

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING**
Friday, July 10, 2020
via Zoom

ATTENDANCE:

Name	Relationship		Comment
Mike Thomas	President (2016-22)	<input checked="" type="checkbox"/>	
Vickie Raines	Vice President (2017-20)	<input checked="" type="checkbox"/>	
Dawn Twiddy	Secretary/Treasurer (2018-22)	<input type="checkbox"/>	
Steve Bartel	Member (2008-22)	<input checked="" type="checkbox"/>	
Ronda Hollis	Member (2019-22)	<input checked="" type="checkbox"/>	
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"/>	
Tammy Devlin	Member (2008-20)	<input type="checkbox"/>	Resigned 2/10/2020
Karen Goens	Member (2017-20)	<input checked="" type="checkbox"/>	
Philip Morley	Member (2019-20)	<input checked="" type="checkbox"/>	
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"/>		Clallam County
Adam Kick	Underwriting Committee Chair	<input checked="" type="checkbox"/>		Skamania County
Thad Duvall	Finance Committee Chair	<input checked="" type="checkbox"/>		Douglas County
Jenifer Sliva	Deputy Director – Finance & Operations	<input checked="" type="checkbox"/>		WCRP Staff
Chuck Boyd	Deputy Director – Risk & Claims	<input checked="" type="checkbox"/>		WCRP Staff
Julie McCallum	Broker	<input checked="" type="checkbox"/>		Gallagher
Liz Miser	Broker	<input checked="" type="checkbox"/>		Gallagher
John Chino	Broker	<input checked="" type="checkbox"/>		Gallagher
Chase Jones	Broker	<input checked="" type="checkbox"/>		Gallagher
Craig Scukas	Actuary	<input checked="" type="checkbox"/>		PwC
Kevin Wick	Actuary	<input checked="" type="checkbox"/>		PwC

Welcome, Roll Call & Introductions: President Thomas called the meeting to order at 9:07AM. He welcomed everyone and confirmed a quorum through roll call.

Agenda: Philip Morley moved, and Vickie Raines seconded to approve the agenda as presented. The motion passed.

Approval of Minutes: Philip Morley moved, and Vickie Raines seconded to approve the minutes from the February 28, 2020, Executive Committee meeting; the motion passed.

Executive Director Report: Mr. Bryan provided a report on administrative activities of the WCRP, to include a staffing update and an overview of the critical action items on the agenda. Mr. Bryan then provided an overview of the overall costs for the liability and property programs, using the information available.

Executive Director Contract: Mr. Thomas lead a discussion regarding a change to the employment contract with Derek Bryan. The revision was to reduce the salary back down to Mr. Bryan's current salary, eliminating the increase that was recommended by the Committee at their February 28, 2020, meeting. Mr. Bryan explained to the Committee that he felt it was not the right time to take a salary increase. Discussion took place and it was suggested that the time-off accrual be increased from 12 to 15 hours per month.

Vickie Raines moved, and Karen Goens seconded to forward the employment contract with Derek Bryan to the full Board of Directors for approval, with the salary to reflect Mr. Bryan's current salary and to increase the rate of vacation accrual from 12 hours per month to 15 hours per month; the motion passed.

Executive Committee Nominations: President Thomas announced that the Executive Committee terms for Karen Goens (Whatcom County), Vickie Raines (Grays Harbor County), Philip Morley (Jefferson County), and Tammy Devlin (Thurston County) expire September 30, 2020. It was noted that Tammy Devlin resigned from the Executive Committee on February 10, 2020, leaving her position as vacant.

The three remaining incumbent Committee members have all expressed interest in continuing to serve on the Executive Committee and one candidate, Ryan Lukson (Benton County), has submitted an application for the vacant position. The Executive Committee is asked to forward four nominees to the Board of Directors for the elections to take place at the Board Meeting on July 23, 2020.

Lisa Young moved, and Joe Brusica seconded to forward Karen Goens, Vickie Raines, Philip Morley, and Ryan Lukson as nominees for the expiring positions, with terms from October 1, 2020 to September 30, 2023; the motion passed.

Finance & Operations Report: Deputy Director of Finance & Operations Jenifer Sliva reported on the 2nd Quarter FY2020, along with the results of the 2018-19 State Audit. The Committee was also provided with Voucher Approval Request No. 20-03.

Ronda Hollis moved, and Karen Goens seconded to approve the FY2020 2nd Quarter financials; the motion passed.

Vickie Raines moved, and Joe Brusica seconded to approve Voucher Approval Request No. 20-03; the motion passed.

Claims Report: Deputy Director of Risk & Claims, Chuck Boyd, provided a report on recent claims activities to include any significant pending claims, and any recent settlements. Mr. Boyd provided an overview of open claims along with a historical overview. The Committee was also asked to approve the Settlement Confirmation No. 2020-7-10 as presented.

Philip Morley moved, and Vickie Raines seconded to approve Settlement Confirmation No. 2020-7-10; the motion passed.

Underwriting Committee Report: Committee Chair, Adam Kick, provided the Executive Committee with an update on the Committee's activities, which included an overview of the meetings held on June 15 and July 2, 2020. Mr. Kick detailed the proposed changes to the Memorandum of Liability Coverage. Discussion took place.

Joe Brusica moved, and Steve Bartel seconded to forward the 2020-21 WCRP Memorandum of Liability Coverage to the WCRP Board of Directors for approval; the motion passed.

President Thomas recessed the meeting from 11:03 AM until 11:15 AM.

Risk Management Committee Report: Committee Chair, Rich Sill, provided the Executive Committee with an update on activities of the WCRP Risk Management Committee, which included a recap of the meeting that took place June 26, 2020. Chair Sill provided an overview of the proposed WCRP Targeted Risk Management Program for 2020-21. Discussion took place.

Philip Morley moved, and Joe Brusica seconded to recommend the WCRP Board of Directors review and approve the proposed WCRP Targeted Risk Management Programs for 2020-21; the motion passed.

Investment Committee Report: Executive Director, Derek Bryan, provided the Committee with a brief overview of the activities of the Investment Committee.

Broker's Report: John Chino and Julie McCallum from Gallagher, provided the Committee with an update on the upcoming renewals of the Liability, Property, Cyber and Terrorism coverages. No action was taken as additional quotes will be received before the Board Meeting and it was recommended that final decisions with regard to insurance renewals be deferred to the full Board of Directors at their July 23, 2020, meeting.

Independent Actuary Report: Craig Scukas and Kevin Wick of PwC presented a current overview of the work completed to date on their FY2020 rating study. It was recommended that no action be taken at this time, as final excess and reinsurance premiums are pending. It was agreed that PwC will update their materials with information as it is received prior to the Board Meeting. Final decisions with regard to rates and assessments will be deferred to the full Board of Directors at their July 23, 2020, meeting.

Upcoming Meeting and Conferences: President Thomas 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 Thomas thanked everyone for participating and adjourned the meeting at 1:15 PM.

MINUTES APPROVED this 24th day of September, 2020.



President

Attest: 

Secretary/Treasurer

**Signed electronically due to virtual meeting with permission from both parties.