

MINUTES
WESTERN ORANGE COUNTY
SELF-FUNDED WORKERS' COMPENSATION AGENCY
BOARD MEETING
WEDNESDAY, December 20, 2017, 9:00 a.m.
Orange County Department of Education
200 Kalmus Drive, D1009
Costa Mesa, CA 92626

CALL TO ORDER

The meeting was called to order at 9:11 a.m. by President Ott.

ROLL CALL

Brea Olinda Unified School District	Ms. Barbara Ott
Laguna Beach Unified School District	Ms. Leisa Winston
Orange County Department Of Education	Ms. Ann Kantor
Manager: York Risk Services Group	Ms. Angela Hatley
	Ms. Jody Moses
	Ms. Devora Brainard
	Ms. Erika Schwartz
	Ms. Kim Michels

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF AGENDA AS POSTED OR AMENDED

An additional handout needs to be added to Item E under Consent Calendar. The handout is in the amount of \$67,669.87.

A motion was made by Ms. Kantor, seconded by Ms. Winston, and unanimously carried to approve the agenda with the change mentioned.

Ayes: Ms. Ott, Ms. Kantor, Ms. Winston

Noes: None

Absent: Mr. Avila

Abstain: None

JPA ADMINISTRATION

A. Receive Financial Audit Report

This item will be deferred to the January 2018 JPA meeting.

CLOSED SESSION (1 OF 2) – Claims Administration

The Board convened into closed session at 9:12 a.m.

A. Settlement Ratifications

Claim Number	Claimant	Member
--------------	----------	--------

WOCA-007263, WOCS-007654, WOCW-008779	[REDACTED]	Brea Olinda Unified School District
WOCY-008661	[REDACTED]	Orange County Department of Education
WOCZ-008838	[REDACTED]	Orange County Department of Education
WOCR-009005	[REDACTED]	Orange County Department of Education

B. Settlement Authority Requests

Claim Number	Claimant	Member
WOCZ-008755	[REDACTED]	Ocean View School District
WOCR-008917	[REDACTED]	Orange County Department of Education

REPORT FROM CLOSED SESSION

The Board reconvened into open session at 9:15 a.m. Ms. Ott reported that action was taken.

CONSENT CALENDAR

- A. Minutes of the October 18, 2017 JPA meeting
- B. Financial Reports (September and October 2017)
- C. Bank Reconciliation (September and October 2017)
- D. Approval of Payments (\$78,788.55)
- E. Reimbursement to JPA Imprest Account (Total: \$481,872.59) – **REVISED HANDOUT DISTRIBUTED AT MEETING; NEW AMT: \$549,542.46**

A motion was made by Ms. Kantor, seconded by Ms. Winston, and unanimously carried to approve Items A, B, C, and D as presented, and Item E as revised.

Ayes: Ms. Ott, Ms. Kantor, Ms. Winston
 Noes: None
 Absent: Mr. Avila
 Abstain: None

JPA ADMINISTRATION

B. Requests for Conference Attendance

There were no requests for conference attendance.

C. Discussion regarding file reviews

The Board discussed changing the process for file reviews at the JPA meetings. The Board decided that only significant claims and new claims by month that were financially significant

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
AGENDA – December 20, 2017

Page 3

were to be discussed. A file review will take place every six months to discuss claims with \$150,000.00 in total incurred. There is no need to report future medical claims that are ready to close.

The Board may revisit the claims criteria for the file reviews and schedule at a later date.

D. Quarterly Investment Report as of September 30, 2017

Ms. Ott presented the Quarterly Investment Report as of September 30, 2017.

E. Medical Managed Care Reports and training (*out of order. This item was moved to closed session for discussion*)

REIMBURSEMENT PROGRAMS

A. Safety Credit Program

A handout titled Safety Credits Usage Report was distributed, that shows the available Safety Credit balance for each member.

Brea Olinda Unified School District requested Safety Credit reimbursement in the amount of \$709.81, and Orange County Department of Education requested reimbursement in the amount of \$16,107.48.

A motion was made by Ms. Kantor, seconded by Ms. Winston, and unanimously carried to approve the Safety Credit reimbursement for Brea Olinda Unified School District in the amount of \$709.81 and for Orange County Department of Education in the amount of \$16,107.48.

Ayes: Ms. Ott, Ms. Kantor, Ms. Winston

Noes: None

Absent: Mr. Avila

Abstain: None

B. First Aid Program

Brea Olinda Unified School District requested reimbursement for First Aid claims in the amount of \$1,454.66, and Orange County Department of Education requested reimbursement in the amount of \$370.79.

A motion was made by Ms. Kantor, seconded by Ms. Winston, and unanimously carried to approve the First Aid reimbursement for Brea Olinda Unified School District in the amount of \$1,454.66 and for Orange County Department of Education in the amount of \$370.79.

Ayes: Ms. Ott, Ms. Kantor, Ms. Winston

Noes: None

Absent: Mr. Avila

Abstain: None

INFORMATIONAL REPORTS

A. Authority Correspondence

Ms. Hatley discussed the email from CAJPA, Drug Formulary, and the Newsletter from RJN for the 4th Quarter of 2017.

B. Board Comments

Ms. Hatley and Ms. Ott visited Brea Olinda Urgent Care and took a tour of the facilities. St. Jude is not currently accepting workers' compensation patients. Ms. Ott has been using the clinic. Ms. Kantor stated that Orange County Department of Education uses Coastline in Santa Ana.

C. Claims Administrator/Manager Comments

Ms. Hatley proposed that the Utilization Review Coordinator be reassigned to the account to alleviate the administrative work being done by the adjuster. The fee would be \$35 per task, and this would not erode the annual fee cap. The members discussed and accepted this proposal. York will provide an amendment to the Service Agreement to the Board which will be effective December 20, 2017.

CLOSED SESSION (2 OF 2) – Claims Administration

The Board convened into closed session at 10:15 a.m. to discuss Medical Managed Care Reports and training. The Board did not have a file review.

E. Medical Managed Care Reports and training (*out of order. This item was moved to closed session for discussion*)

A. Huntington Beach City School District Claim Review

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

B. Large Loss File Review for Brea Olinda USD, Laguna, and OCDE
Brea Olinda Unified School District

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Laguna Beach Unified School District

[REDACTED]	[REDACTED]
------------	------------

Orange County Department of Education

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

