

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE**

MINUTES

**Noon Tuesday, October 5, 2004
Red Lion Hotel at the Park, Spokane**

ATTENDANCE:

Past President – Leon Long, Spokane County Risk Manager
Executive Committee –

Herb Baze, Mason County Commissioner

Steven M. Clem, Douglas County Prosecuting Attorney

Rose Elway, Grays Harbor County Director of Management Services/Budget/Insurance

Mike Shelton, Island County Commissioner

Si A. Stephens, San Juan County Auditor

Jay Winter, Walla Walla County Human Resources / Risk Manager

R.S. Zirkle, Yakima County Prosecuting Attorney

Broker – Mike Croke, Senior Vice President, Willis Corroon Corporation of Seattle

Risk Pool Staff - John Crawford, Executive Director

WELCOME and ROLL CALL: Past President Leon Long called the meeting to order at 11:53 a.m., took a roll call, and announced that a quorum was present.

APPROVAL:

Minutes: Mike Shelton moved to approve the minutes of the June 21-22nd meeting at Tacoma. The motion was seconded by Si Stephens and approved. Si Stephens moved to approve the minutes of the August 27th meeting at SeaTac. The motion was seconded by Mike Shelton and approved.

Vouchers: Rose Elway moved to approve the vouchers (Administration: check numbers 12274 through 12548 totaling \$325,268.25 and transfers in the amount of \$32,237.25; and Claims: check numbers 14713 through 15138 totaling \$2,558,902.92). The motion was seconded by Jay Winter and approved.

Retroactive Assessment Resolution: Rose Elway moved to approve the form of the retroactive assessment resolution and exhibit as presented. The motion was seconded by Si Stephens and approved.

Premium Spreadsheets: Si Stephens moved to approve the final version of the premium spreadsheet, with changes in deductible elections by two member counties. The motion was seconded by Mike Shelton and approved.

REPORTS, DISCUSSION and ACTION:

Board Annual Meeting:

The minutes of the July 21-22 Board Summer Workshop and Annual Meeting were placed in the meeting packet.

Executive Session – Personnel: At 12:06 p.m., the chair conducted the meeting in executive session in accordance with RCW 42.30.110(g) to review the performance of a public employee. The executive session was concluded at 12:24 p.m. Reconvening after the executive session, the committee announced that it decided not to retain a third-party administrator to oversee the WCRP operation, and approved filling the vacant claims manager position.

Nominating Committee: There are two vacancies in the Executive Committee and the office of President will be vacant at the beginning of January. Nominations from the floor will be requested to fill the committee vacancies, and Rose Elway will be nominated to fill the unexpired term of the President.

Bylaws Change regarding Finance Committee: At the Annual Meeting, the Board approved a motion to revise the appropriate documents for Board approval to recognize the Finance Committee as a standing committee of the Board of the Risk Pool. After discussion and revisions, Si Stephens moved to recommend amending the Bylaws and adding a new section C in Article 4 as follows:

C. FINANCE COMMITTEE.

1. COMMITTEE. The President shall appoint the Chair of the Finance Committee, who shall call meetings when necessary.
2. DUTIES. The Chair of the Committee shall advise the Executive Committee and Board on the budget and financial matters of the Pool, and shall review the Financial Management Policy on an annual basis and recommend any modifications.

The motion was seconded by Ron Zirkle and approved.

Accounting/Auditing Officer Job Description Revision: Also at the Annual Meeting, the Board approved renaming the "Accounting/Auditing Officer" and redesignating line reporting of this position to the Executive Director and the Board of Directors through the Chair of the Finance Committee.

Coverage Determination Appeals to Executive Committee: John Crawford reported that three reservations of rights letters had been sent to members regarding occurrences extending over multiple time periods, and asked whether the Executive Committee wanted its own legal counsel for any appeals. The Committee decided not to have its own counsel, but to ask questions of the attorneys for appellants and respondents if appeal matters needed clarification.

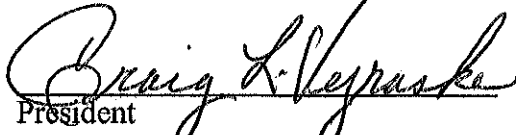
Executive Session – Claims: At 1:16 p.m., the chair conducted the meeting in executive session in accordance with RCW 48.62.101, to discuss litigation and settlement of claims. Public discussion would impair the Risk Pool's ability to conduct its business effectively; and/or it was for the purpose of setting reserves. The Executive Session was concluded at 1:53 p.m.

Broker Report: Mike Croke announced that the reinsurance companies have prepared their certificates and policies in a timely manner and they will be forwarded to the Risk Pool office after final review by Willis. He reported that eighteen counties are participating in the property program this year, with everyone getting premium reductions. He also stated that he will work with a few counties to develop environmental insurance for their open and closed landfills.

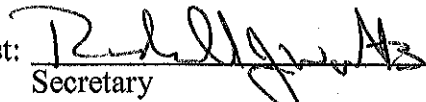
Future Meetings: The Executive Committee agreed that the President should call the next meeting when needed.

With no further business, the meeting was adjourned at 2:00 p.m.

MINUTES APPROVED:



President
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Attest: 

Secretary