

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE**

MINUTES
Regular Meeting 10:30 a.m.
Friday, March 24, 1989
Sea-Tac Airport

ATTENDANCE:

President - Bill Vogler, Grays Harbor County Commissioner
Vice-President - Shirley Van Zanten, Whatcom County Executive
Treasurer - Deborah Cone, Kitsap County Director of Internal Management
Secretary - Vyrle Hill, Pacific County Administrative Officer

Benton County - Ray Isaacson, County Commissioner - Dir.
Cowlitz County - Joan LeMieux, County Commissioner - Dir.
Rick Spangenberg, Risk Manager
Franklin County - Neva Corkrum, County Commissioner - Dir.
Garfield County - Ron Crawford, County Commissioner - Dir.
Jefferson County - B.G. Brown, County Commissioner - Dir.
Gary A. Rowe, Public Works Director - Alt.
Kitsap County - Allen Hatten, Risk Manager
Spokane County - Claude L. Cox, Risk Manager - Dir.
Thurston County - George Barner, Jr., County Commissioner - Dir.
Steve Zimmerman, Deputy Chief Admin. Officer - Alt.

Risk Pool Staff - John Crawford, Executive Director
Tom Butler, Risk Manager
Aileen Boren, Administrative Assistant

Visitors - Dave Zeretzke, San Juan County Risk Manager
Alicia Johnson, GAB Business Services, Inc. Account Executive
Steve Hullin, Corroon & Black Senior Vice President
Mike Croke, Corroon & Black Vice President
Bill Shepard, Corroon & Black Vice President

The meeting was called to order at 10:30 a.m. by President Bill Vogler. President Vogler welcomed visitors from San Juan County, GAB, and Corroon & Black.

APPROVAL OF MINUTES:

December 16, 1988 Executive Committee Meeting, Tukwila: Shirley Van Zanten moved to approve the minutes. The motion was seconded by Ron Crawford and approved.

COMMITTEE REPORTS:

Executive Committee:

Approval of office lease in Olympia: The Pool office is moving to a new location in downtown Olympia at 200 Mottman Building, 101 North Capitol Way, Olympia, Washington 98501. A Resolution approving the lease was approved without a meeting. A sincere vote of thanks was given to Thurston County for the use of temporary office space in the Health Services Building.

PRIMA Pool Administrators Conference at Charleston, South Carolina: John Crawford attended a two-day pool administrators' retreat in March. He met with other pool administrators from around the country and discussed some of their common problems.

Finance Committee:

Financial Report and Voucher Approval: Deborah Cone distributed copies of the Treasurer's Report which included an investment summary, schedule of payments and a letter summarizing the Finance Committee's meetings. She presented issues and questions that the Finance Committee had discussed and its recommendations. Ray Isaacson moved to approve the Treasurer's Report and recommendations. The motion was seconded by Shirley Van Zanten and approved.

A question arose concerning the services of GAB and the current contract with GAB. John Crawford explained the services GAB is providing the Pool and the payment adjustments that we are negotiating with GAB.

Shirley Van Zanten moved to approve the expenses for February and March. The motion was seconded by Claude Cox and approved.

Operations Committee:

Incurred Incidents and Claims: Discussion was deferred until the discussion on Claims Administration and Reserving.

Pool Risk Management Program: Tom Butler, Pool Risk Manager, reported on his first round of review of the operations of member county Sheriff's Offices. Tom's recommendations and analysis of the offices will be used to assist the Operations Committee to develop a risk management program for the Pool as a whole. Tom's next round of review will be in the area of Public Works and vehicle fleet operations.

Vyrle Hill stated that the Operations Committee would like to hear the concerns and recommendations of member counties concerning the review process of the various risk management areas.

The Operations Committee would like to have the Pool's Risk Manager go out to member counties to review areas of risk management on a quarterly basis rather than monthly so that Tom can better prepare summaries and analyses of the counties in the areas that he reviews.

The Risk Managers' Roundtable was an idea of Rosemarie Bay, Pacific County Assistant Risk Manager, for member counties' risk managers to be able to discuss their problems with each other and to form a network with each other. The first Risk Managers' Roundtable was a success and helped establish a network for the risk managers. The next Risk Managers' Roundtable will be on May 5th in Olympia.

Underwriting Policy: After a discussion regarding the Underwriting Policy, Vyrle Hill moved that the Underwriting Policy with changes to Section C, Subsection no. 4 and Section D, Subsection no. 7, be recommended to the Board of Directors. The motion was seconded by B.G. Brown and approved.

DISCUSSION:

Claims Administration and Reserving: Alicia Johnson, GAB Account Executive, gave a presentation on claims administration and reserving.

Bill Shepard, with Corroon and Black's claims control division, discussed his role as a claims reviewer of large claims in excess of the deductible amount. Bill evaluates large claims as to the accuracy of the reserve amount and evaluates the entity's administration of those claims.

New Member Counties -- Premium Payments: Premium payments were discussed during the Finance Committee's report and during the discussion of the Underwriting Policy.

Staff Personnel Policy and Salaries: B. G. Brown moved to refer the Staff Personnel Policy and Salaries to the officers for their recommendation. The motion was seconded by George Barner and approved. The budget, salaries, and the personnel policy will be placed on the agenda for the next meeting.

Change Mileage Allowance in Directors Travel Policy to equal IRS Allowable Amount: Ron Crawford moved to amend the Directors Travel Policy to adopt the IRS maximum allowable amount for mileage. The motion was seconded by Neva Corkrum and approved.

Ray Isaacson brought up Health Districts concerns. These concerns will be on the June agenda of the Executive Committee.

The meeting was adjourned at 2:15 p.m.

RESPECTFULLY SUBMITTED:



Vyrle L. Hill, Secretary

APPROVED: 4 / 21 / 89



William F. Vogler, President