

WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE

MINUTES

3:30 p.m., Thursday, June 22, 1995  
Cavanaugh's Columbia Center, Kennewick

continued to  
8:00 a.m., Thursday, July 27, 1995  
Enzian Motor Inn, Leavenworth

**ATTENDANCE:**

President - Frank A. Bishop, Cowlitz County Budget Director  
Secretary/Treasurer - Mike Shelton, Island County Commissioner  
Executive Committee -  
    Rose Elway, Grays Harbor County Director of Management Services  
    Judy Wilson, Thurston County Commissioner  
    Richard Brown, Whitman County Director of Administrative Services

Clallam County - Jim Rumpeltes, County Administrator, Alternate  
Columbia County - Charles G. Reeves, County Commissioner  
Franklin County - Neva J. Corkrum, County Commissioner, Director

Risk Pool Staff - John Crawford, Executive Director  
    Alicia Johnson, Claims Manager  
    Jay Winter, Training Coordinator

**WELCOME AND ROLL CALL:** The meeting was called to order at 3:25 p.m. by President Frank A. Bishop who welcomed all in attendance.

**APPROVAL:**

**Agenda:** The agenda was approved as printed.

**Minutes of March Meeting:** Rose Elway moved to approve the minutes of the March 17th Meeting. The motion was seconded by Judy Wilson and approved.

**Financial Report:** Mike Shelton moved to approve the financial report. The motion was seconded by Rose Elway and approved.

**Building Improvements Oversight:** John Crawford passed around photographs of the work being done on the new building and budget detail on the upstairs and downstairs building improvements.

## REPORTS:

**Spring Board Meeting:** Copies of the minutes of the Spring Board Meeting were included in the mailing.

**Reinsurance:** John Crawford and Mike Croke met with Discover Re and General Re insurance companies at the PRIMA Annual Convention, and the renewal notebooks have been submitted to Willis Corroon. Renewal negotiations should be completed by July 15th. The Risk Pool is asking for several coverage and rate enhancements.

**Actuary Report:** John Crawford reported that Coopers & Lybrand actuaries had provided rates and reserves, and will prepare their usual report with exhibits, graphs and charts. John distributed a spread sheet showing the premium projection.

## DISCUSSION AND ACTION:

**Nominations:** Nominating Committee Chair Frank Bishop reported that three Executive Committee three-year positions are open this year, as well as the one-year positions of President and Secretary/Treasurer. After discussion, Judy Wilson moved to nominate Frank Bishop, Rose Elway and Steve M. Lowe for the three Executive Committee vacancies, to nominate Mike Shelton for President, and to nominate both Marge Upham Rood and Steve M. Lowe for Secretary/Treasurer. The motion was seconded by Dick Brown and approved.

**Work Plan and Budget:** Rose Elway moved to recommend a maintenance budget with 4% cost of living salary adjustments. The motion was seconded by Dick Brown, but with a vote of 2 to 3 did not receive a majority. After discussion, Mike Shelton moved to reconvene the Executive Committee at 8:00 a.m. on Thursday, July 27th in Leavenworth. The motion was seconded by Dick Brown and approved at 5:55 p.m.

## MEETING RECONVENED:

The meeting was reconvened on Thursday, July 27th at the Enzian Motor Inn in Leavenworth by President Frank Bishop. Those attending were:

President - Frank A. Bishop, Cowlitz County Budget Director  
Secretary/Treasurer - Mike Shelton, Island County Commissioner  
Executive Committee -

Marjorie Upham Rood, Clallam County Director of Personnel/Risk Management  
Steve M. Lowe, Franklin County Prosecuting Attorney  
Rose Elway, Grays Harbor County Director of Management Services  
Judy Wilson, Thurston County Commissioner  
Richard Brown, Whitman County Director of Administrative Services

Whatcom County - Randall J. Watts, Chief Civil Deputy Prosecuting Attorney, Alternate

Risk Pool Staff - John Crawford, Executive Director  
Alicia Johnson, Claims Manager  
Jay Winter, Training Coordinator  
Aileen Boren, Administrative Assistant

**Work Plan and Budget (continued):** After further discussions about the budget, Marge Upham Rood moved to recommend the authorization of up to \$10,000 to participate in a reinsurance feasibility study under the auspices of the NCCAE. The motion was seconded by Mike Shelton and approved.

The Committee went into executive session from 9:06 a.m. to 11:02 a.m. to discuss personnel.

After further discussion on the budget, several motions were made, seconded and approved to recommend the following:

Mike Shelton/Marge Upham Rood -- change the title of the "administrative assistant" to "finance officer."

Mike Shelton/Marge Upham Rood -- change the title of the "training coordinator" to "programs manager."

Marge Upham Rood/Mike Shelton -- reposition the secretary/treasurer to 28-G on the state salary grid because of increased financial investment duties.

Mike Shelton/Rose Elway -- continue the service agreement with the Washington Counties Insurance Fund for twelve months in 1996 at the monthly rate of \$2,000, and permit the executive director to be paid compensation directly from the WCIF. (The vote was 4 to 2, with the President noting that he was in favor of the motion.)


Mike Shelton/Rose Elway -- grant 3.44% cost of living increases to several of the staff. (One dissent to motion.)


#### FUTURE MEETINGS:

The next regularly scheduled meeting of the Executive Committee will be on Friday, August 18, 1995 at 9:30 a.m. The location was changed from the West Coast Sea-Tac Hotel, SeaTac, to the Risk Pool office in Tumwater.

The meeting was adjourned at 11:35 a.m.

MINUTES APPROVED: 09 / 15 / 95

  
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Frank A. Bishop, President  
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Attest:   
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Mike Shelton, Secretary