

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE
MEETING MINUTES**

**8:30 A.M., Thursday, November 8, 2007
Kitsap Conference Center, Bremerton, WA**

ATTENDANCE:

President – Keith Goehner, Chelan County Commissioner

Secretary/Treasurer – Mark Abernathy, Kitsap County Risk Manager

Executive Committee Members –

Toni Gilbert, Clallam County Safety Training Officer

Rose Elway, Grays Harbor County Management Services/Budget Director

Marilyn Butler, Skamania County Administrative Services Director

Diane Oberquell, Thurston County Commissioner (at 3:25 pm)

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

Jill Lowe, Loss Control Coordinator

Others –

Marge Upham, Clallam County HR Director (WCRP Director)

F. Lee Grose, Lewis County Commissioner (WCRP Director)

Andrew Lampe, Okanogan County Commissioner (WCRP Director)

Steve Bartel, Spokane County RM Supervisor (Chair – Risk Management Committee)

Michael Croke, Area Senior Vice President (Arthur J. Gallagher RMS, Inc.)

Call to Order, Welcome, Roll Call and Agenda: President Goehner called the meeting to order at 8:32 a.m. He welcomed all the attendees and reported his standing committee chairmanships: Finance (Steve Clem), Personnel (Tammy Devlin), Risk Management (Steve Bartel) and Underwriting (Marilyn Butler and Randy Watts). Then, through visual observation President Goehner confirmed a quorum of the Executive Committee was present. He asked if there were any changes to the proposed agenda... none were requested.

Minutes: Randy Watts moved for approval of the minutes of the August 30, 2007 Executive Committee meeting held at the Radisson in SeaTac as circulated; Toni Gilbert seconded. *Motion passed without dissent by voice vote.* Rose Elway then moved for approval of the minutes of the October 25, 2007 Executive Committee teleconference as circulated; Mark Abernathy seconded. *Motion passed without dissent by voice vote.*

Personal Services Agreement: Marilyn Butler moved for confirmation of the Second Amendment (1-year extension through September 2008) of the Personal Services Agreement with David Goldsmith; Rose Elway seconded. *Motion passed without dissent by voice vote.*

Vouchers: Diane Oberquell moved for approval of Voucher Approval Request No. 08-01, more specifically check numbers 1131 through 1317 (administrative) and 25178 through 25349 (claims) totaling \$1,218,153.17 with transfers of \$82,050.34; Toni Gilbert seconded. *Motion passed without dissent by voice vote.*

Final 2007-08 (Year T) Washington Counties' Property Program Worksheet: Executive Director Hill presented the revised final compilation of the 2007-08 WCPP invoicing worksheet reflecting the addition of Walla Walla County and the grand total of \$2,238,405.44. Randy Watts moved for approval of the Final WCPP Premiums Worksheet for 2007-08; Diane Oberquell

seconded. A brief discussion about "scheduled property" values, especially contents amounts, followed. *Motion passed without dissent by voice vote.*

Broker's Report: Mike Croke addressed the attendees, noting that this was his first meeting representing Arthur J. Gallagher Risk Management Services, Inc. Mr. Croke distributed a handout titled "*Description of Services for Risk Control & Workers Compensation – November 8, 2007*" and provided a brief summary of its subject matter.

Broker of Record: Rose Elway moved to recommend Board approval of Broker Services Agreement Amendment 2 proposed by Arthur J. Gallagher Risk Management Services, Inc. with the revisions suggested by the Executive Director; Randy Watts seconded. Discussion followed. *Motion passed without dissent by voice vote.*

Professional Services Agreements: Further discussion followed regarding conducting Request for Qualifications & Proposal processes. The committee's broker services recommendation to the Board would include the expectation that RFQ&P processes for the Pool's actuarial, brokerage and claims auditing services would occur during Pool Years 2009 and 2010, and well in advance of the current agreements' December 2009 and 2010 terminations.

Standing Committees' Reports

- **Finance:** President Goehner again reported that he had appointed Steve Clem chair. Since the committee hadn't yet met and Chair Clem was not present, long-term member Rose Elway presented the "preliminary" reserving report (for the SRM) and noted the indicated ratio of 1.92. Mr. Hill presented and discussed the revisions required to incorporate the results of the reserving report he just received from PricewaterhouseCooper's Craig Scukas.
- **Personnel:** President Goehner noted again that he had appointed Tammy Devlin chair.
- **Risk Management:** President Goehner extended the floor to Chair Steve Bartel. Mr. Bartel presented and briefly discussed the committee's proposed Statement of Purpose, Objectives & 2007-08 Goals. Diane Oberquell moved to recommend approval by the Board of the RMC proposal; Marilyn Butler seconded. *Motion passed without dissent by voice vote.*
- **Underwriting:** President Goehner noted that he had appointed Marilyn Butler and Randy Watts as co-chairs. Ms. Butler noted that some replacements for the committee were needed.

Committee Member Reports: Diane Oberquell suggested that Pool-directed investigations be allowed in some personnel matters by broadening the use of the pre-defense investigations funds or by new development of a new service.

Mark Abernathy and Toni Gilbert shared their experiences attending and opinions of the recent AGRiP Governance and Leadership Conference in Savannah, GA. Also attending the conference were Neva Corkrum, Vyrle Hill, David Goldsmith and Susan Looker.

Staff Reports:

- **Claims Manager** Susan Looker reported that the County's appeal in the Broyles v. Thurston County case was filed earlier today, and that the Marvin Henry v. Whitman County case was recently settled. She also reported that a coverage opinion was being sought for the Cowlitz County septage claim(s), and that a re-insurer involved with the Broyles case has expressed a differing opinion regarding the coverage year.

Executive Session: Randy Watts moved to convene in executive session for less than 10 minutes to examine a specific claim; Diane Oberquell seconded. *Motion passed without dissent by voice*

vote. Recognizing that public discussion would impair the Pool's ability to conduct its business effectively, and acting in accordance with the WCRP Bylaws and RCW 48.62.101, President Goehner recognized all those present except Marge Upham, Lee Grose and Andy Lampe as being pertinent to the discussion and moved the meeting after excusing the three individuals into an estimated 10-minute executive session at 10:00 a.m. to discuss Allison v. Pacific County.

Regular Session: Upon President Goehner's reconvening the regular meeting at 10:11 a.m., Randy Watts moved to support the Claims Manager's case recommendation; Diane Oberquell seconded. *Motion passed without dissent by voice vote.*

- Executive Director Vyrle Hill informed the committee that he had decided not to rush the PY-2007 financial reporting to obtain the usual between-holidays SAO audit; rather, that the submittal would occur within the 150-day timeline after the reports had been completed and appropriately checked. He noted this would most likely result in the delaying the actual audit to late winter or early spring 2008, and the audit reports about a month later. No committee objections were expressed.

Mr. Hill briefly explained the LEXIPOL law enforcement policies and procedures system, as well as the discounting concept that was suggested for the Pool's membership. He noted that with the minimal response from member counties to his earlier inquiry, he felt delaying any action until the spring 2008 meeting was in order. Diane Oberquell commented that she felt WASPC endorsement or support was essential.

Recess: With the WCRP planning session about to commence and the significance of the agenda item remaining, President Goehner recessed the meeting at 10:22 a.m. with instructions that the meeting would reconvene following the planning session at approximately 4:00 p.m.

Reconvene: President Goehner reconvened the Executive Committee meeting 3:52 p.m. with all earlier attendees except for Toni Gilbert and Marge Upham, Lee Grose, Andrew Lampe and Steve Bartel.

- Executive Director Hill shared a one-page briefing related to the Pool's Mottman Plaza Headquarters. He explained a) that WCIF/P had already out-grown its space in the present facility, b) the temporary space realignments taken to address the WCIF/P interim needs, and c) an acquisition option recently made available to both organizations by the site developers. He commented that the WCIF/P – WCRP joint ownership agreement included a mutual "first rights" provision that the Pool should anticipate having to exercise if it decides against the sell/buy option because he was confident the space needed for WCIF/P will force it to move to a larger facility. Discussion followed. No action was taken.

Future Meetings: Diane Oberquell moved to recommend Spokane as the site for the 2008 Spring Session; Jay Winter seconded. *Motion passed by voice vote with Marilyn Butler abstaining.*

Adjournment: Jay Winter moved for meeting adjournment; Marilyn Butler seconded. *Motion passed without dissent by voice vote.* President Goehner adjourned the meeting at 4:42 p.m.

MINUTES APPROVED this 17th day of January, 2007.



President

Attest:



Secretary/Treasurer