

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING
October 3-4, 2019
The Arctic Club
700 3rd Avenue, Seattle, WA**

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 checked="" 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"/>	Absent and excused
Tammy Devlin	Member (2008-20)	<input type="checkbox"/>	Absent and excused
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"/>	

DAY ONE

Welcome, Roll Call & Introductions: President Thomas called the WCRP Executive Committee Retreat to order on Thursday, October 3, 2019, at 8:37am. He welcomed everyone and confirmed a quorum.

Agenda: Vickie Raines moved, and Lisa Young seconded to approve the agenda as presented; the motion passed.

Group Discussion: The Committee discussed the purpose and ground rules and desired outcomes of the Retreat, reviewed and discussed the mission statement, reviewed both the pre-retreat survey from Executive Committee members, as well as the 2013-14 Membership Survey.

Discussion took place regarding the Mission Statement and whether it would benefit from an update. It was suggested that at a future meeting the Mission Statement be changed to include an additional focus on engagement, service and sustainability.

Historical Timelines: The WCRP Executive Director gave an overview of the WCRP's membership history/timeline, a general timeline pertaining to significant events over the Pool's history, and a historical overview of the Pool's Self-Insured Retention, corridors, and policy limits.

Discussion took place about the need for higher policy limits, along with whether the Pool should require that all members participate in the full \$25 million in limits. It was recommended that the WCRP Executive Director work with the broker to identify any data that might support selecting higher limits, such as jury verdicts, settlements, etc.

The WCRP Executive Director also gave an overview of where the WCRP is at today, to include the governance make-up.

Foundation Documents: The Executive Committee reviewed and discussed the WCRP Interlocal Agreement and Bylaws. Discussion took place regarding making changes to the Interlocal Agreement. It was suggested that this occur at some point, in order to update some of the language that is no longer used.

The Bylaws were discussed and it was recommended that further discussion occur at future meetings to analyze and recommend a change in the role of the Nominating Committee, in addition to how the President, Vice-President and Secretary-Treasurer are elected and succeed through the officer positions. Discussion also took place about the possibility of electing members by districts, representing counties from the east, west, and based on size.

Discussion also took place about member accountability and the need for the WCRP to have clear, written, requirements for claim reporting and stricter consequences for not adhering to the requirements.

Evaluation of Actuary Services: The Executive Committee discussed the overall performance of the current actuary, PricewaterhouseCoopers.

Evaluation of Investment Advisor Services: The Executive Committee discussed the overall performance of the current investment advisor, Chandler Asset Management.

Evaluation of Broker Services: The Executive Committee discussed the overall performance of the current broker, Gallagher.

President Thomas recessed the meeting from 11:52am to 12:18pm.

WCRP Annual Marketing: The Executive Committee discussed the history of the annual marketing meetings with insurers, the cost of the travel and expenses in doing so, and the need to continue this. Discussion took place regarding the need to be strategic, intentional, and cost-conscious in the annual marketing of the Pool. The WCRP Executive Director will work with the broker on preparing an annual marketing strategy for future renewals, to include which insurers will be met with, where the meetings will take place, and who from the WCRP will participate.

Current WCRP Financials: The WCRP Executive Director gave a general overview of the WCRP's current financial position, including current assets, current liabilities, and a breakdown of the categories making up the total assessments collected. Discussion took place regarding the potential for continued improvement in the fund balance, achieved through continued moderate rate increases combined with positive claims experience.

Group Discussion: The Executive Committee discussed the what the WCRP may look like in two years and in five years, to include the SIR, the policy limits, coverage expansions, capital needs, the membership makeup, and the loss of experienced key staff members at counties.

Group Discussion: The Executive Committee discussed member engagement, new member/director training and member accountability. It was recommended that the WCRP Executive Director spend more time at Board meetings supplementing information and explanations during the vendor reports, to include the investment advisor's report and the actuary report.

The Committee also discussed the continued need to train members on claims handling, including reserving philosophies in order for the WCRP leadership to feel more and more comfortable with members being more and more involved in the handling of claims.

President Thomas recessed the meeting for the day at 3:40pm.

DAY TWO

CALL TO ORDER / WELCOME: President Thomas, reconvened the WCRP Executive Committee Retreat on Friday, October 4, 2019, at 8:30am. He welcomed all in attendance and confirmed a quorum.

Re-Cap of Day 1: The Executive Committee discussed the conversation from the previous day and again discussed the purpose of the Retreat, general ground rules and desired outcomes.

Organizational Analysis: The WCRP Executive Director gave a general organizational overview of the WCRP and provided his thoughts and recommendations moving forward.

Discussion took place regarding the services offered to members and how the staffing structure of the WCRP should fit with the members' needs and the services to be offered. It was recommended that a management position be placed to oversee finance and administration, and another management position to oversee both claims and risk management.

The discussion further focused on the need for risk and claims to work closely together, that risk management should direct its efforts to specific members, including using data and enhancing the risk management efforts at the WCRP and at the member counties.

It was suggested that a proposed organizational chart/overview be presented at the Executive Committee's next meeting, following input from the WCRP Personnel Committee.

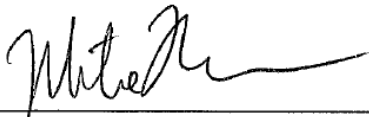
Membership Survey: The Executive Committee discussed conducting a survey to the full WCRP membership. The Committee discussed the contents and structure of the survey, to include selecting only a few specific questions with scoring and an opportunity for comments.

The survey will be created by WCRP staff with a goal of conducting the survey at the 2020 Spring Conference & Board of Directors' meeting, using a live voting tool or program. The survey will focus on member engagement, general member feelings about the support and services they receive from the WCRP. The survey will provide an opportunity for members to respond as both members of the Board of Directors, but also as participating members of the WCRP.

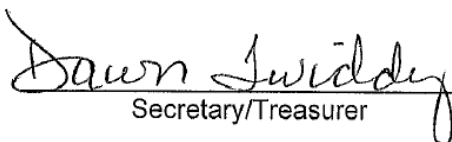
Meeting Re-Cap: President Thomas lead a discussion re-capping the two-day retreat and identifying takeaways for both members of the Committee and the Executive Director. Future meetings will occur as the results of the retreat will be finalized and presented to the Board at a future Board of Directors' meeting. Over time, the Executive Committee will take opportunities at their regular meetings to consider and recommend changes brought on by the Retreat, to include the Pool's Self-Insured Retention, policy limits, and changes to the Interlocal Agreement, Bylaws and Mission Statement.

Adjournment: President Thomas thanked everyone for participating and adjourned the Executive Committee Retreat at 11 :53 AM.

MINUTES APPROVED this 1st day of NOVEMBER, 2019.



President

Attest: 

Secretary/Treasurer