

MINUTES

**WESTERN ORANGE COUNTY
SELF-FUNDED WORKERS' COMPENSATION AGENCY
BOARD MEETING**

WEDNESDAY, FEBRUARY 20, 2019

2:00 p.m.

Orange County Department of Education
200 Kalmus Dr., Room D-1009
Costa Mesa, California 92626

I. CALL TO ORDER **Action 18/9-88**

The meeting was called to order by Vice President Ms. Leisa Winston at 2:02 p.m.

II. ROLL CALL/ESTABLISHMENT OF QUORUM **Action 18/19-89**

PRESENT:

LAGUNA BEACH UNIFIED SCHOOL DISTRICT	Ms. Leisa Winston
OCEAN VIEW SCHOOL DISTRICT	Mr. Felix Avila
ORANGE COUNTY DEPARTMENT OF EDUCATION	Ms. Ann Kantor

NOT PRESENT:

Brea Olinda Unified School District	Ms. Barbara Ott
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YORK RISK

Director, Client Services	Ms. Devora Brainard
Account Executive	Ms. Amanda Garcia
Manager, Senior, Workers' Compensation	Ms. Kim Michels (Telephonic)
Examiner, Senior, Workers' Compensation	Ms. Erika Schwartz (Telephonic)
JPA Administrator	Ms. Tamie Black

PUBLIC COMMENTS

There were no public comments

III. APPROVAL / CHANGES TO AGENDA – January 9, 2019 **Action 18/19-90**

A motion was made by Ms. Kantor, seconded by Mr. Avila and carried to approve the agenda as present.

AYES: Ms. Winston, Mr. Avila, Ms. Kantor	NOES: None
ABSENT: Ms. Barbara Ott	ABSTAIN: None

IV. CLOSED SESSION (1 OF 1) – Claims Administration **Action 18/19-91**

The Board adjourned to Closed Session at 2:05 p.m. Ms. Schwartz discussed the following claims:

A. SETTLEMENT RATIFICATIONS

Claim Number	Claimant	Member
WOCW-008341	[REDACTED]	Orange County Department of Education
WOCA-008831	[REDACTED]	Orange County Department of Education

B. SETTLEMENT AUTHORITY REQUESTS

Claim Number	Claimant	Member
WOCF-009096	[REDACTED]	Laguna Beach Unified School District
WOCB-009262	[REDACTED]	Ocean View School District
WOCF-009205	[REDACTED]	Orange County Department of Education

C. MEDICAL MANAGED CARE

Ms. Brainard presented and discussed the Managed Care Reports covering December 2018, activities including Table of Contents, Utilization Program Overviews, Bill Review Summary Savings Analysis, Utilization Review Detail, Bill Review Claim Detail, Case Management Savings Summary and Invoicing. After discussion Ms. Brainard informed the Board she will present a report regarding prescription data for the last quarter of 2018, on top medications and spend by provider report at the next Board meeting. Certain documents contain confidential information and the members are to safeguard the contents.

This was an information item, no action was taken.

Ms. Black briefly discussed items D – F.

D. EXCESS CLAIM MATRIX

E. QUARTERLY SELF-IMPOSED INCREASE REPORT

F. QUARTERLY STALE DATED CHECKS REPORT

A motion was made by Ms. Kantor, seconded by Mr. Avila to approve/ratify settlement of the claims referenced in the agenda.

AYES: Ms. Winston, Mr. Avila, Ms. Kantor

NOES: None

ABSENT: Ms. Barbara Ott

ABSTAIN: None

REPORT FROM CLOSED SESSION (1 OF 1) – Claims Administration

The Board reconvened into open session at 2:20 p.m. Ms. Winston reported that action was taken on the claims presented.

V. CONSENT CALENDAR Action 18/19-92

A. APPROVAL OF MINUTES – January 9, 2019

B. FINANCIAL REPORTS – (December 2018)

C. BANK RECONCILIATION – (December 2018)

D. APPROVAL OF PAYMENTS – (\$65,350.50)

E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

January 01, 2019 – January 15, 2019	\$ 71,553.75
January 16, 2019 – January 31, 2019	\$ 98,651.82
Total:	\$170,205.57

A motion was made by Ms. Kantor, seconded by Mr. Avila and carried to approve Items A – E from the Consent Calendar as presented.

AYES: Ms. Winston, Mr. Avila Ms. Kantor

NOES: None

ABSENT: Ms. Barbara Ott

ABSTAIN: None

VI. FINANCIAL **Information 18/19-93**

A. QUARTERLY INVESTMENT REPORT as of DECEMBER 31, 2018
 Ms. Kantor discussed the Quarterly Investment Report with the Board and requested this be brought back at the July 2019 meeting.

VII. JPA ADMINISTRATION

A. RECEIVE ACTUARIAL REPORT as of June 30, 2018, with **Action 18/19-94**
 EXPERIENCE MODIFICATION FACTORS for FY 2019-20

Ms. Kantor reviewed and discussed the Actuarial Report as of June 30, 2018. Ms. Kantor requested the Members provide her with their estimated payroll for fiscal year 2019/20 to prepare the spreadsheets for the next JPA meeting to set premiums for the next fiscal year.

A motion was made by Mr. Avila, seconded by Ms. Kantor and carried to approve the Actuarial report, as presented.

AYES: Ms. Winston, Mr. Avila, Ms. Kantor NOES: None
 ABSENT: Ms. Barbara Ott ABSTAIN: None

B. APPROVAL OF YORK AMENDMENT FOR **Action 18/19-95**
 WORKERS' COMPENSATION AND JPA
 ADMINISTRATION

A motion was made by Ms. Kantor, seconded by Mr. Avila and carried to approve the Amendment for Workers' Compensation and JPA Administration for York Risk, as presented.

AYES: Ms. Winston, Mr. Avila, Ms. Kantor NOES: None
 ABSENT: Ms. Barbara Ott ABSTAIN: None

VIII. REIMBURSEMENT PROGRAMS

A. SAFETY CREDIT PROGRAM **Action 18/19-96**

Ms. Kantor distributed a handout with the available Safety Credit balances for each Member.

Orange County Department of Education presented a handout for a Safety Credit Request for Reimbursement dated February 15, 2019, in the amount of \$2,576.27

A motion was made by Ms. Kantor, seconded by Mr. Avila and carried to approve the safety credits, as presented.

AYES: Ms. Winston, Mr. Avila, Ms. Kantor NOES: None
 ABSENT: Ms. Barbara Ott ABSTAIN: None

B. FIRST AID PROGRAM **Action 18/19-97**

Orange County Department of Education presented a handout for a First Aid Claims Request for Reimbursement dated February 15, 2019, in the amount of \$446.60

A motion was made by Ms. Kantor, seconded by Mr. Avila and carried to approve the First Aid reimbursement, as presented.

AYES: Ms. Winston, Mr. Avila, Ms. Kantor NOES: None
 ABSENT: Ms. Barbara Ott ABSTAIN: None

IX. INFORMATION REPORTS Information 18/19-98

A. AUTHORITY CORRESPONDENCE

There was not any Authority Correspondence for this agenda.

B. BOARD COMMENTS

There were no Board comments.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Black discussed the Case Counts as of January 31, 2019, with the Board.

X. REQUEST FOR CONFERENCE Action 18/19-99

There were no requests for conference attendance.

This was information only item no action was taken.

XI. OTHER BOARD COMMENTS

There were no Board comments.

XII. FOLLOW-UP FROM PREVIOUS MEETING Action 18/19-100

DELETED

XIII. NEXT MEETING

The next meeting will be held on Wednesday, March 20, 2019 at 9:00a.m. at Orange County Department of Education, 200 Kalmus Drive, Room A-Combo 10-11, Costa Mesa, California, 92626. Items to be included on the Agenda for discussion and possible action are:

Carried from this meeting:

None

Items to be included on the Agenda for discussion and possible action are:

- A. Approve Experience Modification Factors (Board)
- B. Initiate Excess Insurance Renewal (Secretary/Treasurer)
- C. Request Estimated Payroll for next FY (Secretary/Treasurer)
- D. Complete Conflict of Interest Filing (Board)

XIV. ADJOURNMENT Action 18/19-101

There being no further business to discuss, a motion was made by Ms. Kantor, seconded by Mr. Avila and carried to adjourn the meeting at 2:25 p.m.

AYES: Ms. Winston, Mr. Avila, Ms. Kantor

NOES: None

ABSENT: Ms. Barbara Ott

ABSTAIN: None