

MINUTES
WESTERN ORANGE COUNTY
SELF-FUNDED WORKERS' COMPENSATION AGENCY
BOARD MEETING
WEDNESDAY, June 20, 2018
200 Kalmus Drive, D1009
Costa Mesa, CA 92626

CALL TO ORDER

The meeting was called to order at 9:05am by President Ott.

ROLL CALL

At the direction of President Ott, Ms. Hatley took roll and a quorum was noted in the Minutes.

Brea Olinda Unified School District	Ms. Barbara Ott
Laguna Beach Unified School District	Ms. Leisa Winston
Ocean View School District	Mr. Felix Avila
Orange County Department Of Education	Ms. Ann Kantor
Manager: York Risk Services Group	Ms. Angela Hatley
Adjuster: York Risk Services Group	Ms. Erika Schwartz (called in for closed session)

AJ Gallagher	Mr. Ryan Jacques
	Ms. Jenna Goodrich

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF AGENDA AS POSTED OR AMENDED

A motion was made by Ms. Kantor and seconded by Ms. Winston to amend the Agenda adding a handout of the payments totaling \$3,550.00; replacing the Funding Request with a handout for the period 5.17.18 through 5.31.18 for the amount of \$142,765.01 for the total funding of \$234,609.38 under the Consent Calendar; Correcting the Ratifications to move two claims from the Settlement Category, claim # WOCY-008682 and WOCR-008957.

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

Noes: None

JPA ADMINISTRATION

A. Excess Insurance Update for 2018/19

Mr. Ryan Jacques from AJ Gallagher, the JPA's broker for excess insurance, presented a handout "Insurance Proposal." The carrier presented was Safety National who quoted \$276,186.00 for the 18/19 premium for an SIR of \$500,000.00 to statutory with a rate guarantee for FY 19/20. The premium was at .1176 cents per \$100 of payroll which mirrored the prior year. The premium was reduced by 5% over the prior year due to the reported reduced payroll.

Updated estimated payroll at mid-term will be required for the 19/20 quote.

Ms. Kantor questioned the terms of the policy to insure the policy will reimburse legal defense of the claims as well as ALAE for cost containment service fees. Mr. Jacques will review the policy and report to the Board. Mr. Jacques will also provide a link for Safety National for their loss prevention services which are included as part of this policy.

A motion was made by Ms. Kantor and seconded by Ms. Winston to accept the excess coverage policy with the SIR of \$500,000.00 and the two year rate guarantee from Safety National as presented by AJ Gallagher.

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

CLOSED SESSION (1 OF 2) – Claims Administration

The Board convened into closed session at 9:21am. Ms. Erika Schwartz of York Risk Services Group was conferenced in and presented the ratifications and settlements.

A. Settlement Ratifications (two claims moved from settlements to ratifications per agenda change)

Claimant	Claim Number	District
██████████	WOCY-008682	Laguna Beach USD
██████████████████	WOCR-008957	OCDE

B. Settlement Authority Requests

Claimant	Claim Number	District
██████████	WOCF-009202	OCDE
██████████	WOCR-009017	OCDE
██████████████████	WOCZ-008831	OCDE

REPORT FROM CLOSED SESSION

The Board reconvened into open session at 9:26am.

Ms. Ott reported that the Board took action on the claims as presented.

The motion was made by Ms. Kantor and seconded by Mr. Avila to take action on the claims as presented.

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

CONSENT CALENDAR

If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

- A. Minutes of the May 30, 2018 JPA meeting
- B. Financial Reports (April 2018)
- C. Bank Reconciliation (April 2018)
- D. Approval of Payments (none) handout \$3,550.00
- E. Reimbursement to JPA Imprest Account (~~Total: \$235,224.02~~) (\$234,609.38 handout)

The changes to the Agenda reflect the handout for Approval of Payments totaling \$3,550.00 and Reimbursement to the JPA Imprest Account totaling \$234,609.38.

Ms. Kantor made a motion to accept the Consent Calendar with the changes made to the Agenda and Mr. Avila seconded.

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

JPA ADMINISTRATION

B. Requests for Conference Attendance

Ms. Kantor requested attendance at the September 2018 CAJPA Conference.

A motion was made by Ms. Kantor to approve the conference attendance and seconded by Ms. Winston.

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

C. Medical Managed Care Reports

The managed care informational reports were contained in the agenda materials. Ms. Kantor noted her continued concerns about the tying out of the reports.

D. Election of Officers for 2018/19

Ms. Kantor made a motion to retain the current slate of officers and Ms. Winston seconded.

President: Ms. Barbara Ott, Brea-Olinda USD

Vice President: Ms. Leisa Winston, Laguna Beach USD

Secretary/Treasurer: Ms. Ann Kantor, OCDE

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

E. Authorize Warrant Signatures for 2018/19

Following the election of officers, the Warrant Signatures were collected by Ms. Kantor. The signatures for OCDE to receive checks were collected by Ms. Kantor.

F. Designate Official Address and Correspondence Address for 2018/19
The Official Address will remain the same:

Orange County Office of Education
200 Kalmus Drive
Costa Mesa, CA 92626

G. Meeting Schedule for 2018/19
The draft Meeting Schedule was reviewed by the Board. The July 18, 2018 meeting was removed.

Ms. Kantor made the motion to accept the Meeting Schedule with the changes and Mr. Avila seconded.

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

REIMBURSEMENT PROGRAMS

A. Safety Credit Program

There were no reimbursement presented as all members had used their safety credits.

B. First Aid Program

Laguna Beach USD presented their first aid reimbursement request form in the amount of \$588.00; OCDE presented their first aid reimbursement request form in the amount of \$388.64. The total was \$976.64.

Ms. Kantor made a motion to accept the first aid reimbursements totaling \$976.64 and Ms. Winston seconded.

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

FINANCIAL MATTERS

A. Review of final budget for 2018/19

Ms. Kantor handed out the final budget. There were no changes from the previously accepted draft budget from the May 30, 2018 meeting.

Ms. Kantor made a motion to accept the final budget for VY 18/19 and Mr. Avila seconded.

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

INFORMATIONAL REPORTS

A. Authority Correspondence

The Resolution for the Brea Olinda USD alternate board member was included.

B. Board Comments

The Board discussed the location for the annual summer lunch meeting in Laguna Beach. Mr. Avila recommended trying The Skyloft. York will inquire and set the luncheon for noon with the JPA meeting to convene at Laguna Beach USD at 1:30pm.

A discussion regarding the hard check copies was initiated by Ms. Kantor. The members decided they wish to stop receiving hard check copies and York will comply. Ms. Hatley will provide a memo regarding retention of claim files to the members.

C. Claims Administrator/Manager Comments

Ms. Hatley presented the caseload counts.

Ms. Hatley presented the highlights of Assembly Bill 44 when a terrorist act occurs and the Governor declares a state of emergency, a nurse case manager must be assigned to claimants and a notice must be issued within three days. The Regulations and notice have not yet been promulgated and York will have an interim procedure and notice in place to be replaced by the official Regulations.

OTHER BOARD DISCUSSION

FOLLOW-UP FROM PREVIOUS MEETING

None

NEXT MEETING – August 15, 2018, Restaurant and time TBD, meeting Laguna Beach Unified School District at 1:30pm.

➤ Quarterly Stale Dated checks report

REPORT FROM CLOSED SESSION

Ms. Ott called for closed session at 10:16am to discuss the excess claims matrix.

Ms. Ott reported no action was taken, direction was given by the Board to remove three claims from the matrix as this was information only.

Ms. Ott returned the meeting to open session at 10:24am.

ADJOURNMENT

Ms. Ott called for the meeting to adjourn.

A motion was made by Ms. Kantor to adjourn the meeting at 10:25am and seconded by Mr. Avila.

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

Noes: None