

MINUTES

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

**WEDNESDAY, December 19, 2018**

9:00 a.m.

Orange County Department of Education  
200 Kalmus Dr., Room A-Combo 10-11  
Costa Mesa, California 92626

**I. CALL TO ORDER** Action 18/9-64

The meeting was called to order by President Barbara Ott at 9:02 a.m.

**II. ROLL CALL/ESTABLISHMENT OF QUORUM** Action 18/19-65

PRESENT:

BREA OLINDA UNIFIED SCHOOL DISTRICT	Ms. Barbara Ott
LAGUNA BEACH UNIFIED SCHOOL DISTRICT	Ms. Leisa Winston
ORANGE COUNTY DEPARTMENT OF EDUCATION	Ms. Ann Kantor

NOT PRESENT:

Ocean View School District

Manager: York Risk Services Group	Ms. Devora Brainard
	Ms. Amanda Garcia
	Ms. Kim Michels (Telephonic)

**PUBLIC COMMENTS**

There were no public comments

**III. APPROVAL / CHANGES TO AGENDA – December 19, 2018** Action 18/19-66

*A motion was made by Ms. Kantor, seconded by Ms. Winston and unanimously carried to approve the agenda as presented.*

AYES: Ms. Ott, Ms. Winston, Ms. Kantor	NOES: None
ABSENT: Ocean View School District	ABSTAIN: None

**IV. CLOSED SESSION (1 OF 1) – Claims Administration** Action 18/19-67

The Board adjourned to Closed Session at 9:06 a.m. Ms. Michels discussed the following claims:

**A. Settlement Ratifications**

Claim Number	Claimant	Member
WOCR-009-043	[REDACTED]	Orange County Department of Education
WOCF-009090	[REDACTED]	Orange County Department of Education
WOCR-009017	[REDACTED]	Orange County Department of Education
WOCZ-008801	[REDACTED]	Orange County Department of Education
WOCU-008015	[REDACTED]	Orange County Department of Education
WOCA-007155	[REDACTED]	Orange County Department of Education

**B. Settlement Authority Requests**

Claim Number	Claimant	Member
WOCR-009-043	[REDACTED]	Orange County Department of Education
WOCF-009090	[REDACTED]	Orange County Department of Education
WOCR-009017	[REDACTED]	Orange County Department of Education
WOCZ-008801	[REDACTED]	Orange County Department of Education
WOCU-008015	[REDACTED]	Orange County Department of Education
WOCA-007155	[REDACTED]	Orange County Department of Education

**C. MEDICAL MANAGED CARE**

Ms. Brainard presented and discussed the Managed Care Reports covering October 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. Certain documents contain confidential information and the members are to safeguard the contents. This was an information item.

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

The Board reconvened into open session at 9:25 a.m. Ms. Ott reported that action was taken on the claims presented.

**V. CONSENT CALENDAR Action 18/19-68**

- A. APPROVAL OF MINUTES – November 14, 2018
- B. FINANCIAL REPORTS – (October 2018)
- C. BANK RECONCILIATION – (October 2018)
- D. APPROVAL OF PAYMENTS – (\$74,972.18)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

November 01, 2018 – November 15, 2018	\$ 92,107.51
October 16, 2018 – October 31, 2018	\$ 48,743.56
Total:	\$140,851.07

*A motion was made by Ms. Kantor, seconded by Ms. Winston and carried to approve Items A., B., C., D., and E., from the Consent Calendar as presented.*

AYES: Ms. Ott, Ms. Winston, Ms. Kantor NOES: None  
 ABSENT: Ocean View School District ABSTAIN: None

**VI. JPA ADMINISTRATION**

**A. YORK CONTRACT RENEWAL Action 18/19-69**

Ms. Garcia discussed the York contract renewal with the Board. Ms. Kantor stated the pricing was very reasonable, Ms. Winston agreed.

*A motion was made by Ms. Kantor, seconded by Ms. Winston and carried to approve the Contract Renewal with York Risk for Fiscal Years 2019 through 2022.*

AYES: Ms. Ott, Ms. Winston, Ms. Kantor NOES: None  
 ABSENT: Ocean View School District ABSTAIN: None

**B. DESIGNATION OF AUTHORIZED MEDICARE REPRESENTATIVE** **Action 18/19-70**

Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 mandates that self-insured groups must annually appoint an authorized representative to report settlements, judgements, awards or other payment received by or on behalf of Medicare and Medicaid beneficiaries to the Centers for Medicare & Medicaid Services (CMS). Ms. Kantor is the current representative.

Ms. Kantor advised she addresses this item through an online submission process and will share the report with the Board.

*A motion was made by Ms. Kantor, seconded by Ms. Winston and carried to reappoint Ms. Kantor as WOCSFA's Medicare Authorized Representative.*

AYES: Ms. Ott, Ms. Winston, Ms. Kantor NOES: None  
ABSENT: Ocean View School District ABSTAIN: None

**VII. REIMBURSEMENT PROGRAMS**

**A. SAFETY CREDIT PROGRAM** **Action 18/19-71**

Orange County Department of Education presented a handout for a Safety Credit Request for Reimbursement dated December 10, 2018, in the amount of \$6,958.06.

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

AYES: Ms. Ott, Ms. Winston, Ms. Kantor NOES: None  
ABSENT: Ocean View School District ABSTAIN: None

**B. FIRST AID PROGRAM** **Action 18/19-72**

Orange County Department of Education presented a handout for a First Aid Claims Request for Reimbursement December 6, 2018, in the amount of \$641.00.

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

AYES: Ms. Ott, Ms. Winston, Ms. Kantor NOES: None  
ABSENT: Ocean View School District ABSTAIN: None

**VIII. INFORMATION REPORTS**

**A. AUTHORITY CORRESPONDENCE**

Ms. Kantor presented and discussed a letter from Schools Excess Liability Fund, (SELF), dated December 14, 2018. In 2012, SELF calculated the assessment needed to fully fund all outstanding workers' compensation claims for the program. It was determined the amount would be assessed at a flat rate over a ten year period. An additional analysis was completed five years post the 2012 assessment. SELF determined, with an 85% Confidence Level, the remaining fixed assessment receivable will pay 100% of the outstanding liabilities in the SELF program. The current flat rate amounts will continue and any surplus will be returned to the Members after all claims are closed.

**B. BOARD COMMENTS**

There were no Board Comments.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Garcia thanked the Board for their continued business. Ms. Garcia also discussed the York Rebranding, which took effect December 1, 2018. York emails will now end in YorkRisk.com. instead of YorkRSG.com. and all emails sent to the prior domain will route to the requested party for a seamless communication. The York website is now www.YorkRisk.com

Ms. Kantor noted the Claims Examiner, Ms. Schwartz, has provided excellent services and Managed Care is doing a great job.

Ms. Brainard advised the Managed Care Services are also no rebranded to YorkRisk. Mr. Brainard also advised there is new UR Legislation being discussed at the state level. There will be a meeting in January to discuss UR legislative elements. Ms. Brainard will attend the meeting and will report back to the Board any findings and impacts.

**IX. REQUEST FOR CONFERENCE** **Action 18/19-73**

Ms. Winston and the Director of Facilities requested conference attendance at PARMA. Ms. Winston did submit the documents for registration and a check will be issued. This was information only item no action was taken.

**X. OTHER BOARD COMMENTS**

Ms. Ott discussed the need to move forward with the electronic agenda packets to reduce costs. York will send agenda packets electronically and Closed Session items encrypted. The Board agrees agenda packets may be electronic, handouts as necessary can be printed and delivered to reduce costs.

Ms. Kantor requested a point in time loss report, of open claims, by type for the next meeting.

**XI. FOLLOW-UP FROM PREVIOUS MEETING** **Action 18/19-74**

1. Managed care reports: Utilization Review Referral Detail report for missing pages 5-12 of the report, (within the Closed Session Packet starting on page 60).

**XII. NEXT MEETING**

The next meeting will be held on Wednesday, **January 2, 2019** at **2:00 p.m.** at Orange County Department of Education, 200 Kalmus Drive, B-1107, 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. Excess Claim Matrix Review (York)
- B. Quarterly Large Loss Claim Review (York)
- C. Quarterly Stale-Dated Checks Report (York)
- D. Quarterly Self-Imposed Increase Report (York)
- E. Quarterly Investment Report (York)
- F. Utilization Review Legislation (York)
- G. Point in Time Loss Report (York)

**XII. ADJOURNMENT** **Action 18/19-75**

*There being no further business to discuss, a motion was made by Ms. Kantor, seconded by Ms. Winston and carried to adjourn the meeting at 9:45 a.m.*

AYES: Ms. Ott, Ms. Winston, Ms. Kantor

NOES: None

ABSENT: Ocean View School District

ABSTAIN: None