

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE**

MINUTES

**9:00 a.m. Thursday, February 21, 2002
Risk Pool Office, Tumwater**

ATTENDANCE:

President – David Goldsmith, Jefferson County Deputy County Administrator
Secretary/Treasurer – Steve M. Lowe, Franklin County Prosecuting Attorney
Executive Committee –
Marilyn Breckel, Skamania County Administrative Services Manager
Rose Elway, Grays Harbor County Director of Management Services
Vyrle L. Hill, Pacific County Administrative Officer
Leon Long, Spokane County Risk Manager
Mike Shelton, Island County Commissioner
Si A. Stephens, San Juan County Auditor
R. S. Zirkle, Yakima County Prosecuting Attorney
Broker – Mike Croke, ARM, Senior 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: President David Goldsmith called the meeting to order at 9:10 a.m., welcomed all in attendance, and announced that a quorum was present.

APPROVAL:

Minutes: Marilyn Breckel moved to approve the minutes of the October 11th meeting in SeaTac and telephone conference of February 4th. Mike Shelton asked that he be listed at the top of the February 4th minutes as participating in the call. With the correction, the motion was seconded by Ron Zirkle and approved.

Vouchers: Mike Shelton moved to approve the vouchers. The motion was seconded by Rose Elway and approved.

REPORTS, DISCUSSION AND ACTION:

Minutes of Board Autumn Meeting: The minutes of the November 8, 2001 Autumn Meeting of the Board were included in the meeting materials.

Finance Committee: The State Financial Audit report was distributed. We received a “clean” audit with suggestions for upgrading our internal processes. One suggestion was to adopt a written asset management policy that addresses valuing, capitalizing and depreciating assets as well as identifying capital and small and attractive assets. It was drafted using the Grays Harbor County policy as a model. Si Stephens moved to recommend: 1. adding the proposed asset valuation policy to the Financial Management Policy, 2. to incorporate the existing Travel Policy into the Financial Management Policy, without changing it, and 3. to add a statement that the

Finance Committee should act as the oversight committee for the Financial Management Policy. The motion was seconded by Ron Zirkle and passed. The quarterly financial report was tabled and referred to the Finance Committee for review. The Finance Committee was also asked to review retroactive assessments and transfer of unspent, carried-over, unallocated loss adjustment expenses to the ULAE reserve.

Programs: Jay Winter reported that the Risk Pool had sponsored an intensive study course for 21 county and 2 city risk managers in Stevenson in January. He was proud to announce that everyone passed the examination for the Insurance Institute of America's Public Entity Risk Management course!

Jay also reported that 400 county employees have registered for the 25 e-learning courses offered through Geo-Learning. They have completed a total of 1,008 sessions, and a dozen have completed all 25 courses.

Jay also gave a PowerPoint presentation and written report on a risk control plan using a computerized risk management information system (RMIS). Jay was asked to continue working on the options with the Risk Management Committee and report back.

Reinsurance: Mike Croke stated that he had traveled back to Armonk, New York in January to visit underwriters at the Swiss Re headquarters. He will go to San Francisco next week to meet with Discover Re, and will be talking with other companies in the near future.

The Executive Committee went into executive session from 11:16 a.m. to 11:59 a.m. to discuss litigation. After returning from executive session, Vyrle Hill moved to direct staff to apply payments associated with multi-year occurrences evenly against the policies until one year's policy limits are exhausted, then only the proportional share(s) relative to the other year(s) to the remaining policies if there are different limits. The motion was seconded by Mike Shelton and approved.

Underwriting: John Crawford recommended that we review several high exposure areas where we are not able to control the actions of others, with the possibility of lowering coverage limits in those areas. The Underwriting Committee was asked to review the policy and limits.

Rose Elway moved to recommend to the Board at its Spring Meeting that the Risk Pool increase membership services by promoting the property program, and administering the billings and claims management, but not taking a layer of exposure. Included in the motion was to include public official bonds and to change the property policy year to coincide with the liability policy year of October 1st through September 30th. The motion was seconded by Mike Shelton and approved.

Membership Relations: The Executive Committee reviewed whether to offer affiliate membership to local government entities, and decided to wait until other projects were completed first.

Personnel: At the Autumn Board Meeting, the Board approved revising Section E.1 of the Personnel Policy to give the President flexibility to appoint personnel committee members and committee chair. Ron Zirkle moved to recommend the following wording changes to Section E.1 and 2:

E. PERSONNEL COMMITTEE

1. *The ((Board)) President shall appoint a Personnel Committee and the Committee Chair on an annual basis ((which shall be chaired by the Secretary/Treasurer. The Committee shall act as a consultant to the Pool Director on)) to assist and advise the Executive Director, Executive*

Committee and/or Board of Directors with personnel matters. The ((Personnel)) Committee's responsibilities shall include, but are not limited to, reviewing/drafting personnel policies and job descriptions, recommending recruiting strategies, performing salary surveys, ((drafting and reviewing personnel policies,)) and advising on proposed personnel actions. [Added 10/20/95]

2. *Any proposed reorganization, salary increase (other than COLA) or change in assigned duties which will result in a position reclassification must be presented to the Executive Committee for approval. The Executive Committee may deny the proposal or assign the issue to ((a)) the Personnel Committee to perform an analysis and provide a recommendation. [Added 10/20/95]*

The motion was seconded by Mike Shelton and approved. The President confirmed the appointment of Ron Zirkle to chair the Personnel Committee, and confirmed the committee membership.

The Executive Committee went into executive session from 1:16 p.m. to 1:40 p.m. to discuss personnel matters.

Claims: Alicia Johnson's report on claims filings and large losses was included in the materials.

ADJOURN: With no further business, the meeting was adjourned at 1:43 p.m.

FUTURE MEETINGS:

Spring Board Meeting – Thursday, March 21 – WestCoast Hotel, SeaTac
Executive Committee –

April 18, 2002, SeaTac

June, Bellevue (during WSAC Summer Convention)

October, Wenatchee (during WSAC/WACO Conference)


MINUTES APPROVED:



David Goldsmith, President

[BOARD-N/Minutes 2002 02 21.doc]

Attest:


Steve M. Lowe, Secretary