

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING
Thursday, March 11, 2021
via Zoom**

ATTENDANCE:

Name	Relationship		Comment	Committee Member Since
Vickie Raines	President	<input checked="" type="checkbox"/>		2017
Joe Brusic	Vice President	<input checked="" type="checkbox"/>		2018
Dawn Twiddy	Secretary/Treasurer	<input checked="" type="checkbox"/>		2018
Mike Thomas	Member	<input checked="" type="checkbox"/>		2016
Steve Bartel	Member	<input checked="" type="checkbox"/>		2008
Lisa Young	Member	<input type="checkbox"/>	Absent	2012
Ryan Lukson	Member	<input checked="" type="checkbox"/>		2021
Gary Stamper	Member	<input type="checkbox"/>	Absent	2019
Karen Goens	Member	<input checked="" type="checkbox"/>		2017
Philip Morley	Member	<input checked="" type="checkbox"/>		2019
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
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
Melissa Drewry	Admin & Accounting Specialist	<input checked="" type="checkbox"/>		WCRP Staff
Julie McCallum	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
J. William Ashbaugh	Attorney	<input checked="" type="checkbox"/>		Hackett, Beecher, Hart

Welcome, Roll Call & Introductions: President Raines called the meeting to order at 1:35 p.m. She welcomed everyone and confirmed a quorum through roll call.

Agenda: Dawn Twiddy moved, and Steve Bartel seconded to approve the agenda as presented. The motion passed.

Approval of Minutes: Mike Thomas moved, and Joe Brusic seconded to approve the minutes from the September 24, 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. Mr. Bryan also provided an overview of overall costs for the liability and property programs.

Mr. Bryan also provided an overview of a contract with PayNW for time-tracking and payroll service. It was noted that the contract is under the threshold required for competitive bidding, but that pricing from our current provider, along with a quote from another vendor were obtained. PayNW pricing was the most reasonable with the most services offered. Mr. Bryan asked Jenifer Sliva to speak about the change to PayNW and its benefits. She spoke to how this new program would allow employee self-service and would simplify payroll.

Steve Bartel moved, and Philip Morley seconded to authorize the WCRP Executive Director to enter into the contract as presented with PayNW for time and leave tracking and payroll processing services.

Mr. Bryan also provided an overview of upgrading the current claims system to the most recent version with Computer Sciences Corporation, as the current system will not be supported in the future. Mr. Bryan presented information about the upgrade, which includes a name-change of CSC's software from RiskMaster to Assure Claims. He explained the upgrade is necessary due to updates in technology and is comparable in price to the current annual fee. Mr. Bryan presented multiple options for the upgrade with specific features and service agreement options.

Steve Bartel moved, and Mike Thomas seconded to authorize the WCRP Executive Director to enter into the contract as presented with CSC, selecting option 1B in the included summary of options, and to renew that contract in future years until which time the Board of Directors selects a new RMIS system.

Finance & Operations Report: Deputy Director of Finance & Operations Jenifer Sliva reported Member Services updates and touched on virtual trainings done in 2020. She announced that the State Auditor is currently behind, meaning audited financials will not be available until mid-April and will be presented at the Summer meeting. She then briefed the 4th Quarter FY2020 financials, along with the 1st Quarter financials for FY2021. The Committee was also provided with Voucher Approval Request Nos. 21-01, and 21-02 and Disposition of Assets No. 21-01 for review and approval.

Mike Thomas moved, and Joe Brusica seconded to approve the FY2020 4th Quarter financials and the FY2021 1st Quarter financials as presented; the motion passed.

Philip Morley moved, and Dawn Twiddy seconded to approve the Voucher Approval Request 21-01, and 21-02 as presented; the motion passed.

Ms. Sliva then reviewed Disposition of Asset Request No. 21-01, noting a desk and network server are the items to be disposed of.

Dawn Twiddy moved, and Steve Bartel seconded to approve Disposition of Assets No. 21-01; the motion passed.

Independent Actuary Report: Craig Scukas and Kevin Wick of PwC presented their Reserve Review Study for year-ending September 30, 2020, and their initial results of the most recent Capital Adequacy Study.

Chair Raines recessed the meeting from 3:20 p.m. – 3:27 p.m.

Broker's Report: John Chino and Julie McCallum from Gallagher, provided the Committee with an update on the upcoming renewal process and touched on the market outlook.

Risk Management Committee Report: Committee Chair, Rich Sill, provided the Executive Committee with an update on activities of the WCRP Risk Management Committee. Chair Sill also gave an update on the current 2020-21 Targeted Risk Management Program.

Mr. Sill then provided an overview of the Risk Management Committee's recommended change to the WCRP's Risk Manager and Claims Administrator Certification Requirements. Mr. Sill noted that the previous option of completing the Institutes Risk Management for Public Entities (RMPE) 352 has been discontinued and the Committee and staff looked at various options and selected Associate In General Insurance (AINS) 21 as the recommended replacement.

Steve Bartel moved, and Joe Brusica seconded to recommend the WCRP Board of Directors approve the Risk Manager and Claims Administrator Certification Requirements as proposed and recommended by the Risk Management Committee; the motion passed.

Chair Sill and Derek Bryan spoke about a cyber training program through KnowBe4 to be pushed out if approved. Reimbursements for use of this program would be available to counties. Mr. Bryan explained that the request is being submitted to include a line-item in the upcoming 2021-22 Operating Budget for reimbursing members for their cost of the KnowBe4 program, or similar, with the understanding that

members can start subscribing to the service now, know they will be reimbursed during the upcoming budget year.

Mike Thomas moved, and Steve Bartel seconded to recommend the WCRP Board of Directors approve the WCRP staff to include a budget item in the 2021-22 Operating Budget for Cyber Security Risk Program, with the understanding that members will begin entering into these annual subscriptions prior to October 1, 2021 and will receive reimbursement for the same during FY 2021-22.

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 asked to approve Settlement Confirmation No. 2021-3-11 as presented. Mr. Boyd also requested an executive session to discuss the case of Gitchel/Canell v. Island County and the case of Shallow v. Island County, as settlement authority is being requested on both cases

Ryan Lukson moved, and Dawn Twiddy seconded to approve Settlement Confirmation No. 2021-3-11; the motion passed.

Mr. Boyd also requested an executive session to discuss the case of Gitchel/Canell v. Island County and the case of Shallow v. Island County, as settlement authority is being requested on both cases.

Steve Bartel moved and Joe Brusica seconded to convene into Executive Session. The motion passed.

Executive Session –The WCRP Executive Committee convened into an Executive Session at 4:35 p.m. per RCW 48.62.101(1) and 42.30.110(1)(i)(ii). President Raines excused all in attendance except for the members of the Executive Committee, the Executive Director, Derek Bryan, the Deputy Director of Risk & Claims, Chuck Boyd, and the legal counsel, J. William Ashbaugh for a period of 20 minutes.

At 4:55 p.m., President Raines extended the Executive Session by another 15 minutes.

President Raines reconvened the regular meeting at 5:10 p.m.

Philip Morley moved, and Joe Brusica seconded to approve the settlement authority requested on the case of Gitchel/Canell v. Island County and the case of Shallow v. Island County; the motion passed.

Upcoming Meeting and Conferences: President Raines reminded members of the Committee of the upcoming meetings, WCRP Conferences and Board of Directors meetings.

Adjournment: President Raines thanked everyone for participating and adjourned the meeting at 5:20 p.m.

MINUTES APPROVED as AMENDED this 4th day of March 2022.



President

Attest: 

Secretary/Treasurer