

WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE

MINUTES

9:30 a.m., Wednesday, June 26, 1996
Wyndham Garden Hotel, SeaTac

ATTENDANCE:

President - Mike Shelton, Island County Commissioner
Secretary/Treasurer - Marjorie Upham Rood, Clallam County Dir. Personnel/Risk Mgmt
Frank A. Bishop, Cowlitz County Budget Director
Steve M. Lowe, Franklin County Prosecuting Attorney
Judy Wilson, Thurston County Commissioner
Richard H. Brown, Whitman County Director of Administrative Services

Broker - Mike Croke, Vice President, Willis Corroon of Seattle
Risk Pool Staff - John Crawford, Executive Director
Jay Winter, Programs Manager
Aileen Boren, Administrative Assistant

WELCOME and ROLL CALL: The meeting was called to order at 9:34 a.m. by President Mike Shelton who welcomed all in attendance and noted that a quorum was present.

APPROVALS:

Agenda: The agenda was approved as prepared.

Minutes: Frank Bishop moved to approve the minutes of the March 14th Meeting at SeaTac. The motion was seconded by Dick Brown and approved.

Vouchers: Frank Bishop moved to approve the vouchers. The motion was seconded by Steve Lowe and approved.

REPORTS:

Committee Members: Committee Members reported about jails and charter reviews.

Board Spring Meeting: The minutes of the April 25th Meeting of the Board of Directors was included in the meeting materials.

Executive Director: John Crawford discussed advertising for the new claims professional and reported that interviews were scheduled for Friday, and again next week.

Programs: Phil Shave from the Washington State Criminal Justice Training Commission was introduced. Phil described the driver training instruction that the CJTC conducts as part of its basic law enforcement academy program, and related that they can prepare skid car training and instructor certification criteria. Frank Bishop moved to recommend that the Risk Pool budget \$100,000 out of reserves in the next fiscal year for even matching

grants of \$25,000 each to Risk Pool members in four regions. Each region would have the flexibility to develop a grant proposal for skid car training which fits that region's training needs. Each region would be responsible for the ongoing administration of their skid car without the Pool's continuing involvement. The motion was seconded by Judy Wilson and passed unanimously.

PREPARATION FOR SUMMER BOARD MEETING:

Nomination of New Executive Committee Members: Frank Bishop moved to nominate Okanogan County Commissioner Spence Higby to the Executive Committee for the term expiring in 1997, and to nominate Mason County Commissioner Mary Jo Cady, Grays Harbor County Commissioner Dick Dixon, and Island County Commissioner Mike Shelton to three-year terms expiring in 1999. The motion was seconded by Marge Upham Rood and approved. No nominations were made for the offices of President and Secretary/Treasurer. Nominations for all offices can be made from the floor at the Annual Meeting.

Joint Self-Insurance Liability Policy: Steve Lowe moved to approve the revised form of the joint self-insurance liability policy for next year. The motion was seconded by Frank Bishop and approved.

Coopers & Lybrand Actuary Report: Marge Rood moved to recommend acceptance of the preliminary actuary report and authorize Coopers & Lybrand to issue a final report without changes. The motion was seconded by Judy Wilson and approved.

Reinsurance Renewals: Mike Croke reported about his trip to San Francisco to meet with the reinsurance underwriters regarding our renewals. Judy Wilson moved to continue to purchase reinsurance with the same limits and attachment points as before, and with the rates and enhancements as reported by Mike. The motion was seconded by Frank Bishop and approved.

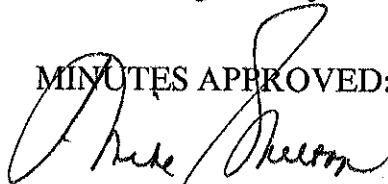
Work Plan, Administrative Budget and Salaries: Changes to the present annual work plan were discussed. The meeting went into executive session from 11:46 a.m. until 12:15 p.m., then again from 12:55 p.m. to 1:36 p.m. to discuss personnel matters. After the meeting began again, Richard Brown moved to recommend the administrative budget as revised, with salaries placed on a grid, and with the grid increased by a 2.24% cost of living adjustment. The motion was seconded by Frank Bishop and approved.

Premiums: Steve Lowe moved to recommend that the administrative cost allocation be the same as in the past. The motion was seconded by Judy Wilson and approved. Steve then moved to recommend the same premium formulas as used in past years for premium calculations. The motion was seconded by Dick Brown and approved.

Future Meetings: The Next Executive Committee Meeting will be Thursday, September 19, 1996 at 9:30 a.m. at the Wyndham Garden Hotel, SeaTac.

The meeting was adjourned at 1:40 p.m.

MINUTES APPROVED: 9 / 19 / 96



Mike Shelton, President
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Attest: 
Marjorie Upham Rood, Secretary