

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE**

**MINUTES**

**9:30 a.m. Thursday, March 25, 1999  
WestCoast Sea-Tac Hotel, SeaTac**

**ATTENDANCE:**

President – Mary Jo Cady, Mason County Commissioner  
Secretary/Treasurer – R. S. Zirkle, Yakima County Chief Deputy Prosecuting Attorney  
Executive Committee –  
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, ARM, Vice President, Willis Corroon of Seattle  
Risk Pool Staff - John Crawford, Executive Director  
Alicia Johnson, Claims Manager  
Jay Winter, Programs Manager

**WELCOME and ROLL CALL:** The meeting was called to order at 9:35 a.m. by President Mary Jo Cady who welcomed all in attendance and noted that a quorum was present.

**APPROVALS:**

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

**Minutes:** Mike Shelton moved to approve the minutes of the December 3rd Meeting in SeaTac. The motion was seconded by Judy Wilson and approved.

**Vouchers:** Ron Zirkle moved to approve the vouchers. The motion was seconded by Marilyn Breckel and approved.

**REPORTS:**

**Board of Directors:** The minutes of the February 4th Winter Meeting of the Board of Directors were included in the materials.

**WSAC Legislative Steering Committee:** Judy Wilson<sup>JWC</sup> reported that the Legislative Steering Committee is meeting every other week in Olympia regarding legislation that affects counties. ✓

**Thurston County Withdrawal:** Judy Wilson reported that Thurston County had received a report from a broker in Bellevue recommending that the county withdraw from the Risk Pool and consider the standard commercial marketplace as its insurer for the future. The recommendation was based on indications of a better price, aggregate stop-loss for its large deductible, and better service. After discussion, Mike Shelton moved to extend until the end of April the time that the county had to revoke its notice of withdrawal. The motion was seconded by Marilyn Breckel and passed, with Judy Wilson abstaining. Judy invited a Risk Pool team to meet with the county soon to discuss the matter further.

**Programs:** Jay Winter reported on training activities. The traffic accident investigation seminar will be held again in Leavenworth in April.

**Claims:** Alicia Johnson reported that she and the Risk Pool had been named in a Pacific County claim regarding a September 1996 court dismissal of a lawsuit in a drainage dispute. The claimant has not formally filed a claim with the Risk Pool.

**Reinsurance:** Swiss Re America completed its follow-up claims review in February and noted significant improvement in case investigations, reserving, litigation management, and file activity sheet documentation. It would like to see continued improvement in reduction of aged-pending cases (three years and older), continued use of roundtabling, supervision of claims, and management review of coverage denials.

## **DISCUSSION AND ACTION:**

**Nominating Committee:** The Executive Committee is the Nominating Committee. Mary Jo Cady informed the committee that Grays Harbor Commissioner Dick Dixon had resigned from the Executive Committee effective immediately. After discussion, Judy Wilson moved that Walla Walla Commissioner Pam Ray, Lewis County Commissioner Russ Wigley, and San Juan County Auditor Si Stephens be nominated to fill the unexpired term of the vacancy, and that they be contacted to determine their willingness to serve. The motion was seconded by Mike Shelton and approved.

**Finance Committee:** Mary Jo Cady reported that the Finance Committee met on March 19<sup>th</sup> to review the financial and reserving reports and recommend retroactive assessments. After discussion, it was agreed that the Executive Committee and Finance Committee would meet jointly at 9:00 a.m. on Wednesday, April 21<sup>st</sup> at the Doubletree Inn at Southcenter Mall to work on revising the Underwriting Policy regarding retroactive assessments.

**Membership Compact:** David Goldsmith reported that the Risk Management Committee met on March 10<sup>th</sup> and 11<sup>th</sup> in a long two-day meeting to complete work on the Membership Compact. The Compact will have three parts including membership involvement, risk control practices, and on-going targeted training. Safe vehicle operation will be the targeted training for next year. David and the Committee will describe the Compact at the Board Workshop on April 21<sup>st</sup>.

**Joint Self-Insurance Liability Policy:** Steve Lowe was going to have a telephone conference call of the Underwriting Committee to discuss the possibility of changing the arbitration clause of our underinsured motorist endorsement to provide for only one arbitrator instead of three, thereby saving on expenses of the arbitration panel.

**Pooling Property Insurance:** Mike Croke distributed an outline of how a property pool could be structured to maximize the benefits of the full global marketplace. It would develop a

manuscript policy and reinsure it with a panel of quota share reinsurers. More county information is needed to finalize it.

**Records Retention Policy:** John met with the State Local Records Committee regarding records retention and destruction. In 1997, the Committee approved general records retention schedules applicable to most local governments. John distributed copies of schedules that staff developed that are specific to risk pool functions. The proposed schedule was acceptable to the State Local Records Committee.

**Claims Audit Contract:** John Crawford discussed the proposed claims audit services agreement with PricewaterhouseCoopers for audits in 2000 and 2002. The proposed compensation increases by approximate consumer price index increases. If directors want an oral report from the claims auditor, there will be an additional fee of \$1,000 for the travel from California.

**OTHER BUSINESS:**

**Future Meetings:**

Spring Workshop and Board Meeting – Wednesday and Thursday, April 21-22, 1999

@ Doubletree Inn at Southcenter, Tukwilla

Thursday, June 24, 1999 @ WestCoast Sea-Tac Hotel, 9:30 a.m.

Summer Workshop and Annual Board Meeting – Thursday & Friday, July 22-23, 1999

@ Enzian Motor Inn, Leavenworth

September 16, 1999 @ WestCoast Sea-Tac Hotel, 9:30 a.m.

Autumn Planning Workshop and Board Meeting – Wednesday and Thursday, October 20-21,

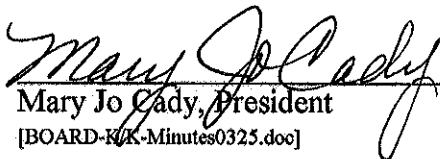
1999 @ Cavanaugh's, Yakima

Thursday, December 2, 1999 @ WestCoast Sea-Tac Hotel, 9:30 a.m.

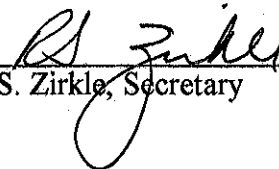
With no further business, the meeting was adjourned at 1:35 p.m.

MINUTES APPROVED:

6, 24, 99

  
Mary Jo Cady, President  
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Attest:

  
R. S. Zirkle, Secretary