

STATE RISK MANAGER'S REPORT
REVIEW OF REGULATORY COMPLIANCE
OF
SOUTHWEST WASHINGTON RISK MANAGEMENT
INSURANCE COOPERATIVE

As of August 31, 2015
Issued May 20, 2016

Results:

Based on audited financial information and documents provided by the pool, Southwest Washington Risk Management Insurance Cooperative meets standards adopted by the State Risk Manager in the areas reviewed.

Background:

The State Risk Manager in the Office of Risk Management, a division of the Department of Enterprise Services, State of Washington, is responsible for regulatory oversight of local government joint self-insured risk pools formed under the authority of chapter 48.62 RCW. The law requires the State Risk Manager to adopt rules for risk pools to follow, adopted as Washington Administrative Code (WAC) 200-100. Those rules include standards for solvency, operations and management and require that risk pools maintain certain financial reserves in order to ensure that claims are funded.

The State Risk Manager determines whether risk pools are operating in a safe financial condition, according to the solvency regulations. The pool's compliance with those regulatory requirements is based on audited financial information provided by the Washington State Auditor's office. Pools that operate in an unsafe financial condition or in violation of statutory or regulatory requirements may cause the State Risk Manager to take administrative action.

Areas Covered:

We examined the Pool's compliance with regulatory standards adopted in rule by the State Risk Manager in the following areas:

1. Requirement for Annual Actuarial Study to Determine Unpaid Claims Liability
2. Financial Solvency/Required Assets
3. Presentation of Liabilities
4. Compliance with Reporting Requirements
5. Compliance with Requirement to Obtain an Independent Claims Audit
6. Requirements for Changes to Interlocal Agreement or Bylaws
7. Compliance with Nondiscriminatory Rate Requirements
8. Compliance with Requirements for Contracts with Independent Consultants
9. Compliance with Membership Requirements
10. Financial Trends

Results of Review of Regulatory Compliance:

1. Requirement for Annual Actuarial Study to Determine Unpaid Claims Liability

Requirement: Risk pools must obtain an annual actuarial review which meets the following criteria:

WAC 200-100-03001 requires that “(1) All joint self-insurance programs shall obtain an annual actuarial review as of fiscal year end which provides written estimates of the liability for unpaid claims measured at the expected level and the seventy, eighty, and ninety percent confidence level.”

WAC 200-100-020 (1) "Actuary" means any person who is a fellow of the Casualty Actuarial Society and a member of the American Academy of Actuaries.

Result: A review of the actuarial report indicates that an actuary meeting the qualifications set forth above estimated the Pool’s liability for both property and liability claims at the required confidence levels. Southwest Washington Risk Management Insurance Cooperative is in compliance with this requirement.

2. Financial Solvency/Required Assets

Requirement 2.a: Risk pools must ensure claims liabilities are funded at the expected level by meeting certain standards for solvency and liquidity as follows:

WAC 200-100-03001 states, in part “. . .(2) The governing body of the joint self-insurance program shall establish and maintain primary assets in an amount at least equal to the unpaid claims estimate at the expected level as determined by the program's actuary as of fiscal year end. All joint self-insurance programs meeting this requirement shall be considered in compliance with the primary asset test.”

WAC 200-100-020 (18) "Primary assets" means cash and investments (less any nonclaims liabilities).

Results: Southwest Washington Risk Management Insurance Cooperative met this requirement by maintaining sufficient primary assets to fund the Pool’s estimated liability for unpaid claims at the expected level as determined by the Pool’s actuary (see Page 4).

Requirement 2.b: Risk pools must meet the above requirement to maintain primary assets and must also maintain other assets to fund claims liabilities at the 70% confidence level as follows:

WAC 200-100-03001 states, in part, “. . . (3) The governing body of every joint self-insurance program operating under this chapter shall establish and maintain total primary and secondary assets in an amount equal to or greater than the unpaid claim estimate at the eighty percent confidence level as determined by the program's actuary as of fiscal year end. . . .”

WAC 200-100-020 (21) states that "Secondary assets" means insurance receivables, real estate or other assets (less any nonclaims liabilities) the value of which can be independently verified by the state risk manager.

Results: Southwest Washington Risk Management Insurance Cooperative met this requirement by maintaining reserves in excess of the 80% confidence level to fund the Pool’s liability for unpaid claims. The secondary assets consist of additional cash reserves, investments and other assets (property and equipment are excluded from assets used in this calculation).

	Test 1 - Primary Asset Test		Test 2 - Secondary Asset Test
	(WAC 200-100-03001(2))		(WAC 200-100-03001(3))
\$6,116,570	Primary Assets	\$6,172,151	Secondary Assets
\$661,469	Estimated Claim Liabilities at the expected level per actuarial estimate	\$1,628,000	Estimated Claim Liabilities at the 70% confidence level per actuarial estimate
RESULT:	PASS	RESULT:	PASS
	<i>Estimated outstanding liabilities at the expected level must be less than primary assets (cash and investments less nonclaims liabilities)</i>		<i>Estimated outstanding liabilities at the seventy percent confidence level must be less than combined primary assets and secondary assets (receivables, recoverables, real estate and other assets that can be independently verified by the State Risk Manager)</i>

(Note 1) The outstanding liabilities are estimated by an independent actuary meeting the requirements of WAC 200-100-020(1). Actuarial reports submitted as part of the annual report to the State Risk Manager are available by contacting by Loy Dale, Executive Director of Southwest Washington Risk Management Insurance Cooperative at 360-750-7504. Contact information is also available by visiting the Pool’s website at <http://web3.esd112.org/insurance/sw-risk>

(Note 2) The information used to calculate assets used in the Primary and Secondary Asset Tests were obtained from the audited financial statements. The audit reports are available on the State Auditor’s Office website at <http://www.sao.wa.gov/EN/Pages/default.aspx> , or by telephone at (360) 902-0370.

(Note 3) Financial auditors require local governments to disclose certain pension liabilities on their financial statements. In accordance with these requirements, the Southwest Washington Risk Management Insurance Cooperative includes the pension-related activities on their financial reports. While the pension-related activities are shown on the trend analysis on page 11, we did not include these amounts in the Primary and Secondary Asset tests (above). However, even if these liabilities had been included, the Cooperative would have passed both tests.

3. Presentation of Liabilities

Requirement 3: The estimated liability for unpaid claims as presented in the Pool’s financial statements is supported by the actuarial report.

RCW 43.09.200 Local government accounting — Uniform system of accounting. The state auditor shall formulate, prescribe, and install a system of accounting and reporting for all local governments, which shall be uniform for every public institution, and every public office, and every public account of the same class.

The system shall exhibit true accounts and detailed statements of funds collected, received, and expended for account of the public for any purpose whatever, and by all public officers, employees, or other persons.

The accounts shall show the receipt, use, and disposition of all public property, and the income, if any, derived therefrom; all sources of public income, and the amounts due and received from each source; all receipts, vouchers, and other documents kept, or required to be kept, necessary to isolate and prove the validity of every transaction; all statements and reports made or required to be made, for the internal administration of the office to which they pertain; and all reports published or required to be published, for the information of the people regarding any and all details of the financial administration of public affairs.

Results: Southwest Washington Risk Management Insurance Cooperative met this requirement by reporting the total liability for unpaid claims at fiscal year ending 2015 as \$661,469. This amount is supported by the report of the independent actuary.

4. Compliance with Reporting Requirements

Requirement: The pool is required by WAC 200-100-60 to provide unaudited annual financial statements to the State Risk Manager within 150 days of fiscal year end, and audited financial statements are to be provided to the State Risk Manager within eight months of the fiscal yearend date. If required by the State Risk Manager, pools must provide quarterly reports based on financial condition.

WAC 200-100-60 requires that “. . . (1) Every joint property and liability self-insurance program authorized to transact business in the state of Washington shall submit the annual report to the state risk manager.

(2) The annual report to the state risk manager shall require the following information to be submitted in electronic form:

- (a) Unaudited annual financial statements, including attestation, as provided to the state auditors office;
- (b) Actuarial reserve review report on which the net claims liabilities at fiscal year end reported in the unaudited financial statements are based;
- (c) Copies of all insurance coverage documents;
- (d) List of contracted consultants;
- (e) Details of changes in articles of incorporation, bylaws or interlocal agreement;
- (f) Details of services provided by contract to nonmembers;
- (g) List of members added or terminated.

Such reports shall be submitted to the state risk manager no later than one hundred fifty days following the completion of the joint program's fiscal year.

(3) Audited financial statements shall be provided to the state risk manager within eight months of the program's fiscal year end and comply with requirements for submission of audited financial statements established by the state risk manager.

(4) All joint self-insurance programs shall submit quarterly financial reports if, in the estimation of the state risk manager, the financial condition of a program warrants additional quarterly reporting requirements. . .”

Results: The Pool met this requirement by providing both audited and unaudited financial statements within the time required. The Pool is not required to report quarterly.

5. Compliance with Requirement to Obtain an Independent Claims Audit

Requirement: The pool is required by WAC 200-100-050 to obtain an audit of claims administration conducted by an independent, qualified auditor every three years at a minimum.

WAC 200-100-050 requires that “. . . (1) All joint self-insurance programs shall adopt a written claims administration program which includes, as a minimum, the following procedures:

- (a) Claims filing procedures and forms.
 - (b) Standards requiring case reserves for each claim be established in the amount of the jury verdict value.
 - (c) Standards requiring case reserves be reviewed every ninety days or when reasonably practicable and such review is documented in the claims diary.
 - (d) Standards requiring appropriate adjuster work loads.
 - (e) Standards requiring claims payment procedures include sufficient internal controls to ensure adequate review and approval by claims management staff.
 - (f) Standards requiring file documentation be complete and up-to-date.
 - (g) Standards requiring timely and appropriate claim resolution practices.
 - (h) Standards requiring opportunities for recoveries be reviewed and documented for each claim.
 - (i) Standards requiring compliance with Internal Revenue Service (IRS) rules for 1099MISC regulations.
 - (j) Standards requiring claims files be audited on the following categories: Staffing, caseloads, supervision, diary, coverage, reserves, promptness of contacts, field investigations, file documentation, settlements, litigation management and subrogation.
- (2) All joint self-insurance programs may perform claims administration services on their own behalf or may contract for claims administration services with a qualified third-party administrator, provided all of the specific requirements under subsection (1) of this section are included in the contract.
- (3) All joint self-insurance programs shall have a written member coverage appeal procedure that contains, as a minimum, procedures for a member filing an appeal with the joint self-insurance program, including the time limit for filing, a time limit for response, and a provision for an additional level of review.
- (4) All joint self-insurance programs shall maintain a financial system that identifies claim and claim adjustment expenses.
- (5) All joint self-insurance programs shall provide for the purchase of goods and services to replace or repair property in a manner which will, in the judgment of the governing body of the joint self-insurance program, avoid further damage, injury, or loss of use to a member or third-party claimant.
- (6) All joint self-insurance programs shall maintain claim expense reports for all claims made against the joint self-insurance program and its members.
- (7) All joint self-insurance programs shall obtain an independent audit of claim reserving, adjusting and payment procedures every three years at a minimum. The audit shall be conducted by an independent qualified claims auditor not affiliated with the program, its insurers, its broker of record, or its third-party administrator. Such review shall be in writing and identify strengths, areas of improvement, findings, conclusions and recommendations. Such review shall be provided to the governing body and retained for a period not less than six years. The scope of the claims audit shall include claims administration procedures listed in subsection (1) of this section.
- (8) The state risk manager may require more frequent claims audits for programs that, in the state risk manager's opinion, are not operationally or financially sound. Failure to obtain the requested independent claims audit when required may result in the procurement of such audit by the state risk manager on behalf of the program. Costs of these services shall be the responsibility of the joint self-insurance program

WAC 200-100-020 (7) defines "Claims auditor" as a person who has the following qualifications:

- (a) A minimum of five years in claims management and investigative experience;
- (b) A minimum of three years of experience in auditing the same manner of claims filed against the program being audited;
- (c) Proof of professional liability insurance; and
- (d) Provides a statement that the auditor is independent from the program being audited, its vendors, insurers, brokers, and third-party administrators.

Results: The Pool met this requirement by obtaining an independent claims audit by a claims auditor meeting the required qualifications during the last three years. The report is presented to and reviewed by the Board of Directors.

6. Requirements for Changes to Interlocal Agreement or Bylaws

Requirement: Risk pools are required to notify members in advance of a vote to make changes to the interlocal agreement or bylaws of the program.

WAC 200-100-02019 requires that “Every joint self-insurance program shall provide notification of the intent to change the bylaws or interlocal agreement to each member of the joint self-insurance program and the state risk manager by regular or electronic mail at least thirty days in advance of the meeting during which a vote on the proposed change will occur. Such notification shall include a copy of proposed changes.”

Results: A review of meeting minutes and documents indicates that no changes to the bylaws or interlocal agreement were made during fiscal year 2015.

7. Compliance with Nondiscriminatory Rate Requirements

Requirement: The pool must charge rates that are consistently applied and do not discriminate among the members.

WAC 200-100-033 requires that “(1) Joint self-insurance program assessment formulas shall include all costs including rating for insured and self-insured layers of coverage. Assessment formulas shall be consistent and nondiscriminatory among all members.

(2) This provision shall not be construed to prohibit individual choice of coverage by members from several offered by the joint self-insurance program. The assessment formula, including the insured and self-insured components, shall be consistently applied to reflect the selection from among these choices.

(3) The assessment formula shall be available for review by the state risk manager.

(4) Joint self-insurance programs shall not sell equity, security, or shares in the joint self-insurance program.”

Results: The Pool met this requirement by obtaining a rating study done by an independent actuary and charging rates to members supported by the study. The assessment formula and actuarial rating report were available for review. The rating formula is approved by the Board of Directors.

8. Compliance with Requirements for Contracts with Independent Consultants

Background: RCW 48.62.061(3) requires that the state risk manager adopt rules which include standards between self-insurance programs and private businesses, including standards for contracts between brokers, actuaries, claims auditors, and third-party administrators and self-insurance programs.

Requirement: WAC 200-100-215 requires that pools use a formal and competitive process in selecting independent consultants to provide actuarial, brokerage, third party administrator and claims auditing services.

WAC 200-100-215 requires that "Every joint self-insurance program shall use a formal competitive solicitation process in the selection of consultants. The process shall provide an equal and open opportunity to qualified parties and shall culminate in a selection based on preestablished criteria which may include such factors as the consultant's fees or costs, ability, capacity, experience, reputation, responsiveness to time limitations, responsiveness to solicitation requirements, quality of previous performance, and compliance with statutes and rules relating to contracts. Bid responses, solicitation documents and evidence of publication shall be retained in accordance with laws governing public records and shall be available for review by state risk manager and state auditor."

WAC 200-100-020(9) defines "Competitive solicitation" as a documented formal process requiring sealed bids, providing an equal and open opportunity to qualified parties and culminating in a selection based on criteria which may include such factors as the consultant's fees or costs, ability, capacity, experience, reputation, responsiveness to time limitations, responsiveness to solicitation requirements, quality of previous performance, and compliance with statutes and rules relating to contracts or services.

WAC 200-100-020(10) defines "Consultant" as an independent individual or firm contracting with a joint self-insurance program to perform actuarial, claims auditing or third-party administration services, represent the program as broker of record, or render an opinion or recommendation according to the consultant's methods, all without being subject to the control of the program, except as to satisfaction of the contracted deliverables.

WAC 200-100-020(27) defines "Third-party administrator" as an independent association, agency, entity or enterprise which, through a contractual agreement, provides one or more of the following ongoing services: Pool management or administration services, claims administration services, risk management services, or services for the design, implementation, or termination of an individual or joint self-insurance program.

Results: The Pool was not required to conduct a formal competitive solicitation for consultants including brokers, claims auditors and actuaries during fiscal year 2015. The Pool does not contract with and did not issue a solicitation for third party administrator services.

9. Compliance with Membership Requirements

Requirement: Participants in the Pool’s insurance program must sign the interlocal agreement and must also be responsible for the contingent liabilities of the program if assets are insufficient.

WAC 200-100-02005 provides that “Membership in a joint self-insurance program requires the execution of an interlocal agreement. Only members may participate in risk-sharing. Only members may participate in the self-insured retention layer, and only members may participate in the joint purchase of insurance or reinsurance. Further, each member shall agree to the following:

- (1) Each member shall pay assessments and reassessments when required by the governing body of the program.
- (2) Each member shall obtain approval to join the program from the governing body of the respective member. The approval shall be by resolution or ordinance of the governing body as appropriate for the entity type.
- (3) Each member shall become a signatory to the interlocal agreement and subsequent amendments to the interlocal agreement of the joint self-insurance program”.

RCW 48.62.141 requires that “Every joint self-insurance program covering liability or property risks, excluding multistate programs governed by RCW 48.62.081, shall provide for the contingent liability of participants in the program if assets of the program are insufficient to cover the program's liabilities”.

Results: The Pool is in compliance with this requirement. Our review of the membership list and interlocal agreements indicates that participation in the Pool’s excess and self-insured retention layer is limited only to those members signing the Pool’s interlocal agreement which provides for shared risk and joint responsibility for liabilities. The agreement also provides that members are responsible for contingent liabilities of the program if assets are insufficient.

10. Financial Trends

Requirement: Risk pools are required to notify the State Risk Manager if solvency requirements are not met (WAC 200-100-03001(2)) and the State Risk Manager is required to monitor trends over time and take action when programs experience adverse trends which may require the State Risk Manager to take additional actions.

WAC 200-100-03001 states, in part “. . . (7) The state risk manager shall evaluate the operational safety and soundness of the program by monitoring changes in liquidity, claims reserves and liabilities, member equity, self-insured retention, and other financial trends over time. Programs experiencing adverse trends may cause the state risk manager to increase frequency of on-site program review and monitoring, including increased communication with the governing body and requirements for corrective plans. . .”

Results: Financial trends show the increases and decreases in assets, liabilities, revenues and expenses. The information below was taken directly from the financial statements of FY 2015. Upon review, no adverse financial trends were noted (See Attachment A on Page 11 and Attachment B on Page 12).

Attachment A - Trends in Assets, Liabilities and Membership

Fiscal Year End	2015	2014	2013	2012	2011	2010
Assets:						
Cash and Cash Equivalents	6,174,700	5,443,701	5,615,063	5,149,052	4,999,043	4,959,157
Contributions Receivable					0	0
Other Receivables			9,884			
Accrued Excess/Reinsurance	32,102			124,224	0	60,007
Accrued Recoverables	23,479	428,329	134,583			
Prepaid Expenses and Deposits						
Warrants Outstanding	(28,550)	(390)	(3,316)		-	(3,951)
Def Outflows/Pension Related	10,087				-	
Total Assets	6,211,818	5,871,640	5,756,214	5,273,276	4,999,043	5,015,212
Liabilities:						
Open Claim Reserves	289,056	881,811	1,227,409	904,128	627,306	598,880
IBNR Reserve	330,413	344,893	345,993	350,698	407,484	386,675
ULAE	42,000	85,000	105,000	87,000	72,000	62,000
Accounts Payable	11,221	33,351	39,327	40,459	14,384	188,747
Unearned Member Contributions		53,967	70,960		228,389	0
Compensated Absences	18,309					
Other		15,836	11,592	8,177	13,420	15,403
Pension Related Liabilities	159,623					
Def Inflows/Pension Related	23,150					
Total Liabilities	873,772	1,414,858	1,800,281	1,390,462	1,362,984	1,251,705
Net Position	5,338,046	4,456,782	3,955,933	3,882,814	3,636,059	3,763,507
Members	32	33	34	35	35	35

Attachment B - Trends in Revenues and Expenses

Fiscal Year End	2015	2014	2013	2012	2011	2010
Revenues:						
Member Contributions/Assessments	2,817,705	2,926,365	2,957,342	3,241,378	3,295,401	3,198,583
Adj. of prior Years' Supplemental Assessments				0	0	0
Miscellaneous	211,948			0	0	1,796
Interest and Investment Income	27,664	22,988	19,496	19,581	26,626	61,505
Total Revenues	3,057,317	2,949,353	2,976,838	3,260,959	3,322,027	3,261,884
Expenses:						
Claims						
Claims paid, net of recoveries	1,158,455	835,688	830,879	773,374	1,066,192	806,393
Change in Estimated Claims Liabilities	(650,235)	(366,698)	336,576	235,036	59,235	
Excess Insurance Premiums	1,011,515	1,378,879	1,281,592	1,628,803	1,861,825	1,435,897
Other	26,882	123,952	105,197	0	0	1,000,000
Pension Expense	55,136					
Safety Grant				0	93,863	0
Fees/Exam Expense	11,734	11,734	5,867	11,734	11,734	11,734
General and Administrative	445,016	464,949	343,608	365,257	356,626	373,212
Prior Period Adjustments	117,550					
Total Operating Expenses	2,176,053	2,448,504	2,903,719	3,014,204	3,449,475	3,627,236
Change in Net Position	881,264	500,849	73,119	246,755	(127,448)	(365,352)

Conclusion: We appreciate the cooperation and assistance of the staff and management of Southwest Washington Risk Management Insurance Cooperative during this process. No exceptions were noted and no recommendations were made as a result of this review.

About Southwest Washington Risk Management Insurance Cooperative

The Southwest Washington Risk Management Insurance Cooperative (Risk Cooperative) provides property and casualty insurance coverage for its membership. RCW 48.62.011 provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and to contract for risk management, claims, and administrative services. An agreement to form a pooling arrangement was made pursuant to the provisions of RCW 39.34, the Interlocal Cooperation Act.

The Risk Cooperative was formed September 1986 when school districts in southwest Washington State joined together through an Interlocal Governmental Agreement to self-insure, self-administer and group purchase excess insurance to cover their losses. Thirty school districts, the Educational Service District 112, the KWRL Transportation Cooperative and the Washington Schools Information Processing Cooperative belong to the Risk Cooperative.

The Risk Cooperative is an Enterprise Fund established for the purpose of providing claims handling and risk management for property and casualty liabilities to its membership through group funding. The risk Cooperative provides the following forms of group purchased insurance coverage for its members: property, vehicle and mobile equipment physical damage, equipment breakdown, crime, electronic data processing equipment, and general liability, automobile liability, employment practices liability, errors and omissions liability and statutorily required bonds.

The Risk Cooperative is fully funded by its member participants. The Risk Cooperative contracts with Educational Service District 112 to provide various administrative services. Through this contract, the Pool provides claims administration, loss control, risk management and other services to its members.

The Risk Cooperative is governed by a Board of Directors, which is comprised of one designated represented from each participating member, with delegated authority to a five member Executive Committee. The Executive Committee is responsible for conducting the business affairs of the Cooperative.

About State Risk Manager Regulatory Compliance Reviews

RCW 48.62 provides authority for local governments to join or form a self-insurance program together with other entities, to jointly purchase insurance or reinsurance with other entities, and to contract for or hire personnel to provide risk management, claims and other administrative services. The State Risk Manager in the Office of Risk Management, Department of Enterprise Services, is authorized by RCW 48.62 to adopt rules for self-insurance programs formed under this chapter to follow. The rules contain standards for operations and management, claims administration, solvency, including frequency of actuarial studies and claims audits, and standards for contracts between self-insurance programs and private businesses.

In order to ensure compliance with these standards, which are adopted as Washington Administrative Code (WAC) 200-100, the Local Government Self-Insurance Program, under the direction of the State Risk Manager, conducts periodic reviews of joint self-insurance programs and, when necessary, provides for further investigation of those programs that are not operating in a safe and sound financial manner as required. The State Risk Manager may take certain administrative actions, including the issuance of a cease and desist order, when a program operates in violation of chapter 48.62 RCW or does not operate in a financially safe manner.

Each local government member of a joint self-insurance program is responsible for providing monies to the pool to pay claims for the years in which they were a member of the pool. Even if a member leaves a pool, a reassessment, or “cash call”, can occur in later years, requiring local government members to provide additional monies for past funding deficiencies for years in which they were a member. For this reason, the Local Government Self-Insurance program takes proactive measures to monitor the financial health of local government risk pools and to communicate the results of monitoring and periodic compliance reviews before adverse financial trends affect the pool and its local government members. Frequent reviews of compliance with the State Risk Manager’s rules are undertaken and the results are reported, in writing, to the board of directors and management of the pool.

Questions about this report should be addressed to the Local Government Self Insurance Program or the State Risk Manager, located at the Department of Enterprise Services, by telephone at 360-407-8153, or at shannon.stuber@des.wa.gov . The Department of Enterprise Services is located at 1500 Jefferson Street, PO Box 41466, Olympia, WA 98504-1466.