

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

Wednesday-Thursday, March 28-29, 2018  
Leavenworth, WA

**Board Members in Attendance**

Name	Appointment	Day 1	Day 2	County
Patricia Phillips	Alternate Director	X	X	Adams
Lexi Wingfield	Director	X	X	Benton
Keith Goehner	Director	X	X	Chelan
Rich Sill	Director	X	X	Clallam
Mike Talbot	Director	X	X	Columbia
Clyde Carpenter	Director	X	X	Cowlitz
Steve Clem *	Director	X	X	Douglas
Robert Koch *	Director	X	X	Franklin
Robert Johnson	Alternate Director	X	X	Garfield
Vickie Raines *	Director	X	X	Grays Harbor
Jill Johnson *	Director	X	X	Island
Philip Morley	Director	X	X	Jefferson
Lisa Young *	Director	X	X	Kittitas
Gary Stamper	Alternate Director	X	X	Lewis
Kevin Shetty	Alternate Director	X	X	Mason
Tanya Craig	Director	X	X	Okanogan
Kathy Spoor	Director	X	X	Pacific
Teresa Brooks	Director	X	X	Pend Oreille
Mike Thomas *	Director	X	X	San Juan
Jessica Neill Hoyson	Director	X	X	Skagit
Adam Kick	Director	X	X	Skamania
Steve Bartel *	Director	X	X	Spokane
Tammy Devlin *	Alternate Director	X	X	Thurston
Jesse Nolte	Director	X	X	Walla Walla
Karen Goens *	Director	<i>Left at 3:18pm</i>		Whatcom
Joe Brusic	Director	X	X	Yakima

\* Denotes Executive Committee Member

**Others in Attendance**

Name	Designation/Title	Day 1	Day 2	County/ Organization
Paul Schut	Risk Manager	X	X	Benton
David Alvarez *	Chief Civil DPA	X	X	Clallam
Tammy Sullenger	HR Analyst	X	X	Clallam
Thad Duvall	Auditor	X	X	Douglas
Jordyn Giulio	Public Records Officer	X	X	Douglas
Jennifer Johnson	Chief Civil/Risk Manager	X		Franklin
Shawn Sant	Prosecutor	X		Franklin
Chris Horner	Deputy Prosecuting Attorney	X		Kittitas
Obie O'Brien	Commissioner		X	Kittitas
Nichole Wilston	Risk & Safety Compliance	X	X	Mason
Dawn Twiddy	HR Director	X	X	Mason
Chris Branch	Commissioner	X	X	Okanogan
Lisa Olsen	Commissioner	X	X	Pacific
James Wolf	HR & Risk Manager	X	X	San Juan
Tom Lannen	Commissioner	X	X	Skamania

Debra Van Camp	HR Director	X	X	Skamania
Shelly Peters	HR/Risk Manager	X	X	Walla Walla
Cindy Erwin	Paralegal	X	X	Yakima
Liz Miser	Broker	X	X	AJGRMS
Tim Chace	Director of Risk Control	X		AJGRMS
Kevin Wick	Managing Director at PwC	X		PwC
Craig Scukas	Client Services Manager	X		PwC
Julie Hughes	Sr VP & Portfolio Strategist		X	CAMS
Scot Prickett	Exec VP & Portfolio Strategist		X	CAMS
Eric Johnson	Executive Director	X		WSAC
Derek Bryan	Executive Director	X	X	WCRP Staff
Susan Looker	Claims Manager	X	X	WCRP Staff
Sue Colbo	Accounting Officer	X	X	WCRP Staff
Jill Lowe	Loss Control Coordinator	X	X	WCRP Staff
Hanna Braennstroem	Member Programs Specialist	X	X	WCRP Staff
Erin Konrady	Admin & Accounting Specialist	X	X	WCRP Staff

\* Denotes Executive Committee Member

## DAY ONE

**CALL TO ORDER / WELCOME:** WCRP President, Tammy Devlin, called the Board of Directors' Meeting to order Wednesday, March 28, at 2:01pm. She welcomed all in attendance and confirmed a quorum. Around the room introductions took place.

**AGENDA:** President Devlin asked for a motion to approve the agenda as presented.

Vicki Raines moved to accept the agenda as amended, Jill Johnson seconded; the motion passed.

**MINUTES:** Jill Johnson moved to approve the minutes of the November 30 – December 1, 2017, Board of Directors Meeting, Mike Talbot seconded; the motion passed.

**EXECUTIVE COMMITTEE REPORT:** President Devlin reported on noteworthy activities of the Executive Committee, to include an overview of the work being done by the Standing Committees, as affirmed at the Fall, 2017, Board Meeting. President Devlin also summarized the activities and action items from the recent Executive Committee meetings.

**EXECUTIVE DIRECTOR REPORT:** WCRP Executive Director, Derek Bryan, provided the Board with a report and updates on current and future WCRP activity, to include an overview and breakdown of the 2017-18 assessments, reinsurance and excess premiums and retentions, and activities of the Administration/Finance Department, Claims Department, and Member Services Department.

**INDEPENDENT ACTUARY REPORT:** Craig Scukas and Kevin Wick with PricewaterhouseCoopers presented and discussed PwC's most recent Review of Alternative Retentions, as of year-ending September 30, 2017.

Lisa Young moved to accept the Review of Alternative Retentions, as of September 30, 2017, as presented by the WCRP's independent Actuary, PricewaterhouseCoopers. Karen Goens Seconded; the motion passed.

**President Devlin recessed the meeting for a break from 3:18pm until 3:37pm.**

**CLAIMS REPORT:** WCRP Claims Manager, Susan Looker, thanked Steve Dzury from Berkley for participating in the expert panel during the General Session earlier that day, and provided the Board with an update on current claims activities and addressed any specific critical claims, settlements, and coverage issues requiring Board attention.

**UNDERWRITING COMMITTEE REPORT:** Committee Chair, Adam Kick, reported on the activities of the Underwriting Committee, and noted that the next Committee meeting is scheduled for May 18, 2018, and that there would be more to report at the Summer Board Meeting.

**BROKER/PRODUCER Presentation:** Liz Miser of Arthur J. Gallagher presented the Board with an update and insight on the upcoming renewal process and market outlook. Ms. Miser provided an update on the Core360 program and an overview of some possible options for the WCRP's liability program structure. She further noted that a marketing packet will be provided to AJG by the WCRP, which will be sent to various carriers for providing quotes as the structure and various layers are finalized. Final quotes will be provided to the Executive Committee.

**President Devlin recessed the meeting at 4:23pm until March 29, 2018 at 9:00am.**

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## **DAY TWO**

**CALL TO ORDER / WELCOME:** WCRP President, Tammy Devlin, reconvened the 2018 Spring Board of Directors Meeting on Thursday, March 29, 2018, at 9:04am. She welcomed all in attendance and confirmed a quorum.

**INVESTMENT COMMITTEE REPORT:** Committee Chair, Mike Thomas, provided an update/ report from the Investment Committee, to include an overview of the meeting that took place earlier that morning.

**INDEPENDENT INVESTMENT ADVISOR REPORT:** Julie Hughes and Scott Prickett, of Chandler Asset Management, presented the Board with the investment report as of February 28, 2018, including an Economic Update and Account Profile review.

**QUARTERLY AND YEAR-END FINANCIAL REPORT:** Accounting Officer Colbo reported on the 1<sup>st</sup> Quarter FY2018, as well as an update on the Annual State Audit for FY2017.

**Philip Morley moved and Jill Johnson seconded to approve the FY2018 1<sup>st</sup> Quarter financials and Budget Worksheet as presented. The motion passed.**

**FINANCE COMMITTEE REPORT:** Committee Chair, Thad Duvall, reported on the activities of the Finance Committee, which included the committee reviewing minimum and maximum member deductibles and intent to continue working with the Actuary to determine the impact if deductibles are changed.

**RISK MANAGEMENT COMMITTEE REPORT:** Committee Chair, Rich Sill, provided the Board with a report on activities of the Risk Management Committee, to include a review of the meeting notes from the meeting that took place in February 2018. Mr. Sill also reported that the committee will meet again in May and they intend to have recommendations for the Board at the Summer Board meeting.

**LOSS CONTROL REPORT:** WCRP Loss Control Coordinator, Jill Lowe, provided the Board with an update on Loss Control activities of the WCRP, to include a report on Loss Control visits, the usefulness and great reception of the claims data for each county. She reported that other areas for the counties to be aware of are the historic courthouses and hazard trees. Discussion took place.

**MEMBER PROGRAMS REPORT:** WCRP Member Programs Specialist, Hanna Braennstroem, provided the Board with an update on Member Programs activities, to include training, scholarships and other member services programs. The Board was also reminded of the available scholarships for the upcoming PRIMA National Conference and the Labor Relations Institute.

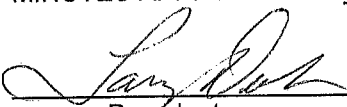
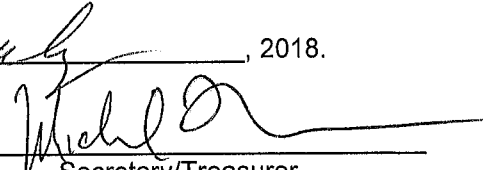
**UPCOMING MEETINGS AND CONFERENCES:** President Devlin referred the Board to the overview of the upcoming Executive Committee meetings, WCRP Conferences and Board of Directors' meetings, as well as national conferences. Discussion took place regarding possible venue options for the 2018-19 Summer Conference and the 2019-20 Fall Conference. Executive Director Bryan informed the Board that one of the ways the Executive Committee felt could increase member/commissioner engagement was to annually hold a WCRP conference in conjunction with one of WSAC's conferences, when possible. Mr. Bryan stated that he has spoken with the WSAC Executive Director and that WSAC was agreeable to this and agreed that it would be a useful collaboration.

Vickie Raines moved give authority to WRCR staff to secure a venue for Summer 2019 within Skagit County and to secure space at the Davenport in Spokane for the 2019 Fall conference, in conjunction with the WSAC conference. Lisa Young seconded; the motion passed.

Vickie Raines moved to open up conference venues to locations outside the WCRP membership. Kevin Shetty seconded; the motion passed.

**Meeting Recap:** President Devlin advised that a recap would be sent out with important takeaways for each Director to share with his or her County, to include the importance of communicating upcoming assessment increases.

**ADJOURNMENT:** With no further business to conduct, President Devlin adjourned the meeting at 10:29am.

MINUTES APPROVED this 19 day of July, 2018.  
  
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President  
Attest:   
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Secretary/Treasurer