

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING
Friday, November 17, 2017
Red Lion Hotel Seattle Airport
18220 International Blvd., Seattle, WA**

ATTENDANCE:

Name	Relationship	11/17	Comment
Tammy Devlin	President (2008-20)	<input checked="" type="checkbox"/>	
Steve Bartel	Vice President (2008-19)	<input type="checkbox"/>	Absent and excused
Mike Thomas	Secretary/Treasurer (2016-19)	<input checked="" type="checkbox"/>	
Lisa Young	Member (2012-18)	<input checked="" type="checkbox"/>	
Steve Clem	Member (2004-12, 2015-18)	<input checked="" type="checkbox"/>	Telephonic; left at 12:02pm
Robert Koch	Member (2016-18)	<input checked="" type="checkbox"/>	
W.A. "Drew" Woods	Member (2012-19)	<input checked="" type="checkbox"/>	
David Alvarez	Member (2013-19)	<input checked="" type="checkbox"/>	
Jill Johnson	Member (2015-20)	<input checked="" type="checkbox"/>	Left at 12:02pm
Karen Goens	Member (2017-20)	<input checked="" type="checkbox"/>	
Vickie Raines	Member (2017-20)	<input checked="" type="checkbox"/>	Telephonic; left at 1:35pm
Derek Bryan	Executive Director (<i>ex-officio</i>)	<input checked="" type="checkbox"/>	

OTHERS ATTENDING:

Name	Relationship	11/18	Comment	County/Organization
Susan Looker	Claims Manager	<input checked="" type="checkbox"/>		WCRP
Sue Colbo	Accounting Officer	<input checked="" type="checkbox"/>		WCRP
Jill Lowe	Loss Control Coordinator	<input checked="" type="checkbox"/>		WCRP
Hanna Braennstroem	Member Programs Specialist	<input checked="" type="checkbox"/>		WCRP
Erin Konrady	Administrative & Accounting Spec.	<input checked="" type="checkbox"/>		WCRP
Liz Miser	Broker	<input checked="" type="checkbox"/>		AJG
Craig Scukas	Actuary	<input checked="" type="checkbox"/>		PwC
Rich Vincelette	President	<input checked="" type="checkbox"/>		Berkley Public Entity

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

Agenda: Lisa Young moved and Drew Woods seconded to approve the agenda; the motion passed.

Approval of Minutes: Robert Koch moved and Lisa Young seconded to approve the August 18, 2017 and October 9, 2017, Executive Committee minutes; the motion passed

Financial Report: Accounting Officer Colbo reported on the 4th Quarter FY2017, as well as an overview of the FY2017 Year-End (September 30, 2017) Financials. Ms. Colbo reminded the Committee that the FY2017 budget had included a budgeted reduction in fund balance of \$1,000,000 in an effort to reduce the rate increase. The final reduction in fund balance, however, was offset by a decrease in the overall administrative and operating costs realized at the end of the Fiscal Year. Mr. Bryan informed the Committee that the three main areas where administrative and operating costs expenditures were down was in Personnel & Benefits based on staffing, training and education, and that the Lexipol reimbursements were less than what was fully budgeted for.

The Committee was also provided with Voucher Approval Request No. 18-01, as well as Disposition of Assets Request No. 2018-01.

Jill Johnson moved and David Alvarez seconded to approve the FY2017 4th Quarter and Year-End financials, Voucher Approval Request No. 18-01; and Disposition of Assets Request No. 2018-01. The motion passed.

Independent Actuary Report: Mr. Scukas of PwC presented a current overview of the work completed to date on their year ending 2017 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 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 \$34,959,234.87 in investments between the LGIP, SCIP and invested through the WCRP's independent investment advisor, Chandler Asset Management.

President Devlin recessed the meeting from 10:16AM until 10:30AM.

Claims Report: WCRP Claims Manager Looker provided a report on recent claims activities to include any significant pending claims, any recent settlements, and an overview of the recent file review conducted by the WCRP's reinsurer, Berkley Public Entity.

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 Devlin asked for a motion to go into Executive Session for 10 minutes starting at 10:42AM. David Alvarez moved and Drew Woods seconded to go into Executive Session; motion passed. President Devlin excused all attendees except for members of the Executive Committee.

The Executive Session was extended for 5 more minutes at 10:52AM.

President Devlin reconvened the regular session at 10:57AM and other attendees returned.

David Alvarez moved and Drew Woods seconded to approve Settlement Confirmation Number 2017-11-17, as well as to grant authority as requested in the case of Deal vs. Cowlitz County and the case of Cooper vs. Walla Walla County. The motion passed.

Broker's Report: Liz Miser of Arthur J. Gallagher & Associates provided the Committee with an overview of broker activities, to include the recently provided end-of-year stewardship report, and the CORE360 Program.

Rich Vincelette, President of Berkley Public Entity Managers, addressed the Committee, noting that the costs, based on both payments made and current reserves, has increased significantly, most notably for the 2012-15 Fiscal Years. Mr. Vincelette expressed Berkley's desire to continue their relationship with the WCRP and feels that there are opportunities to improve in risk management, claims, and in member engagement. As the trend of claims and torts in WCRP member venues have been changing, Mr. Vincelette suggested that the WCRP evaluate the projected needs of the WCRP based on the new norm of activity. He also suggests that WCRP's Claims Department use Berkley as a resource when processing claims. He further acknowledged the benefit of commitment between the member counties.

The committee discussed ways to improve and build upon commitment between the member counties and it was proposed that existing committees be tasked with main key areas of focus.

Lisa Young moved to task the Executive Committee with the development of required Elected Official Training and improving Membership Engagement, the Finance Committee with reviewing appropriate deductible levels, and the Risk Management Committee with continued research of claims over 50% of SIR, to include analysis on the types of claims members are having more recently. Drew Woods seconded and the motion passed.

Risk Management Committee Report: Loss Control Coordinator Lowe provided the Committee with an update on activities of the WCRP Risk Management Committee, which included the county Medical Survey, the Targeting Risk Management Program, Lexipol, and CORE360.

Loss Control Report: Loss Control Coordinator Lowe provided the Committee with a Loss Control update, reporting on the medical services survey and the 80/80/80 Lexipol reimbursements.

President Devlin recessed the meeting from 12:25PM until 12:40PM.

Member Programs Report: Member Programs Specialist Braennstroem provided the Committee with an update on activities of the WCRP's member services, including completed and upcoming training and scholarships.

Mr. Bryan informed the Committee that the WCRP's training "no show" policy has not been enforced. Discussion took place and the Committee felt that the policy to allow the county to request waiving of the fee should not be included, and that if a training attendee does not show up for a training without having canceled 24 hours beforehand, that the fee would not be waived. Staff agreed to follow these guidelines.

Personnel Committee Report: Executive Director Bryan provided an overview of the WCRP's 2018 Health Benefit plan for WCRP employees. Chair Young provided an overview of the Personnel Committee's recent meeting in which the Committee reviewed and recommended changes to the WCRP's Personnel Policy, to comply with legal updates related to employee sick leave. Discussion took place and clarifying questions were asked.

Mike Thomas moved and David Alvarez seconded a recommendation that the WCRP Board of Directors approve the proposed and additional changes as discussed to the WCRP Personnel Policy. The motion passed.

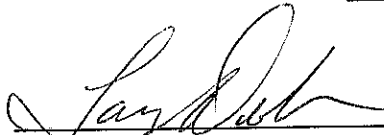
Executive Director Report: Mr. Bryan provided a report on administrative activities of the WCRP, to include the status on recruitments for open positions, the Property Appraisal project, and a request from the Washington State Transit Insurance Pool (WSTIP) for amicus support on a matter being heard by the State Supreme Court.

Drew Woods moved, and Lisa Young seconded to authorize the WCRP to participate in the filing of an amicus brief to the Washington State Supreme Court, in support of the Washington State Transit Insurance Pool in the case brought against their member, the Jefferson County Public Transportation Benefit area.

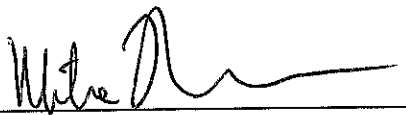
Upcoming Meeting and Conferences: President Devlin reminded members of the Committee of the upcoming meetings, WCRP Conferences and Board of Directors meetings, as well as of national conferences which Committee members are encouraged to attend.

Adjournment: President Devlin thanked everyone for participating and adjourned the meeting at 1:42PM.

MINUTES APPROVED this 26th day of JANUARY, 2018.



President

Attest: 

Secretary/Treasurer