

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE (TELEPHONIC) MEETING  
1:30 p m, Monday, November 28, 2016**

**ATTENDANCE:**

Name	Relationship	11/28	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 checked="" type="checkbox"/>	
David Alvarez	Member (2013-19)	<input checked="" type="checkbox"/>	
Mike Thomas	Member (2016-19)	<input checked="" type="checkbox"/>	
Steve Bartel	Member (2008-16)	<input checked="" type="checkbox"/>	
Jill Johnson	Member (2015-17)	<input checked="" type="checkbox"/>	
Clyde Carpenter	Member (2014-17)	<input checked="" type="checkbox"/>	
Lisa Young	Member (2012-18)	<input type="checkbox"/>	Excused
Steve Clem	Member (2004-12, 2015-18)	<input checked="" type="checkbox"/>	
Robert Koch	Member (2013-18)	<input checked="" type="checkbox"/>	
Derek Bryan	Executive Director ( <i>ex-officio</i> )	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

**OTHERS ATTENDING:**

Name	Relationship	11/28	Comment	County/Organization
		<input type="checkbox"/>		
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**Welcome, Roll Call & Introductions:**

President Goehner called the meeting to order at 1:31 pm, welcomed everyone, and confirmed that a quorum existed.

**Agenda:**

Tammy Devlin moved to accept the agenda as presented, David Alvarez seconded. The motion passed.

**Request for Proposals for Actuary Services:**

Executive Director Bryan provided the Executive Committee with an overview of the RFP process for the selection of actuarial services. The RFP was published on October 27, 2015 with a deadline to receive proposals of November 15, 2016. Proposals were received from four firms and evaluations were completed by the three-member staff selection team. The Executive Committee was provided with an overview of the proposals and the total scoring for each firm/proposal, with PricewaterhouseCoopers receiving the highest overall scores.

David Alvarez moved and Steve Bartel seconded to recommend that the WCRP Board of Directors select PricewaterhouseCoopers to perform the WCRP's independent actuarial services for a three-year term beginning January 1, 2017, and ending December 31, 2019. The motion passed.

**Request for Proposals for Broker Services:**

Executive Director Bryan provided the Executive Committee with an overview of the RFP process for the selection of broker services. The RFP was published on October 27, 2015 with a deadline to receive proposals of November 15, 2016. Proposals were received from three firms. A three-member staff selection team, along with members from the Executive Committee participated in interviews of candidates, which occurred on November 21<sup>st</sup> and 22<sup>nd</sup>. Evaluation forms were completed by the staff and by those Executive Committee members who participated in the interviews. The Committee was provided with an overview of the proposals and the total scoring for each firm/proposal, with Arthur J. Gallagher & Associates receiving the highest overall scores.

Tammy Devlin moved and Mike Thomas seconded to recommend that the WCRP Board of Directors select Arthur J. Gallagher to perform the WCRP's independent broker services for a three-year term beginning January 1, 2017, and ending December 31, 2019. Discussion took place.

It was requested that the Executive Director provide his thoughts and comments on the recommended selection. Mr. Bryan expressed to the Committee that as the new Executive Director, it is difficult within the first year to fully evaluate the needs of the organization and at the same time select the broker/producer to partner with him in fulfilling those needs. Mr. Bryan said that it will take more time for him to fully evaluate the broker/producer that will work best with him and support him in moving the WCRP forward.

Jill Johnson moved to amend the current motion, modifying the terms of the recommended contract to be for a two-year period, rather than three, with an effective date of January 1, 2017, and an ending date of December 31, 2018. President Goehner asked Ms. Devlin if she was agreeable to the amendment. Ms. Devlin confirmed that she was. President Goehner asked the second, Mr. Thomas, if he was also agreeable to the amendment. Mr. Thomas confirmed that he was. President Goehner asked for a vote on the amended motion that the Executive Committee recommend that the WCRP Board of Directors select Arthur J. Gallagher & Associates to perform the WCRP's independent broker services for a two-year term beginning January 1, 2017, and ending December 31, 2018. The motion passed.

**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:** With no further business, President Goehner adjourned the meeting at 2:14 pm.

MINUTES APPROVED this 10<sup>th</sup> day of March, 2017.

  
President

Attest:   
Secretary/Treasurer