

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE  
MINUTES**

**4:30 P.M., Wednesday, October 25, 2006  
Red Lion Hotel at the Park  
Spokane, Washington**

**ATTENDANCE:**

Secretary/Treasurer – Keith Goehner, Chelan County Commissioner

Executive Committee Members –

Toni Gilbert, Clallam County Safety Training Officer

Neva Corkrum, Franklin County Commissioner

Mike Shelton, Island County Commissioner

Mark Abernathy, Kitsap County Risk Manager

Leon Long, Spokane County Geiger Corrections Center Director/Risk Manager

Jay Winter, Walla Walla County Personnel/Risk Manager

Randy Watts, Whatcom County Chief Civil Deputy Prosecuting Attorney

Risk Pool Staff –

Vyrle Hill, Executive Director

Susan Looker, Claims Manager

David Goldsmith, Member Services Manager

Others –

Mike Croke, Broker (Willis of Seattle, Inc.)

Marilyn Butler, UWC Co-chair (Skamania County Administrative Services Director)

**Welcome and Roll Call:** Due to President Clem's absence, Secretary-Treasurer Goehner presided over this meeting. He called the meeting to order at 4:20 p.m. and noted that he could visually confirm that a quorum of the Executive Committee was present. Executive Director Hill asked that the Committee consider adding to the agenda a proposed extension of the agreement with David Goldsmith; the agenda addition was approved and placed before the Standing Committees' reports.

**Minutes:** Mike Shelton moved to approve the minutes of the July 26–27, 2006 Executive Committee meeting held at the Enzian Inn in Leavenworth. The motion was seconded by Randy Watts and passed upon voice vote.

**Vouchers:** Mike Shelton moved to approve Voucher Approval Request No. 06-08, more specifically Administration check numbers 14093 through 14375 totaling \$369,843.85 with transfers of \$757,887.92 and Claims check numbers 17623 through 18827 totaling \$2,029,873.86. The motion was seconded by Leon Long and passed upon voice vote.

**Disposition of Assets:** Toni Gilbert moved to approve Disposition of Assets Request No. 06-01; the motion was seconded by Randy Watts. Discussion followed wherein Executive Director Hill noted that the listing primarily included items that had been disposed of earlier but hadn't been formally removed as well as items associated with the Pool's headquarters relocation. The motion passed upon voice vote.

**Claim Settlement Authorities:** Leon Long moved to confirm Settlement Confirmation Request No. 10.1-2006, more specifically Ann Featherly v. Okanogan County. The motion was seconded by Mark Abernathy and passed upon voice vote.

**Professional and Personal Services & Employment Agreements:** Leon Long moved to approve the proposed extension in the actuarial services agreement with PricewaterhouseCoopers

through December 2009 and authorize the officers to sign to signify the Pool's approval. The motion was seconded by Toni Gilbert and passed upon voice vote.

Executive Director Hill reported that the extension of the claims auditing services with PwC hadn't been completed but was expected for the contemplated December meeting.

Mike Shelton moved to confirm the officer's earlier approval of the extension through December 2009 in the broker services agreement with Willis of Seattle, Inc; the motion was seconded by Toni Gilbert and passed upon voice vote.

Neva Corkrum moved to approve the First Amendment (3-year extension through May 2010) of the Employment Agreement with Vyrle Hill as the Pool's Executive Director. The motion was seconded by Randy Watts and passed upon voice vote.

Leon Long moved to approve the First Amendment (1-year extension through September 2007) of the Personal Services Agreement with David Goldsmith; the motion was seconded by Jay Winter and passed upon voice vote.

**Finance Committee:** Chair Mike Shelton reported that Rose Elway, Toni Gilbert, Neva Corkrum and Leon Long responded offering to continue as committee members and that Andrew Lampe participated during the earlier break-out session. Mike then asked Executive Director Hill to briefly preview the three finance-related items on the Board's agenda.

Vyrle quickly browsed through the Q4-2006 "pre-closing" financial reports with attention given to the \$2.4 million growth in Net Assets and the 1.44 (Assets to Liability) ratio from the report to the State Risk Manager. He also noted that the (liability and property) invoicing worksheets were included for confirming action.

**Personnel Committee:** Chair Jay Winter reported that Ron Zirkle, Melina Wenner, Tammy Devlin and Billie Kadrmas had offered to serve with the committee, and that Drew Woods had participated during the "break-out" session. He noted that the committee's role was to support the Board, Executive Committee and the Executive Director.

It was noted that the Board packet included revisions to the Personnel Policy for approval that were suggested during the Annual Meeting.

Since the changes proposed by the Executive Director had been deemed to be substantive, Leon Long moved approval of the revised Loss Control Coordinator job description, but with the established pay scale. The motion was seconded by Toni Gilbert and passed upon voice vote.

**Risk Management Committee:** It was noted that this committee met earlier in the day with Co-chair Harry Green and members Clyde Carpenter, Maureen Walker, Tammy Devlin, Steve Bartel, Keith Goehner, and Betty Kemp attending. They agreed to recommend a simplified Py2007 Loss Control work plan that focuses upon meeting with all member counties and 1) review their self assessments and/or compact compliance audit results, and 2) examine and evaluate or discuss their available loss control resources and the services that may be needed.

**Underwriting Committee:** Marilyn Butler and Randy Watts were reported as having agreed to co-chair this committee and Neil Wachter, Mark Abernathy, Ron Zirkle, Larry Peterson, Dave Zeretzke, Steve Bartel and David Alvarez had agreed to serve as members.

**Broker's Report:** On the liability side, Willis' Mike Croke reported that all the coverage layers had been bound and that they were completing their renewal work with ACE. He noted that they

were awaiting the terrorism forms. He also mentioned that December 1<sup>st</sup> was the target for initiating the HELPLINE services that ACE agreed to furnish.

Mike noted that the property program had been placed as proposed, and that the combined values were approaching \$1.9 billion. He mentioned that the Flood Zone "A" coverage was increased to \$25 million.

**Claims Division Report:** Claims Manager Susan Looker reported that claims audits were conducted in/for Spokane and Yakima Counties and the reports were recently made available. She also noted that the field review for the Pool's biennial independent claims was scheduled for mid-December whereat she would seek clarification of some issues raised in the counties' audits.

Susan then asked for an executive session to review pending claims and litigations from Okanogan and Mason Counties.

**Executive Session:** Randy Watts moved to enter an executive session in accordance with RCW 48.62.101 to discuss litigation/appeals procedures whereat public discussion would impair the Pool's ability to conduct its business effectively. The motion was seconded by Jay Winter and passed upon voice vote. Marilyn Butler was excused. Secretary-Treasurer Goehner moved the meeting into an executive session at 4:50 pm that lasted until 5:24 pm. These matters were deferred to the next meeting with no actions taken.

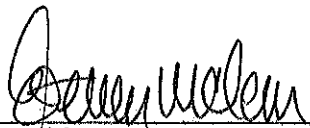
**Member Services Division Report:** David Goldsmith informed the committee of the status of and plans for the Member Compact compliance audits. He also reported on the Pool's presentation and marketing efforts during the WSAC Centennial Conference.

**Committee Member Reports:** Neva, Keith, Jay and Randy commented on their attendance at PRIMA's Annual Conference and expressed their appreciation for having been afforded the opportunities to attend. Mark also briefed those present on the AGRiP Governance and Leadership Conference that he attended.

**Upcoming Events:** Committee members reviewed and discussed the calendar of activities. After discussing dates, the committee by consensus agreed to next meet December 7, 2006 at the Pool's new headquarters in Tumwater commencing at 11:00 am.

**Adjournment:** With no further business, Secretary-Treasurer Goehner adjourned the meeting at 5:35 pm.

MINUTES APPROVED this 7<sup>th</sup> day of December 2006.

  
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President

Attest:   
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Secretary/Treasurer