

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

Thursday, March 27, 2014  
The Lodge at Suncadia, Cle Elum, 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	Vacant	<input 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"/>
Clark	Claims Administrator, Risk Manager	Mark Wilsdon	<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 checked="" type="checkbox"/>
Franklin	Claims Administrator, Risk Manager	Vacant	<input type="checkbox"/>
Garfield	Claims Administrator, Risk Manager	Jennie Bowman	<input 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 checked="" 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 checked="" type="checkbox"/>
Mason	Claims Administrator	Julie Almanzor	<input checked="" type="checkbox"/>
	Risk Manager	Dawn Twiddy	<input checked="" type="checkbox"/>
Okanogan	Claims Administrator, Risk Manager	Vacant	<input 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 checked="" type="checkbox"/>
Skagit	Claims Administrator, Risk Manager	Jessica Neill Hoyson	<input checked="" 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 type="checkbox"/>
Thurston	Claims Administrator, Risk Manager	Tammy Devlin	<input checked="" type="checkbox"/>
Walla Walla	Claims Administrator, Risk Manager	Lucy Schwallie	<input 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 checked="" type="checkbox"/>

**Others in Attendance**

County/Entity	Title	Name	Present
Benton	Safety/Training Coordinator	Bryan Perry	<input checked="" type="checkbox"/>
Chelan	County Commissioner	Keith Goehner	<input checked="" type="checkbox"/>
	Prosecuting Attorney	Douglas Shae	<input checked="" type="checkbox"/>
Clallam	HR Analyst	Annie Achziger	<input checked="" type="checkbox"/>

Clark	County Commissioner	Steve Stuart	<input checked="" type="checkbox"/>
Cowlitz	OFM Director	Claire Hauge	<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"/>
	Civil Deputy Prosecutor	Tim Dickerson	<input checked="" type="checkbox"/>
Garfield	County Commissioner	Dean Burton	<input checked="" type="checkbox"/>
Island	County Commissioner	Jill Johnson	<input checked="" type="checkbox"/>
Lewis	County Commissioner	Lee Grose	<input checked="" type="checkbox"/>
	County Commissioner	Edna Fund	<input checked="" type="checkbox"/>
Okanogan	Deputy Prosecuting Attorney	Steve Bozarth	<input checked="" type="checkbox"/>
Pacific	County Commissioner	Lisa Ayers	<input checked="" type="checkbox"/>
Pend Oreille	Community Development Director	Mike Lithgow	<input checked="" type="checkbox"/>
San Juan County	County Manager	Mike Thomas	<input checked="" type="checkbox"/>
Skagit	Deputy Prosecuting Attorney	Arne Denny	<input checked="" type="checkbox"/>
	Sr. HR/Risk Analyst	Donnie LaPlante	<input checked="" type="checkbox"/>
Skamania	County Commissioner	Doug McKenzie	<input checked="" type="checkbox"/>
Spokane	Liability Adjuster	Lauren Williams	<input checked="" type="checkbox"/>
Thurston	Prosecuting Attorney	Jon Tunheim	<input checked="" type="checkbox"/>
Walla Walla	Deputy Prosecuting Attorney	Jesse Nolte	<input checked="" type="checkbox"/>
Arthur Gallagher	Area Senior Vice President	John Chino	<input checked="" type="checkbox"/>
	Area Vice President	Liz Miser	<input checked="" type="checkbox"/>
	Ex. Director, Public Sector Practice Group	Robin Flint	<input checked="" type="checkbox"/>
	Director of Risk Control	Tim Chace	<input checked="" type="checkbox"/>
WSAC	Executive Director	Eric Johnson	<input checked="" type="checkbox"/>
	Senior Policy Director	Brian Enslow	<input checked="" type="checkbox"/>
Washington DES	LGSI Program Administrator	Shannon Stuber	<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 Manager	Susan Looker	<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"/>
	Claims Assistant	Leslie Lubrano	<input checked="" type="checkbox"/>

**CALL TO ORDER / WELCOME:** Susan Looker called the Roundtable to Order at 8:30 am and welcomed those in attendance. Ms. Looker introduced new Risk Pool Claims Staff Members: Leslie Lubrano, Holly Fierro and Joe Campeau. Around the room introductions took place.

**ROUNDTABLE COMMENTS / INQUIRES:** Susan Looker announced Pool staff members are working with AJG to create a Contract Manual for members. She stated that a report from the ACLU and Columbia Legal Services looked at courts in Benton, Clallam, Thurston, and Clark Counties regarding Legal Financial Obligations. Ms. Looker has a copy of the report. Contact her for a copy.

Shawn Sant, Franklin County spoke about a survey being conducted by the State Commerce Department regarding risks in the County. Steve Clem added information regarding the survey and the response that Douglas County submitted. Mr. Sant then spoke about a jail case regarding a former employee and the public records requests that have resulted.

Drew Woods, Columbia County brought up questions regarding FMLA changes. Ms. Lowe spoke on the topic of FMLA leave. She noted that legal opinions from employment law attorneys regarding the issue were available in the roundtable packet and the opinions don't necessarily agree. Ms. Lowe said that counties should have and follow written policies regarding FMLA. Further discussion took place.

Jon Tunheim, Thurston County spoke about the Legal Financial Obligations report that looked at Thurston County.

Tammy Devlin, Thurston County said the County is working on purchasing policies and expects the Contract Manual will be helpful. The County has negotiated a contract with corrections officers that will be necessary to get the Accountability and Restitution Center opened.

Philip Morley, Jefferson County reported the County is undergoing LEAN training and streamlining the process for contracts. The County is looking at enhancing courthouse security and he then asked what other counties are doing regarding policies for employees and marijuana use.

Elaine Marlow, Island County said the County has faced legal issues regarding a landslide last year. Ms. Marlow mentioned that the pre-defense review available through the Pool has been very helpful with this issue. She also mentioned the County is facing challenges regarding the new marijuana laws as well. The County is working on a new contract for deputies.

Stephen Bozarth, Okanogan County noted they are seeing a rise in mental health issues in the jail. They have had a couple of suicides in the jail over the last few years.

Clyde Carpenter, Cowlitz County reported they have had four deaths in the jail. He mentioned the pre-defense review process was helpful for this issue. Three of the deaths were related to medical issues. Mr. Carpenter also mentioned that negotiations with WSU Extension/4-H for fairs were difficult this year.

Arne Denny, Skagit County gave an update on the case regarding the driver that went off the road and hit a utility pole. The case went to the State Supreme Court and the County is still working on the issue.

Dan Gibson, Whatcom County referred to the jail issues that were discussed at the roundtable. Mr. Gibson reported on a case regarding a public works vehicle that lost a wheel and stuck a pedestrian. The County is looking into the cause.

Karen Goens, Whatcom County noted retirements have affected the HR staff and she reported that Nan Kallunki from Okanogan County is joining the HR staff at Whatcom County. She stated Whatcom County has also participated in LEAN training.

Jessica Neill Hoyson, Skagit County is looking at implementing a pre-employment contract for sheriff's department employees that will address training costs for employees that work for the County for less than three years. Jessica asked Donnie to speak about a HIPPA breach.

Donnie LaPlante, Skagit County reported on a HIPPA breach. The County was fined \$215,000 and agreed to a corrective action plan for seven years. Mr. LaPlante stated that having policies and procedures in place regarding HIPPA is very important. Documentation and training plans will be part of the corrective action plan.

Lisa Young, Kittitas County reported on a CDL employee called for a random urine analysis and the employee was not able to give an adequate sample. Ms. Young gave further details on the urine analysis test requirements with DOT. She also reported that Kittitas County has decided to maintain their drug free workplace policy. She introduced Michael Nigrey with the Kittitas County Prosecutor's Office.

Michael Nigrey, Kittitas County noted their office is working on a contract review policy. He would like to see what other counties are doing.

Jim Hagarty, Yakima County reported his County is dealing with many of the same issues mentioned in the roundtable. He brought up the topic of officer involved shootings and he spoke about mental health issues with inmates.

Mark Wilsdon, Clark County noted they have not had a jail suicide for 1.5 years. The Jail was retrofitted and there have not been any suicides since the changes were implemented.

Mike Thomas, San Juan County spoke about courthouse security. He stated that security cameras were recently installed.

Pamela Morais, San Juan County mentioned the pre-defense review was helpful with a recent employment issue.

Lauren Williams, Spokane County spoke regarding subrogation collections.

Edna Fund, Lewis County mentioned they also have concerns regarding mental health and inmates.

Paulette Young, Lewis County reported on a recent favorable summary judgment. She also reported on inmate issues they are facing. Arne Denny offered to share inmate policies they have implemented in Skagit County.

Bryan Perry, Benton County spoke about jail issues and suicide prevention. He inquired about suicide prevention blankets. He mentioned they are using Data Driven Safety for employee driver license monitoring and it has been beneficial.

Kathy Spoor, Pacific County reported on media coverage regarding the County's recent state audit and public records requests. Detailed information with bank account information and routing numbers was released by the State Auditor's Office as part of a public records request. She also reported on pre-defense reviews that are helping the County.

Lisa Ayers, Pacific County spoke about the implementation of regulations regarding ATVs on roads. Stephen Bozarth with Okanogan County shared Okanogan County's experience with the issue.

Cindy Dietz, Chelan County reported having an adjuster on a recent case was helpful.

Cathy Mulhall, Chelan County reported a new employee contract was recently signed. She is looking at conducting diversity training and she would appreciate suggestions or recommendations.

Steve Clem, Douglas County reported they are being mellow about marijuana issues. He reported on a public records request for 38 months' worth of emails from County Commissioners that came from the Evergreen Freedom Foundation.

Rich Sill, Clallam County noted they have a new Prosecutor. The County is working on funding for a risk investigator that will be proactive and look at liability issues.

Annie Achziger, Clallam County noted corrections sergeants completed training on elevator extractions. The maintenance crew participated as well.

Thad Duvall, Douglas County brought up the topic of personnel files for Sheriff's office employees. Discussion took place.

Joy Carossino, Grays Harbor County reported the County is working on a lockdown procedure. She also responded to the subrogation question that was brought up by Spokane County. She then spoke about jail issues and risk investigators.

Mike Lithgow, Pend Oreille County noted he is looking forward to the upcoming Contract Manual.

Claire Hauge, Cowlitz County mentioned that the County is turning parks over to the port districts. She responded on the topic of mental health issues in jails and reported they are hiring a mental health coordinator in the jail. She then responded to the issue of confidential documents with the State Auditor's Office.

Dawn Twiddy, Mason County mentioned they are also looking for information regarding ATVs on roads. Discussion took place.

Cindy Erwin, Yakima County responded to the issues raised regarding subrogation and records requests.

Scott Pineo, Skamania County inquired about policies regarding damage from snow plowing. Discussion took place.

Lee Grose, Lewis County spoke about the recent slides in Snohomish County.

Dean Burton, Garfield County invited all attendees to bring their marijuana and ATVs to his County.

Jill Lowe announced that Cindy Dietz, Paulette Young and Michael Strozyk had recently earned their CPO Certification and she presented certificates.

Break: 10:25 – 10:40 am

**PRESENTATION - FAQs FOR EMPLOYERS: HANDLING LEAVE AND ACCOMMODATION REQUESTS BY "DISABLED" EMPLOYEES UNDER THE ADA, WLAD, AND FMLA:**

Susan Looker introduced attorney Benjamin Stone with Veris Law Group in Seattle. Mr. Stone's presentation covered disability accommodation requests under ADA, WLAD and leave requests under FMLA. Mr. Stone provided a "playbook" for roundtable participants.

Lunch Break: 12:00 – 1:30 pm

Brian Enslow and Eric Johnson with the Washington State Association of Counties presented a *Legislative Update* during lunch.

**PRESENTATION – SEXUAL HARASSMENT PREVENTION & TECHNIQUES TO IMPROVE WORKPLACE COMPLIANCE AND REDUCE CLAIMS:**

Jill Lowe introduced Robin Flint with Arthur J. Gallagher. The presentation covered sexual harassment laws, practical tools for compliance and best practices.

The Roundtable was adjourned at 2:52 pm.