steve Bartel *	Director	X	X	Spokane
Gary Edwards	Director	X	X	Thurston
Jesse Nolte	Director	X	X	Walla Walla
Donnie LaPlante	Alternate Director	X	X	Whatcom
Joe Brusich *	Director	X	X	Yakima

* Denotes Executive Committee Member

Others in Attendance

Name	Designation/Title	Day 1	Day 2	County/Organization
Cindy Dietz	Admin Supervisor (CA/PAO)	X	X	Chelan
Tammy Sullenger	HR/Risk Analyst (ALT)	X	X	Clallam
Tiana Rowland	Risk/Records Manager (RM)	X	X	Douglas
Daniel Stovern	Chief Civil Deputy (CA/RM/PAO)	X	X	Franklin
Philip Hunsucker *	Chief Civil DPA (ALT/PAO)	X	X	Jefferson
Christopher Horner	Deputy Prosecutor (ALT/RM/CA/PAO)	X	X	Kittitas
Robb Van Cleave	Admin Service & HR Director (ALT/CA/RM/SO)	X	X	Klickitat
Nichole Wilston*	Risk & Safety Compliance (CA/RM)	X	X	Mason
Chris Branch	Commissioner (ALT)	X	X	Okanogan
Teresa Deal	Accountant/Risk Manager (ALT/CA/RM)	X	X	Pend Oreille
Grant Carlton	Management Analyst	X		San Juan
Erik Pedersen	Senior Civil DPA (PAO)	X	X	Skagit
Thomas Lannen *	Commissioner (ALT)	X	X	Skamania
Ashley Cameron	HR Senior Director	X	X	Spokane
Daniel Gadd	Loss Control Specialist (SO)	X	X	Spokane
Brian Bishop	Risk Analyst (ALT)	X	X	Thurston
Bryan Anderson	Risk Analyst (ALT)	X	X	Thurston

Name	Designation/Title	Day 1	Day 2	County/Organization
Joshua Griffith	HR/Risk Manager (ALT/CA/RM/SO)	X	X	Walla Walla
George Roche	Dep. Prosecutor (ALT/CA/PAO)	X	X	Whatcom
Cindy Erwin	Paralegal (ALT/CA/RM)	X	X	Yakima
Julie McCallum	Area Vice President	X	X	Gallagher
John Chino	Area Sr Vice President	X	X	Gallagher
Chase Jones	Area Vice President	X	X	Gallagher
Henry Winner	Broker – Gallagher	X		Gallagher
Jack Talluto	Intern – Gallagher	X		Gallagher
Jenna Schutter	Intern - Gallagher	X		Gallagher
Scott Prickett	Co-Chief Investment Officer		X	CAM
Kevin Wick	Managing Director	X	X	PwC
Craig Scukas	Director	X	X	PwC
Derek Bryan	Executive Director	X	X	WCRP Staff
Deanna Owen	Director of Finance & Operations	X	X	WCRP Staff
Chuck Boyd	Director of Risk & Claims	X	X	WCRP Staff
Erin Konrady	Director of Member Services	X	X	WCRP Staff
Kaylee Benedict	Senior Member Services Specialist	X	X	WCRP Staff
Chloe Hakola	Member Services Specialist	X	X	WCRP Staff
Sally King	Finance & Operations Analyst	X		WCRP Staff

* Denotes Executive Committee Member

DAY ONE

CALL TO ORDER / WELCOME: WCRP President, Vickie Raines, called the Board of Directors' Meeting to order Thursday, July 20, at 2:02 pm. She welcomed all in attendance and confirmed a quorum. Around the room introductions took place.

AGENDA: Gary Edwards moved, and Steve Bartel seconded to accept the agenda as presented. The motion passed.

MINUTES: Gary Edwards moved, and Rich Sill seconded to approve the minutes of the March 31, 2023, Board of Directors' Meeting. 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 July 7, 2023.

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 and an overview of the rates for the 2023-24 Fiscal Year. Discussion took place.

FINANCE & OPERATIONS REPORT: Director of Finance & Operations, Deanna Owen, reported on the 2nd Quarter FY2023, as well as the results from the Annual State Audit for FY2022. The Board was provided with a document identifying a favorable audit with only one minor exit item and staffs' response.

Michael Thomas moved, and Gary Edwards seconded to approve the FY2023 2nd Quarter financials and Budget Worksheet as presented. The motion passed.

MEMBER SERVICES REPORT: Director of Member Services, Erin Konrady, provided the Board with an update on current activities of the Member Services Department, including an overview of past and upcoming training and scholarship opportunities, as well as an update on Member Programs.

RISK & CLAIMS REPORT: Director of Risk & Claims, Chuck Boyd, provided the Board with an update on current claims activities, to include an overview of the current claims, including the total open claims, both litigated and non-litigated and the current financials on the open claims. Risk Management activities of the WCRP, to include a report on member visits, were also provided.

BROKER/PRODUCER Presentation: Julie McCallum, John Chino and Chase Jones with Gallagher, presented the Board with the quotes and proposals received on the marketing of the reinsurance and excess insurance program. Discussion took place.

Kevin Overbay moved, and Joseph Brusic seconded to select a liability Self-Insured Retention (SIR) of \$3 million and select Safety National for the \$2 million excess of \$3 million layer for the 2023-24 Fiscal Year. The motion passed.

Steve Bartel moved, and Joe Brusic seconded to authorize the WCRP Executive Committee to make the final decision to fully insure, fully self-insure, or partially self-insure the \$5 million excess of \$5 million layer, not to exceed \$5.4 million, and the \$10 million excess of \$10 million layer for the 2023-24 Fiscal Year. Discussion took place and it was suggested to wait first for the Actuary Report to be presented before making this final decision. Steve Bartel withdrew his motion and Joe Brusic withdrew his second.

Jesse Nolte moved, and Rich Sill seconded to select a Pool property deductible of \$100,000 for the 2023-24 Fiscal Year, and to authorize the WCRP Executive Committee to finalize the property placements with the various insurers for the October 1, 2023, renewal. The motion passed.

Gary Edwards moved, and Donnie LaPlante seconded to select a cyber SIR of \$500,000 and to authorize the WCRP Executive Committee with selecting the WCRP's cyber insurer that provides the lowest price with the best coverages and limits for the 2023-24 Fiscal Year. 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 2023-24, to include an analysis of the cost of fully self-insuring the \$5M excess of \$5M layer. Discussion took place.

Jesse Nolte moved, and Gary Edwards seconded to authorize the WCRP Executive Committee to make the final decision to fully insure, fully self-insure, or partially self-insure the \$5 million excess of \$5 million layer, not to exceed \$5.4 million.

Jesse Nolte moved, and Gary Edwards seconded to authorize the WCRP Executive Committee to make the final selection of insurers for the \$5 million excess of \$5 million layer and the \$10 million excess of \$10 million layer for the 2023-24 Fiscal Year. The motion passed.

Discussion took place regarding whether to select a 14% or 20% base rate increase.

Dan Christopher moved, and Jill Johnson seconded to select an overall base rate of \$1.897 per worker-hour for the FY2023-24 liability program, with any increase or decrease in overall liability costs coming from or going into Fund Balance. The motion passed.

Randy Neatherlin with Mason County opposed.

Gary Edwards moved, and Jill Johnson seconded to select an overall base rate of \$0.227 per \$100 of Total Insured Value (TIV) for the FY2023-24 property program, with any increase or decrease in overall property costs coming from or going into Fund Balance. The motion passed.

Gary Edwards moved, and Jesse Nolte seconded to collect \$640,500 for the WCRP's FY2023-24 Cyber Program renewals, continuing to use a 75/25 equal share to operating budget weighting method for member cyber assessments, with any increase or decrease in overall cyber costs coming from or going into Fund Balance. The motion passed.

President Raines recessed the meeting at 4:49 pm until July 21, 2023, at 8:30am.

DAY TWO

CALL TO ORDER / WELCOME: WCRP President, Vickie Raines, reconvened the 2023 Summer Board of Directors Meeting on Friday, July 21, 2023, at 8:34 am. She welcomed all in attendance and confirmed a quorum.

EXECUTIVE COMMITTEE AND OFFICER ELECTIONS: President Raines announced that the Executive Committee terms for Bonnie Beddall, Vickie Raines, Kevin Overbay, and one vacant position due to Ryan Lukson's county resignation expire September 30, 2023. She also noted that there is one position vacated by Tom Lannen and set to expire on September 30, 2025 due to Skamania County's withdrawal from the WCRP.

President Raines called for nominations from the floor for the four expiring positions. No floor nominations were presented.

Steve Bartel moved to affirm Bonnie Beddall, Vickie Raines, Kevin Overbay, and Adam Morasch to the WCRP Executive Committee with three-year terms from October 1, 2023, through September 30, 2026. Gary Edwards seconded; the motion passed.

Rich Sill moved to appoint Donnie LaPlante of Whatcom County to the vacated Executive Committee position, to complete the vacated term through September 30, 2025. Gary Edwards seconded; the motion passed.

President Raines asked if there were any nominations for Vice-President and Secretary/Treasurer from the floor. There were none.

Brad Peck moved to close the nominations for Vice-President and Secretary/Treasurer. To affirm Kevin Overbay as Vice-President, and Bonnie Beddall as Secretary/Treasurer for Fiscal Year 2023-24. Gary Edwards seconded; the motion passed.

INVESTMENT COMMITTEE REPORT: Committee Chair, Bonnie Beddall, provided a report from the Investment Committee, to include an overview of the meeting that took place on July 19, 2023.

INDEPENDENT INVESTMENT ADVISOR REPORT: Scott Prickett, of Chandler Asset Management, presented the Board with the investment report as of June 30, 2023, including an Economic Update and Account Profile review.

PERSONNEL COMMITTEE REPORT: Committee Chair, Vickie Raines, provided a report from the Personnel Committee, which includes a proposed change to the WCRP Personnel Policy and WCRP Organizational Chart, along with the proposed 2023-24 Salary Matrix. Discussion took place.

Gary Edwards moved to approve the WCRP Personnel Policy as proposed. Michael Thomas seconded; the motion passed.

Rich Sill moved to approve the WCRP Organizational Chart as proposed. Gary Edwards seconded; the motion passed.

Gary Edwards moved to approve the 2023-24 Salary Matrix as proposed, which includes a cost-of-living adjustment of 80% of the March CPI. Jill Johnson seconded; the motion passed.

FINANCE COMMITTEE REPORT: WCRP Executive Director, Derek Bryan, reported on the activities of the Finance Committee, to include an overview of their June 26, 2023, meeting. Mr. Bryan went through the proposed budget, identifying the noteworthy items for the Board.

At their meeting on July 7, 2023, the WCRP Executive Committee reviewed the FY2023-24 Operating Budget and WCRP's current liability rating system and methodology as proposed by the WCRP Finance Committee. The Board is asked to review and approve the FY2023-24 Operating Budget and the WCRP's rating system, as proposed. Discussion took place.

Michael Thomas moved to approve the changes to the WCRP's rating system as proposed, using only losses that are incurred above member deductibles, using a ten-year experience window, and increasing the loss limit to either the member's deductible or \$100,000, whichever is greater. Joseph Brusic seconded; the motion passed.

Randy Neatherlin moved to approve the FY2023-24 Operating Budget as presented. Gary Edwards seconded; the motion passed.

RISK MANAGEMENT COMMITTEE REPORT: Committee Chair, Rich Sill, provided the Board with an overview of upcoming committee activities, to include the proposed Targeted Risk Management focus for FY2023-24.

The Executive Committee met and discussed the proposed changes to the Targeted Risk Management focus at their July 7, 2023, meeting and forwarded to the Board for approval. Discussion took place.

Gary Edwards moved to approve the proposed Targeted Risk Management focus for FY2023-24. Kevin Overbay seconded; the motion passed.

UNDERWRITING COMMITTEE REPORT: Committee Chair, Adam Kick, provided the Board with an update on the Committee's activities, which included an overview of the meeting held on June 12, 2023. Mr. Kick and Mr. Bryan detailed the proposed changes to the Memorandum of Liability Coverage.

The Executive Committee met and discussed the proposed changes to the Memorandum of Liability Coverage at their July 7, 2023, meeting and forwarded it to the Board for approval. Discussion took place.

Joseph Brusic moved to approve the proposed changes to the 2023-24 Memorandum of Liability Coverage (MLC). Michael Thomas seconded; the motion passed.

GAVEL EXCHANGE AND WELCOME INCOMING PRESIDENT: President Raines addressed the WCRP Board of Directors for the final time during her 2022-23 term as WCRP President. President Raines officially passed the gavel to the Vice-President, President-Elect, Michael Thomas, who addressed the group.

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, as well as national conferences. Discussion took place.

Gary Edwards moved to hold the 2024-25 Summer Conference & Board Meeting on July 24-26, 2024, at the Little Creek Casino & Resort, in Shelton, WA. Jill Johnson seconded; the motion passed.

MEETING RECAP: President Raines discussed important takeaways for each Director to share with his or her county, to include thanking the membership and WCRP staff for all their hard work over the last year.

ADJOURNMENT: With no further business to conduct, President Raines adjourned the meeting at 10:26 am.

MINUTES APPROVED this 29th day of March, 2024.

President

Attest: Bonnie Beddall
Secretary/Treasurer