



**BOARD OF DIRECTORS' MEETING
325 Metcalf Street, Sedro-Woolley, WA**

April 21, 2017, at 9:30 a.m.

MINUTES

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a Board of Directors meeting on April 21, 2017, at 9:30 a.m. at 325 Metcalf Street, City of Sedro-Woolley, Sedro Woolley WA. Board members participating: Wes Crago, City of Ephrata; Laura Koenig, City of Sultan; Eron Berg, City of Sedro Woolley; Gina Anderson, City of Woodland; Don Fortier, Grant County Fire District #3, Helen Harvey, City of Yakima and Brian Asmus, City of Liberty Lake. Attorney Paul Rosner from the Law Firm of Soha & Lang participated by phone. Also participating from the Administration Office: Jenni Bates, Ellen Kosa, Frank Andrus, Rich Moore, Phil Riche, Blair Kok, Lance Hammond, Steven Criss, Jen Homer, Eric Homer and Angela Eloff representing Clear Risk Solutions.

**ITEM 1
INTRODUCTIONS**

Roll call was taken at 9:30 a.m.

**ITEM 2
EXECUTIVE SESSION**

At 9:35 a.m., Laura Koenig acting Chair for this meeting called for an Executive Session under RCW 42.30.110 – Pending litigation for 30 minutes. Motion by Crago to call the meeting back to order at 10:00 a.m., second by Anderson, motion carried. Acting Chair Koenig announced there will be no action taken regarding the executive session discussion.

**ITEM 3
ADDITIONS**

Additions were called for; and there were none.

**ITEM 4
APPROVAL OF MINUTES**

The minutes of January 9, 2017, were presented. Motion Asmus to approve the minutes as written. Second by Anderson; motion carried.

**ITEM 5
RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL**

Andrus gave an overview of the items listed on the voucher summaries. The vouchers presented have been 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, which have been recorded on a listing, made available to the CIAW Board of Directors.

As of this date, April 21, 2017, the CIAW Board of Directors approves for payment the presented vouchers and summaries that are further described as: CIAW February voucher #16/17-03 in the amount of \$7,940,509.22, the CIAW March voucher #16/17-04 in the amount of \$921,919.25 and CIAW April voucher #16/17-05 in the amount of \$972,905.06. Motion Crago to approve the above referenced vouchers and summaries as presented. Second by Asmus; motion carried.

**ITEM 6
FINANCIAL REPORT**

E. Kosa went over the year-end financial report dated November 30, 2016, with the Board and those present. All questions were answered; she also mentioned that the CIAW audit by the SAO should be starting soon. This year there will be two audits, one on accountability and one financial.

Kosa presented the current bank statements and transfers. Motion by Fortier to approve the bank statements and transfers presented through March 2017. Second by Asmus, motion carried.

ITEM 7

ACTUARY ANNUAL COMMITMENT LETTER

Riche went over the annual commitment letter sent by the CIAW Actuary Dick Fallquist dated April 6, 2017. After some further discussion, motion by Berg to approve the annual commitment letter presented by Dick Fallquist as written. A second by Crago, motion carried.

ITEM 8

MEMBER ASSISTANCE PROGRAM COMMITTEE REPORT

Riche and others from the newly formed risk management committee/member assistance program (Laura, Eron and Tim) led the discussion regarding updates from several meetings that had taken place within the committee work.

There were several ideas mentioned by the committee in regards to assisting the CIAW members in a more significant way regarding eliminating claims and helping with risk assessment. Later in April the CIAW will be sponsoring training at the WSAMA pre-conference. This training will be done by Sophia Mabee a partner at Summit Law Group. The training topic will be Hiring Best Practices and the hope is to get 15 Attorneys to attend. The committee wanted to rewrite the scholarship/grant program to better serve the members as well. A document was included in the meeting packet regarding new undated guideline language to discuss for the scholarship assistance program. Riche also presented an idea regarding a membership incentive program where a member on the membership loss improvement plan (MLIP) could follow all recommendations that would show improvement annually on their loss runs, and therefore, could be moved up a tier from tier 3 to tier 2. Criteria would be set and reviewed annually. There currently are 13 CIAW members on the membership loss improvement plan (MLIP) so this incentive would help the member and the program.

Motion by Asmus to approve the presented guidelines and scholarship application as presented. Second by Anderson, motion carried. The Board agreed the incentive program is a good approach and regional trainings are a good way to share the CIAW knowledge with members and non-members.

Koenig explained that there are several scholarship applications that have been received while the program was under construction. The committee presented to the Board three applications for training that would enhance the member in their direct job duties. Motion by Asmus to award the three scholarships presented to the Cities of Liberty Lake, Okanogan, and Lynden for a total amount of \$1769.00. Second by Crago, motion carried.

ITEM 9

RFQ FOR CLAIMS AUDIT

Riche explained WAC 200-100-050 which requires an independent claims audit every three years. The CIAW will need to prepare an RFQ for an independent claims auditor in 2017. After some discussion a motion was made by Harvey to direct the staff at Clear Risk Solution to start the process to hire an independent claims auditor per WAC 200-100-050. Second by Crago, motion carried.

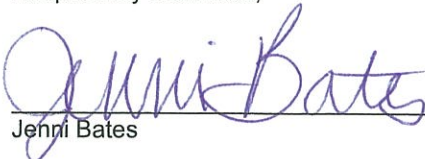
Clear Risk will bring back the documents necessary to get started at the next All Board meeting in July.

ITEM 10

NEXT MEETING

The next meetings of the Board will be held on July 7, and October 9, 2017, at 11:00 a.m.

Respectfully submitted,



Jenni Bates



Laura Koenig, Chair