**Minutes of the Affordable Housing Risk Pool**

**Board of Directors Meeting**

**Via Teleconference, Vancouver, Washington**

**Thursday, March 26, 2020 at 8:30 am**

A telephonic meeting of the Board of Directors of the Affordable Housing Risk Pool (“AHRP”) was held at 10:00 am on March 26, 2020, in Vancouver, Washington.

1.0 Call to Order and Roll Call

Directors Present

Director Erickson DevNW

Director Fox Homes for Good

Director Kauss Housing Authority of the County of Stanislaus

Director Kugler Housing Authority of the County of Tulare

Director Leonard Housing Authority of Snohomish County

Director Madsen Mid-Columbia Housing Authority

Director Rooker Housing Authority of the City of Walla Walla

Director Turner Coos-Curry Housing Authority

Others Present

Tony Andrade Moss Adams

Robin Cox Policy & Claims Administrator, HARRP

Michelle Frye Director of Finance, HARRP

Rick Gehlhaar Director of Claims, HARRP

Bill Gregory Executive Director, HARRP

Adiah Mattern Risk Control & Underwriting Specialist, HARRP

Rachel O’Neil Administrator, HARRP

President Rooker called the meeting to order at 10:00 am.

2.0 Agenda Approval

Executive Director Gregory stated that item #7.1 should read February 29, 2020, instead of February 28, 2020.

A motion was made by Director Kugler and seconded by Director Turner to approve the agenda as amended. Motion passed by unanimous vote.

3.0 Consent Agenda

A motion was made by Director Erickson and seconded by Director Madsen to approve the consent agenda. Motion passed by unanimous vote.

4.0 Comments from the Public

None

5.0 Presentations

5.1 Moss Adams, 2019 Financial Audit Presentation

Tony Andrade presented the 2019 Financial Audit for the Board. (This portion of the agenda was discussed during the HARRP meeting in the interest of time efficiency for Mr. Andrade 8:30 – 8:40)

2019 was the first year for Moss Adams to perform the audit. Moss Adams issued an unmodified opinion and the financial statements were reported accurately and fairly. No audit adjustments were necessary. No management disagreements were present. There were no other audit findings or issues. No deficiencies or weaknesses were present.

There are new revenue recognition rules and AHRP and ORWACA are complying with those.

Overall, Moss Adams was impressed with AHRP and ORWACA!

Director Fox moved and Director Leonard seconded a motion to accept and approve the 2019 financial audit results. Motion passed by unanimous vote.

6.0 Discussion and Action Items

6.1 Consider Approving Final 2019 Actuarial Report

Executive Director Gregory stated that at the December board meeting, the report was provided based on data through September. The final report bases data based as of December 31, 2019.

A motion was made by Director Kugler and seconded by Director Leonard to approve the final 2019 Actuarial Report as presented. Motion passed by unanimous vote.

6.2 Consider Approving 2019 Annual Report

Executive Director Gregory presented the annual report to the Board and thanked Director Erickson for her review.

A motion was made by Director Turner and seconded by Director Madsen to accept the 2019 Annual Report as amended. Motion passed by unanimous vote.

6.3 Consider Accepting Claims Satisfaction Report, 2019

Executive Director Gregory presented the claims satisfaction report for 2019. There were 60% very satisfied and 40% satisfied AHRP members with AHRP’s claims processes. There were 0% dissatisfied.

Director Madsen asked why the significant change between satisfaction levels between 2018 and 2019. Executive Director Gregory indicated that the members are just frustrated that there are claims, especially claims that they have no control over.

Executive Director Gregory stated that maybe it’s time to revisit the form to try to solicit more verbiage in responses, instead of just check boxes.

Director Erickson recommended changing the form to also review the returned forms to give staff a better idea of types of training the members may need.

Director Kauss suggested an exit interview at the conclusion of claims instead of a written satisfaction survey.

A motion was made by Director Kugler and seconded by Director Leonard to accept the claims satisfaction report for 2019 as presented. Motion passed by unanimous vote.

6.4 Consider Plan of Management, Finance and Operation, 2020

Executive Director Gregory outlined the plan of financing, management and operation of AHRP that needs to filed yearly with the regulators.

A motion was made by Director Leonard and seconded by Director Turner to accept the plan of management, finance and operation, 2020 as presented. Motion passed by unanimous vote.

6.5 Consider Election of Officers, 2020

Executive Director Gregory reminded the Board that Directors Fox, Leonard and Kugler are the three directors that need to be appointed for 2020 with terms ending in 2023.

A motion was made by Director Madsen and seconded by Director Leonard to appoint Directors Fox, Leonard and Kugler. Motion passed by unanimous vote.

6.6 Consider Election of Officers, ORWACA, LLC, 2020

Executive Director Gregory reminded the Board that the election of officers for ORWACA are:

Bill Gregory – President

Robin Cox – Vice President

Michelle Frye – Treasurer

A motion was made by Director Erickson and seconded by Director Turner to elect the officers as presented. Motion passed by unanimous vote.

6.7 Consider Claims Auditing Consultant

Executive Director Gregory provided an overview of the RFP for the claims auditing and recommended the proposal by Praxis. Only two companies provided a response to the RFP and Praxis’ quote was quite a bit lower.

A motion was made by Director Kugler and seconded by Director Madsen to accept the proposal by Praxis for the Claims Audit. Motion passed by unanimous vote.

6.8 Consider Acceptance of Executive Director’s Report

Executive Director Gregory reported on his activities and priorities, to include:

Financial audits

Annual reports

Reinsurance, Excess Insurance

New Risk Management Information System

New Branding

Brad McDonald

Cyber Security through Covenant

California Inspections

Meeting with CHIP, Tier 6 Rates

AHRP rating

A motion was made by Director Madsen and seconded by Director Leonard to accept the Executive Director’s report. Motion passed by unanimous vote.

7.0 Treasurer’s Report

7.1. Financial Statements, AHRP & ORWACA

The February 29, 2020 financial statements for AHRP and ORWACA were provided to the Board prior the meeting.

A motion was made by Director Kugler and seconded by Director Leonard to accept the financial statements as presented. Motion passed by unanimous vote.

8.0 Matters from Those Present

None.

9.0 President’s Report

President Rooker

10.0 Adjournment

Director Turner moved and Director Madsen seconded a motion to adjourn the meeting. The motion passed by unanimous vote and the meeting was adjourned at 10:26 am.

Renee Rooker, President