

**WASHINGTON COUNTIES RISK POOL
ROUNDTABLE
NOTES**

Thursday, July 25, 2013
Enzian Inn, Leavenworth, WA

ATTENDANCE:

* denotes Executive Committeeperson

Adams County: Linda Reimer, Clerk of the Board – Risk Mgr./Alt. Director
Benton County: Melina Wenner, HR/Risk Manager – Risk Mgr./Director
Chelan County: * Keith Goehner, Commissioner – Director
Cindy Dietz, Legal Administrative Supervisor – Claims Adm.
Cathy Mulhall, County Administrator – Risk Mgr./Alt. Director
Clallam County: Rich Sill, HR Director – Risk Mgr./Claims Adm./Director
Annie Achziger, HR Analyst
Clark County: * Mark Wilsdon, Risk Manager – Risk Mgr./Claims Adm./Director, President
Mark McCauley, Director General Services – Alt. Director
Columbia County: * Drew Woods, Public Works Director – Risk Mgr./Claims Adm./Director
Cowlitz County: Claire Hauge, OFM Director – Alt. Director
Douglas County: *Not represented*
Franklin County: Robert Koch, Commissioner – Director
Shawn Sant, Prosecuting Attorney – Alt. Director
Garfield County: *Dean Burton, Commissioner – Director
Jennie Bowman – Risk Mgr./Claims Adm.
Grays Harbor County: Dale Gowan, Central Services Director – Risk Mgr./Alt. Director
Joy Carossino, Safety & Claims – Claims Adm.
Island County: *Not represented*
Jefferson County: Philip Morley, County Administrator – Risk Mgr./Director
* David Alvarez, Chief Civil DPA – Alt. Director
Leslie Locke, Executive Assistant – Claims Adm.
Kittitas County: * Lisa Young, Human Resources Manager – Risk Mgr./Director
Lewis County: * Lee Grose, Commissioner – Director
Paulette Young, Safety Officer – Risk Mgr./Claims Adm./Alt. Director
Mason County: Dawn Twiddy, Budget Analyst/Risk Manager – Risk Mgr.
Shannon Goudy, Clerk of the Board – Claims Adm.
Okanogan County: Nanette Kallunki, Admin. Svcs. Director – Risk Mgr./Claims Adm./Alt. Director
Steve Bozarth, Chief Civil DPA – Alt. Director
Pacific County: Kathy Spoor, CAO – Risk Mgr./Claims Adm./Director
Lisa Ayers, Commissioner – Alt. Director
Pend Oreille County: Mike Lithgow, Community Development Director - Director
Don Ramsey, County Engineer – Risk Mgr.
Teresa Brooks, Adm. Asst. to Director – Claims Adm.
Tom Metzger, Prosecuting Attorney
San Juan County: Pamela Morais, HR Manager – Risk Mgr./Claims Adm./Alt. Director
Skagit County: Jessica Neill Hoyson, Human Resources/RM – Risk Mgr./Claims Adm./Director
Skamania County: Scott Pineo, General Svcs Director – Risk Mgr./Alt. Director (arrived at 10:30 am)
Spokane County: * Steve Bartel, Dir. of RM – Risk Mgr./Claims Adm./Director, Sec./Treasurer
Lauren Williams, Liability Adjustor
Thurston County: * Tammy Devlin, Risk Manager – Risk Mgr./Claims Adm./Alt. Director, Vice-Pres.
Walla Walla County: Lucy Schwallie, Personnel/RM – Risk Mgr./Claims Adm.
Whatcom County: Karen Goens, Human Resources Manager – Risk Mgr./Director
Dan Gibson, Chief Civil DPA – Claims Adm./Alt. Director
Yakima County: James Hagarty, PA – Risk Mgr./Director

Washington DES: Shannon Stuber, LGSI Program Administrator

Broker Services: Liz Miser, Area Vice President – AJGRMS, Inc.
Tim Chace, Director of Risk Control – AJGRMS, Inc.

Others: Brian Whooley, Berkley
Jennifer Kaye, Berkley
Brian Hansen, Helpline
Brian Enslow, WSAC

WCRP Staff: Vyrlle Hill, Executive Director
David Goldsmith, Specialty Services Representative
Jill Lowe, Loss Control Coordinator
Susan Looker, Claims Manager
Mike Cook, Sr. Claims Analyst
Tammy Cahill, Claims Analyst
Carli Easter, Claims Assistant
Sue Colbo, Accounting Officer
Stacey Spears, Administrative Assistant

WELCOME: President Mark Wilsdon called the July 25, 2013 Claims Administration and Risk Management Roundtable to order at 8:32 a.m. He turned the microphone over to Claims Manager Susan Looker. She announced that the true roundtable format was back by popular demand for the Summer Conference. Ms. Looker reported that the Skagit, Yakima and Spokane County claims audits are complete. She also reported that the East Coast marketing trip with Liz Miser went very well this year and she thanked Ms. Miser for her efforts putting the trip together.

Mike Cook, Senior Claims Analyst brought up the topic of jail booking fees. He stated there are sample policies available regarding jail booking fees and to contact him or Susan Looker for more information. Mr. Cook reported on a defense verdict on a Grays Harbor County case regarding a police dog bite.

Paulette Young, Lewis County asked how other counties handle insurance regarding tools for mechanics that are considered personal property. Drew Woods stated Columbia County provides necessary tools and tracks inventory. Lisa Young said that Kittitas County provides an allowance for tools. Steve Bartel said mechanics in Spokane County provide their own tools and the County self-insures for any losses.

Dean Burton, Garfield County reported that harvest season is underway and the County is doing well.

Mike Lithgow, Pend Oreille County requested input regarding volunteer monitoring procedures. Several counties and staff members provided advice and recommendations.

Pamela Morais, San Juan County asked what other counties do to provide restroom and washroom facilities for employees in remote and isolated areas. Discussion took place, advice and recommendations were offered.

Jill Lowe, Loss Control Coordinator reported that the PRIMA Magazine is available through the Pool, anyone interested in viewing the magazine online should let her know. Ms. Lowe brought articles to share regarding Risk Management personality and office culture. Ms. Lowe announced that the Helpline member list would be passed around and she asked those in attendance to make any needed updates. Ms. Lowe then introduced Brian Hansen with Helpline. Mr. Hansen reminded the group that the service is provided through Berkley. He stated that 96% of members had used Helpline and the service provides

pro-active access to employment law attorneys. Some recent topics lately were wages, hiring, compliance, and the Fair Labor Standards Act. Ms. Lowe then continued with her presentation. She stated Mike Bolasina has three training sessions on sexual harassment that are now available for member counties on DVD and on the Pool website. The LocalGovU Defensive Driving Class will be updated, the cost of \$3.25 per class will be the same. Ms. Lowe announced that John Chino with AJG will present a Risk Management for Public Entities class in the Pool conference room on September 25th and 26th. Finally, she informed the group that the Pool will partner with Enduris and WCIA again this year to bring a national speaker to Washington in February. Last year they brought Gordon Graham, this year it will be Val Van Brocklin, the topic is still to be determined.

Kathy Spoor, Pacific County asked what other counties are doing when employees report that they are using opiates for long term, chronic pain issues. Some of the ideas shared included moving employees to transitional office jobs, requiring second opinions and independent reviews. Ms. Spoor then thanked the Pool for the pre-defense review support.

Lisa Ayers, Pacific County brought up the topic of union employees using illegal drugs. Thurston and Clark County both offered to share policies regarding this topic.

Linda Reimer, Adams County reported that Adams County does not have any open claims at this time.

Mark McCauley, Clark County shared information with the group regarding a retrofit program for jails the County is undertaking to help prevent suicides. Other counties added information regarding their retrofit programs and mental health issues in the jails.

Break: 9:30 – 9:43 am.

Carli Easter, Claims Assistant offered two friendly reminders: certificates of insurance renewals are coming soon and more information is often needed on initial requests for certificates of insurance.

Lisa Young, Kittitas County thanked the Pool for the opportunity to attend the PRIMA conference in Florida. The conference offered a broad range of classes and she noted a class on contracts was particularly useful. Mark Wilsdon added that the website IRMI.com has information on contract law. Susan Looker added further information about contracts and policy endorsements. Finally, Ms. Young spoke about the fires in the County last year and contractors working in right of ways.

Don Ramsey, Pend Oreille County shared that they have had success working with third party administrators/independent adjustors for smaller auto claims.

Steve Bartel, Spokane County shared several pieces of information with the group. He stated that his department is taking over the responsibility for Campus Security, they have drafted a security plan and are willing to share the information. The animal protection agency is going regional – the cities and the County are collaborating on this project. The jail authority is being moved to the Board of County Commissioners, details are being worked out. The County has a new, state-of-the-art water reclamation facility that includes underground piping, they are looking at how to properly insure the facility. There was a recent, large settlement regarding a preacher that was killed by a deputy, this has led to talks regarding the use of body cams on deputies, the costs are not high. The County's claims and lawsuits are down – knock on wood.

Tammy Devlin, Thurston County also shared several topics. Thurston County is embarking on county-wide security plans. Facility use and rental rules are being updated. They are seeing mental health issues with county employees. The County is looking at how to archive social media updates for public records requests/requirements. (Kittitas County has a contractor, will share the information.) A stipend policy is being implemented for electronic devices, training for employees will take place. The County needs to review the permit process for groups that want to use roadways for events. Columbia and Jefferson both have policies and information to share.

Mark Wilsdon, Clark County reported that continuity of operations is an issue and has been an ongoing exercise, they are working at turning this into an opportunity for the County. Also, Clark County is one of many counties fighting storm water policies, they may be facing fines.

Bob Koch, Franklin County spoke about farmers using easements for crops. In one instance the County had to change a road where corn was planted on a curve. Chelan and Columbia Counties reported they have similar issues.

Lucy Schwallie, Walla Walla County shared they have had some positive decisions lately regarding a string of personnel claims. They have started the process for an RFP to select a mental health contractor. Advice from other members was shared. The County is having difficulty with provider provisions on technology contracts. Steve Clem in Douglas County was recommended as a resource regarding technology contracts.

Cathy Mulhall, Chelan County reported on the hacking of a local hospital district system – ACH transfers were made. This is an ongoing issue for the prosecutor and treasurer and might turn into a coverage issue. She also reported on a death in the jail that is being investigated and they have a gentleman alleging an unfair jury of peers as Hispanics were not represented on the jury.

Cindy Dietz, Chelan County reported they recently received a letter from the Washington Coalition for Open Government regarding public records.

Tammy Cahill, Claims Analyst reported on the CLM conference she attended in April. The conference included defense attorneys and claims representatives sharing information and working together. She also reported on a recent summary judgment regarding a Yakima employment case. Finally, she reported the claims department has seen improper endorsements for jail contracts, and she recommended counties use a process to review endorsements.

Joy Carossino, Grays Harbor County thanked the Risk Pool claims staff for answering her questions and providing reports. The County's new courthouse security is up and running. Employees are questioning security for the administrative offices. She brought up the topic of seat belt laws and law enforcement personnel as they recently had an accident involving a deputy that was not wearing a seat belt. Finally, she reported on a fake slip and fall that took place in the jail.

Shannon Goudy, Mason County asked the group which department handles fire drills in other counties. Several attendees offered information about conducting drills.

Drew Woods, Columbia County shared information about how they handle driver abstracts from job applicants. He also reported the County has a new sheriff and he thanked the Pool for the Helpline service and pre-defense reviews.

Nan Kallunki, Okanogan County reported they have a person making frequent jail claims.

Steven Bozarth, Okanogan County reported the County was dismissed from the Binschus case.

Leslie Locke, Jefferson County stated they have had eight incidents in the last year where deputies have been involved in car accidents. They are adding language to their personnel policies that after any accident, drug testing will take place.

David Alvarez, Jefferson County reported a new program the County has started to provide coaching, for a fee, regarding permitting. They have issues regarding spraying for noxious weeds on county roads. The County has three new elected officials. The County recently used a pre-defense review for employee vs. employer harassment issues.

Karen Goens, Whatcom County reported supervisors are making good progress with employees now with regard to the smaller workforce. The CPO program is going strong, they are up to 20 CPO's in the County. She would like to speak with other counties that are self-insuring workers comp.

Jessica Neill Hoyson, Skagit County reported the recent claims audit with Gary Jennings was painless. The County is updating policies and processes on federal laws regarding the release of private health information. They had a recent ACH problem, they are now isolating information to a single workstation. She reported the Munich case recently settled and she asked about a contract with DNR for firefighting personnel.

Rich Sill, Clallam County reported they are getting complaints regarding the material used for sanding roads during inclement weather and asked what size materials other counties are using. Drew Woods offered information.

Liz Miser, AJGRMS stated their Bellevue office has resources regarding workers comp programs.

Philip Morley, Jefferson County said they have some fiercely independent elected officials, they need to look at employment issues. He also mentioned that volunteers are very important in their parks, as well as emergency management operations.

Scott Pineo, Skamania County reported they have three new Commissioners. Skamania County has found supervision to be very important regarding volunteers. He reported on some interesting recent cases regarding deputies, dash cams and microphones.

Susan Looker thanked everyone for a good roundtable session. Mark Wilsdon adjourned the roundtable discussion at 11:15 a.m. and invited all to attend the Pool's 25th Annivesary celebratory luncheon.

At the Anniversary luncheon, a history of the Pool was presented, and former Presidents and special invitees were invited to share historical accounts of the Pool. Dragon awards and service awards were presented.