



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
 July 25, 2024
 SeaTac Conference Center & Zoom

Executive Committee Members Present	Staff Present (v) = virtual
Shonda Shipman, President, Whatcom Transportation Authority Joe Macdonald, Vice-President, Skagit Transit Karen Thesing, Secretary, Pierce Transit Cyndie Eddy, Treasurer, Community Transit Scott Deutsch, Past President, C-Tran Paul Shinnars, Large Member Rep, Kitsap Transit Staci Jordan, Medium Member Rep, Island Transit Miranda Nash, Small Member Rep, Jefferson Transit Shawn Larson, At-Large Member Rep, Link Transit	Matthew Branson, Deputy Director Anna Broadhead, Board Relations Robyn Galindo, Claims Specialist Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor (v) Laura Juell, Risk and Training Coordinator Joanne Kerrigan, Member Services Manager
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA (v) Brandon Hilby, Everett Transit (v) Terri Gardner, Grays Harbor Transit (v) Ken Mehin, Grays Harbor Transit (v)	Tara Hargrave, RiverCities Transit (v) Angie Peters, Valley Transit (v) Greg Story, Yakima Transit (v)

Call to Order

President Shipman called the meeting to order at 9:03 am welcoming everyone to the hybrid meeting. A sign in sheet was passed around the room, virtual guests were captured by staff. Shipman asked if there were any changes to the agenda. Staff and EC members had no changes. **Deutsch moved to approve the agenda. Jordan seconded the motion and the motion passed.**

Public Comment on Consent Agenda, Discussion, Potential Action Items

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

Consent Agenda

Minutes – June 27, 2024, June 2024 Vouchers and Electronic Payments totaling \$795,814.53

				Total
Claims Vouchers	Numbers:	93504139	- 93504228	\$ 504,707.98
Administrative Vouchers	Numbers:	93003017	- 93003037	\$ 106,893.49
Electronic Payments	Dates:	06/01/2024	- 06/30/2024	\$ 184,213.06
				\$ 795,814.53

Shipman asked if there were any items to remove from the consent agenda. **Jordan moved to approve the consent agenda. Macdonald seconded the motion and the motion passed.**

Discussion / Potential Action Items

2024 Executive Committee Work Plan

Branson said the EC work plan is updated after every meeting to track when work is coming and where it is going. Macdonald asked for a large star to be placed in the Governance Policy Committee as their work has

been completed for the year. There were no other questions or suggestions regarding the Work Plan.

2025-2026 Meeting Locations

Broadhead proposed meeting locations for 2025-2026, keeping the EC meetings at SeaTac for 2025 and moving the Board meetings around the state. Broadhead noted we couldn't have the May 2025 EC meeting at SeaTac and would look at Everett and Wenatchee as alternative locations. Shipman said she would prefer Everett for the May 2025 meeting. Branson reminded the EC that we won't know who will be on the EC next year, but they may have to travel additional distance. **Thesing moved to send the 2025-2026 proposed meeting schedule to the Board for approval. Nash seconded the motion and the motion passed.**

Expansion of WSTIP Learns Content Library

Kerrigan explained Absorb (WSTIP Learns Learning Management System (LMS) provider) and BizLibrary content in the LMS are separating. WSTIP has signed a separate contract with BizLibrary to continue to provide content in the LMS. Juell shared the LMS originally had 300 courses available to us, now with contracting with BizLibrary directly we have access to 20,000 courses. We will be able to pick and choose which courses are offered to the membership. Staff will be sending a survey out to solicit input on the courses offered. Juell is also gathering content, resources, and safety posters from the Washington Instructors Network (WIN) group and sharing the content in the LMS. Kerrigan reminded attendees that all WSTIP Members have access to the LMS, if you would like more information Juell is available to do walkthroughs. Members can see their content but can also share content with the other Members if they choose. Macdonald said the ability to add their own courses has been a bonus. Shipman thanked Juell and Kerrigan.

Changes to Resolution Authorizing Investments in LGIP

Branson stated the original resolution with Local Government Investment Pool (LGIP) states only the Treasurer is allowed to notify the LGIP of a change in the people with authorized access to the WSTIP LGIP account. We are asking the resolution be amended and adopted to allow either the Pool Treasurer or the Pool Executive Director to communicate these changes. As in the current scenario our Treasurer left, and we tried to notify them of the change but were not able to. **Thesing moved to adopt the amended resolution authorizing investments in LGIP. Deutsch seconded the motion and the motion passed.**

Business Continuity Plan (BCP)

Branson shared Staff used the BCP twice this year. Earlier this year Staff reviewed the BCP during the Staff retreat to discuss what would happen in X, Y, or Z scenarios including what would happen if your computer was infected with ransomware. The second time was recently a Staff member had their keys, laptop, and wallet stolen. We invoked the BCP until the building could be re-keyed. Branson said Staff is presenting this plan to the EC because should something happen and Staff be unavailable, the EC would be charged with taking over Pool operations. Eddy is a signatory on the Pool's accounts as well as Kerrigan, Christianson, and Branson. Please keep a copy of the BCP at work and or at home. Shipman asked if WSTIP was impacted by the CrowdStrike incident. Branson said WSTIP was not impacted. Shinnars asked if there were any lessons learned in the BCP activation. Branson said he emailed the Board chair. Branson said he emailed the Board Chair only when maybe he should have emailed the entire EC as that is what is outlined in the BCP. Shinnars said he felt Branson did what was appropriate and Shipman could have emailed the EC, one call or email and then back to the emergency. Shipman said she was on vacation, so the email went unread. Shinnars proposed instead of emailing the EC the next update of the BCP could have the notification go to the officers, who can then notify the remaining EC as needed. On another note, the Staff member was lucky as they had their cell phone, meaning they were able to lock down their banking, and still had access to their MFA accounts. Branson reiterated to the group the tip to be sure to keep your phone separate from other belongings.

New Lockbox Service for Payments to WSTIP

Branson explained WSTIP would be moving to a lockbox service for processing payments. Thurston County Treasurer's Office (TCTO) who is WSTIP's bank has renegotiated a contract with Key Bank which is offering this service. This service will further enhance segregation of duties and improve internal controls. Deposits will be made daily rather than once a week. Staff will be sending a letter to let Members, vendors, and claimants know of the payment address change. Staff selected a PO Box in Tacoma rather than Seattle. Galindo noted the PO Box is located within the bank. Please reach out to Branson if you have any questions.

Driver Record Monitoring Changes for users of Envision

Branson and Kerrigan highlighted changes coming to Driver Record Monitoring for those Members who are using Envision. Verisk bought the Envision product years ago and have now decided to end the Envision platform support. Verisk's driver record monitoring product is called DriverAdvisor. Verisk is not going to offer a premium service product with DriverAdvisor. Staff have coordinated product demonstrations with Verisk and Embark for those Members who are affected. Please [click here](#) (page 39) to view the memo outlining times and recommended sessions. We are looking to find a vendor who can provide the premium service but at this time the option is not available. Please plan to attend the demonstration sessions and be prepared to choose between the two options. Also, be prepared for the financial impact of onboarding to a new system as they need to pull abstracts for each monitored driver. For more information, please reach out to Kerrigan and or Branson on this topic.

The EC took a break from 9:40 to 9:55 am.

Shackleton Leadership Training

Branson reminded the EC the Board approved the Shackleton Leadership Experience in 2023 for 2024. WSTIP has contracted with Battlefield Leadership to provide the training to 31 participants. Do we want to open the training for more than 31, and if so, who? The EC discussed pros and cons of having a larger group size and smaller group size, costs of additional attendees, space concerns for the event facility, whether the training could be offered again in the future, and whether the additional attendees needed to be a Board member or hold a leadership position at the agency. The EC asked Broadhead to survey the membership to see who is planning to attend and if they are interested in sending additional attendees at their agency's expense and to report back at the August EC meeting.

2025 WSTIP Operations Budget

Branson refreshed the EC on the budget process, in July we present a memo outlining items we think should be included in the budget, and seek input from the EC. The EC discussed funding the Technology Grant, including how much has been spent in prior years, what is currently available, and what level of funding it should have for 2025. The EC would like to fund the Technology to have a full \$500,000 available for awards in 2025. The EC then discussed the Technical Assistance portion of the budget. Kerrigan gave examples of work the fund has been used for in the past. The EC would like the Risk and Opportunities Committee to discuss the Technical Assistance portion of the budget. Branson said he would leave it as is for the August meeting but then may make it a line item going forward. The EC also discussed website improvements and would like to see a 'not to exceed' number for the redesign.

Kerrigan explained the strategic plan action item to create a grant for trainers to obtain certifications. The EC was not in favor of this and felt the Risk Management Grant and Ristau Scholarship could be used to provide funding for this topic. Branson said in August staff will determine the General Wage Increase (GWI) based on the Staff Compensation and Benefits Philosophy.

Branson then explained the request for an additional staff person to help bridge the gap between himself and

the Accounting Specialist, as well as further segregate duties by returning finance duties to the finance department that other staff are currently performing. This person will also review underwriting. Shipman talked about the correspondence she and Christianson had about the proposed position. Shipman talked about the changes organizationally and the added demands for staff's time. EC members discussed the role of the position and based on the discussion with Branson the EC suggested changing the name of the position to better reflect the duties perhaps senior accountant or financial analyst. The EC inquired about the budgetary impact for the new position and Branson indicated a salary of approximately \$90,000 with an additional \$35,000 for benefits, payroll taxes and pension expenses or a total of about \$125,000. Overall the EC was in support of the proposed position and look forward to seeing the job description in August.

Branson recapped the conversation – fund Technology Grant to \$500,000, keep Technical Assistance budget, and revise the website budget with a not to exceed number. Shipman asked that communication be sent out around the Technical Assistance funding. Include \$30,000 for Strategic Item 4 (security consultant) but don't include any funding for Strategic Item 1 (grant program for trainer certification). Compensation modeling to be done in August including the proposed position with a job description.

Appoint Audit Committee Chair

Shipman said she began to solicit for the Audit Committee before realizing she needed to appoint a chair from the EC, both Danette Rogers and Justin Brockwell agreed to be on the Audit Committee. She asked if any EC member was interested in serving as chair for the Audit Committee. Shinnors volunteered to be the chair and asked Broadhead to solicit for additional volunteers from the Board and or EC. This committee will meet in October.

Planning for Executive Director Performance Evaluation

Shipman outlined her plan for the Executive Director (ED) Performance Evaluation which will include a survey for Board Members and interviews with Staff. She feels Christianson is meeting all the targets and has a plan for meeting her goals this quarter even while being out the month of July. There were no questions regarding this topic.

Executive Session

There was no Executive Session.

Staff Reports

Executive Staff Report

Branson said some Board members have left their agencies and we are awaiting new appointments. Karey Thornton has retired and is currently using general leave, she will assist with the year-end closing tasks under a personal services contract. He noted renewing the contracts for Adobe Pro and Adobe Sign. Upcoming underwriting tasks include Underground Storage Tank (UST) applications for those Members who purchase UST, Crime renewal, 2025 Exposure Units, and Auto-Physical Damage (APD) Excess selections. For the crime renewal we have asked White to provide a multi-year proposal. Additional communication will be sent out regarding the Transit Rider Medical Expense Endorsement to help Members choose whether to purchase the additional coverage or not.

Kerrigan reminded everyone to take advantage of the Risk Management grant funding that is available, noting one agency purchased defensive driving courses for their non-CDL drivers. Iddings is busy doing his site visits for the year and reviewing the Driver Record Monitoring (DRM) Best Practice Compliance Audit, thank you to the Members who completed the audit. Training classes are posted in the LMS and Juell is working on updating content and working with Department of Labor (DOL) to schedule another Third-Party Examiner class. She is also working with DOL to try to get their blessing to allow a transit person from its own agency to

do the TPE training, which would then require DOL to come out to just do the ground certification. Nickell is busy with Origami project work. Galindo gave an update on open and recently closed claims, subrogation, and open litigated claims. Shipman thanked Staff for their report.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report. This committee has completed their work for the year.

Board Development Committee (BDC)

No report. This committee meets August 23 via Zoom.

Risks and Opportunities Committee (ROC)

No report. This committee meets September 12 via Zoom.

Coverage Review Committee (CRC)

No report. This committee has completed their work for the year.

Investment Committee

No report. This committee meets October 10 via Zoom.

Recap and Adjournment

Shipman recapped the meeting, accepted the agenda, approved the consent agenda, reviewed the work plan, approved the proposed locations for 2025 meetings, approved the LGIP resolution, discussed the BCP and real life application exercise, heard about the new lockbox service, Shackleton survey results will come back in August, gave direction regarding the 2025 Operations budget, appointed Shinnars to be the chair of the Audit Committee, and will follow Kinney and Deutsch's examples for the Executive Director Performance Evaluation. There was no Executive Session, heard reports from the Executive Staff and there were no sub-committee reports.

Shipman adjourned the meeting at 11:31 am.

Submitted this 22 day of August 2024.

Approved:  Signed by:
652F4716822B44C...

Karen Thesing, Secretary