



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

Minutes of the
Executive Committee Meeting
June 25, 2020
WebEx

Executive Committee Members Present	Staff Present
Shonda Shipman, President, Whatcom Transportation Authority Danette Brannin, Vice-President, Mason Transit Authority Jesse Kinney, Secretary, Valley Transit Geri Beardsley, Large Member Rep, Community Transit Brandy Heston, Medium Member Rep, Grant Transit Authority Sara Crouch, Small Member Rep, Jefferson Transit Jenny George, At-Large Member Rep, Asotin County PTBA Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Matthew Branson, Member Services Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Chris DeVoll, Transit Risk Consultant Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Andrea Powell, Administrative Services Manager Karey Thornton, Accounting and Payroll Specialist.
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit Dunyele Mason, Clallam Transit Steve Mertens, Columbia County Public Transportation Suzi Scheidegger, Community Transit Tom Hingson, Everett Transit Ken Mehin, Grays Harbor Transit Paul Shinnars, Kitsap Transit	Lynn Bourton and Nick Covey, Link Transit Amy Cleveland and Bill Kessler, Pierce Transit Wayne Thompson, Pullman Transit Amy Asher, RiverCities Transit Joe Macdonald and Dale O'Brien, Skagit Transit Monique Liard and E. Susan Meyer, Spokane Transit Authority
Guests Present	
Lilian Vanvieldt and Brian White, Alliant Insurance Services Justin Brockwell and Shawn Larson, Link Transit Nicole Luth and John Riseborough, Paine Hamblen	Steve Blaska, Spokane Transit Authority Justin Leighton, Washington State Transit Association

Call to Order

President Shipman called the meeting to order at 9:01 am welcoming everyone to the virtual meeting. Verbal roll call took place. Shipman asked if there were any changes to the agenda hearing none, she asked for a motion to accept the agenda. **Brannin moved to approve the agenda. Kinney seconded the motion and the motion passed.**

Consent Agenda

Minutes – May 28, 2020, May 2020 Administrative Vouchers/Checksⁱ and May 2020 Claims Vouchers/Checksⁱⁱ

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

Discussion Items

2020 Executive Committee Work Plan

Christianson explained the updates to the work plan including changes made to the second page of the work plan that revolve around the strategic priorities in the draft three-year Strategic Plan.

Strategic Plan DRAFT and Update on Items

Shipman introduced the Strategic Plan, reminded the group it was a three-year plan and an ambitious one at that. Staff have gone through and updated the draft. Branson said the new Mission and Vision have been incorporated, and he gave an updated on the status of each of the draft strategic priorities. He reminded everyone the Member Satisfaction Surveys were underway and encouraged everyone to respond. Shipman asked the Executive Committee if they would like to approve the Plan to present it to the Board or if they would like to see the Plan again in July. ***Crouch moved to recommend the Strategic Plan to the Board. Heston seconded the motion and the motion passed.***

Top Five Best Practices (as recommended by the ER&O)

Brannin explained one of the strategic priorities in the Strategic Plan was to identify the top five Best Practices to impact the loss trends. The top five are: Accident and Event Prevention and Remediation, Operator Training & Instructor Certification, Digital Recording Systems on Fleet Vehicles, Mobility Device Securement, and tied at five are Rural and Urban Bus Zones, Boarding and Alighting, and Hiring (including fitness for duty, attendance issues, hiring/firing separate from reduction in force (RIF)). If the Executive Committee accepts the recommendations, it sets the stage for each agency to take a look at the top five and choose one or two they are willing to reinvest in to reduce their losses. Beardsley said she loves the list, but it is very broad and asked how each member will know what to focus on. Branson said the initial work was to identify the top five that could impact loss trends. We have identified the trends and all agencies have losses in at least two of the five areas. Staff are happy to help you identify which of these five will have the biggest impact on reducing your losses. Brannin said her agency is going to focus on Boarding and Alighting. Kinney from his perspective these are the five we are going to use a reminder, WSTIP can help me look at ways to implement at my agency. Shipman requested this topic return at the July Executive Committee meeting for further discussion.

Emerging Risks and Opportunities Committee Charter

Brannin said the Emerging Risks and Opportunities Committee is requesting changes to the charter which includes changing their name to Risk and Opportunities Committee. She explained the Committee wanted to remove the word “emerging” from the name of the Committee as they look at not only emerging risks, but existing risks. ***Kinney moved to approve the changes to the charter. Crouch seconded the motion and the motion passed.***

Executive Director Evaluation Survey

Shipman explained there is a requirement to do an evaluation of the Executive Director. Also, Christianson's contract expires in December of this year and she would like the evaluation complete prior to contract negotiation. The survey questions were included in the packet. She explained how it was developed and how the feedback from the EC (gathered by email) was incorporated. Shipman said the survey will come out in August/September, we will review the results in September and enter contract negotiations with Christianson. Kinney thought it was a good and feels it is a good way to gauge how things are going. Shipman said if you have concerns regarding the process you can email her privately. Beardsley said she liked the survey and asked if the external partners would have opportunity to provide feedback as well (Broker, Actuary, etc.). Shipman said she likes that idea. Heston, Crouch, and Brannin

agreed. Christianson said she will bring an external partner feedback survey to the July EC meeting.

Underwriting Structure Review / Discussion on Feedback

Christianson said we are cycling back to the underwriting structure review. She reminded the EC that at the beginning of the year we looked at the pieces and decisions previously made that make up our underwriting structure. Staff asked Kevin Wick, our actuary who also does our underwriting, if there were things we should/could look at to educate ourselves and/or improve the underwriting structure. Wick provided us a list of six items (included in packet). Of those the Executive Committee expressed some interest in (gathered by email) and these were: revisiting the loss caps, rates by mode, different deductibles, and an alternative experience window. Shipman said there was not a lot of feedback and it is okay if right now we don't want to devote time and attention to this. Crouch said she is interested in the loss caps and experience rating to see if it is working. Kinney suggested pushing it out piecemeal and is most interested in revisiting loss caps and experience rating. Shipman said we can talk about it one piece at a time as a lot has changed since the loss caps were established. Shinnars asked if staff could share areas they have concern about or recommend we focus our attention and options to consider or place priority on. Christianson said there is a long-term goal in the Strategic Plan to look at the underwriting structure to meet specific needs of Members by December 31, 2022. Shinnars said Board members are at a disadvantage as opposed to leaning on staff and Wick to guide us on areas we should review. Shipman suggested staff do the work on the goal in the strategic plan and set this aside for now.

Governance Policies

Shipman said there were four Governance Policies up for discussion today and she was open to taking motions to approve them. Brannin said the Governance Policy Committee (GPC) has gone through all the policies except one, and the GPC has also done a lot of work on the Bylaws. Christianson said the Bylaws will come forward to the EC in July, she is hopeful the Bylaws will be a discussion item for the Board in September. The Bylaws are a fundamental document of the Pool, we are trying to bring forward consistent language throughout the documents and policies. Brannin recommended approving the four policies.

Governance Policy: Expense Reimbursement

Shipman asked if there were questions regarding the Expense Reimburse Policy. ***George moved to adopt the Expense Reimbursement Policy. Crouch seconded the motion and the motion passed.***

Governance Policy: Member Driver Record Monitoring

Brannin said there were minor changes to this policy. ***Heston moved to adopt the Member Driver Record Monitoring Policy. Kinney seconded the motion and the motion passed.***

Governance Policy: Protocol for Meetings

Brannin said the Protocol for Meetings policy had quite a few changes as to how we run the meetings and making sure motions are made. Hughes said he tried to stick with the purpose of the policy, conduct of the meeting, eliminated portions he felt were unnecessary for a professional Board. ***Crouch moved to adopt the Protocol for Meetings Policy. Heston seconded the motion and the motion passed.***

Governance Policy: Reimbursement for Paperless Meeting Devices

Christianson said Jordan had emailed a question regarding this policy. Jordan's question was "Do we need to continue to say will facilitate the transition to paperless meetings" we made the decision to go paperless years ago. Brannin suggested changing it to say, "provides reimbursement to Member

agencies for the expense of purchasing and providing a portable, digital device that eliminates the need for hardcopy meeting materials.” Covey asked if the policy was still necessary as most agencies have portable devices. Christianson said the committee did discuss that and there are a few members who still request reimbursement, the policy will be reviewed again next year. ***George moved to adopt the Reimbursement for Paperless Meeting Devices Policy with the revisions suggested by Brannin. Kinney seconded the motion and the motion passed.***

Meyer and Blaska joined the call at 10:00 am. The Executive Committee took a short break from 10:07 am to 10:15 am. Staff except for Adams, Branson, Broadhead, Christianson and Hughes left the call at 10:11 am. Brockwell, Larson and Leighton left as well.

Executive Session

The Executive Committee went into Executive Session at 10:18 am to discuss Ooh! Media vs. Spokane Transit Authority/E. Susan Meyer for 30 minutes pursuant to RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency litigation or potential litigation in which a member acting in an official capacity is or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Shipman extended the session for additional 10 minutes. The committee came out of Executive Session at 10:55 am. No action was taken.

Sub-Committee Reports

Governance Policy Committee, Board Development Committee, Emerging Risks and Opportunities Committee, Coverage Review Committee

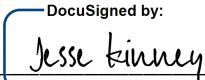
Shipman asked the committee chairs to email their report to the Board.

Recap and Adjournment

Shipman quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, discussed the work plan, top five Best Practices will come back in July, external parties Executive Director survey will be discussed in July, and adopted four policies and there is one remaining policy and the Bylaws for this year.

Shipman adjourned the meeting at 10:58 am.

Submitted this 23rd day of July 2020.

Approved:  _____
DocuSigned by:
AED13C328351434
 Jesse Kinney, Secretary

ⁱ Check numbers 93001266 through 93001310 in the amount of \$158,585.07; Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$48,342.74; Transfer of \$55,206.22 for the 05/15/2020 payroll; Transfer of \$53,694.93 for the 05/31/2020 payroll; Payment of \$15,670.17 for May Staff benefits (Check #93001296, included above). Total voucher approval is \$315,828.96.

ⁱⁱ Check numbers 93500563 through 93500645 in the amount of \$346,471.27.
 Total voucher approval is \$346,471.27.