



For Washington Counties, By Washington Counties

Board of Directors' Meeting 451 Diamond Drive, Ephrata WA

10:00 a.m.; Wednesday, April 26, 2017

MINUTES

The Washington Rural Counties Insurance Program conducted their April 26, 2017 Board of Directors meeting at the Clear Risk Solutions office, 451 Diamond Drive, Ephrata, Washington.

Chairman Stevens called the meeting to order at 10:00 a.m.

ITEM 1 – INTRODUCTION AND ROLL CALL

Board members participating: Don Dashiell, Stevens County Commissioner; Blair Brady, Wahkiakum County Commissioner; Jim Jeffords, Asotin County Commissioner; Scott Hutsell, Lincoln County Commissioner, Richard Stevens, Grant County Commissioner, and Michael Largent, Whitman County Commissioner. Also participating from the Administration Office: Ellen Kosa, Rich Moore, Frank Andrus, Angela Eloff, Lance Hammond, Mark Sherwood, Becca Rohrer, and Chelsey Smith representing Clear Risk Solutions.

ITEM 2 ADDITIONS

Additions to the agenda were called for; there were none.

ITEM 3 APPROVAL OF MINUTES

The minutes were presented for January 27, 2017. Motion Brady to approve the minutes as presented. Second Largent; motion carried.

ITEM 4 RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL

Andrus gave an overview of the items listed on the Voucher Summary.

Vouchers audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Board.

As of this date, April 26, 2017, the Board approves for payment those vouchers included in the list and further described as follows: Fiscal Committee approved February voucher #16/17-03 in the amount of \$3,048,247.94, Fiscal Committee approved March voucher # 16/17-04 in the amount of \$155,244.65, and to include the current reviewed voucher for April 2017 known as #16/17-05 in the amount of \$ 310,357.21. Motion Hutsell to approve the above vouchers as presented. Second Jeffords; motion carried.

ITEM 5 CLAIMS AUDIT RFQ

Moore of Clear Risk Solutions (CRS) discussed the Claims Audit RFQ process that is required every three years by WAC. It is time to prepare those documents and have an independent claims audit completed in 2017. At the next Board meeting CRS will present the information to get that process started. Motion by Largent to approve the RFQ timelines as discussed, second by Brady; motion carried.

ITEM 6

ANNUAL ACTUARY COMMITMENT LETTER

Moore of CRS discussed the annual Actuary Commitment letter from Richard J. Fallquist of Fallquist Actuaries. He was awarded the contract, per the bidding process in 2015. He annually presents a letter explaining all fees and services. Motion by Hutsell to approve the Annual Actuary Letter of Commitment as presented and to direct the WRCIP Board Chair, Richard Stevens, to sign the letter mentioned above on behalf of the board of Directors. A second by Largent, motion carried.

ITEM 7

FINANCIAL REPORT/ BANK STATEMENTS AND TRANSFER APPROVAL

E. Kosa of CRS presented the financial report; to include the income statement and balance sheet dated February 28, 2017, and November 30, 2017. Kosa shared with the Board and those present that the anticipated loss was less than budgeted, due to growth. It was noted that the claims were less than expected during the year, which had a large impact in the savings at the end of the year. The state annual reports are due Friday April 28, 2017 and the WRCIP's audit will begin on Monday, May 1. Kosa also informed the Board that the Local Agents Fees were more than budgeted, due to growth of the program; she has made a note to revise this amount on next year's budget. Ellen also informed the Board that the program Underwriting Fees are required to be broken out for the State report, so we will begin doing that as well.

E. Kosa presented the bank statements and transfers, to date. A motion by Jeffords to approve the bank statements and transfers as presented. Second by Brady; motion carried.

ITEM 8

BOARD POLICIES

Moore discussed the first reading of the presented Public Records Policy that was introduced in January. After some discussion, a motion by Hutsell to adopt the presented Public Records Policy as presented with no changes. Second by Jeffords, motion carried.

E. Kosa introduced the proposed Security and Data Retention Policy for a first reading. Kosa answered all questions and explained; WRCIP is audited by SAO, which is now working on creating audit criteria for IT security. Brown and Brown our parent company also has extensive standards in place since they are publicly traded. A portion of this year's workshop during the retreat will cover some of these standards of security, and data retention evaluation.

ITEM 9

RISK MANAGEMENT REPORT

Mark Sherwood and Lance Hammond presented additional claims data for 2006-16 detailing the frequency and severity of GL, Auto, Prop and Wrongful Acts claims. Additional information regarding Risk Alerts was discussed. The Board requested some additional statistics regarding police pursuits as well as police vehicle type. That information will be provided at the retreat. Mark also informed the Board of the pursuit training that was provided in Stevens County earlier this year, and explained his plan to offer it on the west side this year as well.

ITEM 10

NEXT MEETING

The next meeting of the Board is scheduled for July 19, 2017, at 10:00 a.m. as a telephone conference call. The annual Board Retreat was discussed. The dates are August 23-25, 2017, at Northern Quest Casino.

Respectfully submitted,



Becca Rohrer



Richard Stevens, Chairman