



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

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Minutes of the
Executive Committee Meeting
April 26, 2018
WSTIP Office ~ Olympia, WA

Executive Committee Members Present	Staff Present
Diane O'Regan, President, C-Tran Staci Jordan, Vice-President, Island Transit Shonda Shipman, Secretary, Whatcom Transportation Authority Kevin Hebdon, Large Member Rep, Ben Franklin Transit Nick Covey, Medium Member Rep, Link Transit Amy Asher, Small Member Rep, RiverCities Transit Danette Brannin, At-Large Member Rep, Mason Transit Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Rick Hughes, General Counsel Joanne Kerrigan, Member Services Manager Joel Lambert, Claims Associate Andrea Powell, Administrative Services Manager
	Board Members Present
	Kevin Gallacci, Clallam Transit (virtually 9:30 – 9:39 am)
Guests Present	
Cort Campbell, Washington Counties Risk Pool Jim McDonald, JG McDonald and Associates (Executive Session Only)	Catherine Smith, Attorney (Executive Session Only) Kara Turner, Turner HR Services

Call to Order

President O'Regan called the meeting to order at 9:30 am. O'Regan welcomed all participants as a sign in sheet was passed around the room. Adams introduced Joel Lambert as the new Claims Associate. Kerrigan introduced Cort Campbell from Washington Counties Risk Pool as he is participating in the Risk Pool Leadership Program, one of the requirements for the program is to attend another Pools Executive Committee or Board meeting. Christianson introduced Kara Turner from Turner HR Services and congratulated Adams on passing the bar exam and being sworn in as an attorney. O'Regan suggested the following changes to the agenda: move Out of State Travel Appeal to after Consent Agenda, and then follow that with the presentations, and then follow with discussion items. **Hebdon moved to approve the revised agenda. Jordan seconded the motion and the motion passed.**

Consent Agenda

[Minutes – March 22, 2018](#), [Minutes – April 12, 2018](#), [March 2018 Administrative Vouchers/Checksⁱ](#), [March 2018 Claims Vouchers/Checksⁱⁱ](#)

O'Regan asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Covey moved to approve the consent agenda. Shipman seconded the motion and the motion passed.**

Action Items

Out of State Travel Appeal

Gallacci joined the meeting. Brannin explained the Board Development Committee had denied Clallam Transit's request for out of state travel as they didn't attend the annual meeting as the Board Development Policy requires. Gallacci explained he was unable to attend the Annual meeting as it was Melinda Smithson's, the appointed representatives last day, and they were significantly understaffed. The committee discussed the requirements, the appeal process, prior and current attendance, and the benefit to the agency of allowing attendance at a board development recommended conference. **Jordan moved**

to allow Clallam Transit to attend Gettysburg Leadership Experience. Covey seconded the motion and the motion passed. Gallacci thanked the Executive Committee and disconnected from the meeting.

Presentations

Salary Survey

Christianson introduced Turner and explained how every three years a salary survey for staff is completed, Turner has moved away from doing salary surveys but agreed to do the WSTIP survey in addition to the employee handbook and helping us document our onboarding process for new employees. Turner thanked the Executive Committee, she is reviewing job descriptions and will be gathering salary information from other Pools, as transit doesn't necessarily have good matches for the Pool staff. She went through her timeline and expects to present the results of the salary survey and make recommendations to the Executive Committee in July.

Employee Handbook

Christianson handed out the comments that went with the Employee Handbook as they didn't show up in the PDF, each comment lists whether the change was new, moved, or revised. Turner said she made several revisions incorporating the notes and re-organized the handbook starting with the mission and vision, welcome and then general policies. She said most Boards authorize the Executive Director authority to make changes to the employee handbook and only bring back changes that have a fiscal impact. Christianson said Hughes had reviewed the revisions and his suggestions have been incorporated. The committee discussed the proposed changes regarding health insurance (PEBB rules), alcohol policy, and the gifting policy. **Shipman moved to authorize the Executive Director to make changes to the policy except changes that have a fiscal impact. Hebdon seconded the motion and the motion passed.** Christianson thanked Turner.

The Executive Committee recessed at 10:05 am and Turner left the meeting. The meeting resumed at 10:16 am.

Discussion Items

2018 Executive Committee Work Plan and Strategic Plan

Christianson explained how the strategic plan action had been revised to incorporate changes from the prior meeting and the Executive Committee work plan had been updated, she asked if there were any missing topics or if there were any revisions needed. The committee discussed the strategic plan and vision zero, they decided language in the current strategic plan was ok as is. **Shipman moved to adopt the Strategic Plan and 2018 Executive Committee Work Plan. Asher seconded the motion and the motion passed.**

Whitepaper: Available Technology (Mentzer)

Christianson was looking for feedback regarding the whitepaper regarding available technology agencies could consider adopting to reduce accidents. She explained this document was the word version of the stick figure drawing presented at the February meeting. O'Regan suggested re-ordering the sections so that it flowed better, Jordan requested the acronyms be reduced or replaced, they also discussed technology that is new to the US but would be considered old technology in other countries, and how our collision avoidance technology pilot is being discussed at international conferences.

Possible Call to Action(s) Discussion

O'Regan said that staff is looking for the Committee to react to the topics they put on this list. Christianson explained the topics are possible call to actions from the whitepaper. [Click here](#) to review the list. The committee went through each number on the list and gave feedback and recommendations to

staff. Brannin appreciated that not all items on the list were out of reach for the agencies, some items can easily be checked off. O'Regan asked for volunteers to be the "Road Show" guinea pigs. Covey suggested having members on the Member Improvement List (MIL) be the first. Kerrigan explained how Munich RE is analyzing data that staff have given them and how it is different than the traditional Risk Profile which only shows auto liability claims. Christianson asked if we can pay the vendor Mentzer. O'Regan said yes as we can edit the document.

UIM and Cyber Rates and Capital Funding Study / Actuarial

Christianson explained this topic is informational only. According to the governance policies the Board sets the rate for under/uninsured motorists and vanpool medical expense, she has asked our actuary Kevin Wick to look at the losses and the rate to see if it is adequate or inadequate, they will address it in the budget development, however, the governance policy will need to be updated by the Board to remove the sentence about the Board setting the rate.

Cyber coverage – our general liability policy has a cyber intrusion policy with a limit of \$50,000 and then Alliant Property Insurance Program (APIP) kicks in at \$100,000 she wants to make sure everyone is aware of the "donut hole" in coverage. The Pool also has not collected any contributions towards this coverage and she has asked Wick to review losses to see if there should be some underwriting and rate collection for this coverage. We hope to have this information back before the June meeting. The committee discussed cyber coverage, claims, and the costs associated with cyber claims and how some members may not be reporting all the cyber events.

Capital Funding Study – Christianson explained this study is completed every three years, it is due to be completed this year. She will be bringing an engagement letter for approval in July as the cost is over her authority limit. Powell explained the report will use June 30, 2018 data. Coit asked if there were any other coverages with donut holes. Christianson said she thinks the cyber is the only one. Powell said there have been discussions regarding bridges, elevated walkways, and aircraft/watercraft and if they aren't on the property schedule there could be a hole.

Action Items

RFQ Attorney and Adjusters

Christianson explained the purchasing policy requires staff to seek permission to do a request for qualifications/proposal (RFQ/RFP). The Governance Policy Committee is reviewing the purchasing policy. Adams requested the Executive direct staff to use the RFQ process to build the defense counsel roster, adjuster roster, and workplace investigations roster. He further explained that some of our attorneys and adjusters are aging and nearing retirement and, in some cases, we don't have a replacement readily available. The committee discussed the current process for adding defense counsel and adjusters. Staff have also revised and updated the defense counsel guidelines and adjuster guidelines which all current counsel/adjusters, and new counsel/adjusters will need to adhere to. **Covey moved authorize staff to use the RFP/RFQ process to build the defense counsel, adjuster, and workplace investigations rosters. Hebdon seconded the motion and the motion passed.**

Sub-Committee Reports

Governance Policy Committee

No report, meeting after the Executive Committee Meeting.

Board Development Committee

No report, meeting after the Executive Committee Meeting.

Emerging Risks and Opportunities Committee Report

No report, next meeting May 22, at the WSTIP office.

Data Governance Committee

No report, meeting April 27, at the WSTIP office.

Coverage Review Committee

No report, next meeting May 31, at the WSTIP office.

The Executive Committee recessed for lunch at 11:57 am and resumed their meeting at 12:55 pm. Campbell left the meeting. McDonald and Smith joined the meeting via conference call at 12:55 pm.

Executive Session

The Executive Committee went into Executive Session at 12:55 pm for 17 minutes pursuant to RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency litigation in which a member acting in an official capacity is a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Executive Session ended at 1:12 pm. **Jordan moved to pay the amount of the judgement and associated costs in Gilmore versus Jefferson Transit and waive further review. Shipman seconded the motion and asked if the defense attorney remains on our defense roster.** Christianson said the attorney had been removed from the list. **O'Regan called for a vote and the motion passed.** Christianson has talked with Jefferson Transit and they are disappointed in the outcome but knowing the Board supports them has helped. We did provide them advice from a media consultant in case they were contacted by the media. McDonald and Smith left the meeting.

Staff Report

Executive Staff Report

Christianson reminded everyone that the pollution liability coverage had been placed and that any newly acquired property had to be added within 90 days of the acquisition, she has been visiting members and presenting the Above and Beyond awards to the recipients. Powell reported collections for exposures (miles and employees), as well as vehicles/property were ongoing. Alliant will be doing property appraisals for the upcoming renewal starting with property valued over \$5 million, C-Tran mobile forms is up and running and we are receiving feedback. O'Regan said they are over-the-moon happy with the mobile forms. Kerrigan reminded everyone the *Behind the Curtain* series is being distributed, as part of the strategic plan all Board members receive it and will be asked to complete the quiz and feedback survey, and the Board Development Committee will be selecting the prize for completion. She also reported the first video with WATech had been released and hoped everyone liked it. Committee members who had watched the video felt it captured the group well. If you haven't seen the video ([click here](#)) to watch. We are working on changing the way the Above and Beyond Awards are awarded so there isn't so much lag time between the submission of award to actual award. The Trainers Academy stakeholders group met and had a great brainstorming session, the group will be presenting information at the Trainers Showcase, they will then discuss further in their small group and hope to report to the Board in September and we have started receiving and paying invoices for the Pierce Transit Collision Avoidance project. Adams gave an update on the open claims, the claims department is steadily closing claim files, they collected \$131,000 in March for subrogation, Lambert noted they had collected \$145,000 to date for the month of April.

Recap and Adjournment

Covey moved to adjourn the meeting at 1:40 pm. Hebdon seconded the motion and the motion passed.

Submitted this 24th day of May 2018.

Approved: 
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Shonda Shipman, Secretary

ⁱ Check numbers 27600 through 27667 in the amount of \$143,775.92. Internet transfers of \$61,623.50 for the 03/15/2018 payroll; \$86,201.98 for the 03/31/2018 payroll; \$10,934.34 for the 03/2018 staff benefits; and \$549.00 for 2017 ACA Reporting. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$22,341.25. Total voucher approval including March 2018 staff payroll and Internet and ACH payments is \$325,425.99.

ⁱⁱ Check numbers 10758 through 10880 in the amount of \$691,968.07. Total voucher approval is \$691,968.07.