

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE**

MINUTES

**10:00 A.M., Thursday, June 30, 2005
Radisson Hotel, SeaTac**

ATTENDANCE:

President – Rose Elway, Grays Harbor County Management Services/Budget/Insurance Director
Secretary/Treasurer – Randy Watts, Whatcom County Chief Civil Deputy Prosecuting Attorney

Committee Members –

Toni Gilbert, Clallam County Safety/Training Specialist

Leon Long (*phone*), Spokane County Risk Manager / Geiger Corrections Center Director

Jay Winter, Walla Walla County Human Resources/Risk Manager

Ron S. Zirkle, Yakima County Prosecuting Attorney

Broker – Mike Croke, Senior Vice President (Willis of Seattle, Inc.)

Risk Pool Staff –

Vyrle Hill, Executive Director

David Goldsmith, Member Services Manager

Susan Looker, Claims Manager

Rich Bodell, Loss Control

WELCOME and ROLL CALL: Those present were informed that Neva Corkrum's flight had been canceled and Si Stephens was unable to land his plane due to the fog in the vicinity. After a short delay to facilitate a telephonic connection with Leon Long, President Rose Elway called the meeting to order at 10:17 a.m. noting that a quorum was finally present.

APPROVAL:

Agenda: Ron Zirkle moved to approve the draft agenda recognizing that item 6 (Underwriting Committee's report and recommendations) would occur about 10:30 a.m. after Richard Dykstra had arrived; the motion was seconded by Randy Watts and passed.

Minutes: Ron Zirkle moved to approve the minutes of the April 13th meeting at Mount Vernon; the motion was seconded by Jay Winter and passed.

Vouchers: Randy Watts moved to approve Voucher Approval Request No. 05-04, more specifically Administration check numbers 13035 through 13157 totaling \$93,444.38 with transfers in the amount of \$37,944.28 and Claims check numbers 15829 through 16019 totaling \$1,410,602.79; the motion was seconded by Toni Gilbert and passed.

Employment Agreement: Ron Zirkle moved to confirm the President's approval of a 2-year employment agreement with Vyrle Hill as WCRP Executive Director effective June 1, 2005; the motion was seconded by Jay Winter and passed.

Personal Services Agreement: Ron Zirkle moved to confirm the Executive Director's approval of a personal services agreement with David Goldsmith (DRG Sound Solutions) for member outreach services (WCRP Member Services Manager); the motion was seconded by Randy Watts and passed.

REPORTS, DISCUSSION and ACTION:

Finance Committee: An announcement was given that Chair Si Stephens intends to hold a committee meeting before the forthcoming WCRP Annual Meeting. Topics to be considered include the administrative budget for 2005-6, financial statements, actuary rate-setting and reserving reports, and retention levels.

Nominating Committee: President Rose Elway announced that Mike Shelton, Dennis Hadaller and Toni Gilbert had asked to be nominated, but that she hadn't been able to reach Si Stephens to confirm his desire. Rose promised to contact Si and Tammy Devlin whose name was suggested as a possibility as well before the Annual Meeting.

Personnel Committee: After briefly reviewing the revisions to the Personnel Policy that had been suggested, it was agreed that this matter would be addressed by the Personnel Committee telephonically in the next couple of weeks.

Underwriting Committee: Following Richard Dykstra's arrival at 10:35 a.m., the 10-items of coverage recommendations from the Underwriting Committee were reviewed. With Leon Long needing to leave for another appointment and recognizing that the ORV matter (item 10) was in need of further clarification, Randy Watts moved to support the Underwriting Committee's recommendations for items 1 through 9; the motion was seconded by Jay Winter and passed.

SPECIAL NOTE... the remainder of the Executive Committee meeting was conducted without a quorum present due to Leon Long no longer being available telephonically.

Risk Management Committee: At 11:45 a.m., Rich Bodell reminded those present of the activities and plans of the Risk Management Committee communicated at the Spring Meeting.

Spring Board Meeting Minutes: No comments or suggested changes were offered.

Actuarial (Rate-Setting) Report: The conclusions and recommendations in the report were briefly reviewed. It was noted that there was a slight increase in the WCRP total exposures and slight decreases in the proposed rates. A representative of PricewaterhouseCoopers will be present to present the report at the Annual Meeting.

Broker's Report: Mike Croke reported on the very positive efforts to market the Washington Counties Property Program... rates were estimated to be between \$0.085 and \$0.095 (per \$100 property value). Finalization of the proposal is expected to occur before the Annual Meeting.

He also reported on the efforts to renew the WCRP reinsurance/excess insurance program for Year R (2005 - 2006). Commitments for a relatively "flat renewal" (amounts similar in total to the current year) were received from all present carriers. Mike will continue to address the rates.

Mike also reported that he expects representatives from Swiss Re and from C.V. Starr will attend the Summer Conference.

Staff Reports - Claims: Susan Looker reported that changes were being suggested to the Claims Administration Policy to respond to the RiskMaster database management system and to provide limited support for investigations in advance of a claim similar to pre-defense reviews. She also reported that she and her claims staff were coordinating 368 open cases, and that the cases now being reported to our reinsurance companies has doubled (since reducing our SIR).

Member Services: David Goldsmith reported that visitations have been conducted in eleven of our member counties, and that the remaining counties are scheduled to be held by summer's end.

He also reported having received about two dozen pre-applications for the non-profit (and quasi-governmental) entities' joint-purchase insurance program... about forty are needed before Willis presents the group to the insurance marketplace. David mentioned that he's maintained contact with the real estate agent for the sale of our building.

Loss Control: Rich Bodell reported that the RiskMaster RM.net and Business Intelligence software systems were installed and that staff has been provided initial training. Plans remain to demonstrate the new systems' capabilities during the Summer Conference. He also noted that the final "mock up" of the electronic claims reporting form had been provided this week... it too will be demonstrated at the conference. Rich reported that Focus Training sessions are continuing... the Jail sessions conducted last week were attended by nearly 100.

Administrative/Executive Director's Reports: Vyrle Hill provided a brief overview of preliminary financial reports for comparison reflecting both inclusion and exclusion of the 2004 retroactive assessment. There were no objections expressed to the proposal to rescind the assessment. Vyrle noted that the draft 2005-6 administrative budget and premium worksheets would be referred to/through the Finance Committee... Chair Si Stephens would be contacted and encouraged to conduct an earlier telephonic meeting so that Committee's recommendations could be distributed with the Annual Meeting's advance packets.

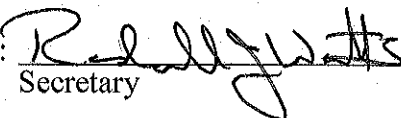
Future Meetings: The Executive Committee will meet during the Summer Conference in Richland in advance of the Board Meeting, probably Wednesday morning – July 27th, to consider other committee recommendations and general business needs.

With no other business, the meeting was adjourned at 1:25 p.m.

MINUTES APPROVED this 27 day of July, 2005.



President

Attest: 

Secretary