

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING
Friday, October 16, 2015
Red Lion Hotel Seattle Airport
18220 International Blvd., Seattle, WA**

ATTENDANCE:

Name	Relationship	10/16	Comment
Lisa Young	President (2012-18)	<input checked="" type="checkbox"/>	
Keith Goehner	Vice President (2005-17)	<input checked="" type="checkbox"/>	
W.A. "Drew" Woods	Secretary/Treasurer (2012-16)	<input checked="" type="checkbox"/>	
Tammy Devlin	Member (2008-17)	<input checked="" type="checkbox"/>	
Steve Clem	Member Elect (2004-12, 2015-18)	<input checked="" type="checkbox"/>	
Robert Koch	Member (2013-15)	<input checked="" type="checkbox"/>	
David Alvarez	Member (2013-16)	<input checked="" type="checkbox"/>	
Lisa Ayers	Member (2013-16)	<input checked="" type="checkbox"/>	Telephonic
Steve Bartel	Member (2008-16)	<input checked="" type="checkbox"/>	
Clyde Carpenter	Member (2014-17)	<input checked="" type="checkbox"/>	
Jill Johnson	Member (2015-17)	<input type="checkbox"/>	Excused
Vyrle Hill	Executive Director (<i>ex-officio</i>)	<input checked="" type="checkbox"/>	
Greg Prothman	Search Consultant	<input checked="" type="checkbox"/>	

OTHERS ATTENDING:

Name	Relationship	10/16	Comment	County/Organization
Greg Prothman	Search Consultant	<input checked="" type="checkbox"/>	From 8:50-11:40	Prothman Company
David Goldsmith	PSA: Member Services Manager	<input checked="" type="checkbox"/>		WCRP

Call to Order, Welcome and Roll Call: President Young called the meeting to order at 8:30 am, acknowledged Ms. Ayers' telephonic participation and noted Ms. Johnson's excused absence. She welcomed everyone and announced that a quorum existed.

Agenda: Mr. Koch moved and Mr. Bartel seconded to approve the agenda; the motion passed.

Consent Agenda: Ms. Devlin moved and Mr. Bartel seconded to approve the (eight item) Consent Agenda; the motion passed. Included were:

- * Minutes of July 10, 2015 Executive Committee meeting.
- * Minutes of August 18, 2015 Executive Committee telephonic meeting.
- * Voucher Approval Request No. 15-05, i.e. check numbers 9652 through 9950 (administrative payments) and checks 40316 through 40860 (claim payments) totaling \$3,966,111.18 and transfers in the amount of \$169,019.31.
- * Claims Settlement Confirmation No. 2015-10-16, i.e. DeBondt v Clallam County and Farris v Island County.
- * Confirmation of the JSILP (liability program) Assessment and Allocations computations for Fiscal Year 2016.
- * Confirmation of the Cyber (risk/security program) Assessment and Allocations computations for Fiscal Year 2016.
- * Confirmation of the WCPP (property program) Assessment and Allocations computations for Fiscal Year 2016.
- * Approval of the Financial Reports for Q3/FY-2015.

Professional Services Agreement: Following a brief discussion with Mr. Goldsmith regarding his intentions, the contractual relationship and term, Mr. Goehner moved and Mr. Alvarez seconded to confirm the approval of the Tenth Amendment which extends the consulting personal services agreement through May 31, 2016; the motion passed.

Employee Healthcare Options: Following a brief discussion surrounding the healthcare program available for the Pool's employees including Accounting Officer Sue Colbo's compilation and comparisons, Mr. Clem moved and Ms. Devlin seconded to proceed with PEBB's application process

and forward this matter to the Board of Directors with the recommendation that with PEBB approval the employee medical coverage be transferred from WCIF to PEBB; the motion passed.

Then, following a brief discussion regarding HRA VEBA Plan options and the potential for the Pool to set up and administer a Plan for its employees' participation and benefit, Mr. Goehner moved and Mr. Carpenter seconded to forward this matter with the Committee's favorable recommendation to the Board of Directors, but via the Personnel Committee for assistance and guidance with, input upon and oversight of the compilation of the set up and adoption documentation; the motion passed.

Ms. Ayers excused herself from the meeting and disconnected at 9:12 am.

Executive Session: Mr. Alvarez moved and Mr. Bartel seconded to convene in executive session with Mr. Prothman under the appropriate statutory authorities to review and discuss executive director applicants' qualifications; the motion passed.

Acting in accordance with RCW 42.30.110(1)(g), and recognizing that public discussion would impair the Committee's ability to conduct its business effectively, **President Young first excused Messrs. Hill and Goldsmith, then moved the Executive Committee with Mr. Prothman into an estimated 2-hour executive session at 9:13 am.**

President Young reconvened the Executive Committee in regular session at 11:08 am. Mr. Bartel moved and Mr. Carpenter seconded to move forward with interviews, after background reviews, of four applicants, i.e. Bryan, Zimmerman, Hamilton and Kuntz; the motion passed.

Discussion followed regarding the logistics and process/procedures for the interviews and presentation of the Committee's recommendation(s) to the Board for action. It was agreed that the interviews would involve two panels – executive committee and management, i.e. executive director, claims manager, member services manager – and would be conducted Thursday morning, November 19, 2015. The Committee's choice being recommended for formal consideration and action during Friday's Board Meeting will be asked to remain until late Thursday afternoon for an informal "meet and greet" reception with Directors and Alternate Directors, Pool staff and contacts, and others.

Recess: President Young recessed the meeting at 11:40 am. She then reconvened the meeting (with a working lunch) at Noon.

Ms. Ayers reconnected and rejoined the meeting.

Consultant Agreements: Following a brief discussion about the actuarial, claims auditing and insurance producer (broker of record) consultant agreements as well as the options available, Mr. Woods moved and Mr. Goehner seconded to recommend the Board of Directors defer initiation of a new competitive (RFQ/P) process while the executive director replacement is being determined and to approve 1-year extensions through calendar 2016 with a) PricewaterhouseCoopers LLP for actuarial services (including the Capital Modelling Study), b) Arthur J. Gallagher Risk Management Services, Inc. for insurance producer/broker of record services, and c) Strategic Claims Direction LLC for claims auditing services; the motion passed.

Standing Committees: President Young reported for FY-2016 that:

- * Finance: Thad Duvall agreed to continue as Chair and Vickie Raines is a new member.
- * Personnel: Paulette Young agreed to serve as Chair and Vickie Raines is a new member. NOTE: Mr. Bartel expressed his desire to be removed from this committee and Mr. Woods expressed his willingness to be added.
- * Risk Management: Mike Lithgow agreed to continue as Chair.
- * Underwriting: Steve Bartel agreed to continue as Chair. NOTE: Mr. Woods expressed his desire to be recognized once again as a member of the committee.

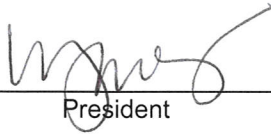
NOTE: All agreed to add the Investment Committee to the listing of Committee Assignments.

Payroll/Payday Policy: In response to the SAO Exit Conference suggestion that the payroll/payday procedures be in written form, a proposed amendment of the Personnel Policy was reviewed and discussed, and a clarifying modification was agreed upon. Ms. Devlin moved and Mr. Bartel seconded to forward the modified proposal to the Board of Directors for consideration and action with the Committee's favorable recommendation; the motion passed.

Annual Review (Executive Director): Deferred to another (future) meeting.

Adjournment: Mr. Bartel moved and Mr. Carpenter seconded to adjourn the October 16, 2015 Executive Committee Meeting; the motion passed. **President Young thanked everyone for participating and adjourned the meeting at 12:24 pm.**

MINUTES APPROVED this 19th day of November, 2015.



President

Attest: 

Secretary/Treasurer