

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE MEETING**  
8:30 a.m., Friday, March 10, 2017  
Red Lion Hotel Seattle Airport  
18220 International Blvd., Seattle, WA

**ATTENDANCE:**

| Name              | Relationship                             | 03/10                               | 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 checked="" type="checkbox"/> | Left at 1:00 p.m. |
| 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"/>            |                   |
|                   |  |                                     |                   |
|                   |  |                                     |                   |

**OTHERS ATTENDING:**

| Name               | Relationship                    | 03/10                               | Comment | County/Organization |
|--------------------|---------------------------------|-------------------------------------|---------|---------------------|
| Rich Sill          | Risk Management Committee Chair | <input checked="" type="checkbox"/> |         | Clallam County      |
| Thad Duvall        | Finance Committee Chair         | <input checked="" type="checkbox"/> |         | Douglas County      |
| Adam Kick          | Underwriting Committee Chair    | <input checked="" type="checkbox"/> |         | Skamania County     |
| Kevin Wick         | Actuary                         | <input checked="" type="checkbox"/> |         | PwC                 |
| Craig Scukas       | Actuary                         | <input checked="" type="checkbox"/> |         | PwC                 |
| Liz Miser          | Broker Producer                 | <input checked="" type="checkbox"/> |         | AJG                 |
| Susan Looker       | Claims Manager                  | <input checked="" type="checkbox"/> |         | WCRP                |
| Sue Colbo          | Accounting Officer              | <input checked="" type="checkbox"/> |         | WCRP                |
| Hanna Braennstroem | Member Programs Specialist      | <input checked="" type="checkbox"/> |         | WCRP                |
| Jill Lowe          | Loss Control Coordinator        | <input checked="" type="checkbox"/> |         | WCRP                |

**Welcome, Roll Call & Introductions:** President Goehner called the meeting to order at 9:01 a.m. He welcomed everyone, and confirmed that a quorum existed.

**Agenda:** President Goehner announced an amendment to the agenda, postponing the Finance Committee Report (Agenda Item 3) to a later time. Jill Johnson moved to accept the agenda as amended, Lisa Young seconded. The motion passed.

**Approval of Minutes:** Steve Bartel moved and Jill Johnson seconded to approve the November 18, 2016 and November 28, 2016 Executive Committee meeting minutes; the motion passed.

**Financial Report:** The WCRP Accounting Officer reported on 1<sup>st</sup> Quarter FY2017 and provided a brief summary of the WCRP's annual audit by the State Auditor's Office. The Executive Committee was also provided with Voucher Approval Request No. 17-01. A discussion concerning General Legal versus Coverage Legal occurred. Ms. Colbo will review the expenditures in these categories to ensure that they have been properly expensed.

David Alvarez moved and Jill Johnson seconded to approve the FY2017 1<sup>st</sup> Quarter financials, along with Voucher Approval Request No. 17-01; the motion passed.

**Independent Actuary Report:** Mr. Scukas and Mr. Wick of PricewaterhouseCoopers presented and discussed the most recent WCRP Review of Alternative Retentions Report, as of year ending September 30, 2016.

**Investment Committee Report:** Andrew Woods, Chair of the WCRP Investment Committee, provided the Executive Committee with an overview of the WCRP investments activities, noting that as of January 30, 2017 there was \$31M in the investment accounts. He also reported that the Committee would be meeting during the Spring Board Meeting.

**President Goehner recessed the meeting from 10:33 a.m. until 10:43 a.m.**

**Claims Report:** The WCRP Claims Manager reported to the Committee on current claims activities. The recent three-year claims audit of the WCRP conducted by Strategic Claims Direction was also discussed and questions were answered.

**Underwriting Committee Report:** Adam Kick, Chair of the WCRP Underwriting Committee, provided the Executive Committee with an update on the committee's activities which included discussions related to member-operated daycares and an exception to the pollution exclusion for sewer claims.

Mr. Kick also discussed the work done by PwC on evaluating the assessment formulas for member assessments. Kevin Wick and Craig Scukas presented the recently completed PwC analysis of WCRP's rating system. The Underwriting Committee recommended changes to the WCRP's rating system as recommended by PwC.

Steve Bartel moved and David Alvarez seconded a recommendation that the WCRP Board of Directors approve the updated WCRP rating formula as presented; the motion passed with one opposed, Andrew Woods, Columbia County.

**Broker/Producer Report:** Liz Miser of Arthur J. Gallagher provided a report on Core 360 Loss Control Portal, the April Marketing East Coast trip, a Market update, and reviewed the Broker Service Plan. She informed the Executive Committee that AJG will be giving a presentation at the July Board Meeting outlining various options and information on terrorism coverage.

**Risk Management Committee Report:** Rich Sill, Chair of the WCRP Risk Management Committee, provided the Executive Committee with an update on the Committee's activities, to include a summary of the results of the County Medical Survey, which all 26 member counties responded to. Mr. Sill also noted some work the WCRP staff is doing on data analytics, which will be reviewed and discussed at future Risk Management Committee meetings.

**President Goehner recess the meeting from 12:35 p.m. until 12:47 p.m.**

**Finance Committee Report:** Thad Duval, Chair of the WCRP Finance Committee, provided the Committee with a brief overview of the activities of the Finance Committee, to include proposed changes to the WCRP Travel Policy. Discussion took place regarding allowing 20% tipping as the maximum reimbursable amount. The reimbursement of tipping is waived if per diem is being claimed because it is included in the per diem rate.

Mr. Duvall also provided an overview of the recent audit completed by the Department of Retirement Systems, which identified that a part-time WCRP employee had reached the threshold for hours worked, making the position/employee eligible for participation in the Public Employee Retirement System (PERS). The WCRP has paid the employer and employee share for the months in which the employee had PERS eligibility.

Jill Johnson moved to recommend the WCRP Board of Directors approve the updated WCRP Travel Policy with the tipping reimbursement amount in Section C(6) changed from fifteen percent (15%) to twenty percent (20%), and for WCRP to waive the recovery of the employee's share of the payment made to PERS for the months the employee was eligible. Drew Woods seconded and the motion passed.

**Loss Control Report:** The WCRP Loss Control Coordinator provided the Executive Committee with an update on Loss Control activities, to include data analytics work being completed, the 80/80/80 Lexipol program, and recognizing risk managers and claims administrators who have met WCRP Member Compact compliance.

**Member Programs Report:** The WCRP Member Programs Specialist provided the Executive Committee with an overview of some of the work the WCRP has been doing with regard to member services, to include upcoming trainings, scholarships, newsletters, website, and the upcoming Spring Conference at Semiahmoo.

**Executive Director Report:** Mr. Bryan provided a report on administrative activities of the WCRP, to include staffing and recruitments, building appraisals, as well as work being done on updating the WCRP Strategic Plan and performance evaluation forms.

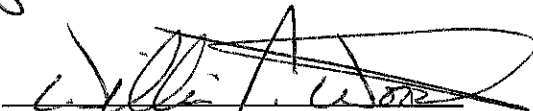
Mr. Bryan also reminded the Executive Committee that both Pend Oreille County and Spokane County had submitted their Notice of Intent to Withdraw to the WCRP and both members' last day of membership in the WCRP will be September 30, 2017. Mr. Bryan reminded Mr. Bartel that that the WCRP Underwriting Policy allows a member to rescind their withdrawal up until six months prior to the end of the termination. Mr. Bryan stated he will be informing Pend Oreille County of this as well to also allow for the opportunity for that rescission.

**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 2:01 pm.

MINUTES APPROVED this 7<sup>th</sup> day of July, 2017.

  
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President

Attest:   
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Secretary/Treasurer