

MINUTES  
WESTERN ORANGE COUNTY  
SELF-FUNDED WORKERS' COMPENSATION AGENCY  
BOARD MEETING  
WEDNESDAY, March 21, 2018, 9:00 a.m.  
Orange County Department of Education  
200 Kalmus Drive, Esplanade 5-106B  
Costa Mesa, CA 92626

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**CALL TO ORDER**

The meeting was called to order at 9:15 a.m. by President Ott.

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**ROLL CALL**

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

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**PUBLIC COMMENTS**

There were no public comments.

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**APPROVAL OF AGENDA AS POSTED OR AMENDED**

A claim, WOCA-008313 [REDACTED], needs to be added to the list of claims for settlement authority request.

Item D under JPA Administration needs to say “review and ratify” instead of “review and accept”

The following handouts need to be added to Bank Reconciliation under Consent Calendar:

- Bank Reconciliation December 2017
- Bank Reconciliation January 2018

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

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

Noes: None

Absent: None

Abstain: None

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**CLOSED SESSION (1 OF 2) – Claims Administration**

The Board convened into closed session at 9:17 a.m.

A. Settlement Ratifications

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
 AGENDA – March 21, 2018  
 Page 2

Claim Number	Claimant	Member
WOCZ-008864	[REDACTED]	Orange County Department of Education
WOCR-008919	[REDACTED]	Orange County Department of Education
WOCR-008914	[REDACTED]	Orange County Department of Education
WOCA-004840	[REDACTED]	Orange County Department of Education
WOCR-009066	[REDACTED]	Ocean View School District
WOCZ-008872	[REDACTED]	Orange County Department of Education

B. Settlement Authority Requests..... Closed Session 9  
*Recommended action: Authorize the settlement of the following claims:*

Claim Number	Claimant	Member
WOCA-007035	[REDACTED]	Huntington Beach City School District
WOCA-006187 **Added at meeting WOCA-008313**	[REDACTED]	Orange County Department of Education
WOCY-008645	[REDACTED]	Laguna Beach Unified School District
WOCX-008557, WOCX-008432	[REDACTED]	Brea Olinda Unified School District
WOCF-009099, WOCR-009020	[REDACTED]	Brea Olinda Unified School District
WOCR-009070, WOCY-08632	[REDACTED]	Orange County Department of Education

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**REPORT FROM CLOSED SESSION**

The Board reconvened into open session at 9:50 a.m. Ms. Ott reported that action was taken except for the WOCA-008313 claims.

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**CONSENT CALENDAR**

- A. Minutes of the January 23, 2018 JPA meeting
- B. Minutes of the January 26, 2018 Special JPA meeting
- C. Financial Reports (December 2017 and January 2018)
- D. Bank Reconciliation (\*Handouts distributed at meeting - December 2017 and January 2018)
- E. Approval of Payments (\$64,697.50)
- F. Reimbursement to JPA Imprest Account (Total: \$267,854.05)

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

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

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**JPA ADMINISTRATION**

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A. Quarterly Investment Report as of December 31, 2017

Ms. Ott provided a handout to the Members and presented the Quarterly Investment Report as of December 31, 2017. This was information only.

B. Actuarial Report with Experience Modification Factors for 2018/19  
The Board reviewed the Actuarial report, as presented.

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

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

C. Actuarial Services Engagement letter

*A motion was made by Ms. Kantor, seconded by Ms. Winston, and unanimously carried to ratify the contract from Rivelle Consulting Services for actuary services for the period of July 1, 2017 to June 30, 2018 for a fixed fee of \$3,100.00.*

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

D. Amendment for the UR Certification

This item was approved at the December 21, 2017 JPA meeting.

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

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

Absent: None  
Abstain: None

E. Requests for Conference Attendance  
There were no requests for conference attendance.

F. Medical Managed Care Reports  
Ms. Kantor reviewed the reports prior to the meeting and has sent an email with questions to Ms. Devora Brainard. Ms. Brainard will respond to the inquiries from Ms. Kantor.

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**REIMBURSEMENT PROGRAMS**

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A. Safety Credit Program  
A handout with the available Safety Credit balance for each member was distributed.

Brea Olinda Unified School District requested Safety Credit reimbursement in the amount of \$2,551.38, Laguna Beach Unified School District requested reimbursement in the amount of \$1,838.69, and Orange County Department of Education requested reimbursement in the amount of \$17,613.29.

*A motion was made by Ms. Kantor, seconded by Mr. Avila, and unanimously carried to approve the Safety Credit reimbursement for Brea Olinda Unified School District in the amount of \$2,551.38, for Laguna Beach Unified School District in the amount of \$1,838.69, and for Orange County Department of Education in the amount of \$17,613.29.*

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

B. First Aid Program  
Brea Olinda Unified School District requested First Aid reimbursement in the amount of \$509.41, and Orange County Department of Education requested reimbursement in the amount of \$956.06.

*A motion was made by Ms. Kantor, seconded by Ms. Winston, and unanimously carried to approve the First Aid reimbursements for Brea Olinda Unified School District in the amount of \$509.41 and for Orange County Department of Education in the amount of \$956.06.*

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

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**INFORMATIONAL REPORTS**

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A. Authority Correspondence

Ms. Hatley discussed the email regarding Cyber Risk Management Essentials, the invoice from Rivelle Consulting Services, and the RFP response from the JPA to Brea Olinda Unified School District. Ms. Hatley commented that the RFP response was not included in the agenda packet due to its size; however, it was provided to each member electronically.

B. Board Comments

Brea Olinda Unified School District's Board of Education passed Resolution #18-07 that covers volunteers for workers' compensation. Ms. Ott distributed a copy of Resolution #18-07 to all Members.

Ms. Kantor reminded the Members that she is completing the excess underwriting information for the broker. She has sent out employee concentration requests and payroll requests for FY 18/19.

C. Claims Administrator/Manager Comments

Ms. Hatley discussed the case counts with the Board.

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**ADJOURNMENT**

*A motion was made by Ms. Kantor, seconded by Mr. Avila, and unanimously carried to adjourn the meeting at 10:17 a.m. The Board will reconvene on April 18, 2018.*

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

Noes: None

Absent: None

Abstain: None

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