

MINUTES

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

BOARD MEETING

WEDNESDAY, OCTOBER 17, 2018

9:00 a.m.

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

I. CALL TO ORDER Action 18/19-35

The meeting was called to order by President Barbara Ott at 9:00 a.m.

II. ROLL CALL Action 18/19-36

PRESENT:

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

NOT PRESENT:

Ocean View School District

Manager: York Risk Services Group

Ms. Jody Moses
Ms. Amanda Garcia
Ms. Tamie Black
Ms. Erika Schwartz
(Telephonic during Closed Session)

III. APPROVAL / CHANGES TO AGENDA – October 17, 2018 Action 18/19-37

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: Mr. Avila

ABSTAIN: None

IV. CLOSED SESSION (1 OF 2) – Claims Administration Action 18/19-38

The Board adjourned to Closed Session at 9:02 a.m. Ms. Schwartz presented the following claims:

A. Settlement Ratifications

Claim Number	Claimant	Member
WOCF-009202		Orange County Department of Education

B. Settlement Authority Requests

Claim Number	Claimant	Member
WOCF-009190		Orange County Department of Education

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C. MEDICAL MANAGED CARE

Ms. Garcia presented and discussed the Managed Care Reports covering August 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.

The Board reconvened to Open Session at 9:06 a.m.

A motion was made by Ms. Kantor, seconded by Ms. Winston, and carried to ratify/approve settlement of claims listed in agenda.

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

NOES: None

ABSENT: Mr. Avila

ABSTAIN: None

V. CONSENT CALENDAR

Action 18/19-39

- A. APPROVAL OF MINUTES – September 26, 2018
- B. FINANCIAL REPORTS – (August 2018)
- C. BANK RECONCILIATION – (August 2018)
- D. APPROVAL OF PAYMENTS – (\$3,550.00)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

September 16, 2018 – September 30, 2018	\$47,172.04
Total:	\$47,172.04

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: Mr. Avila

ABSTAIN: None

VI. FINANCIAL

- A. RECEIVE FINANCIAL AUDIT REPORT FOR PERIOD ENDING JUNE 30, 2018, (IF AVAILABLE)

Action 18/19-40

Ms. Kantor advised the report will be available to review and discuss at the November JPA meeting. No action was taken; this matter was carried to the next meeting.

- B. RECEIVE AND APPROVE STATE CONTROLLER'S SPECIAL DISTRICTS FINANCIAL TRANSACTION REPORT FOR 2017-18 (IF AVAILABLE)

Action 18/19-41

This item was discussed at a previous meeting.

VII. JPA ADMINISTRATION

- A. SCHOOLS EXCESS LIABILITY FUND, (SELF)
REQUEST FOR ACCESS TO YORK RISK
SERVICES GROUP, CLAIMS SYSTEM Action 18/19-42
A motion was made by Ms. Kantor, seconded by Ms. Winston, and carried to approve
denial of claims system access to SELF.
- B. REVIEW/ACTION REGARDING REVISED
JPA CALENDAR Action 18/19-43
A motion was made by Ms. Kantor, seconded by Ms. Winston, and carried to approve
the revised JPA calendar for FY 2018-19.
AYES: Ms. Ott, Ms. Winston, Ms. Kantor NOES: None
ABSENT: Mr. Avila ABSTAIN: None
- C. DISCUSSION/ACTION REGARDING JPA
INFORMATION GUIDE Action 18/19-44
Ms. Black advised the Board she will prepare and distribute the JPA Information
Guide for FY 2018-19, at the next meeting. This was an information only item, no
action was taken.
- D. WESTERN ORANGE COUNTY SELF-FUNDED
WORKERS' COMPENSATION AGENCY BANK
ACCESS AND SIGNATURES Action 18/19-45
The Board discussed the signatures that should be listed on the Bank account for the
JPA. Ms. Ott directed York to remove Ms. Angela Hatley from the JPA bank account.
Ms. Kantor requested that Ms. Garcia provide the contact information for Mr. Sas
Mukherjee. A motion was made by Ms. Winston, seconded by Ms. Kantor and
carried to remove Ms. Hatley from the bank and to have Ms. Kantor and Ms. Ott as
signatories on the JPA bank account.
AYES: Ms. Ott, Ms. Winston, Ms. Kantor NOES: None
ABSENT: Mr. Avila ABSTAIN: None

VIII. REIMBURSEMENT PROGRAMS

- A. SAFETY CREDIT PROGRAM Action 18/19-46
Orange County Department of Education presented a handout for a Safety Credit
Request for Reimbursement dated October 17, 2018, in the amount of \$12,427.91. 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: Mr. Avila ABSTAIN: None

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B. FIRST AID PROGRAM

Action 18/19-47

Orange County Department of Education presented a handout for a First Aid Claims Request for Reimbursement dated October 8, 2018, in the amount of \$643.77. 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: None

ABSTAIN: None

IX. INFORMATION REPORTS

A. AUTHORITY CORRESPONDENCE

There was no Authority Correspondence to review or discuss at this meeting.

B. BOARD COMMENTS

There were no Board Comments

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Michels discussed the Case Counts and explained how they were prepared in the past. Direction was given to York to include the Case Counts on the cover sheet in the Agenda Package instead of including the charts as in the past. Ms. Michels also discussed the stale dated check register and over payment ledger to the Board.

Ms. Moses and Ms. Garcia discussed the York Risk Services Group new branding and when it will launch.

X. REQUEST FOR CONFERENCE

Action 18/19-48

Ms. Black presented and Ms. Garcia discussed the upcoming conferences. Ms. Kantor and Ms. Ott will be attending the Public Agency Risk Management Association (PARMA) Conference on February 13 – 19, 2018. Ms. Winston advised the Director of Facilities will also be attending the PARMA Conference. This was an information only item no action was taken.

XI. OTHER BOARD COMMENTS

There was no other Board discussion or comments.

XII. FOLLOW-UP FROM PREVIOUS MEETING

Action 18/19-49

There were no directives from the previous meeting.

XIII. NEXT MEETING

The next meeting will be held on ***Wednesday, November 14, 2018 at 2:00 p.m.** at Orange County Department of Education, 200 Kalmus Drive, Room B-1107, Costa Mesa, California, **(New date, time, and location of room)**. Items to be included on the Agenda for discussion and possible action are:

Carried from this meeting:

Action Item 18/19 Financial Audit Report for Period Ending June 30, 2017 (Secy-Treas)

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

A. Quarterly Self-Imposed Increase Report. (York)

B. Quarterly Investment Report. (JPA President)

XIV. CLOSED SESSION (2 OF 2) – Claims Administration **Action 18/19-50**

The Board convened into closed session at 9:35 a.m.

A. HUNTINGTON BEACH CITY SCHOOL DISTRICT CLAIM REVIEW

WOCA-007035	WOCW-007550
WOCA-005248	

B. LARGE LOSS FILE REVIEW FOR

Brea Olinda Unified School District

WOCA-006389	WOCW-008453
WOCA-005434	WOCA-005170

Ocean View School District

WOCA-005560	WOCX-008560
WOCA-005258	WOCA-000574
WOCX-008503	WOCZ-008811
WOCX-008541	WOCU-008022

Orange County Department of Education

WOCW-008412	WOCR-008917
WOCR-009002	WOCR-008981
WOCT-007852	WOCT-007738
WOCA-006187	WOCA-005305
WOCU-008051	WOCR-009051
WOCW-008279	WOCA-007227
WOCR-008923	WOCF-009136
WOCA-002525	

C. EXCESS INSURANCE CLAIMS REPORTING MATRIX

REPORT FROM CLOSED SESSION – (2 OF 2) – Claims Administration

The Board reconvened into open session at 10:15 a.m. Ms. Ott reported that no action was taken.

XV. ADJOURNMENT **Action 18/19-51**

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 10:16 a.m.