



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
 October 28, 2021
 WSTIP Office & Zoom

Executive Committee Members Present	Staff Present
Danette Rogers, President, Pierce Transit Jesse Kinney, Vice-President, Valley Transit Scott Deutsch, Secretary, C-Tran Geri Beardsley, Large Member Rep, Community Transit Brandy Heston, Medium Member Rep, Grant Transit Authority David Ocampo, Small Member Rep, Columbia County Public Transportation Jenny George, At-Large Member Rep, Asotin County PTBA Shonda Shipman, Past President, Whatcom Transportation Authority Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Brandy Clark, Administrative Assistant Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Joel Lambert, Claims Associate Karey Thornton, Accounting and Payroll Specialist
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit Ken Mehin, Grays Harbor Transit Staci Jordan, Island Transit Justin Brockwell, Link Transit	Shawn Larson, Link Transit Amy Asher, Mason Transit Joe Macdonald, Skagit Transit Monique Liard, Spokane Transit Authority Greg Story, Yakima Transit
Executive Session ONLY Guests Present	
Amanda Buchan (attorney), Fisher & Phillips	Suzanne Michael (attorneys, Fisher & Phillips)

Call to Order

President Rogers called the meeting to order at 10:01 am welcoming everyone to the hybrid meeting. Verbal roll call took place. Rogers asked if there were any changes to the agenda, hearing no changes, she asked for a motion to accept the agenda. **George moved to approve the agenda. Heston seconded the motion and the motion passed.**

Consent Agenda

Minutes – September 23, 2021, September 2021 Vouchers and Electronic Payments totaling \$854,602.23.

				Total
Claims Vouchers	Numbers:	93501792	- 93501860	\$ 604,556.47
Administrative Vouchers	Numbers:	93001859	- 93001879	\$ 79,263.38
Electronic Payments	Dates:	09/01/2021	- 09/30/2021	\$ 170,782.38
				\$ 854,602.23

Rogers asked if there were any items to remove from the consent agenda. She questioned the voucher for Skagit Transit / Yakima Transit subrogation payment. Branson clarified that it was a subrogation payment to Skagit Transit and Yakima inadvertently was added to the description. There were no items removed from the consent agenda. **Shipman moved to approve the consent agenda. Deutsch seconded the motion and the motion passed.**

Discussion / Potential Action Items

2021 Executive Committee Work Plan

Christianson stated the Executive Director Performance Evaluation was nearing completion, noted Communicable Disease Claim is updated in the Executive Staff Report, and at the retreat we will begin forming the 2022 Work Plan. There were no questions regarding the Work Plan.

2022/2023 Meeting Schedule

Christianson shared a draft 2022/2023 meeting schedule. She reported that a retreat location was found with some difficulty. Apparently, hotels are understaffed, which created challenges receiving proposals. Staff did try to move the March 2022 meeting in Walla Walla to June 2022 in Walla Walla, but the hotel is unable to accommodate our request. Please note the AGRiP Conference, March 6-9, 2022 in New Orleans is focused on Governance. Once the meeting schedule is adopted, Staff place it in the Executive Staff Report (at the end) for easy accessibility.

Driver Record Monitoring (DRM) Update

Branson said WSTIP received three proposals in response to the Request for Proposal for Driver Record Monitoring. Each of the vendors was qualified. Staff anticipate having two contracts: one for basic service only and one for basic and premium service combined. Members will choose which vendor to use. Macdonald asked what the timeline for selecting a vendor would be. Branson said there would be a special EC Meeting in November to get permission to sign the contracts, with a January 1 start date. There was further discussion regarding the Interlocal Agreement DRM participants, the Department of Licensing contract, and driver releases. There was also a question about whether Members could choose to stay with the basic and premium vendor for basic service. The answer to that is yes. This means there are two vendors to choose from for just the basic service. More information to come.

Learning Management System (LMS) Demo Q & A

Juell hoped everyone enjoyed the video demo of the LMS. Staff are wrapping up training, will be rolling out the LMS beginning with vanpool coordinators, and then will begin adding agencies a few at a time. Staff anticipate each Member will interact with the LMS in different ways, and are working on training Members as they come online by using short videos and open office hours. Rogers said Pierce has an LMS and is excited for the Members who don't currently have their own to be able to use this one.

Executive Director Goals 2022

Rogers said she was meeting with Christianson after the meeting to discuss the feedback from the Executive Director's Performance Review Survey. The survey results will be shared at the December Board meeting for the Board. The EC is tasked with creating new goals for 2022. Please send any suggested goals to Rogers, Kinney, or Christianson as they will be working together to formulate goals for presentation and adoption in December.

The EC took a short break at 10:37 am and resumed their meeting at 10:45 am.

Executive Session

At 10:48, the EC went into a 30-minute Executive Session to discuss an upcoming trial with Defense Counsel; 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. 2. To discuss performance of a public employee. President Rogers extended the Executive Session for an additional 10 minutes. The committee came out of Executive Session at 11:28 am. No action was taken. *Buchan and Michaels left the meeting at 11:08 am.*

Staff Reports

Executive Staff Report

Christianson announced liability reinsurance and excess coverages had been bound for all layers of the 2022 liability program. Staff is waiting on renewal information for the crime policy. All Members who participate in Crime returned applications. Staff is finalizing a contract for Landscaping Services which is within the Executive Director's authority so we will not be bringing it forward for approval. Staff are soliciting bids for our HVAC system service. Staff anticipate posting a Request for Information (RFI) for cyber services before the end of the year. Christianson welcomed new Board Members Jonna Davis (Pullman) and Mary Pauly (Kitsap) with one-on-one visits. Christianson also noted that Staff are reviewing employee handbook/personnel policy (as is done annually) and have begun working on Strategic Plan Item 3a (*develop a model to align cost, coverage and resources to specific needs of members by December 31, 2022.*) Branson said he had nothing to add other than what was written in his section of the report. Adams gave an update on open and recently closed claims, subrogation, and open litigated claims.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report.

Board Development Committee (BDC)

No report, the next meeting is immediately following the EC.

Risks and Opportunities Committee (ROC)

No report, the next meeting is November 10.

Coverage Review Committee (CRC)

Adams reported receiving feedback from Board members and incorporating the grammatical changes into the General Liability and Public Officials Liability Coverage Documents and they are now ready for approval at the December EC and Board meetings. The CRC plans to meet again on November 9 to discuss additional insureds. Beardsley has agreed to chair the committee for the next year, the CRC is looking for at least one additional participant, one topic for 2022 to be discussed will be Contractual Liability.

Nominations and Elections Committee (GPC)

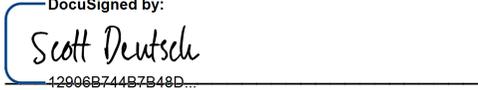
Kinney reported the current slate of candidates was included in the EC packet, if you would like to nominate someone or have your name withdrawn, please reach out to Kinney, Deutsch, or Rogers.

Recap and Adjournment

Rogers encouraged everyone to participate on the EC. She quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, reviewed the work plan, previewed 2022/23 meeting schedule and conferences. Rogers said, if any Board Member is interested in attending a conference to please let Broadhead know. There will be a Special EC Meeting in November for the DRM contracts. Rogers thanked Juell for the presentation and is excited for Members to have access to the LMS. The EC also reviewed the Executive Director 2021 Goals and knows new ones must be set for 2022. The EC held an Executive Session to discuss litigation and performance of a public employee. Lastly, the EC also received updates from staff and sub-committees.

George moved to adjourn the meeting at 11:42 am. Kinney seconded the motion and the motion passed.

Submitted this 9th day of December 2021.

Approved: 
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Scott Deutsch, Secretary