

MINUTES

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

BOARD MEETING

WEDNESDAY, SEPTEMBER 26, 2018

9:00 a.m.

Orange County Department of Education

200 Kalmus Dr.

Esplanade Building 5, Suite 106 A & B

Costa Mesa, California 92626

I. CALL TO ORDER **Action 18/19-13**

The meeting was called to order by President Barbara Ott at 9:17 a.m.

II. ROLL CALL **Action 18/19-14**

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

Manager: York Risk Services Group	Ms. Devora Brainard <i>(Departed at 9:55 a.m.)</i>
	Ms. Amanda Garcia
	Ms. Tamie Black <i>(Telephonic)</i>
	Ms. Erika Schwartz <i>(Telephonic during Closed Session)</i>

III. APPROVAL / CHANGES TO AGENDA – September 26, 2018 **Action 18/19-15**

Claim WOCS-007550 was added to Agenda Item 18/19-16, Closed Session, (1 of 1).

With that change, a motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve the Agenda for September 26, 2018.

AYES: Ms. Ott, Ms. Winston, Mr. Avila, Ms. Kantor	NOES: None
ABSENT: None	ABSTAIN: None

IV. CLAIMS ADMINISTRATION
Closed Session

The Board adjourned to Closed Session at 9:20 a.m. Ms. Schwartz presented the following claims:

CLAIMS **Information/Action 18/19-16**

Settlement Ratifications		
Claim Number	Claimant	District
WOCF-009215	[REDACTED]	Brea Olinda Unified School District
WOCT-007830	[REDACTED]	Huntington Beach City School District
WOCZ-008820	[REDACTED]	Ocean View School District
WOCZ-008870	[REDACTED]	Orange County Department of Education
WOCR-008968	[REDACTED]	Orange County Department of Education
WOCR-008995 Specific WOCR-009240 CT	[REDACTED]	Orange County Department of Education
Settlement Authority Requests		
Claim Number	Claimant	District
WOCS-007550	[REDACTED]	Huntington Beach City School District
WOCU-008015	[REDACTED]	Orange County Department of Education

MEDICAL MANAGED CARE REPORTS **Information 18/19-17**

Ms. Brainard presented and discussed the Managed 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 9:47 a.m.

A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to ratify/approve settlement of claims listed in agenda. The claim WOCS-007550 will be brought back to further discuss the issue of Contribution.

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

NOES: None

ABSENT: None

ABSTAIN: None

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

- A. APPROVAL OF MINUTES – August 15, 2018
- B. FINANCIAL REPORTS
- C. BANK RECONCILIATION
- D. APPROVAL OF PAYMENTS
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT

Item A was pulled from the Consent Calendar to reflect Item C., under Closed Session (2 of 2). The Board discussed adding Mr. Keith Farrow as the Alternate for Ocean View School District. Ms. Ott advised that Mr. Dean West be removed as the Alternate for Laguna Beach Unified School District. With that change a motion was made by Mr. Avila, seconded by Ms. Winston, and carried to approve Items B., C., D., and E., as presented and Item A as revised.

AYES: Ms. Ott, Ms. Winston, Mr. Avila, Ms. Kantor
ABSENT: None

NOES: None
ABSTAIN: None

I. JPA ADMINISTRATION

RECEIVE AND ACKNOWLEDGE PUBLIC
SELF-INSURER'S ANNUAL REPORT FOR 2017-18 Information/Action 18/19-19
This was an information item.

QUARTERLY STALE-DATED CHECKS REPORT Information 18/19-20
Ms. Kantor advised check number 50963 was voided and would like to know if this check has been reissued.

QUARTERLY SELF-IMPOSED PENALTY REVIEW Information 18/19-21
Ms. Black and Ms. Garcia confirmed there were no Self-Imposed Penalties at this time.

DISCUSSION/ACTION REGARDING JPA TIMELINE
UPDATE Information/Action 18/19-22
The Board confirmed to use the matrix format for the Timeline of JPA Functions. Mr. Avila requested the JPA Information Guides be updated to include Ms. Garcia and Ms. Black's information and include as an agenda item at the next meeting. This was an information item.

VII. FINANCIAL

FINANCIAL AUDIT REPORT FOR PERIOD
ENDING JUNE 30, 2018 (IF AVAILABLE) Information/Action 18/19-23
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.

VIII. REIMBURSEMENT PROGRAMS

SAFETY CREDIT PROGRAM Information/Action 18/19-24

Ms. Kantor presented a Safety Credit Request for Approval dated September 6, 2018, in the amount of \$2,843.29. A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve the safety credits, as presented.

AYES: Ms. Ott, Ms. Winston, Mr. Avila, Ms. Kantor NOES: None

ABSENT: None ABSTAIN: None

FIRST AID PROGRAM Information/Action 18/19-25

Ms. Kantor presented a First Aid Claims Request for Reimbursement dated September 6, 2018, in the amount of \$250.00. A motion was made by Mr. Avila, seconded by Ms. Winston, and carried to approve the First Aid Claims request for reimbursement as presented.

AYES: Ms. Ott, Ms. Winston, Mr. Avila, Ms. Kantor NOES: None

ABSENT: None ABSTAIN: None

IX. INFORMATION REPORTS

VISITOR COMMENTS Information 18/19-26

There were no visitor comments.

BOARD COMMENTS Information 18/19-27

Ms. Winston advised she has four calendar conflicts and Mr. Avila advised he has two calendar conflicts. The Board discussed new dates for the JPA meetings. The new dates proposed are as follows:

November 14, 2018, at 2:00 p.m.

January 9, 2019, at 2:00 p.m.

February 20, 2019, at 2:00 p.m.

April 17, 2019, at 2:00 p.m.

This item is carried to the next meeting to confirm dates and times.

AUTHORITY CORRESPONDENCE Information 18/19-28

There was no Authority Correspondence to present or discuss.

CLAIMS ADMINISTRATOR/MANAGER COMMENTS Information 18/19-29

Ms. Garcia discussed the 5020 Claims Reporting site will sunset but the timing of this is Unknown. First Report is the new website. Ms. Garcia will review dates for potential training on the new website.

X. CONFERENCES

REQUESTS FOR CONFERENCE ATTENDANCE Information/Action 18/19-30

The Board discussed the number of attendees allowed at a conference; the Board Member and the Alternate Member and is paid for by the JPA. Ms. Kantor presented Travel Reimbursement Request dated September 24, 2018, in the amount of \$1,033.77. A motion was made by Mr. Avila, seconded by Ms. Winston, and carried to approve the Travel Reimbursement Request for reimbursement as presented.

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

NOES: None

ABSENT: None

ABSTAIN: None

XI. OTHER BOARD DISCUSSION

Information 18/19-31

There was no other Board discussion.

XII. FOLLOW-UP FROM PREVIOUS MEETING

Information/Action 18/19-32

There were no directives from the previous meeting.

XIII. AGENDA ITEMS FOR NEXT MEETING – October 17, 2018

Information 18/19-33

The next meeting will be held on Wednesday, October 17, 2018 at 9:00 a.m. at Orange County Department of Education, 200 Kalmus Drive, Room D-1009, Costa Mesa, California. Items to be included on the Agenda for discussion and possible action are:

Carried from this meeting:

Item # 18/19-22 Discussion/Action Regarding JPA Timeline Update

Item # 18/19-41 Financial Audit Report for Period Ending June 30, 2018 (If Available)

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

- A. Receive and Approve State Controller's Special Districts Financial Transactions Report for FY 2017-18
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XIV. ADJOURNMENT

Action 18/19-34

There being no further business to discuss, a motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to adjourn the meeting at 10:27 a.m.

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

NOES: None

ABSENT: None

ABSTAIN: None
