



For Washington Counties, By Washington Counties

**Board of Directors' Meeting
451 Diamond Drive, Ephrata, WA**

10:00 a.m.; Wednesday, July 19, 2017

MINUTES

The Washington Rural Counties Insurance Program conducted their July 19, 2017, Board of Directors meeting via telephone conference 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; Rex Johnston, Klickitat County Commissioner; Michael Largent, Whitman County Commissioner. Participating from Clear Risk Solutions, the administration office, was: Ellen Kosa, Rich Moore, Frank Andrus, Angela Eloff, Mark Sherwood, Becca Rohrer, Lance Hammond, and Chelsey Smith. Also, in attendance was the State Auditor's office (Jeremy, Brandi, and Kathleen) for their audit exit only.

**ITEM 2
ADDITIONS**

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

**ITEM 3
AUDIT EXIT**

Chairman Stevens turned the meeting over to Jeremy Bonner of the State Auditor's Office (SAO) to deliver the audit exit. The SAO audit was clean of any findings and the Board thanked everyone for their hard work.

**ITEM 4
APPROVAL OF MINUTES**

The minutes were presented for the April 26, 2017 Board of Directors' meeting. Motion Brady to approve the minutes as presented. Second Largent; motion carried.

**ITEM 5
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, July 19, 2017, the Board approves for payment those vouchers included in the list and further described as follows: Fiscal Committee approved May Voucher #16/17-06 in the amount of \$393,146.24; Fiscal Committee approved June Voucher #16/17-07 in the amount of \$207,510.42, to include the current reviewed voucher for July 2017 known as #16/17-08 in the amount of \$172,032.39. Motion Dashiell to approve the above vouchers as presented. Second Jeffords; motion carried.

ITEM 6
CLAIMS AUDIT RFQ

At the last meeting, Moore of Clear Risk Solutions 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.

An Interlocal Agreement was presented to the Board to collectively hire a claims auditor with the SIAW, CIAW, and USIP. After some discussion a motion by Jeffords to direct Chairman Stevens to sign and enter into the above-referenced agreement for the upcoming claims audit. Second by Largent; motion carried.

Also presented was a document explaining the minimum criteria/qualifications for a claims auditor. A motion by Largent to adopt the language as presented in the minimum criteria document. Second by Jeffords; motion carried.

ITEM 7
NEXT MEETING

The next meeting of the Board is scheduled to be the annual Board Retreat, August 23-25, 2017, at Northern Quest Resort and Casino, Airway Heights, Washington.

Respectfully submitted,



Jenni Bates



Richard Stevens, Chairman