

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING**
Friday, November 9, 2018
Red Lion Hotel Seattle Airport
18220 International Blvd., Seattle, WA

ATTENDANCE:

Name	Relationship		Comment
Steve Bartel	President (2008-19)	<input checked="" type="checkbox"/>	
Mike Thomas	Vice President (2016-19)	<input checked="" type="checkbox"/>	Joined telephonically at 9:09AM; left at 12:30PM
Vickie Raines	Secretary/Treasurer (2017-20)	<input type="checkbox"/>	Absent and excused
Lisa Young	Member (2012-21)	<input checked="" type="checkbox"/>	
Joe Brusic	Member (2019-21)	<input checked="" type="checkbox"/>	
Gary Stamper	Member (2019-21)	<input type="checkbox"/>	Absent and excused
Tammy Devlin	Member (2008-20)	<input checked="" type="checkbox"/>	Joined telephonically
Jill Johnson	Member (2015-20)	<input checked="" type="checkbox"/>	
Karen Goens	Member (2017-20)	<input checked="" type="checkbox"/>	
David Alvarez	Member (2013-19)	<input checked="" type="checkbox"/>	
Dawn Twiddy	Member (2018-19)	<input type="checkbox"/>	Absent and excused
Derek Bryan	Executive Director (<i>ex-officio</i>)	<input checked="" type="checkbox"/>	

OTHERS ATTENDING:

Name	Relationship		Comment	County/Organization
Rich Sill	Risk Management Committee Chair	<input checked="" type="checkbox"/>	Left at 10:10AM	Clallam County
Thad Duvall	Finance Committee Chair	<input checked="" type="checkbox"/>		Douglas County
Lynda Bishop	Senior Claims Analyst	<input checked="" type="checkbox"/>		WCRP Staff
Sue Colbo	Accounting Officer	<input checked="" type="checkbox"/>	Left at 9:25AM	WCRP Staff
Erin Konrady	Administrative & Accounting Spec.	<input checked="" type="checkbox"/>		WCRP Staff
Liz Miser	Broker	<input checked="" type="checkbox"/>		AJG
Craig Scukas	Actuary	<input checked="" type="checkbox"/>		PwC

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

Agenda: President Bartel recommended an amendment to the agenda as presented, by moving the Risk Management Committee Report to follow the Financial Report.

Lisa Young moved, and Karen Goens seconded to approve the agenda as amended. The motion passed.

Jill Johnson then made a motion to add an agenda item preceding the Upcoming Meetings and Conferences, to discuss the upcoming Board meeting agenda. Discussion took place, Lisa Young seconded, and the motion passed.

Approval of Minutes: Tammy Devlin moved, and Lisa Young seconded to approve the August 7, 2018, September 20, 2018, and October 3, 2018, Executive Committee minutes; the motion passed

Financial Report: Accounting Officer Colbo reported on the 4th Quarter FY2018, as well as an overview of the FY2018 Year-End (September 30, 2018) Financials. The Committee was also provided with Voucher Approval Request No. 19-01, as well as Disposition of Assets Request No. 2019-01.

David Alvarez moved, and Karen Goens seconded to approve the FY2018 4th Quarter and Year-End financials. Jill Johnson suggested a friendly amendment to include the voucher and disposition of assets approvals in the same motion. President Bartel asked if David Alvarez was amenable to the friendly amendment and he was. President Bartel asked Karen Goens if she was amenable to the amendment and she indicated that she was. David Alvarez amended his motion to approve the FY 2018 4th Quarter and Year-End financials, Voucher Approval Request No. 19-01; and Disposition of Assets Request No. 2019-01. Karen Goens seconded, and the motion passed.

Risk Management Committee Report: Committee Chair, Rich Sill, provided the Committee with an update on activities of the WCRP Risk Management Committee, which included a recap of the meeting that took place September 11, 2018. Chair Sill provided an overview of the proposed changes to the WCRP Risk Manager and Claims Administrator Certification Requirements document. The Executive Committee was asked to review and forward to the WCRP Board review and approval. Discussion took place.

Lisa Young moved, and Jill Johnson seconded to recommend the WCRP Board of Directors review and approve the proposed changes to the WCRP Risk Manager and Claims Administrator Certification Requirements as presented. The motion passed.

Mr. Sill then provided an overview of the WCRP Risk Management Policy. Discussion took place and it was suggested to change "Legislative Authority" found in Section C to Executive Authority. It was also requested that the full Board be provided with an Overview/Executive Summary of what the additions, deletions and changes being made to the Risk Management Policy are.

Jill Johnson moved, and Lisa Young seconded to recommend the WCRP Board of Directors review and approve the proposed changes to the Risk Management Policy as outlined in the Executive Summary and red-lined version.

President Bartel recessed the meeting from 10:10AM until 10:20AM.

Executive Director Report: Mr. Bryan provided a report on administrative activities of the WCRP, to include an overview of the WCRP Fall Conference and Board meeting schedule, and a reminder about the anticipated Executive Committee strategic planning retreat expected to take place Spring, of 2019. The Executive Director also provided an update to the recruitment status, to include the hire of Senior Claims Analysts, Lynda Bishop and Chuck Boyd, and the promotion of the current Administrative & Accounting Specialist, Erin Konrady, to the Member Programs Specialist position.

Acting in accordance with RCW 42.30.110(1)(f) and RCW 42.30.110(1)(g) and recognizing that public discussion would impair the Committee's ability to conduct its business effectively, President Bartel asked for a motion to convene into Executive Session.

Jill Johnson moved, and David Alvarez seconded to enter into Executive Session; the motion passed.

President Bartel excused any attendees except for the Executive Committee and the Executive Director for 20 minutes starting at 10:45AM, to discuss the performance of a public employee.

At 11:05AM, President Bartel announced a 15 minute extension.

At 11:20AM, President Bartel announced a 10 minute extension.

President Bartel reconvened the regular session at 11:30AM and other attendees returned.

Independent Actuary Report: Mr. Scukas of PwC presented a current overview of the work completed to date on their year ending 2018 actuarial reserve study. The presentation will be provided to the WCRP Board of Directors at their upcoming Fall Conference & Board Meeting.

President Bartel recessed the meeting for lunch from 12:30PM until 12:45PM

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 information on the optional flood coverage for those counties with buildings in FEMA designated flood zones. It was requested that additional information be gathered and presented, to better identify if the coverage should be approached from a membership prospective, or a county by county basis. Ms. Miser also gave a brief overview of some D&O/E&O coverage available to the WCRP. It was also agreed that additional information would be gathered and presented to the Executive Committee in the Spring, to include specific examples of how the coverage is beneficial and applicable to the WCRP.

Claims Report: WCRP Executive Director, Derek Bryan, provided a report on recent claims activities to include any significant pending claims, and any recent settlements.

Acting in accordance with RCW 48.62.101(1) and 42.30.110(1)(i)(ii) and recognizing that public discussion would impair the Committee's ability to conduct its business effectively, President Bartel asked a motion to go into Executive Session for 10 minutes starting at 1:40PM. David Alvarez moved, and Lisa Young seconded to go into Executive Session; motion passed. President Bartel excused all attendees except for members of the Executive Committee, the Executive Director, Derek Bryan, and Senior Claim Analyst, Lynda Bishop.

President Bartel reconvened the regular session at 1:50PM and other attendees returned.

David Alvarez moved, and Joe Brusic seconded to grant authority as requested in the case of Alhamdany vs. Thurston County. The motion passed with Tammy Devlin recusing herself.

Loss Control Report: WCRP Executive Director, Derek Bryan, provided the Committee with a Loss Control update, reporting on Member visits, various white papers and the work the Loss Control Coordinator is doing to create a reference guide for the contracts manual.

Personnel Committee Report: Committee Chair, Lisa Young, provided an overview of the Personnel Committee's recent correspondence with the Executive Director, in which the Committee reviewed and recommended change to the WCRP's Personnel Policy to reflect a change in office hours at the WCRP. Discussion took place.

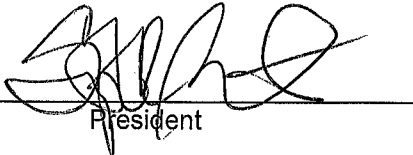
Jill Johnson moved, and Karen Goens seconded to recommend the WCRP Board of Directors review and approve the proposed change to the Personnel Policy as outlined in the Executive Summary and red-line tracked change version.

Fall Board Meeting Agenda Discussion: The agenda for the Fall Board Meeting was discussed throughout the meeting and it was agreed that the Executive Committee Report would include a discussion regarding recent Pool staffing and policy changes, to include an executive session.

Upcoming Meeting and Conferences: President Bartel 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 Bartel thanked everyone for participating and adjourned the meeting at 2:05PM.

MINUTES APPROVED this 12th day of MARCH, 2019.



President

Attest: 

Secretary/Treasurer