



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
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Minutes of the
 Executive Committee Meeting
 February 23, 2023
 SeaTac Airport Conference Center & Zoom

Executive Committee Members Present	Staff Present
Scott Deutsch, President, C-Tran Shonda Shipman, Vice-President, Whatcom Transportation Authority Joe Macdonald, Secretary, Skagit Transit Jesse Kinney, Past President, Valley Transit Monique Liard, Treasurer & Large Member Rep, Spokane Transit Shawn Larson, Medium Member Rep, Link Transit Miranda Nash, Small Member Rep, Jefferson Transit Amy Asher, At-Large Member Rep, Mason Transit Authority	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist Karey Thornton, Accounting and Payroll Specialist Alyssa Zahir, Claims Specialist / Administrative Assistant
Board Members Present	
Jenny George, Asotin County PTBA Brandon Hilby, Everett Transit Ken Mehin, Grays Harbor Transit Nicole Gauthier, Jefferson Transit	Justin Brockwell, Link Transit Pattie Goedker, Pacific Transit Jim Seeks, RiverCities Transit Greg Story, Yakima Transit

Call to Order

President Deutsch called the meeting to order at 10:00 am welcoming everyone to the meeting. A verbal roll call took place. Christianson introduced Zahir the new Claims Specialist/Administrative Assistant. Deutsch welcomed Zahir and asked if there were any changes to the agenda. Christianson requested the Ethics Policy be added to the agenda as an Action Item as amended by the Audit Committee. Deutsch consented and asked for a motion to accept the amended agenda. **Joe Macdonald moved to approve the agenda as amended. Liard seconded the motion and the motion passed.**

Public Comment on Consent Agenda, Discussion, Potential Action Items

Deutsch asked for public comment. No public comments were received.

Consent Agenda

Minutes December 8, 2022; Minutes January 18, 2023; December 2022 Voucher and Electronic Payments; January 2023 Vouchers and Electronic Payments

				Total
Claims Vouchers	Numbers:	93502825	- 93502948	\$ 1,227,059.68
Administrative Vouchers	Numbers:	93002389	- 93002430	\$ 124,558.03
Electronic Payments	Dates:	12/01/2022	- 12/31/2022	\$ 150,576.09
				\$ 1,502,193.80

				Total
Claims Vouchers	Numbers:	93502949	- 93503024	\$ 670,965.27
Administrative Vouchers	Numbers:	93002431	- 93002474	\$ 179,129.94
Electronic Payments	Dates:	01/01/2023	- 01/31/2023	\$ 148,967.52
				<u>\$ 999,062.73</u>

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

Discussion / Potential Action Items

Governance Policy - Ethics

Christianson explained the Ethics Policy had been amended as recommended by the Audit Committee and are requesting the EC approve the policy as amended. **Liard moved to adopt the amended Ethics Policy as presented. Shipman seconded the motion and the motion passed.**

Retreat Follow-up Draft Strategic Plan

Christianson said Staff took the work the retreat attendees did and further defined the strategic priorities and SMART goals. Staff, Deutsch and Shipman met with Fisher and reviewed the draft Strategic Plan which is included in the packet. Staff tried to show whether we thought the goal could be achieved or not indicated by red, yellow and green text. The next step is to prioritize the priorities and goals. The EC members in attendance both in person and attending virtually received seven sticky dots which they were requested to place on the strategic priorities and goals hanging on the wall in the conference room (Branson, Broadhead, and Christianson placed dots for the virtual participants). Once all the dots were placed Christianson announced how each of the 16 goals were ranked. The EC removed six of the proposed priorities/goals and further discussed others agreeing to leave them on for now, but with plans to revisit them at the next meeting. Christianson will present a revised draft Strategic Plan at the March meeting and will ask for further review and also a further review of dates.

Tasks Leftover from the Retreat

Christianson went through each of the tasks in the memo and the staff recommendations. The EC via consensus agreed with staff recommendations: General Wage Increase (GWI) is going to the Governance Policy Committee (GPC), Law Enforcement Liability will be a discussion topic for the March meeting and potentially will be sent to a committee; 15 Passenger Vans / LMSP will be a discussion item at the March meeting and potentially sent to a committee; New Member Admissions will be a discussion item at the March meeting; and Review Existing Committees and Charters – no new committees just the general review we do at the beginning of each year.

2023 Executive Committee Work Plan

Christianson stated she had created a 2023 Work Plan anticipating what the EC may do with the tasks discussed above. Once the Strategic Plan gets adopted page two of the work plan will be developed and added. There were no questions regarding the work plan.

Prior Period (2022) Assessment Audit (PPAA)

Branson explained the memo included in the packet as well as the supporting documentation. Branson fielded questions from EC members.

The EC took a short break from 11:38 am to 12:00 pm.

Aon Pilot Project Update

Kerrigan reported the Aon project contract was signed in November. Community, Intercity, Island and WSTIP participated in the pilot project. She received positive feedback from participants, the results are useful and understandable, and participants appreciated that it didn't feel sales pitchy. We did set aside \$60,000 for this project and participants can request the funds through June 30. Christianson asked if it would be okay to have this topic as a session at the March Work Session, and then offer another pilot group of volunteers. The EC via consensus agreed. Kerrigan, Branson, and Christianson answered questions regarding the project.

Executive Session

There was no Executive Session.

Staff Reports

Executive Staff Report

Christianson introduced Zahir, announced we are expecting some new Board members soon (Ben Franklin, Skagit, Spokane), and Pierce updated their appointments. We are in the process of renewing our Board Errors and Omissions policy, and we've signed one contract with Lighthouse Consulting for some Human Resources training for the LMS. Branson reported starting conversations with the broker regarding the increased cost of buses so that our automatic acquisition clause which is at \$1.5 million is still a safe number. He is also continuing to collect the WSDOT rolling stock reports so that we are able to get the vehicle lists updated in Origami. He is looking at scheduling appraisals and will report out the schedule in March.

Kerrigan gave an update on the many projects the Member Services team is working on ranging from technology grant, Member Improvement List (MIL) and scheduling visits, new trainings available and coming soon in the LMS. She was able to get DOL to agree to allow us to train CDL testers and then they will come on-site and do the certification process. We will continue to work with DOL, and as soon as DOL knows what the recertification requirements are they will communicate with us and we will communicate the information to you. Guest Rider program has kicked off and rides will be happening soon. Christianson thanked WSTA and DOL for having the third-party tester conversations. Adams gave an update on open and recently settled claims, subrogation, and open litigated claims.

Christianson informed attendees that Staff would be having a staff retreat at the office February 28 – March 2 and may not be super responsive during this time.

Sub-Committee Reports

Governance Policy Committee (GPC)

The GPC consists of the officers (Shipman, Macdonald and Deutsch). This committee will be meeting soon but dates have not been determined at this time.

Board Development Committee (BDC)

Asher said the BDC consists of the Member Reps (Asher, Liard, Larson and Nash). The committee met at the retreat with the prior BDC and had a changing of the guard. The committee has scheduled their

meetings for the year, discussed adding our photos to the welcome emails to new Board members. At our upcoming meeting they plan to review the December meeting feedback, conference selections, and review their charter. Deutsch thanked Asher for the report.

Risks and Opportunities Committee (ROC)

No report, the next meeting for the ROC is March 9.

Coverage Review Committee (CRC)

No report, the next meeting for the CRC is March 15.


Investment Committee (IC)

No report, the next meeting for the IC is yet to be determined.

Recap and Adjournment

Deutsch recapped the meeting, roll call, accepted the agenda, adopted the Ethics Policy as amended, gave direction to staff on the Strategic Plan, tasks leftover from the retreat, and the work plan. We received the PPAA information from Branson and discussed the Aon pilot project which we are looking forward to hearing more about in March at the Work Session. Staff gave updates on current projects and we heard a sub-committee report from the BDC. ***Kinney moved to adjourn the meeting at 12:50 pm. Macdonald seconded the motion and the motion passed.***

Submitted this 23rd day of March 2023.

Approved: 
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Joe Macdonald, Secretary