

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE**

**MINUTES**

**9:30 a.m., Thursday, September 18, 1997  
West Coast Sea-Tac Hotel, SeaTac**

**ATTENDANCE:**

President - Mike Shelton, Island County Commissioner  
Secretary/Treasurer - Dick Dixon, Grays Harbor County Commissioner  
Executive Committee -  
Frank A. Bishop, Cowlitz County Budget Director  
Steve M. Lowe, Franklin County Prosecuting Attorney  
Mary Jo Cady, Mason County Commissioner  
Spence Higby, Okanogan County Commissioner  
Judy Wilson, Thurston County Commissioner  
David Goldsmith, Jefferson County Deputy Director of Public Services  
Ron Zirkle, Yakima County Deputy Prosecuting Attorney  
Leon Long, Adams County Public Works Director  
Broker - Mike Croke, Vice President, Willis Corroon of Seattle  
Risk Pool Staff - John Crawford, Executive Director  
Alicia Johnson, Claims Manager  
Jay Winter, Programs Manager  
Aileen Boren, Financial Officer

**WELCOME and ROLL CALL:** The meeting was called to order at 9:33 a.m. by President Mike Shelton who welcomed all in attendance and noted that a quorum was present. The agenda was accepted as printed.

**APPROVALS:**

**Minutes:** Mary Jo Cady moved to approve the minutes of the March and June meetings of the Executive Committee. The motion was seconded by Judy Wilson and approved.

**Vouchers and Finances:** Aileen Boren stated that five counties have paid their premiums already. The vouchers were approved.

**Joint Self-Insurance Liability Policy:** Dick Dixon and Mary Jo Cady signed the declaration pages of the new policies.

**Premium final spreadsheet:** The premium final spreadsheet was sent to member counties along with the billing statement. The only changes from the Summer Meeting spreadsheet were changes in Benton County worker hours and Thurston and Klickitat County vehicle counts.

**Request for Waiver of Payment of Deductible:** Leon Long addressed the Committee on behalf of Adams County to request a waiver in the payment of the deductible on the county's claim against the public official bond of the prosecuting attorney. After a discussion about the claim

and about setting a precedent, Frank Bishop moved to deny the claim. The motion was seconded by Judy Wilson and approved with one dissent.

## **REPORTS:**

**Board Summer Meeting:** The minutes of the Summer Board Meeting were included in the materials. Mary Jo Cady asked that the draft minutes clarify that the board approved staff salaries and benefits as presented and review of the PEBSCo PEPH program was referred to the Personnel Committee.

**Risk Management and Underwriting Committees:** The Underwriting Committee met yesterday, and will meet again on October 2nd. The Risk Management Committee will meet in Yakima on October 24th.

**Claims:** Steve Lowe moved to accept the recommendation and table consideration of the Kitsap County appeal of a coverage opinion until the December meeting. The motion was seconded by Mary Jo Cady and approved.

Alicia Johnson reviewed the proposed addition to the Claims Administration Policy regarding a pre-defense review program. Mary Jo Cady moved to broadly open the scope of the program to any kind of case, and not limited just to employment practices liability. The motion was seconded by Dick Dixon and approved without dissent. Steve Lowe moved to recommend approval of the amended policy, with changes in section D.2, D.4 and D.6. of the written proposal as discussed. The motion was seconded by Spence Higby and approved without dissent.

**Programs:** Jay Winter passed out a training compilation report showing 19 training seminars during 1996-97 having over 804 participants, with revenues of \$24,293, expenses of \$50,455, and the Risk Pool training budget paying \$18,120. 97 persons received risk management training scholarships of \$20,266 for training offered by outside organizations. Jay also reported on the skid car, follow-up meetings with two counties to review the Willis Corroon Casualty Risk Control Analysis, and the state flagging program.

**Willis Corroon:** Mike Croke reported that Willis Corroon had completed the Casualty Risk Control Analysis on six counties with three more to do by the end of the year.

## **PREPARATION FOR AUTUMN BOARD MEETING:**

**Broker Services Agreement:** An updated broker services agreement is being prepared to extend the Willis Corroon contract to coincide with the same three-year period as the reinsurance guarantee. Section 4.n. is being revised to incorporate the casualty risk control analysis reviews of Pool counties.

**Board Multi-Year Work Plan:** After discussion, Dick Dixon moved to recommend scheduling loss control evaluations / compliance and effective board membership (risk identification and analysis) on the board's multi-year work plan. The motion was seconded by Steve Lowe and approved.

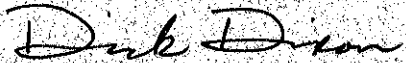
**OTHER BUSINESS:**

**Public Official Surety Bonds:** John Crawford reported on a new NACo public official surety bond program.

**Future Meetings:** The Board Autumn Meeting is Thursday, September 23rd at the DoubleTree Hotel in Yakima. The next Executive Committee meeting is Wednesday, December 3rd at the WestCoast Sea-Tac Hotel in SeaTac. Frank Bishop moved to set the following Executive Committee Meetings on Thursdays in 1998 starting at 9:30 a.m.: March 19th, June 25th, September 17th and December 3rd. The motion was seconded by Mary Jo Cady and approved.

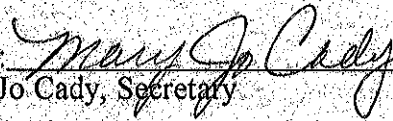
The meeting was adjourned at 12:10 p.m.

Minutes Approved: 12 / 4 / 97



Dick Dixon, President  
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Attest:

  
Mary Jo Cady, Secretary