

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING
Friday, March 16, 2018
Radisson Hotel Seattle Airport
18118 International Blvd, Seattle, WA 98188**

ATTENDANCE:

Name	Relationship		Comment
Tammy Devlin	President (2008-20)	<input checked="" type="checkbox"/>	
Steve Bartel	Vice President (2008-19)	<input checked="" type="checkbox"/>	Arrived at 9:16am
Mike Thomas	Secretary/Treasurer (2016-19)	<input type="checkbox"/>	Absent and excused
Lisa Young	Member (2012-18)	<input checked="" type="checkbox"/>	
Steve Clem	Member (2004-12, 2016-18)	<input checked="" type="checkbox"/>	Telephonic
Robert Koch	Member (2016-18)	<input checked="" type="checkbox"/>	
W.A. "Drew" Woods	Member (2012-19)	<input type="checkbox"/>	Absent and excused
David Alvarez	Member (2013-19)	<input checked="" type="checkbox"/>	
Jill Johnson	Member (2015-20)	<input checked="" type="checkbox"/>	
Karen Goens	Member (2017-20)	<input checked="" type="checkbox"/>	Left meeting at 1:05pm
Vickie Raines	Member (2017-20)	<input checked="" type="checkbox"/>	
Derek Bryan	Executive Director (<i>ex-officio</i>)	<input checked="" type="checkbox"/>	

OTHERS ATTENDING:

Name	Relationship		Comment	County/Organization
Thad Duval	Finance Committee Chair	<input checked="" type="checkbox"/>	Telephonic; joined at 10:30am	Douglas
Oble O'Brien	County Commissioner	<input checked="" type="checkbox"/>	Telephonic; joined at 9:01am	Kittitas
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"/>	Left meeting at 1:05pm	WCRP
Hanna Braennstroem	Member Programs Specialist	<input checked="" type="checkbox"/>		WCRP
Erlin Konrady	Administrative & Accounting Spec.	<input checked="" type="checkbox"/>		WCRP
Liz Misler	Broker	<input checked="" type="checkbox"/>		AJG
John Chino	Broker	<input checked="" type="checkbox"/>		AJG
Craig Scukas	Actuary	<input checked="" type="checkbox"/>		PwC

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

Agenda: Jill Johnson moved and Robert Koch seconded to approve the agenda; the motion passed.

Approval of Minutes: Vickie Raines moved and Jill Johnson seconded to approve the January 26, 2018 Executive Committee meeting minutes; the motion passed

Financial Report: Accounting Officer Colbo reported on the 1st Quarter FY2018, as well as an update on the Annual State Audit for FY2017.

David Alvarez moved and Karen Goens seconded to approve the FY2018 1st Quarter financials, with noted error on December date for the Budget Worksheet. The motion passed.

The Committee was also provided with Voucher Approval Request No. 18-02.

Jill Johnson moved and David Alvarez seconded to approve Voucher Approval Request No. 18-02. The motion passed.

Investment Committee 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 as of February 2018.

Independent Actuary Report: Craig Scukas, of PwC presented a current overview of the of their year ending 2017 analysis of alternative retentions.

President Devlin recessed the meeting from 10:06AM until 10:29AM.

Claims Report: WCRP Claims Manager Looker provided a report on recent claims activities to include any significant pending claims, any recent settlements, and presented Claim Settlement Confirmation No. 2018-3-16 for approval. The Executive Committee was also presented with information that the Risk Master software contract expires on October 31, 2018, and that the WCRP would like to investigate alternative programs to use moving forward.

Discussion took place and Vicki Raines moved to authorize the WCRP President to select a committee of various WCRP staff and individuals from member counties to publish an RFP for claims/RMIS software with a recommendation to be provided to the Executive Committee. Lisa Young Seconded.

Jill Johnson expressed concern with this process, noting that, while she will agree with the motion on the floor, she believes the Executive Committee should be expecting the Executive Director to identify this need, choose a selection committee, conduct the RFP and bring the Executive Committee a recommendation for the claims/RMIS software program. Further discussion took place. The motion passed unanimously.

Steve Bartel moved, and David Alvarez seconded to approve Settlement Confirmation Number 2018-3-16. The motion passed.

Broker's Report: John Chino from Arthur J. Gallagher & Associates, provided the Executive Committee with an update and insight on the upcoming renewal process and market outlook. Liz Miser provided an update on the Core360 program and an overview of some possible options for the WCRP's liability program structure. Ms. Miser noted that a marketing packet will be provided to AJG by the WCRP, which will be sent to various carriers for providing quotes as the structure and various layers are finalized. Final quotes will be provided to the Executive Committee.

President Devlin recessed the meeting for lunch from 12:09PM until 12:23PM.

Risk Management Committee Report: Loss Control Coordinator Lowe provided the Committee with an update on activities of the WCRP Risk Management Committee, to include a re-cap of the recent Committee meeting of February 16, 2018.

Loss Control Report: Loss Control Coordinator Lowe provided the Committee with an update on Loss Control activities. Discussion took place.

Member Programs Report: Member Programs Specialist Braennstroem provided a report on activities of the WCRP's Member Programs, to include training, scholarships, and other WCRP member services.

Executive Director Report: Mr. Bryan provided a report on administrative activities of the WCRP, to include an update on Phase I of the Appraisal process with Asset Works, and also informed the Committee that the current two-year contract with Arthur J. Gallagher will expire on December 31, 2018. Mr. Bryan stated that he plans to create a broker evaluation document which can be completed and shared/discussed with the Executive Committee. Mr. Bryan also noted that he attended the Spring AGRIP Conference, along with Susan Looker, Tammy Devlin and Karen Goens. Feedback was provided.

Vickie Raines indicated her desire to discuss the performance of a public employee. Discussion took place and Vicki Raines made a motion to move into Executive Session to discuss the performance of a public employee, Lisa Young seconded.

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 called for Executive Session for 15 minutes starting at 1:05PM. President Devlin excused all attendees except for members of the Executive Committee and the Executive Director.

The Executive Session was extended for 15 more minutes at 1:20PM.


The Executive Session was extended for 15 more minutes at 1:35PM.

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

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. Discussion took place around the Executive Committee meeting tentatively scheduled for July 9, 2018. It was suggested to change the meeting date to July 10, 2018 from 1:00PM to 4:00PM.

Adjournment: President Devlin thanked everyone for participating and adjourned the meeting at 1:52PM.

MINUTES APPROVED this 15 th day of JUNE, 2018.



President

Attest: 

Vice-President