

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING**
Friday, November 18, 2016
Red Lion Hotel Seattle Airport
18220 International Blvd., Seattle, WA

ATTENDANCE:

Name	Relationship	11/18	Comment
Keith Goehner	President (2005-17)	<input checked="" type="checkbox"/>	
Tammy Devlin	Vice President (2008-17)	<input checked="" type="checkbox"/>	
W.A. "Drew" Woods	Secretary/Treasurer (2012-16)	<input type="checkbox"/>	Excused
Lisa Young	Member (2012-18)	<input checked="" type="checkbox"/>	
Steve Bartel	Member (2008-16)	<input checked="" type="checkbox"/>	Arrived at 8:55
Mike Thomas	Member (2016-19)	<input checked="" type="checkbox"/>	
David Alvarez	Member (2013-16)	<input checked="" type="checkbox"/>	
Jill Johnson	Member (2015-17)	<input checked="" type="checkbox"/>	Participated telephonically; Left meeting at 9:30
Steve Clem	Member (2004-12, 2015-18)	<input type="checkbox"/>	Excused
Robert Koch	Member (2013-18)	<input checked="" type="checkbox"/>	Participated telephonically
Clyde Carpenter	Member (2014-17)	<input type="checkbox"/>	
Derek Bryan	Executive Director (<i>ex-officio</i>)	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

OTHERS ATTENDING:

Name	Relationship	11/18	Comment	County/Organization
Kevin Wick	Actuary	<input checked="" type="checkbox"/>		PricewaterhouseCoopers
Craig Scukas	Actuary	<input checked="" type="checkbox"/>		PricewaterhouseCoopers
Susan Looker	Claims Manager	<input checked="" type="checkbox"/>		WCRP
Sue Colbo	Accounting Officer	<input checked="" type="checkbox"/>		WCRP

Welcome, Roll Call & Introductions: President Goehner called the meeting to order at 9:00 am. He welcomed everyone and confirmed that a quorum existed.

Agenda: Lisa Young moved and Tammy Devlin seconded to approve the agenda; the motion passed.

Approval of Minutes: Tammy Devlin moved and David Alvarez seconded to approve the 9-27-2016 Executive Committee minutes; the motion passed

Financial Report: Accounting Officer Colbo reported on the 4th Quarter FY2016, as well as an overview of the FY2016 Year-End (September 30, 2016) Financials. The Committee was also provided with Voucher Approval Request No. 16-05.

Tammy Devlin moved and David Alvarez seconded to approve the FY2016 4th Quarter and Year-End financials, along with the Voucher Approval Request No. 16-05; the motion passed.

Finance Committee Report: As the staff liaison to the WCRP Finance Committee, Accounting Officer Colbo provided the Committee with a brief overview of the activities of the Finance Committee, to include confirming compliance with vehicle usage and display of logos, per diem, and tipping.

Independent Actuary Report: Mr. Scukas and Mr. Wick of PwC presented a current overview of the work completed to date on their year ending 2016 actuarial reserve study. The final report and presentation will be provided to the WCRP Board of Directors at their upcoming Fall Conference & Board Meeting.

Investment Committee Report: As the staff liaison to the WCRP Investment Committee, Accounting Officer Colbo provided the Executive Committee with an overview of the WCRP investment activities, noting that the WCRP currently has just under \$34 million in investments between the LGIP, SCIP and invested through the WCRP's independent investment advisor, Chandler Asset Management.

President Goehner recessed the meeting from 10:35 am until 10:54 am.

Claims Report: WCRP Claims Manager Looker provided a report on recent claims activities to include any significant pending claims and any recent settlements.

Underwriting Committee Report: Chair Bartel reported on recent activities of the WCRP Underwriting Committee, to include discussions relative to evaluating the assessment formulas for member assessments, an evaluation which should be completed every few years. The Underwriting Committee will be meeting again at the WCRP Fall Conference & Board Meeting to finalize the task and the work PwC will be performing.

Risk Management Committee Report: Executive Director Bryan provided the Committee with an update on activities of the WCRP Risk Management Committee, to include work the Committee will be doing in the coming year. Rich Sill, Clallam County Human Resources Director/Risk Manager, has recently agreed to chair the Risk Management Committee and plans to have a Risk Management Committee meeting during the upcoming WCRP Fall Conference & Board Meeting.

Loss Control Report: Executive Director Bryan provided the Committee with a Loss Control update, reporting that the 80/80/80 Lexipol program has been going well and seems generally well-received by the membership. Mr. Bryan also reported that the Loss Control Coordinator has been conducting loss control on-site visits and has been completing and providing reports to the members following those visits.

President Goehner recessed the meeting from 11:35 until 11:50 pm.

Personnel Committee Report: Chair Young provided an overview of the Personnel Committee's recommendation that the Executive Committee recommend WCRP Board approval of the proposed health benefits option for WCRP employees for calendar year 2017. Mr. Bryan provided a more detailed overview of the option proposed, to include the impact of the proposal on the WCRP and on the staff. Discussion took place and clarifying questions were asked.

Tammy Devlin moved and Mike Thomas seconded a recommendation that the WCRP Board of Directors approve the proposed health plan option for WCRP employees for calendar year 2017; with the answers to a few clarifying questions prepared for the Board. The motion passed.

Executive Director Report: Mr. Bryan provided a report on administrative activities of the WCRP, to include the status on recruitments for open positions, as well as the status of the Request for Proposals for both Broker and Actuarial Services.

Interviews with candidates for broker services will be conducted on November 21 and 22 and the Committee members were asked to participate if their calendars are open to do so. Mr. Bryan agreed to send out information to the Committee as to when the interviews will be. The Committee asked for proposal evaluations to be completed along with a summary of those evaluations so that a recommendation can be made to the WCRP Board of Directors for final approval.

It was agreed that a telephonic WCRP Executive Committee meeting should occur on November 28th, following the interviews with candidates for broker services, so that the Committee may make a final recommendation to the WCRP Board.

Steve Bartel moved and Lisa Young seconded to convene in executive session with Mr. Bryan under the appropriate statutory authorities to review the performance of a public employee; 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 Goehner excused all those present except Committee members and Mr. Bryan, and moved the Executive Committee into an estimated twenty-minute executive session at 12:12 pm. At 12:32 pm, President Goehner extended the session for an additional twenty minutes.**

President Goehner reconvened the regular session at 12:52 pm with all previous participants except as noted in the attendance and announced no actions were to be taken at this time.

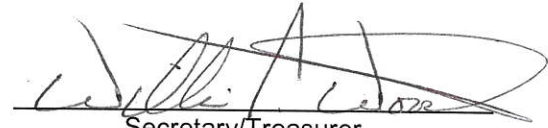
Upcoming Meeting and Conferences: President Goehner reminded members of the Committee of the upcoming meetings, WCRP Conferences and Board of Directors meetings, as well as of national conferences which Committee members are encouraged to attend.

Adjournment: President Goehner thanked everyone for participating and adjourned the meeting at 1:02 pm.

MINUTES APPROVED this 10th day of March, 2017.



President

Attest: 

Secretary/Treasurer