

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING MINUTES**

9:00 AM, Friday, October 22, 2010

Red Lion Hotel, 18220 International Blvd, SeaTac, Washington

ATTENDANCE:

President – Marilyn Butler, Skamania County Risk Manager

Executive Committee Members –

Keith Goehner, Chelan County Commissioner

Mark Wilsdon, Clark County Risk Manager

Steve Clem, Douglas County Prosecuting Attorney (*telephonic*)

Lee Grose, Lewis County Commissioner

Andrew Lampe, Okanogan County Commissioner (*telephonic at 9:06 am*)

Tammy Devlin – Thurston County Risk Manager

Jay Winter, Walla Walla County Personnel / Risk Manager

Randy Watts, Whatcom County Chief Civil Deputy Prosecuting Attorney

Vyrle Hill, WCRP Executive Director (*ex-officio*)

Risk Pool Staff –

Susan Looker – Claims Manager

Jill Lowe – Loss Control Coordinator

Others –

Michael Croke, Area Senior Vice President – AJGRMS, Inc.

Elizabeth Miser, Area Vice President – AJGRMS, Inc.

Call to Order, Welcome, Roll Call and Agenda: President Butler called the meeting to order at 9:12 a.m., welcomed those attending and participating telephonically, and announced that she could confirm a committee quorum. She proposed realigning the agenda by having the Staff Reports immediately following the President's Report to unite the three executive session items. J. Winter moved and L. Grose seconded for approval of the meeting agenda with the suggested realignments; the motion passed by voice vote.

Minutes: R. Watts moved and J. Winter seconded for approval of the minutes of the July 9, 2010 Executive Committee meeting as presented; the motion passed by voice vote.

K. Goehner moved and J. Winter seconded for approval of the minutes of the September 8, 2010 telephonic Executive Committee meeting as presented; the motion passed by voice vote.

Vouchers: R. Watts moved and T. Devlin seconded for approval of Voucher Approval Request No. 10-04, more specifically check numbers 4010 through 4360 (administrative) and 29932 through 30458 (claims) totaling \$3,601,700.18 with transfers of \$181,909.67; the motion passed by voice vote.

Claims Settlement Authorizations: *None pending.*

Final Py2011 JSILP Deposit Assessments and Allocations Worksheet: Executive Director Hill presented the final compilation (worksheets) used for invoicing the JSILP and reflecting assessments totaling \$11,354,007 (\$11,288,007 for the Basic Program and \$66,000 for the Optional Excess coverage). R. Watts moved and L. Grose seconded for approval of the Py2011 JSILP Deposit Assessments worksheets; the motion passed without dissent.

Personal Services Agreement (David Goldsmith): Executive Director Hill presented and noted the revisions proposed in the Fifth Amendment of the Personal Services Agreement with David Goldsmith (DRG Sound Solutions) that commenced June 1, 2005. L. Grose moved and R. Watts seconded to approve the Fifth Amendment; the motion passed without dissent.

Consultant Reports: Producer (Broker of Record) M. Croke reported that they had already conducted preliminary meetings with potential underwriters of the WCRP programs for Py2012 including Westchester. He and S. Looker also reported on the claims audit conducted by ACE.

Standing Committee Reports:

- **Finance Co-chairs S. Clem and L. Grose** had nothing to report.
- **Personnel Co-chair T. Devlin (and B. Kadrmas)** also had nothing to report.
- **Risk Management Co-chair M. Wilsdon (and “Drew” Woods)** reported that the committee would be meeting in conjunction with the Autumn Conference to address several items.
- **Underwriting Co-chairs R. Watts and J. Winter** had nothing to report.

Officer / Other Committee Members Reports: President Butler reported receiving two director inquiries that she hopes to discuss further during the Autumn Board meetings. Director Woods has asked to continue exploration into lowering the JSILP basic \$20MM limit. Director Upham has asked that the Bylaws be amended to allow “virtual” (telephonic) board meeting attendance.

Staff Reports:

- **Claims Manager Looker** noted that per the suggestion of the ACE claims auditor, litigation budgets are now being required for all litigated case files. She had nothing further to report.
- **Loss Control Coordinator Lowe** had nothing to report.
- **Executive Director Hill** reported having conducted Py2010 visitations with 31 counties (27 WCRP members and 4 non-members). He noted the meeting with Kitsap County is rescheduled for November 8th. Mr. Hill also reported that Grant County has asked for a program review and cost comparisons between its WRCIP and the WCRP programs. He further reported that the four remaining Canfield-administered pools were presently being examined by the State in a manner similar to and using the same consultant that were used late last year for review of the Canfield-administered CIAW (cities pool). Finally, Mr. Hill reported that OFM-assigned assistant attorney general was preparing amendments to RCW 48.62 for the next legislative session that would clarify and increase the oversight or enforcement authority of the State Risk Manager – he is hopeful the legislative draft will be available for review and comment during the Autumn Conference.

Executive Session – Claim Settlement Authorizations, Consultant Selections and Personnel Performance Evaluation: K. Goehner moved and L. Grose seconded to convene in executive session under the appropriate statutory authorities for an estimated forty five (45) minutes to: 1) examine the litigation of existing claims and discuss potential settlement authorizations; 2) to review and discuss selection committees’ recommendations for independent consulting actuary, claims auditing, and insurance producer (broker) services; and 3) to complete the Executive Director’s annual performance evaluation. *The motion passed unanimously by voice vote.*

Recognizing that public discussion would impair the Committee's ability to conduct its business effectively and acting in accordance with the WCRP Bylaws and RCW 48.62.101 as well as RCW 42.30.110(1) (d, g and i), President Butler moved the meeting into an estimated 45-minute executive session at 9:32 a.m. after determining all those present to be pertinent to the initial topic. Before taking up the second topic, however, President Butler excused M. Croke and E. Miser at 9:57 a.m.

President Butler reconvened in regular session at 10:17 a.m. to announce the executive session would be extended an additional ½-hour.

President Butler reconvened in regular session at 10:45 a.m. then recessed the meeting for five minutes. President Butler reconvened the regular meeting at 10:50 a.m. with all of the earlier participants.

- **Claim Settlement Authorizations:** R. Watts moved and J. Winter seconded to support the settlement recommendations of the Claims Manager for both the *Huston v. Kitsap County* and *Ryan et al v. Clallam County* matters; *the motion passed by voice vote.*
- **Consultant Selections:**
 - **Actuary.** Executive Director Hill reported that seven firms responded to the Pool's RFP/Q solicitation for consulting actuary services. L. Grose moved and T. Devlin seconded to approve the findings of the actuarial services screening panel and to recommend the panel's suggestion of PricewaterhouseCoopers, LLC for the Board to confirm as the preferred consulting actuary selection for a new contract term commencing January 1, 2011; *the motion passed by voice vote.*
 - **Claims Auditing.** ED Hill reported that five firms responded to the Pool's RFP/Q solicitation for consulting claims auditing services. K. Goehner moved and M. Wilsdon seconded to approve the findings of the claims auditing services screening panel and to recommend the panel's suggestion of Strategic Claims Direction, LLC for the Board to confirm as the preferred consulting claims auditing selection for a contract term commencing by December 1, 2010; *the motion passed by voice vote.*
 - **Insurance Producer.** ED Hill reported that six firms responded to the Pool's RFP/Q solicitation for consulting insurance producer services. R. Watts moved and L. Grose seconded to approve the findings and directions of the insurance producer services screening panel as well as supporting the related interview panel's conclusions and recommendation of Arthur J. Gallagher Risk Management Services, Inc. for the Board to confirm as the preferred consulting insurance producer (broker of record) selection for a contract term commencing January 1, 2011; *the motion passed by voice vote.*

President Butler moved the meeting once again into an estimated 20-minute executive session at 10:55 a.m. for the outstanding performance evaluation after excusing all but the committee members. President Butler reconvened the regular meeting at 11:20 a.m. with all of the earlier participants.

- **Executive Director Performance Evaluation:** M. Wilsdon moved and R. Watts seconded to confirm the executive director's performance evaluation; *the motion passed by voice vote.*

Adjournment: R. Watts moved and L. Grose seconded to adjourn the meeting at 11:22 a.m.; *the motion passed by voice vote without dissent.*

MINUTES APPROVED this 16th day of December, 2010.

Marilyn Baller
President

Attest: [Signature]
Secretary/Treasurer