

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE (TELEPHONIC) MEETING
Tuesday, September 27, 2016**

ATTENDANCE:

Name	Relationship	09/27	Comment
Lisa Young	President (2012-18)	<input type="checkbox"/>	Excused
Keith Goehner	Vice President (2005-17)	<input checked="" type="checkbox"/>	
W.A. "Drew" Woods	Secretary/Treasurer (2012-16)	<input checked="" type="checkbox"/>	
David Alvarez	Member (2013-16)	<input checked="" type="checkbox"/>	Appointed to E.C. on July 21, 2016
Lisa Ayers	Member (2013-16)	<input type="checkbox"/>	Resigned effective September 7, 2016
Steve Bartel	Member (2008-16)	<input checked="" type="checkbox"/>	
Jill Johnson	Member (2015-17)	<input checked="" type="checkbox"/>	
Clyde Carpenter	Member (2014-17)	<input type="checkbox"/>	Excused
Tammy Devlin	Member (2008-17)	<input checked="" type="checkbox"/>	
Steve Clem	Member (2004-12, 2015-18)	<input checked="" type="checkbox"/>	
Robert Koch	Member (2013-18)	<input checked="" type="checkbox"/>	
Derek Bryan	Executive Director (<i>ex-officio</i>)	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

OTHERS ATTENDING:

Name	Relationship	09/27	Comment	County/Organization
Susan Looker	Claims Manager	<input checked="" type="checkbox"/>		WCRP
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Welcome, Roll Call & Introductions:

Vice-President Goehner called the meeting to order at 1:30 pm, welcomed everyone, and confirmed that a quorum existed.

Agenda:

Tammy Devlin moved to accept the agenda as presented, Steve Clem seconded. The motion passed.

Approval of Minutes:

Tammy Devlin moved to approve the minutes of the July 8, 2016, Executive Committee meeting, Jill Johnson seconded. The motion passed.

Approval of Contract for IT Services:

Executive Director Bryan provided the Executive Committee with an overview of the RFP process and selection of Brightwire Networks, LLC.

On August 17, 2016 an RFP was published and eleven proposals were received. Of those eleven proposals, three were selected for interviews, which took place on September 8 and 9. A selection team consisted of WCRP's Executive Director, Accounting Officer, Claims

Representative, and Administrative Assistant. The selection team unanimously selected Brightwire Networks, LLC., as its choice to manage the WCRP's information technology services, including internet, e-mail, server maintenance, security, helpdesk support.

With authority delegated to the Executive Committee by the Board of Directors, Steve Bartel moved to approve the contracts with Brightwire Networks, LLC., as presented. David Alvarez seconded and the motion passed.

Personnel Committee Report:

Executive Director Bryan gave the Executive Committee an overview of the work completed to date in finalizing the job descriptions for two newly approved positions and revisions to two existing positions. Mr. Bryan further reported on the work he and the Personnel Committee have done in establishing the recommended WCRP Salary Schedule/Matrix, as presented.

Jill Johnson moved, and Tammy Devlin seconded, to approve the job descriptions and the WCRP Salary Schedule, as presented. Discussion took place. The motion passed.

Executive Director Bryan then provided an overview of the proposed changes to the WCRP Personnel Policy, which include a change to the effective date of annual salary step increases and to align with the Salary Schedule. Mr. Bryan explained that while there was a change proposed related to paydays which fall on weekends or holidays, following further consideration, it was recommended the current language remain unchanged.

Jill Johnson moved to approve the Personnel Policy as presented, with the payday section to remain unchanged. Tammy Devlin seconded and the motion passed.

Claims Report:

WCRP Claims Manager, Susan Looker, gave the Executive Committee a status update on the *WCRP vs. Clark County, et. al*, case. Ms. Looker informed the Committee that the parties have reached an agreement on a resolution of the case, that the settlement agreement is currently being finalized, and that the parties will be filing a motion for Voluntary Withdrawal of Review to the Washington State Supreme Court.

Other Business:

Executive Director Bryan informed the Executive Committee that the WCRP has received a Notice of Intent to Withdraw from both Spokane County and Pend Oreille County, with both having the option to withdraw from WCRP membership effective October 1, 2017.

Mr. Bryan further informed the Committee of two recent promotions within the WCRP Claims Department and that a recruitment will begin for the now vacant position of Claims Representative.

Finally, Mr. Bryan informed the Committee that during the most recent remodel of the WCRP office, the front lobby window was proposed and approved to be a lockable, sliding, window, but that item was removed from the work order and was not completed at that time. Mr. Bryan informed the Committee that the contractor has provided an estimate to complete the work at this time, that the estimate was minimal and reasonable, and that the contractor will begin the work in the coming weeks.

Adjournment: With no further business, Vice-President Goehner adjourned the meeting at 3:03 pm.

MINUTES APPROVED this 2nd day of December, 2016.

Keith W. Goehner
President

Attest: [Signature]
Secretary/Treasurer