

**COMMISSIONERS' MINUTES  
KITTTITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
SPECIAL MEETING**

**MONDAY**

**8:15 A.M.**

**OCTOBER 22, 2007**

Board members present: Chairman Alan Crankovich and Vice-Chairman David Bowen. Excused: Commissioner Mark McClain.

Others: Julie Kjorsvik, Clerk of the Board; Judy Pless, Budget & Finance Manager; Kirk Eslinger, Human Resources Director; Lisa Young, Training & Safety Manager and David Goldsmith, Washington Counties Risk Pool.

At 8:15 a.m. Chairman Crankovich opened a special meeting to receive a report from the Washington Counties Risk Pool.

David Goldsmith, Member Services from the Washington Counties Risk Pool gave a review of an audit that was conducted on the Kittitas County Risk Management. He reviewed the purpose and scope of the audit including claim reporting, incident reporting and investigation, risk transfer and contract management, employment practices, facility use and safety, special events, vehicle, watercraft and equipment maintenance, law enforcement, road design and maintenance, land use, training & professional development. He reviewed Kittitas County's loss history and noted they had been a member of the Pool since September of 2003. He recognized the County for having a team approach to risk management involving budget and finance, safety and Human Resources, which requires careful coordination to effectively address exposures and to assure that proper training is available to mitigate those exposures.

He reviewed suggested areas of improvement including: incident reporting and investigation to broaden language for the reporting of incidents which involve third parties; risk transfer and contract management to reduce current practice into writing and include a mechanism to assure that contracts and agreements which require a certificate of insurance and actually receiving that certificate naming the County as an additional insured prior to the execution of the contract; and to update the vehicle use and safety to include the use of private vehicles for County business, and a requirement for employees to receive defensive driving every three years, and non-County passengers. He thanked the County for gathering all of the information they requested during their audit and hoped the

information provided will be helpful to maintain the County's Risk Management program.

Meeting adjourned at 8:40 a.m.

**CLERK OF THE BOARD**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

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Julie Kjorsvik

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Alan Crankovich, Chairman