

AGENDA REQUEST FORM

Return completed form and complete agenda item to the Clerk of the Board
Yakima County Commissioners' Office, Room 232

Prepared by:

Deborah Clausing, Operations Manager

Department: Prosecuting Attorney's Office

Requested Agenda Date: 02/03/2026

Presenting: _____

Document Title:

In The Matter of Adopting Yakima County Prosecuting Attorney Risk Manager Premium Pay Policy

Action Requested: Check Applicable Box

PASS RESOLUTION EXECUTE or AMEND **AGREEMENT CONTRACT or GRANT**
 ISSUE PROCLAMATION PASS ORDINANCE OTHER _____

Describe Fiscal Impact:

A total of 4% premium pay to the county risk manager when achieving basic risk management and claims management certifications (2%) and advanced certifications (2%) as outlined in the Risk Manager Premium Pay Policy. Costs will be covered within the departments Liability Insurance budget Fund 520

Background Information:

This resolution establishes a premium pay policy for the Yakima County Risk Manager (Program Analyst II classification) who completes basic and advanced risk management/claims management professional certifications.

Summary & Recommendation:

Recommend to approve.

Motion:

Department Head/ Elected Official

*before we send for
Joe Brusic*

Signature

AGREEMENT Attached Is Approved as to Form
Corporate Counsel Initial

bjw

Late Agenda Requests Require BOCC Chairman Signature

BOARD OF YAKIMA COUNTY COMMISSIONERS RESOLUTION

IN THE MATTER OF ADOPTING YAKIMA
COUNTY PROSECUTING ATTORNEY'S OFFICE
RISK MANAGER PREMIUM PAY POLICY

037-2026

WHEREAS, the Yakima County Prosecuting Attorney's Office, Corporate Counsel Division Risk Manager provides critical county-wide service work that intersects with all county offices and departments as well as the Washington Counties Risk Pool, and statewide county participants; **and**,

WHEREAS, The Risk Manager represents Yakima County, acting as the agency representative at the behest of the Elected Official assisting internal and contracted attorneys in all Actions taken against the county; mitigating countywide risk, appearing in all hearings to serve as a subject matter expert on claims and lawsuits; **and**,

WHEREAS, the Risk Manager is required to obtain basic and advanced professional certification as outlined in the Risk Management Certification Premium Pay Policy at their own time and expense; **and**,

WHEREAS, the Yakima County Prosecuting Attorney's Office Risk Manager Premium Pay Policy has been reviewed and edited by the Yakima County Human Resources Department; **now, therefore**,

BE IT HEREBY RESOLVED by the Board of Yakima County Commissioners that the Yakima County Prosecuting Attorney's Office Risk Manager Premium Pay Policy be adopted effective _____, 2026.

DONE FFR 03 2026

Attest:

Julie Lawrence, Clerk of the Board or
Erin Franklin, Deputy Clerk of the Board

LaDon Linde, Chair

Amanda McKinney, Commissioner

Kyle Curtis, Commissioner
*Constituting the Board of County Commissioners
for Yakima County, Washington*

Yakima County Prosecuting Attorney's Office

Risk Management Certification Premium Pay Policy

The Risk Manager classification in the Yakima County Prosecuting Attorney's Office, Civil Division provides comprehensive work on behalf of Yakima County. This entails, but is not limited to, the following:

- Mitigating Risk
- Acting as the agency representative at the behest of the Elected Official assisting internal and contracted attorneys in all Actions taken against the county; appearing in all hearings to serve as subject matter expert on claims and lawsuits.
- Working with other county risk managers and the Washington County Risk Pool on behalf of Yakima County.

The Washington Counties Risk Pool mandates basic certification for all county risk managers and claims administrators and/or persons functioning in these positions.

BASIC CERTIFICATION

Within 12 months of appointment

- Completion of the WCRP's Risk Manager training for Risk Managers, or the WCRP's Claims Administrator training for Claims Administrators.

AND, within 2 years of appointment

- Completion of Introduction to Risk Management and Insurance from The Institutes. OR,
- Completion of Association in Insurance 101 (AINS 101) from The Institutes. OR,
- Completion of the PRIMA Institute Risk Management program (only offered annually).

Although basic certification meets the certification requirements, individuals are encouraged to obtain advanced certification.

PREMIUM PAY

- Certification Premiums for the County Risk Manager are set at a maximum total of 4%.
- To be eligible for 2% premium pay, Yakima County's Risk Manager must take and pass the Basic Claims Administrator and Basic Risk Manager Certifications. These courses are completed on the employees' own time and take 6-9 months to complete.

ADVANCED CERTIFICATION

The Elected Prosecutor determines the need for all advanced certifications based on the employee's role.

- **To be eligible for an additional 2% premium** in addition to the BASIC Certification premium, Yakima County's Risk Manager must obtain:
 - For Claims Administrator –
 - Associate in Claims (AOC) OR,
 - Chartered Property Casualty Underwriter (CPCU)
 - For Risk Managers –
 - Associate in Risk Management (ARM)
- If the Risk Manager also functions as the Claims Administrator, any of the above advanced certifications will satisfy the requirement for the additional 2% premium pay.
- Premium pay is concluded if the certifications lapse.

► WASHINGTON COUNTIES RISK POOL

2558 R.W. Johnson Road SW, Suite 106
Olympia, WA 98512-6103

Created by Counties for Counties



Risk Manager and Claims Administrator Certification Requirements

Basic certification is required for all county risk managers and claims administrators and/or persons functioning in these positions. Although basic certification meets the certification requirement, individuals are encouraged to obtain advanced certification by the methods identified below.

Risk Manager and Claims Administrator Basic Certification Requirements:

Within 12 months of appointment

- Completion of the WCRP's Risk Manager training for Risk Managers, or the WCRP's Claims Administrator training for Claims Administrators.

Note: If serving as both the county Risk Manager and Claims Administrator, attending both classes is required.

AND, within 2 years of appointment

- Completion of Introduction to Risk Management and Insuranceⁱ from The Institutes. OR,
- Completion of Associate in Insurance 101 (AINS 101)ⁱⁱ from The Institutes. OR,
- Completion of the PRIMA Institute Risk Management programⁱⁱⁱ. This program is offered once a year at varying locations nationally.

Note: Risk Managers and Claims Administrators are encouraged to attend all training offered by WCRP and are encouraged to continue toward the advanced certifications noted below.

Advanced Certification:

For Claims Administrators -

- Associate in Claims (AIC)^{iv} OR,
- Chartered Property Casualty Underwriter (CPCU)^v

For Risk Managers -

- Associate in Risk Management (ARM)^{vi}

ⁱ [Introduction to Risk Management and Insurance](#) is a beginner course providing the learner an understanding of property-casualty insurance, risk management, underwriting, and claims. Source: The Institutes. To learn more, visit: theinstitutes.org/introduction-risk-management-and-insurance

ⁱⁱ [AINS 101](#) is a beginner course that teaches why we have insurance, how insurers succeed, how underwriting and claims works, and what goes into an insurance policy. Source: The Institutes. To learn more, visit the Step 1: Core Courses dropdown within the AINS Designation path: theinstitutes.org/designations/associate-insurance

ⁱⁱⁱ [PRIMA Institute](#) is an in-person educational program for new and seasoned risk managers offered by the national Public Risk Management Association (PRIMA). Typically occurring in October of each year, this program is separate from the National PRIMA Conference.

iv Associate in Claims (AIC) is an advanced course teaching the fundamentals of the selected specialty (auto, liability, property, or workers compensation). Source: The Institutes. To learn more, visit: theinstitutes.org/designations/associate-claims

v Chartered Property Casualty Underwriter (CPCU) is a master-level designation in risk and insurance. In addition to the coursework, the CPCU designation requires two years of experience in risk management and insurance. Source: The Institutes. To learn more, visit: theinstitutes.org/designations/cpcu

vi Associate in Risk Management (ARM) consists of advanced coursework in risk management. Those earning this designation will gain a holistic and strategic understanding of risk assessment and treatment. Source: The Institutes. To learn more, visit: theinstitutes.org/designations/associate-risk-management