



Purpose

To establish standards of ethical behavior for the Pool, Pool employees, Member Representatives, and Committee Members (Covered Party or Covered Parties).

Authority

RCW 42.23 – Code of Ethics for Municipal Officers

RCW 42.52.150 – Limitations on Gifts

RCW 48.62.061 (3) – Rule Making by State Risk Manager – Standards

WAC 200-110-150 (2) – Standards for Management and Operations – Conflict of Interest

Policy Statement

1. Covered Parties should avoid any situation which involves or may involve a conflict between their personal interest, agency interest and the interest of the Pool.
2. No Member of the Board may make a motion or second a motion at a Board or Executive Committee meeting on any matter in which the Board Member’s agency is the sole direct beneficiary, as determined by the Board President, or by the Vice President if the President’s agency is the sole direct beneficiary.
3. Covered Parties who believe they have a conflict of interest, the appearance of a conflict of interest, or a potential conflict of interest must immediately notify the Executive Director or, in the case of the Executive Director, the Board President, who will consult with the Pool General Counsel.
4. If any person is aware of or has knowledge of a conflict for a Covered Party, the person with awareness or knowledge of the conflict must report such to the Executive Director for the purpose of determining the nature and extent of any conflict, who will consult with General Counsel. If the Executive Director is conflicted, the reporting person must report the conflict to the Board President, who will consult with General Counsel.
5. Covered Parties must comply with RCW 42.23 & WAC 200-110-150 (2).
6. Notwithstanding the foregoing and in the spirit of RCW 42.52.150 which limits gifts to officers and employees of the state, Covered Parties may receive food and beverages consumed at hosted events where attendance is related to the Pool employee or Member Representatives Covered Parties official duties, and other items consistent with the limitations of RCW 42.52.150.

Amendment

The Executive Committee may amend this policy.

Responsibilities

This policy shall be reviewed annually by the Executive Committee.

Policy History

Resolution 6-91 adopted June 20, 1991, repealed by adoption of this policy on March 24, 2016. Revised on May 28, 2020. Revised February 23, 2023. Revised March 28, 2024, to add #2 regarding Board Member’s voting on matters where their agency is the sole direct beneficiary.

Passed by the Executive Committee on March 28, 2024.

Attest:

Approved as to form:

Shonda Shipman, President

Monique Liard, Secretary

Richard L. Hughes, General Counsel

Affirmed by Member: