

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING**
9:00 a.m., Friday, June 16, 2017
Red Lion Hotel Seattle Airport
18220 International Blvd., Seattle, WA

ATTENDANCE:

Name	Relationship	06/17	Comment
Keith Goehner	President (2005-17)	<input checked="" type="checkbox"/>	
Tammy Devlin	Vice-President (2008-17)	<input checked="" type="checkbox"/>	Left Meeting at 1:26 pm
W.A. "Drew" Woods	Secretary/Treasurer (2012-19)	<input checked="" type="checkbox"/>	
David Alvarez	Member (2013-19)	<input checked="" type="checkbox"/>	
Mike Thomas	Member (2016-19)	<input checked="" type="checkbox"/>	Left Meeting at 1:10 pm
Steve Bartel	Member (2008-19)	<input checked="" type="checkbox"/>	
Jill Johnson	Member (2015-17)	<input checked="" type="checkbox"/>	
Clyde Carpenter	Member (2014-17)	<input type="checkbox"/>	
Lisa Young	Member (2012-18)	<input checked="" type="checkbox"/>	Telephonic
Steve Clem	Member (2004-12, 2015-18)	<input checked="" type="checkbox"/>	
Robert Koch	Member (2013-18)	<input type="checkbox"/>	
Derek Bryan	Executive Director (<i>ex-officio</i>)	<input checked="" type="checkbox"/>	

OTHERS ATTENDING:

Name	Relationship	06/17	Comment	County/Organization
Rich Sill	Risk Management Committee Chair	<input checked="" type="checkbox"/>		Clallam County
Thad Duvall	Finance Committee Chair	<input checked="" type="checkbox"/>	Telephonic 10:07 am, left 10:22 am.	Douglas County
Adam Kick	Underwriting Committee Chair	<input checked="" type="checkbox"/>	Telephonic 9:40 am, left 11:14pm.	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
John Chino	Broker Producer	<input checked="" type="checkbox"/>		AJG
Shannon Stuber	Self-Insurance Program Admin	<input type="checkbox"/>		State Risk Management
Susan Looker	Claims Manager	<input checked="" type="checkbox"/>		WCRP
Sue Colbo	Accounting Officer	<input checked="" type="checkbox"/>		WCRP
Hanna Braennstroem	Member Programs Specialist	<input type="checkbox"/>		WCRP
Jill Lowe	Loss Control Coordinator	<input checked="" type="checkbox"/>		WCRP
Shelese McConnell	Admin & Accounting Specialist	<input checked="" type="checkbox"/>		WCRP

Welcome, Roll Call & Introductions: President Goehner called the meeting to order at 9:04 am. He welcomed everyone, and confirmed that a quorum existed.

Agenda: Tammy Devlin moved and Jill Johnson seconded to approve the agenda.

Approval of Minutes: Steve Bartel moved and Tammy Devlin seconded to approve the March 10, 2017 Executive Committee meeting minutes; the motion passed.

Financial Report: The WCRP Accounting Officer, Sue Colbo reported on 2nd Quarter FY2017 and provided a SAO Accountability Report along with a SAO Financial Statement Report. Discussion took place. Steve Bartel made a recommendation to put the financials up on the front screen during the next Committee Meeting to make it easier for everyone to be looking at the same line.

The Accounting Officer mentioned that a hand out was included in the packet that shows all the outstanding receivables for informational purposes. It was also mentioned that during the audit no findings were found but there were a few recommendations made, none material. The Committee was provided with a document identifying the exit items and staffs' responses to those.

The Executive Committee was also provided with Voucher Approval Request No. 17-02.

Tammy Devlin moved and Steven Clem seconded to approve the FY2017 2nd Quarter financials, State Auditor Report, and the Voucher Approval Request No. 17-02; the motion passed.

Finance Committee Report:

The Finance Committee Report has been moved to later in the agenda.

Independent Actuary Report: Mr. Scukas and Mr. Wick of PricewaterhouseCoopers presented on the Rating Study for FY2018, showing 2017-18 projected costs.

Adam Kick joined telephonically at 9:40 am.

Thad Duvall joined telephonically at 10:07 am.

Finance Committee Report: Thad Duvall, Chair of the WCRP Finance Committee, provided the Committee with a brief overview of the activities of the Finance Committee, to include an overview of the proposed FY2018 WCRP budget. Executive Director, Derek Bryan discussed the need for a Capital Outlays reserve account. The WCRP has vehicles that will need replaced so this is a reserve to be used for the replacement of vehicles or large equipment. Discussion took place on making a schedule that shows the plan for fleet replacements.

Jill Johnson moved and Tammy Devlin seconded to approve the FY2018 WCRP Budget; the motion passed.

Thad Duvall left the meeting at 10:22 am.

President Goehner recessed the meeting from 10:23 am to 10:31 am.

Investment Committee Report: Drew Woods, Chair of the WCRP Investment Committee, provided the Executive Committee with an overview of the WCRP investments activities.

Claims Report: Susan Looker, WCRP Claims Manager, reported to the Committee on current claims activities, including an overview and discussion of a recent claims review by reinsurer. The Executive Committee was also provided with a Settlement Confirmation No. 2017-06-16.

Elizabeth Miser and John Chino from AJG left the room at 10:50 am while claims were being discussed.

Discussion took place regarding the recent claims review.

Elizabeth Miser and John Chino came back into the room at 11:03 am.

Tammy Devlin moved and David Alvarez seconded to approve Settlement Confirmation No. 2017-06-16; the motion passed.

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 an overview on the FY2018 Memorandum of Liability Coverage ("MILC").

Discussion included an overview on a suggested change to Pollution Exclusion to allow coverage for property damage caused by sewage backup and release subject to per occurrence sublimit and annual aggregate. The Underwriting Committee agreed to accept the changes during their meeting on June 15, 2017.

Drew Woods moved and Jill Johnson seconded to approve the FY2018 Memorandum of Liability Coverage; as proposed, the motion passed.

Adam Kick left the meeting at 11:14 am.

Broker/Producer Report: Liz Miser and John Chino of Arthur J. Gallagher provided a current market update to the Executive Committee. Ms. Miser reported that AJG is hearing back from re-insurers for the FY2018 liability program renewal and bids will take place soon. A discussion also took place on the premium changes given by the re-insurers and on terrorism coverage. AJG plans to have an overall recommendation for the Committee by the July 7 Executive Committee meeting.

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 data analysis showing the top six frequency and severity allegations, the 80/80/80 Lexipol program, and county medical survey results.

Tammy Devlin moved and Mark Thomas seconded to accept the Risk Management Committee's recommendations for the FY2018 Targeted Risk Management Program, the Lexipol Program and additional activities.

President Goehner recessed the meeting from 12:01 p.m. until 12:16 p.m.

Loss Control Report: Jill Lowe, WCRP Loss Control Coordinator, provided the Executive Committee with an update on Loss Control activities.

Executive Director Report: Mr. Bryan provided the Executive Committee with a review of the three-year appraisal plan, as well as a discussion on recommending the Board of Directors approve the proposed option two, a three-year appraisal plan with Assetworks for appraisal of all WCRP member buildings valued over \$100,000.

David Alvarez moved and Mike Thomas seconded to approve recommending the WCRP Board of Directors approve the proposed three-year contract with Assetworks; the motion passed.

President Goehner announced at 12:46 pm that the Executive Committee will move to Agenda Item 12, Executive Director Performance Evaluation, and will return to Agenda Item 11, Executive Director Report, immediately following.

Executive Director Performance Evaluation: The Executive Committee reviewed the performance of Derek Bryan, Executive Director.

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 asked for a motion to go into Executive Session for 15 minutes starting at 12:46 pm. Mike Thomas moved and Tammy Devlin seconded to go into Executive Session; motion passed. President Goehner excused all attendees except for members of the Executive Committee.

President Goehner announced an additional 20 minutes needed for the Executive session at 1:06 pm.

President Goehner reconvened the regular meeting at 1:26 pm. Mr. Bryan provided the Executive Committee with an update on the organization, including his thoughts and recommendations. Discussion took place.

Upcoming Meeting and Conferences: President Goehner reminded members of the Committee of the upcoming meetings, which consist of the July 7th Executive Meeting, Summer 2017 Board of Directors Conference, and the Autumn 2017 Conference.

Adjournment: President Goehner thanked everyone for participating and adjourned the meeting at 2:20 pm.

MINUTES APPROVED this 7th day of July, 2017.

Keith W. Goehner
President

Attest: Willi A. Wood
Secretary/Treasurer