



## Board of Directors Meeting MINUTES

April 17, 2024 – 10:00 A.M.

The Washington Counties Risk Group (WCRG) Board of Directors conducted a regular meeting in-person at 451 Diamond Drive Ephrata, WA and via Zoom on April 17, 2024, at 10:03 a.m.

### ITEM 1: INTRODUCTION & ROLL CALL

<u>Board Member Name:</u>	<u>Representation Member Entity:</u>	<u>Attendance:</u>
Scott Hutsell	Lincoln County Commissioner	Present
Cindy Carter	Grant County Commissioner	Present
Michael Largent	Whitman County Commissioner	Present
Charles Whitman	Asotin County Commissioner	Present
Justin Dixon	Garfield County Commissioner	Present
Marty Hall	Columbia County Commissioner	Present
Wes McCart	Stevens County Commissioner	Present
Gene Strong	Wahkiakum County Commissioner	Present
	Ferry County Commissioner	
Tom Lannen	Skamania County Commissioner	Present

### Clear Risk Solutions:

Wes Crago	Dave Kosa
Jessika Tempel	Becca Kirsch
Jenny Gunderson	Zac Berryman
Claire Hanberg	Rob Hill
Angela Eloff	Steve Whetstone
Frank Andrus	Ellen Kosa
Byron Riche	Lisa Holterhoff
Patti Ferguson	Rick Templeton

### Guests:

Jared Smith – S3 Management  
 Jeff Yates – S3 Management  
 Jeff Evans - Stevens County Risk Manager  
 Shane Heston – Broker  
 Kristi Zinn - HR Columbia County (Joined at 10:18 a.m.)

Hutsell welcomed all in attendance and noted that a quorum was present.

### ADDITIONS/CHANGES

McCart requested under section VI. Discussion for training title name change to be added.

### ITEM 2: EXECUTIVE/CLOSED SESSION

- i. None.

### ITEM 3: CONSENT AGENDA

The Consent Agenda items were reviewed by all board members. Hutsell called for a motion on all consent items with a \$1,000 per scholarship cap. Dixon moved to approve the Consent Agenda as presented and seconded by Whitman seconded. With all in favor and none opposed, the motion passed.

The Consent Agenda consisted of the following:

- i. Approval of Minutes (January 24, 2024)
- ii. Approval of the Claims Vouchers (January 2024, February 2024, March 2024, April 2024)



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- iii. Approval of Scholarships (2 – Grant County, 1 – Skamania County)
- iv. Approval of Financials

**ITEM 4: PUBLIC HEARING & INPUT**

- i. None.

**ITEM 5: BOARD RESOLUTIONS**

- i. Resolution 24-01: Authorization Funds Transfer
  - a. Crago discussed with the board that staff is looking for an improved process to pay claims faster. Templeton mentioned that the other pools are making this change as well and it's been run through auditors and Brown & Brown to make this structure change. Hutsell called for a motion on Resolution 24-01: Authorization Funds Transfer. Largent moved to approve as presented and seconded by Hall. With all in favor and none opposed, the motion carried.

**ITEM 6: ITEMS FOR BOARD CONSIDERATION**

- i. Approval of Partnership with S3 Exchange Program
  - a. Smith and Yates gave a short presentation to the board on the various unemployment solutions and services they provide as an organization. They are looking to partner with WCRG members for these services as a opt in option by member. With all questions answered, Hutsell called for motion to partner with S3 Exchange Program. McCart moved to approve as presented and seconded by Carter. With all in favor and none opposed, the motion carried.
- ii. Approval to Join Liability Reform Coalition
  - a. Crago and Tempel presented Liability Reform Coalition and who they are. Presented to the board that to join it would be \$2,500 annual fee and gave staff's recommendations for WCRG to join. There were no questions, Hutsell called for a motion to have WCRG Join Liability Reform Coalition. McCart moved to approve the motion and was seconded by Whitman. With all in favor and none opposed, the motion carried.
- iii. Discussion on Fees in WCRG Budget
  - a. Crago went over the history of the broker fees and how nationally the broker fee can vary widely, but for WCRG it's been around 6% since the board set it and approved in annually in the budget. He presented some options moving forward to the board. McCart commented on he thinks this would be good to review with our brokers and have conversations before moving forward with next steps. There was agreement with McCart's comment from other board members. No action was taken, and this discussion will be brought to next meeting.
- iv. Diligent Presentation
  - a. Berryman gave a short presentation to the board on Diligent. Diligent will be used going forward for board packets and plan to have the board setup to receive their board packets in July through the platform. All questions were answered, and no motion was needed.
- v. Retreat Discussion
  - a. Tempel discussed with the board upcoming locations for the September Board Retreat. Based on the survey from the board it looks like the retreat will be held at Northern Quest Resort in Airway Heights, WA. There were no questions, and no motion was needed.
- vi. Training Title Discussion
  - a. McCart discussed with staff and the rest of the board that in Stevens County they had taken on of our trainings on diversity and discussed how the training itself was great; however, he feels there needs to be a title update. Staff is going to review and look at updating training title. There was no motion taken.



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**ITEM 7: STAFF REPORTS**

The following items were discussed, and updates were given regarding the following topics. All questions were answered, and no action was taken.

- i. Underwriting
- ii. Marketing
- iii. Pre-Litigation Program
- iv. Claims
- v. Membership Retention
- vi. Financial
- vii. Risk Management & Zywave
- viii. Communications

**ITEM 8: EXECUTIVE REPORT**

- i. Administrator Report – Templeton, Andrus, and Crago thanked the board for being at this meeting. Templeton gave an update on the unreserved equity and how we are moving in the right direction. Crago gave a brief update for the market report and more to come on the budget forecast.

**ITEM 8: UPCOMING MEETINGS**

- i. May 22, 2024 – Fiscal Meeting via Zoom
- ii. June 19, 2024 – Fiscal Meeting via Zoom
- iii. July 24, 2024 – Full Board of Directors Meeting via Zoom and In-Person

**MEETING ADJOURNED**

There being no further business, the meeting was adjourned at 12:12 p.m.

Respectfully submitted,

Jessika Tempel

Scott Hutsell, Chairman