

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE**

**MINUTES**

**9:30 a.m., Thursday, September 17, 1998  
WestCoast Sea-Tac Hotel, SeaTac**

**ATTENDANCE:**

President-elect – Mary Jo Cady, Mason County Commissioner  
Secretary/Treasurer-elect – Ron Zirkle, Yakima County Chief Deputy Prosecuting Attorney  
Frank A. Bishop, Cowlitz County Budget Director  
Marilyn Breckel, Skamania County Administrative Coordinator  
David Goldsmith, Jefferson County Deputy Director of Public Services  
Steve M. Lowe, Franklin County Prosecuting Attorney  
Mike Shelton, Island County Commissioner  
Melina Wenner, Benton County Risk Manager  
Judy Wilson, Thurston County Commissioner

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-elect Mary Jo Cady who welcomed all in attendance and noted that a quorum was present. She noted that President Dick Dixon was attending a state parks board meeting, and committee member Spence Higby had schedule conflicts, and were not able to attend. She welcomed new committee members-elect Marilyn Breckel and Melina Wenner and thanked outgoing members Frank Bishop and Spence Higby for their service on the committee.

**APPROVALS:**

**Minutes of July Meeting:** Frank Bishop moved to approve the minutes of the July 2nd Meeting at SeaTac. The motion was seconded by Mike Shelton and approved.

**Financial Report and Vouchers:** Mike Shelton moved to approve the vouchers. The motion was seconded by Frank Bishop and approved. The new bank signature card was signed.

**Joint Self-Insurance Liability Policy:** The new President and Secretary signed the joint self-insurance liability policy for the 1998-99 policy year. It will be sent to members on October 1<sup>st</sup>.

**Premium Billings:** The spreadsheet showing final changes in rates was sent along with the billing statements to directors at the beginning of September.

**EXECUTIVE SESSION:** The Committee went into executive session to discuss the annual performance review of the Executive Director.

**DISCUSSION and ACTION:**

**Coverage Determination Appeal of Eugenia Goldsworthy:** Mike Shelton moved to concur with the coverage decision of the Executive Director and deny the appeal of Whitman County Auditor Eugenia Goldsworthy. The motion was seconded by Frank Bishop and approved.

**Risk Management Committee:** David Goldsmith was appointed to chair the Risk Management Committee for the 1998-99 year. Melina Wenner and Ron Zirkle volunteered to serve on the committee. Frank Bishop also volunteered new Cowlitz County Risk Manager Clyde Carpenter to serve. Mary Davis, Betty Kemp, and David Zeretzke were appointed to the committee. Other volunteers will be sought at the October Board Meeting. The committee will develop a work plan and report back to the Executive Committee. Judy Wilson asked that the committee and the Board have a discussion on what we are trying to accomplish when we develop model risk management policies. The model policies would be used as a resource to consider when counties develop their own policies to fit their own unique situations.

**Underwriting Committee:** Marilyn Breckel and Steve Lowe were appointed to co-chair the Underwriting Committee for the 1998-99 year. Neva Corkrum and Claude Cox volunteered to serve on the committee. Rose Elway and Vyrle Hill were appointed to the committee, with other volunteers sought at the October Board Meeting.

**Budget Committee:** Mary Jo Cady will chair the Budget Committee, and appointed Treasurer Ron Zirkle, Mike Shelton and Frank Bishop as committee members.

**Personnel Committee:** Secretary Ron Zirkle will chair the Personnel Committee.

**Reinsurance:** Mike Croke reported that the reinsurance certificates are being completed, and should be ready by the end of the month. Swiss Re America performed a claims audit and is willing to provide a multi-year agreement.

**REPORTS:**

**Administration:** John Crawford distributed a copy of the WCIF notice that they will vacate the building by December 31<sup>st</sup>. He discussed a limited marketing plan to non-member counties.

**Claims:** Alicia Johnson reported on the review of open cases from the first five years. There are fewer than 50 open cases from those years. She also described the status of the Kitsap appeal on coverage reservations.

**Programs:** Jay Winter reported on EPL training provided by the WSDOP HELP Academy, loss control evaluations self-assessments, and the year 2000 (Y2K) computer errors and omissions training seminar.

**Member Counties:** Several counties will have changes in their elected officials as a result of the election. Several counties will decide county charters. Several jails are overcrowded and are managing their inmate populations as best they can.

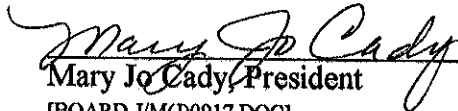
**Board Annual Meeting:** The minutes of the Board Annual Meeting were included in the packet

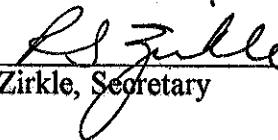
**OTHER BUSINESS:**

**Future Board Meetings:** The Autumn Board Meeting will be Thursday, October 22nd at the TRAC Facility in Pasco, WA. The next Executive Committee Meeting will be Thursday, December 3rd at the WestCoast Sea-Tac Hotel in SeaTac.

With no further business, the meeting was adjourned at 1:31 p.m.

MINUTES APPROVED: 12 / 03 / 98

  
Mary Jo Cady, President  
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Attest:   
Ron Zirkle, Secretary