

# WASHINGTON COUNTIES RISK POOL EXECUTIVE COMMITTEE MEETING MINUTES

11:00 AM, Thursday, February 5, 2009  
Radisson Hotel Gateway Seattle-Tacoma Airport  
SeaTac, Washington

## ATTENDANCE:

President – Mark Abernathy, Director – Kitsap County Risk Manager

Secretary/Treasurer – Jay Winter – Walla Walla County Personnel / Risk Manager

Executive Committee Members –

Keith Gochner, Director – Chelan County Commissioner-(teleconferencing)

Steve Clem – Douglas County Prosecuting Attorney

Rose Elway – Grays Harbor County Director of Mgmt. Services & Budget

Lee Grose – Lewis County Commissioner

Marilyn Butler – Skamania County Administrative Services Director

Steve Bartel – Spokane County Risk Manager

Tammy Devlin – Thurston County Risk Manager

Randy Watts – Whatcom County Chief Civil Deputy Prosecuting Attorney

Vyrle Hill – WCRP Executive Director (*ex-officio*)

Risk Pool Staff –

Susan Looker – Claims Manager

David Goldsmith – Member Services

Others –

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

Elizabeth Miser, Area Vice President – Arthur J. Gallagher RMS, Inc.

**Call to Order, Welcome, Roll Call and Agenda:** President Abernathy called the meeting to order at 11:14 am. He welcomed everyone, and he announced that he could confirm visually that all committee persons were present. No adjustments were proposed to the agenda.

**Minutes:** Steve Clem moved for approval of the executive committee minutes for the November 5, 2008 meeting held at the Great Wolf Lodge in Grand Mound; Rose Elway seconded, and the motion carried.

**Vouchers:** Marilyn Butler moved for approval of Voucher Approval Request No. 09-02, more specifically check numbers 2268 through 2554 (administrative) and 26965 through 27384 (claims) totaling \$6,635,455.32 with transfers of \$134,087.35; Jay Winter seconded, and the motion carried.

**Quarterly Financial Reports:** Executive Director Hill provided a brief review of the 1Q-2009 financial reports for the period October through December 2008, noting that 1) Net Assets grew more than \$217,000 to nearly \$7 million; 2) 19% of the operating (administrative) budget had been expended; and 3) the Assets to Liability Ratio from the SRM report was 2.03. Steve Clem moved for approval of the 1Q-2009 financial reports with authorization, if needed, for the President to authenticate; Lee Grose seconded, and the motion passed without dissent.

**Claims Settlement Authorizations:** Rose Elway moved to confirm approval of Settlement Confirmation No. 02.05-2009, more specifically McGlade/Gabel v. Spokane County, McKenzie v. Adams County and Walker v. Island County; Rose Watts seconded, and the motion carried.

**Service Agreement (Hirons & Associates, Inc.):** Executive Director Hill presented a proposed agreement negotiated with Hirons & Associates Inc., the consulting firm selected from the RFQ/P process, to provide property appraisals associated for the Washington Counties Property Program. Lee Grose moved to approve the Service Agreement and Steve Clem seconded. Following a brief discussion regarding the project scope and timelines, the motion carried.

**State Risk Manager Report:** LGSI Program Administrator Shannon Stuber was unable to attend. Still, the WAC 82.60 revisions being advanced through the P&L Advisory Board were briefly discussed, as was the Internal Revenue Code 115 assessment secured by OFM.

**Consultant's Reports:** Producer (Broker) Mike Croke outlined their marketing plans for the renewal of both the liability and property insurance programs with the intent to reduce the AIG involvement. He noted that several insurers have expressed interest. He further noted that a preview trip to San Francisco was scheduled next week to meet with several of those underwriters.

**Recess:** President Abernathy recessed the meeting for a brief lunch at 12:13 p.m. and reconvened the meeting at 12:43 p.m.

### **Standing Committees' Reports**

- **Finance:** Chair Steve Clem reported that the committee met earlier in the day with actuary Kevin Wick to discuss Experience Modification and the Factor(s) used, as well as other task assignments from the Strategic Management Plan. He noted that he would be conducting a follow-on survey, and that his committee would meet again to further its efforts.
- **Personnel:** Chair Tammy Devlin reported that her committee had met telephonically to discuss needed Personnel Policy revisions, market reviewing a position, and reviewing the presently-vacant position's job description. She noted that since Clallam County was presently updating its policies to address new requirements, the committee was awaiting those changes. And she noted plans to conduct a needs analysis with Pool staff to assist with re-describing the vacant, but needed position.
- **Risk Management:** Chair Steve Bartel mentioned his committee's desire to satisfy the Compact's annual self-assessment by updating the exposure assessments completed last year. He also noted that a SkidCar meeting facilitated by Jill Lowe was scheduled next week to discuss the continuation of this program with the Western Washington member counties that are still interested.
- **Underwriting:** Co-chair Marilyn Butler reported this committee would be meeting telephonically before the Spring Conference to address the inquiry Randy Gaylord made during the Autumn Conference and several other coverage-related items.

### **Officer and Committeeperson Reports**

- Steve Clem and Keith Goehner asked to discuss the circumstances of the McGlade/Gabel v. Spokane County case. The reservation letter from the executive director and the county attorney's reply were also discussed. A suggestion for an Executive Committee override of the executive director's letter died from the lack of a motion.
- Mark Abernathy asked that the definition of *insured's "defense costs"* be discussed. This matter was referred to the Underwriting Committee for further discussion.

### **Staff Reports:**

- **Claims Manager Susan Looker** provided brief reports on the status of the State of Washington v. Alicia Johnson matter and on the Walker v. Island County case.
- **Member Services Manager David Goldsmith** provided status updates on the development of a web-based property inventory management system, the property appraisal project, follow ups with the member counties to the Compact audit deficiencies, and marketing to Wahkiakum County. Committeepersons were then referred to the activity summary from **Loss Control Coordinator Jill Lowe** provided with the day's meeting materials.

**Executive Director Vyrle Hill** reported that Northwest Community Builders, the lessee of Suite J, asked for relief from the rental increase that is scheduled to take effect April 1<sup>st</sup>. Rose Elway moved to defer the scheduled rental increase for six months (until October 1<sup>st</sup>); Jay Winter seconded, and the motion passed without dissent.

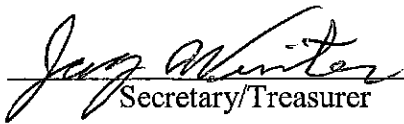
**Executive Committee Vacancy:** A vacancy was created in the Committee with the defeat of Neva Corkrum in the 2008 General Election. Okanogan County Commissioner Andy Lampe's interest was noted. Chair (and President) Mark Abernathy announced that the Nominating Committee would meet during the Spring Conference before the Board Meeting to consider and select a nominee for the unexpired term. In the meantime, notices of interest for this nomination are to be directed to President Abernathy.

**Upcoming Meetings and Trainings:** The AGRiP, RIMS and PRIMA conference schedules were briefly discussed. Committeepersons interested in attending these events were instructed to inform the President or Executive Director soon.

**Adjournment:** Steve Clem moved for meeting adjournment; the motion was duly seconded and carried. **President Abernathy adjourned the meeting at 2:06 pm.**

MINUTES APPROVED this 26<sup>th</sup> day of March, 2009.

  
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President

Attest:   
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Secretary/Treasurer