



451 Diamond Drive | Ephrata, WA 98823

**BOARD OF DIRECTORS' MEETING
2:00 P.M. VIA ZOOM
June 8, 2020**

MINUTES

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a Board of Directors' meeting on June 8, 2020 at 10:00 a.m. VIA Zoom. Board members participating: Laura Koenig, City of Sultan; Randy Hinchliffe, City of Waitsburg; Rosa Dekker, East Columbia Irrigation District, Brian Asmus, City of Liberty Lake and Gina Anderson, City of Woodland. Also participating from the Administration Office: Jenni Bates, Becca Kirsch, Rich Moore, Phil Riche, Rich McBride, Blair Kok, Brian Turnbull, Frank Andrus, Ellen Kosa, Mark Sherwood, Rick Templeton, Dave Kosa, and Angela Eloff representing Clear Risk Solutions. Also in attendance was Shane Heston from Trask Insurance.

**ITEM 1
INTRODUCTIONS**

Roll call was taken at 2:00 p.m.

**ITEM 2
ADDITIONS**

Additions were called for; there were none.

**ITEM 3
APPOINTMENT OF VICE CHAIR**

Nominations were called for to appoint a Vice Chair to replace Eron Berg. After some discussion, Motion by Koenig to appoint Brian Asmus as Vice Chair second by Dekker, motion carried. Moore went over the up-coming Board vacancies to date and CRS will reach out to those interested to continue to fill the open Board positions.

**ITEM 4
APPROVAL OF MINUTES**

The minutes of January 13, 2020 were presented. Motion Hinchliffe 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 and made available to the CIAW Board of Directors.

As of this date, June 8, 2020, the CIAW Board of Directors approves for payment the presented vouchers and summaries that are further described as: CIAW February voucher #19/20-3 in the amount of \$7,014,787.86, CIAW March voucher #19/20-04 in the amount of \$617,880.87, CIAW April voucher #19/20-5 in the amount of \$1,676,084.40, CIAW May voucher #19/20-6 in the amount of \$558,984.71. Also to include the current June CIAW voucher #19/20-7 in the amount of \$420,024.24. Motion Dekker to approve the above referenced vouchers and summaries as presented. Second by Asmus. Motion carried.

ITEM 6**FINANCIAL REPORT**

E. Kosa went over the financials ending March 31, 2020. Year-end financials ending November 30, 2019 were also presented. All questions were answered. Motion by Asmus and second by Dekker to approve the bank statements and transfers as presented. Motion carried. The SAO audit was also discussed as there was no findings, or issues. The CIAW Risk Pool Solvency test was also presented to those in attendance.

ITEM 7**CLAIMS LOSS DEVELOPMENT REPORT**

Riche went over the CIAW claims loss development as part of the annual review and showed auto claims to be 40% of overall claims in this report. All questions were answered. Koenig asked to review at the next meeting information on claims run-off for those members that left.

ITEM 8**BUDGET TIMELINES**

Moore went over the 2020 budget timeline; we are hoping to have solid numbers in September and report to the Board in October. It was also explained that the Insurance Market is in flux, so increases are likely to happen this year.

ITEM 9**RISK MANAGEMENT UPDATE:**

The following items were presented to the Board and those present:

Updated Information on the DTS, LETS, Ed Services, Cyber Liability and a re-start plan.

The CIAW Risk Managers have been busy working virtually and on the phone with all members as they reach out for information.

ITEM 10**RETENTION:**

Riche went over those current members that have given notice per the deadline. However, he is working with those accounts to answer their questions and concerns. He will report back to the Board at a later Board meeting.

ITEM 11**OPEN BOARD POSITIONS**

There are several Board positions open due to retirement or new employment opportunities.

Koenig asked the Board to consider the appointments of Doug Merriman to replace Eron Berg from the City of Sedro Woolley and Mike Warren to replace Wes Crago, from the City of Ephrata.

After some discussion, motion by Asmus to approve the two appointments of Mike Warren and Doug Merriman, second by Dekker, motion carried.

ITEM 12**CLAIMS AUDIT AND ACTUARY RFP UPDATE:**

Moore presented the two companies who are qualified and have answered the CIAW proposals in detail. Both have been interviewed by CRS.

Claims auditor – Gary Jennings from Strategic Claims Direction, LLC

Actuary - Dion Strategic Consultants and Actuaries

After some discussion, motion by Dekker to approve Chair Laura Koenig to enter into contracts with Gary Jennings, Strategic Claims Direction, LLC and Sylvain Dion, Dion Strategic Consultants and Actuaries on behalf of the CIAW Board of Directors. Second by Asmus, motion carried.

ITEM 13

THIRD PARTY AGREEMENT RFQ

Chair Koenig explained the CIAW did receive two proposals for Third Party Administrator. The committee met and went over both proposals. After some discussion with the full Board, a motion by Asmus to approve the proposal from Clear Risk Solutions for Third Party Administrator and move forward to sign the new contract. Second by Dekker, Motion carried.

ITEM 14

MEMBERSHIP ASSISTANCE PROGRAM COMMITTEE REPORT

Chair Koenig led the discussion regarding several applications received for the membership assistance program. A motion by Dekker to approve the request from the City of Asotin for \$750.00; the others were for training that might not happen due to COVID. The Board will reconsider applications if the training takes place. Second by Hinchliffe, motion carried.


The other request was tabled to gather a bit more information around the request. The Board will re-evaluate at the next Board meeting.

ITEM 15

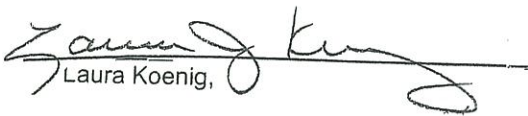
NEXT MEETING

The next meeting of the full Board will be held October 12, 2020 at 10:00 a.m. to adopt an annual budget VIA ZOOM.

Respectfully submitted,



Jenni Bates



Laura Koenig,