



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 22, 2023
 Courtyard by Marriott ~ Pullman & 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 Rick Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator (v) Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist
Board Members Present	
Jenny George, Asotin County PTBA Steve Davis, Ben Franklin Transit Sarah Funk, Ben Franklin Transit Betsy Dunbar, Central Transit (v) Andy Rowson, Clallam Transit Steve Mertens, Columbia County Public Transportation David Ocampo, Columbia County Public Transportation Cyndie Eddy, Community Transit Brandon Hilby, Everett Transit Brandy Heston, Grant Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Staci Jordan, Island Transit	Nicole Gauthier, Jefferson Transit (v) Paul Shinnors, Kitsap Transit Justin Brockwell, Link Transit Pattie Gray, Pacific Transit (v) Amy Cleveland, Pierce Transit Karen Thesing, Pierce Transit (v) Wayne Thompson, Pullman Transit Jim Seeks, RiverCities Transit Jennifer Davidson, Skagit Transit Chris Stamey, Skagit Transit Crystle Stidham, Skagit Transit Angie Peters, Valley Transit
Guests Present	
Brian White, Alliant Insurance Services (Broker) Brenda Lamb, Link Transit Payden Osterlund, Link Transit	Miranda Larrata, Whatcom Transportation Authority Josh Nylander, Whatcom Transportation Authority

Call to Order

President Deutsch called the meeting to order at 9:00 am welcoming everyone to the hybrid meeting. A sign in sheet was passed around the room, virtual guests will be captured by Staff. Guests and new Board members were introduced. Branson asked everyone turn their nameplates sideways if they wished to speak so that Iddings could turn on their microphone so that everyone in the room and in Zoom could hear. He further explained the expanded microphones in the room was due to feedback received from the March Board meeting and thanked Iddings who would be operating the new sound board. Deutsch asked if there were any changes to the agenda, hearing no changes, he asked for a motion to accept the agenda. **Shipman moved to approve the agenda. 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 – May 25, 2023, May 2023 Vouchers and Electronic Payments totaling \$886,563.05

				Total
Claims Vouchers	Numbers:	93503231	- 93503302	\$ 651,640.59
Administrative Vouchers	Numbers:	93002570	- 93002596	\$ 83,159.10
Electronic Payments	Dates:	05/01/2023	- 05/31/2023	\$ 151,763.36
				\$ 886,563.05

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

Discussion / Potential Action Items

2023 Executive Committee Work Plan

Christianson said the 2023 work plan had been created, it gets updated each month, for example the Excess Auto-Physical Damage (APD) limits was added and will be discussed at the Board meeting, we will add strategic priorities to the work plan once the Strategic Plan is adopted. There were no questions regarding the Work Plan.

Board Development Committee Training Recommendation

Asher explained there had been a couple of requests for potentially offering Gettysburg Leadership Experience offered by Battlefield Leadership again (offered in 2013 and 2018). The Board Development Committee (Asher, Larson, Liard, and Nash) explored the costs related to Gettysburg in addition to the Alamo/Pacific War and Shackleton experiences. After reviewing each of the programs, the goals of the training and associated costs, the BDC is recommending the Shackleton training be offered for one Board Member and up to six WSTIP staff members for the 2024 budget. If additional Board members would like to attend the Member agency can fund that participation (\$800 per person). The BDC is asking that \$40,000 be added to the budget for 2024. Board members and staff who had attended Gettysburg Leadership Training in prior years shared their experience, value of the training, and how they felt the training helped them as a Board member and/or leader at their agency. Deutsch asked if there was a motion to accept the BDC recommendation to add Shackleton to the 2024 budget. **Shipman moved to recommend the Shackleton Leadership Experience be added as a 2024 Board Training and request the 2024 budget include \$40,000 to provide this training to one Board Member per agency and six WSTIP staff. Liard seconded the motion and the motion passed. Macdonald voted against the motion.**

Executive Session

No executive session.

Sub-Committee Reports

Governance Policy Committee (GPC)

Shipman reported the GPC met April 26-28, reviewed all of the Governance Policies many which were approved last month, and five policies that are the Board agenda the following day. The GPC will meet again in July to work on the Compensation Philosophy Policy which will likely come to the Board in September for approval. Deutsch thanked Shipman for the report.

Board Development Committee (BDC)

Asher said the BDC met in May, reviewed the feedback from the March Board meeting and evaluated the Battlefield Leadership courses which will be a potential training opportunity in 2024. Deutsch thanked Asher for the report.

Risks and Opportunities Committee (ROC)

Macdonald said the Committee met on June 8 and is working on the following topics: Safety and Security Best Practices Subcommittee, Zero Emissions, Hydrogen Awareness and Resources, Reconfirming Top Five Best Practices to Reduce Risk, Near Miss Reporting, employment practice liability training resources, and WSTIP strategic priorities.

Coverage Review Committee (CRC)

Thesing reported the CRC met remotely on May 26. The Committee reviewed the Property Coverage Document and agreed with the Executive Committee that we can/should eliminate the Terrorist Exclusion, as it applies to our own Coverage Document. This is on the Board agenda to approve. We heard from Joe Avalos and Sherri Nehl, the Chief Operating Officer and Human Resources Manager respectively, for Thurston-Mason Behavioral Health Administrative Service. The topics with these invited guests included qualifications, training, policies and procedures, hiring, services provided, complaints, claims, insurance etc. After the discussion, we further discussed mental health professionals as agency employees to assist in transit operations. Ultimately, the Coverage Review Committee recognizes this growing need and recommends the Pool continue to track increased interest in the Pool appetite for this particular risk but to leave the exclusion as is for now.

Lastly, we discussed proposed language regarding a law enforcement exclusion, while solidifying and clarifying safety officer/security coverage, similar to as it currently exists. Curt Feig [coverage counsel] will continue to hone this language. At the next meeting, we will also review an updated ASK pertaining to which agencies have security and/or law enforcement, what authority do they have, who carries the risk involved, and what tools/weapons do they carry on their person.

Investment Committee

No report.

Recap and Adjournment

Deutsch recapped the meeting, guest and new Board member introductions took place, accepted the agenda, approved the consent agenda, reviewed the work plan, approved BDC recommendation, and received reports from the sub-committees. **Macdonald moved to adjourn the meeting at 9:38 am. Shipman seconded the motion and the motion passed.**

Submitted this 27th day of July 2023.

Approved: 
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Joseph Macdonald, Secretary