

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE**

MINUTES

**1:30 p.m. Wednesday, June 19, 2002
Hilton Bellevue Hotel, Bellevue**

ATTENDANCE:

President – David Goldsmith, Jefferson County Administrator
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
Neva J. Corkrum, Franklin County Commissioner, Director
Broker – Mike Croke, ARM, Senior Vice President, Willis Corroon of Seattle
Risk Pool Staff - John Crawford, Executive Director
Alicia Johnson, Claims Manager
Kitty Bottemiller, Programs Assistant

WELCOME and ROLL CALL: President David Goldsmith called the meeting to order at 1:58 p.m., and announced that a quorum was present.

APPROVAL:

Minutes: Leon Long moved to approve the minutes of the April 18th meeting at SeaTac and June 10th telephone conference meeting. The motion was seconded by Vyrle Hill and approved.

Vouchers: Vyrle Hill moved to approve the vouchers (Administration: check numbers 10410 through 10572 totaling \$112,135.62 and transfers in the amount of \$16,573.33, and Claims: check numbers 11396 through 11609 totaling \$887,088.46). The motion was seconded by Rose Elway and approved.

REPORTS, DISCUSSION AND ACTION:

Nominating Committee: Meeting as the nominating committee, the committee nominated Mike Shelton and Si Stephens to three-year terms from 2002 to 2005 on the Executive Committee, with additional nominations to be from the floor at the Annual Meeting.

Claims: The President awarded Alicia Johnson with a seagull appreciation cap for her work on the seagull-congregation-at-the-landfill case. Alicia then reported about large open losses and the turn-around speed for reimbursements from our reinsurance companies.

After discussion, the committee agreed with the staff recommendation to send the retroactive assessment billings on July 1st, rather than as part of the premium billing for next year.

Reinsurance: Mike Croke assembled marketing materials and posted them on a password protected Internet website for reinsurance underwriters to use. He reported that reinsurance underwriters have started to review the information and some have asked additional follow-up questions, although they are busy with their July 1st renewals now.

Property Insurance: Mike Croke is continuing contact with member counties regarding comparisons with their present programs. He is also working on gaining quotes for environmental impairment information.

Fairgrounds / Special Events Insurance: Willis sent an alert regarding our current special events carrier's recent downgrade to a "B" rating by insurance rating agencies. Willis evaluated other carriers and found Great American, with an "A / XII" rating to have the most competitive program. We will switch to that program at the end of the policy year, which is after this year's fair season.

Finance Committee: Committee Chair Vyrle Hill reported that the Finance Committee met in Olympia on May 23rd for work on the budget for next year and Risk Pool financial reserves. A draft budget proposes cuts of approximately \$80,000 from this year's budget. After discussion, several line items were changed, and Rose Elway moved to advance the revised budget to the Board. The motion was seconded by Leon Long and approved.

Risk Management Committee: Test statistics on the e-learning program were placed in the meeting folder showing that member county employees completed 1,892 individual courses during the nine months that the e-learning program has been offered.

Committee Chair Leon Long reported on several meetings with Computer Sciences Corporation on the RiskMaster computer risk management information system (RMIS). Drafts of licensing contracts were received this week and included in the meeting materials. Si Stephens moved to authorize the Executive Director to complete negotiations and sign the RiskMaster agreements with approximately \$25,000 maximum to be billed in next year's premiums, and to sign a memorandum of understanding with Spokane County to host the software on the county's computer server with internet access given to all member counties. The motion was seconded by Leon Long and approved.


Personnel Committee: John Crawford reported that with the budget cutbacks for next year, there is a reduction in staffing, and Aileen Boren agreed to a proposed severance and release agreement. The committee acknowledged her hard work and years of service with the Risk Pool since January 1989. Si Stephens moved to approve the agreement and to authorize the Executive Director to sign it. The motion was seconded by Rose Elway and approved.

ADJOURNMENT: With no further business, the meeting was adjourned at 5:03 p.m.

FUTURE MEETINGS:

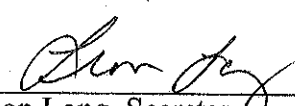
Board Summer Training, Workshop & Annual Meeting, July 23-26, Spokane
Executive Committee Meeting, Thursday, July 25, morning meeting, Spokane

MINUTES APPROVED: October 1, 2002



Steve M. Lowe, President
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Attest:



Leon Long, Secretary