

**WASHINGTON COUNTIES RISK POOL  
SAO ENTRANCE CONFERENCE NOTES  
and  
EXECUTIVE COMMITTEE TELECONFERENCE MINUTES  
9:45 A.M., Wednesday, March 5, 2008**

**ENTRANCE CONFERENCE PARTICIPANTS:**

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  
Risk Pool Staff –  
    Vyrle Hill, Executive Director  
    Sue Colbo, Accounting/Auditing Officer  
    David Goldsmith, Member Services Manager  
Others –  
    Troy Niemeyer, Assistant State Auditor

The SAO Entrance (telephonic) Conference commenced at 9:45 am. After seeking confirmation of the telephonic participants, ASA Troy Niemeyer introduced himself and led a review of the Entrance Conference packet.

Mr. Niemeyer noted the pending audit would: a) cover general areas for the period October 1, 2006 through September 30, 2007; b) include an evaluation of the Pool's accountability and compliance; c) include an audit of the financial statements as required by RCW 43.09.260; and d) include the issuance of both Accountability and Financial Statement Reports. He also noted that they would communicate any significant issues to the Board, including: a) significant difficulties encountered during the audit; b) disagreements with management about matters significant to the financial statements; and c) material misstatements. He then reviewed the three Reporting Levels – Findings, Management Letters and Exit Items. Finally, Mr. Niemeyer reported that they anticipated completing the field review by March 14<sup>th</sup> and that they would be scheduling an Exit Conference when the reports were nearly complete.

The SAO Entrance Conference adjourned at 9:56 am.

**EXECUTIVE COMMITTEE TELECONFERENCE PARTICIPANTS:**

President – Keith Goehner, Chelan County Commissioner  
Secretary/Treasurer – Mark Abernathy, Kitsap County Risk Manager  
Executive Committee Members –  
    Toni Gilbert, Clallam County Safety Training Officer  
    Steve Clem, Douglas County Prosecuting Attorney (*at 10:45 am*)  
    Rose Elway, Grays Harbor County Management Services/Budget Director  
    Marilyn Butler, Skamania County Administrative Services Director  
    Diane Oberquell, Thurston County Commissioner  
    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 –

Broker – Mike Croke, Area Sr. Vice President (Arthur J. Gallagher RMS, Inc.)  
RM Committee Chair – Steve Bartel, Spokane County Risk Manager

**Call to Order, Welcome, Roll Call and Agenda:** President Goehner called the teleconference to order at 10:00 am. Mr. Hill conducted a voice roll call. President Goehner confirmed a quorum of the Executive Committee was participating. He asked if there were any changes to the proposed agenda... none were requested, but he noted that he would briefly report on the forthcoming Executive Director review.

**Bylaws Amendment(s):** President Goehner mentioned that concerns were expressed about some of the wording in the amendment(s) proposed during the January 17<sup>th</sup> meeting and approved for recommendation to the Board. A proposal from Mr. Hill to further amend Article 3 Section C was discussed. Following the discussion, Marilyn Butler moved to reconsider the Bylaws amendments acted upon during the prior meeting and supplement with the changes presented and discussed today to allow filling an Executive Committee vacancy at either the Board meeting during which the vacancy notification is received or the Board meeting following the receipt of the notice; Rose Elway seconded. *Motion passed without dissent by voice vote.*

**Executive Committee Nominations:** Mr. Hill provided the makeup of the remaining Executive Committee, and noted the ideal person to address the desires listed in the Bylaws would be an elected official from a large-deductible member county. Mr. Hill then shared that three County Risk Managers – Steve Bartel (Spokane), Mark Wilson (Clark), and Harry Green (Lewis) – had submitted correspondence reflecting their interests in filling the present vacancy, as had Benton County HR/Risk Manager Melina Wenner and Yakima County Prosecuting Attorney Ron Zirkle.

Randy Watts moved to nominate Steve Bartel; Diane Oberquell seconded the motion. Toni Gilbert moved to nominate Ron Zirkle; Mark Abernathy seconded this motion. Jay Winter's motion to nominate Mark Wilsdon died for lack of a second. *It was the consensus of the (Nominating) Committeepersons to present to the Board Steve Bartel and Ron Zirkle as nominees to fill the unexpired term (position vacated by Leon Long in November 2007) on the Executive Committee.*

### **Standing Committees' Reports**

- **Finance:** Chair Clem was not participating. The Finance Committee would be asked to review before the Spring Board Meeting the supplemental budget proposal being prepared.
- **Personnel:** Chair Tammy Devlin was not participating.
- **Risk Management:** Chair Steve Bartel reported that committee members would soon be reviewing the online risk management courses PERI now has available. He also mentioned that he met the day before with the Pool's and Broker's loss control staffs to review resources and discuss a plan that will be presented during the Spring Session.
- **Underwriting:** Co-Chair Marilyn Butler reported that the committee had met telephonically and would be proposing amendment(s) to next year's Joint Self-Insurance Liability Policy.

**Committee Member Reports:** Keith Goehner, Diane Oberquell and Jay Winter will be joining Vyrle Hill and Jill Lowe for the mid-March AGRiP Spring Conference in Phoenix, AZ, and Randy Watts will be joining Mike Cook for the late-April RIMS Annual Conference in San Diego, CA.

**Broker's Report:** Mike Croke reported that he was hopeful that he would have some initial results by the Spring Session from the Gallagher Bassett property appraiser for the "test appraisal project." Mr. Croke also reported that he was arranging an underwriting trip, but the primary focus this year would be the property program renewal.

**Staff Reports:** Claims Manager Susan Looker informed the participants that an opinion from Coverage Counsel regarding the more recent Cowlitz County septic claims was received suggesting a single occurrence from a policy year of the county's choice between 1998 and 2003. It was noted that the coverage document was modified in 2005 and similar claims are applied to the most recent year of claim application.

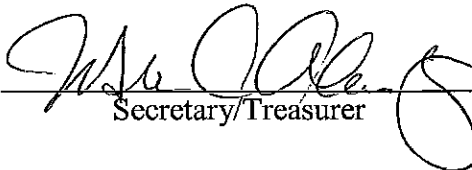
Member Services Manager David Goldsmith reported that SB 6885 (Driver's Abstracts), which passed the Senate unanimously, was on the Floor awaiting a final vote of the House of Representatives. He also reported that the "draft" revisions to the Strategic Plan would be presented for action during the Spring Session.

**Executive Director Evaluation:** President Goehner informed the participants that the Executive Committee needed to complete an annual evaluation of the Executive Director's performance by the end of May. Steve Clem, having just joined the teleconference, mentioned the form used last year was the same form the ED used for the Pool's staff reviews. All agreed to use the same form that Mr. Hill would send (electronically) to President Goehner for distribution.

**Adjournment:** With the scheduled business concluded, President Goehner adjourned the teleconference at 10:49 am.

MINUTES APPROVED this 27<sup>th</sup> day of March, 2008.

  
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President

Attest:   
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Secretary/Treasurer