

**WASHINGTON COUNTIES RISK POOL
AUTUMN CONFERENCE ROUNDTABLE
NOTES**

Thursday, November 13, 2014
The Hilton, Vancouver, Washington

Claims Administrator and Risk Manager Attendance:

| County | Risk Pool Appointment | Name | Present |
|--------------|------------------------------------|----------------------|-------------------------------------|
| Adams | Claims Administrator, Risk Manager | Patricia Phillips | <input checked="" type="checkbox"/> |
| Benton | Claims Administrator, Risk Manager | Bryan Perry | <input checked="" type="checkbox"/> |
| Chelan | Claims Administrator | Cindy Dietz | <input checked="" type="checkbox"/> |
| | Risk Manager | Cathy Mulhall | <input checked="" type="checkbox"/> |
| Clallam | Claims Administrator, Risk Manager | Rich Sill | <input checked="" type="checkbox"/> |
| Columbia | Claims Administrator, Risk Manager | Drew Woods | <input checked="" type="checkbox"/> |
| Cowlitz | Claims Administrator, Risk Manager | Clyde Carpenter | <input checked="" type="checkbox"/> |
| Douglas | Claims Administrator, Risk Manager | Steve Clem | <input type="checkbox"/> |
| Franklin | Claims Administrator, Risk Manager | Tim Dickerson | <input checked="" type="checkbox"/> |
| Garfield | Claims Administrator, Risk Manager | Jennie Bowman | <input checked="" type="checkbox"/> |
| Grays Harbor | Claims Administrator | Joy Carossino | <input checked="" type="checkbox"/> |
| | Risk Manager | Dale Gowan | <input checked="" type="checkbox"/> |
| Island | Claims Administrator, Risk Manager | Elaine Marlow | <input checked="" type="checkbox"/> |
| Jefferson | Claims Administrator | Leslie Locke | <input type="checkbox"/> |
| | Risk Manager | Philip Morley | <input checked="" type="checkbox"/> |
| Kittitas | Claims Administrator | Michael Nigrey | <input checked="" type="checkbox"/> |
| | Risk Manager | Lisa Young | <input checked="" type="checkbox"/> |
| Lewis | Claims Administrator, Risk Manager | Paulette Young | <input type="checkbox"/> |
| Mason | Claims Administrator | Julie Almanzor | <input checked="" type="checkbox"/> |
| | Risk Manager | Dawn Twiddy | <input checked="" type="checkbox"/> |
| Okanogan | Claims Administrator, Risk Manager | Tanya Craig | <input checked="" type="checkbox"/> |
| Pacific | Claims Administrator, Risk Manager | Kathy Spoor | <input checked="" type="checkbox"/> |
| Pend Oreille | Claims Administrator | Teresa Brooks | <input checked="" type="checkbox"/> |
| | Risk Manager | Don Ramsey | <input checked="" type="checkbox"/> |
| San Juan | Claims Administrator, Risk Manager | Pamela Morais | <input type="checkbox"/> |
| Skagit | Claims Administrator, Risk Manager | Jessica Neill Hoyson | <input type="checkbox"/> |
| Skamania | Claims Administrator | Jennifer Jackson | <input checked="" type="checkbox"/> |
| | Risk Manager | Scott Pineo | <input checked="" type="checkbox"/> |
| Spokane | Claims Administrator, Risk Manager | Steve Bartel | <input checked="" type="checkbox"/> |
| Thurston | Claims Administrator, Risk Manager | Tammy Devlin | <input checked="" type="checkbox"/> |
| Walla Walla | Claims Administrator, Risk Manager | Lucy Schwallie | <input checked="" type="checkbox"/> |
| Whatcom | Claims Administrator | Dan Gibson | <input checked="" type="checkbox"/> |
| | Risk Manager | Karen Goens | <input checked="" type="checkbox"/> |
| Yakima | Claims Administrator | Cindy Erwin | <input checked="" type="checkbox"/> |
| | Risk Manager | James Hagarty | <input type="checkbox"/> |

Others in Attendance

| County/Entity | Title | Name | Present |
|---------------|----------------------|----------------|-------------------------------------|
| Benton | Civil DPA | Ryan Lukson | <input checked="" type="checkbox"/> |
| Chelan | County Commissioner | Keith Goehner | <input checked="" type="checkbox"/> |
| Clallam | HR Analyst | Annie Achziger | <input checked="" type="checkbox"/> |
| Douglas | Auditor | Thad Duvall | <input checked="" type="checkbox"/> |
| Franklin | County Commissioner | Bob Koch | <input checked="" type="checkbox"/> |
| | Prosecuting Attorney | Shawn Sant | <input checked="" type="checkbox"/> |

| County/Entity | Title | Name | Present |
|--------------------------|--------------------------------|-----------------|-------------------------------------|
| Garfield | County Commissioner | Dean Burton | <input checked="" type="checkbox"/> |
| Jefferson | Chief Civil DPA | David Alvarez | <input checked="" type="checkbox"/> |
| Lewis | County Commissioner | Lee Grose | <input checked="" type="checkbox"/> |
| | Central Services Director | Michael Strozyk | <input checked="" type="checkbox"/> |
| Mason | Human Resources Analyst | Heidi Bailey | <input checked="" type="checkbox"/> |
| Okanogan | DPA | David Gecas | <input checked="" type="checkbox"/> |
| Pend Oreille | Community Development Director | Mike Lithgow | <input checked="" type="checkbox"/> |
| Skagit | DPA | Arne Denny | <input checked="" type="checkbox"/> |
| | Senior HR/Risk Analyst | Donnie LaPlante | <input checked="" type="checkbox"/> |
| Skamania | Prosecuting Attorney | Adam Kick | <input checked="" type="checkbox"/> |
| Spokane | Liability Adjuster | Lauren Williams | <input checked="" type="checkbox"/> |
| Thurston | HR Specialist | Neysa Caywood | <input checked="" type="checkbox"/> |
| Confidence Consulting | President and CEO | Jeff Bills | <input checked="" type="checkbox"/> |
| HCA Asset Management | Vice President | Mark Hessel | <input checked="" type="checkbox"/> |
| Peabody Communications | Writing Consultant | Jordan Peabody | <input checked="" type="checkbox"/> |
| WA State Archives Office | Records Management Consultant | Leslie Koziara | <input checked="" type="checkbox"/> |
| WSAC | Senior Policy Director | Brian Enslow | <input checked="" type="checkbox"/> |
| WCRP Staff | Executive Director | Vyrle Hill | <input checked="" type="checkbox"/> |
| | Specialty Services | David Goldsmith | <input checked="" type="checkbox"/> |
| | Loss Control Coordinator | Jill Lowe | <input checked="" type="checkbox"/> |
| | Accountant | Sue Colbo | <input checked="" type="checkbox"/> |
| | Administrative Assistant | Stacey Spears | <input checked="" type="checkbox"/> |
| | Claims Assistant | Jeri Woods | <input checked="" type="checkbox"/> |
| | Senior Claims Analyst | Mike Cook | <input checked="" type="checkbox"/> |
| | Senior Claims Analyst | Joe Campeau | <input checked="" type="checkbox"/> |
| | Claims Analyst | Holly Fierro | <input checked="" type="checkbox"/> |
| | Claims Representative | Lisa McMeekin | <input checked="" type="checkbox"/> |

CALL TO ORDER / WELCOME: Jill Lowe called the Roundtable to order at 8:30 am and welcomed those in attendance. Around the room introductions took place.

Email Liability, Risk and Retention training: Jill Lowe introduced the training session by giving the background on the development of this class. She stated this was a BETA test of the revised class format and that she is looking for feedback and comments. She then introduced Jordan Peabody with Peabody Communications. Jordan's presentation covered the following topics:

- When to email and when to pick up the phone
- Email structure including the fields (TO, CC, BCC, Addresses, Subjects)
- Writing Tips – "Good writers write to express, not impress"
- Online Writing Lab (OWL) through the University of Purdue (<https://owl.english.purdue.edu/>)
- Email rules and etiquette
- Folder organization

Jill then introduced Leslie Koziara with the Washington State Archives office. Leslie's presentation covered the following topics:

- Email fatigue
- The digital and paper divide (If a document is born digital, it must be retained in a digital format)
- Retention schedules
- Email lawsuits and fines
- Storage

Following the training session, Jill took feedback and comments from the group. Jill then passed out certificates to those attendees that recently earned CPO certification.

ROUNDTABLE COMMENTS / INQUIRES:

A roundtable discussion took place - attendees shared information and made inquiries of the group. The topics discussed included:

- Records retention and elected judges
- Drug free workplace policies and legalized marijuana issues
- Concurrent records requests alongside discovery of documents with a lawsuit

LEGISLATIVE PREVIEW: Brian Enslow with WSAC presented a legislative preview during the luncheon.

UNDERSTANDING PROPERTY APPRAISAL REPORTS: Mark Hessel with HCA Asset Management, Inc. presented an Introduction to Property Valuations. The topics covered included:

- Common goals of appraisals
- Case studies
- Appraisal methodology
- Valuation of unique structures
- Insurer/Reinsurer issues and trends
- Data Collection

The Roundtable was adjourned at 2:25 pm.
