

MINUTES

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

**WEDNESDAY, December 18, 2019; 2:00 p.m.**

Orange County Department of Education  
200 Kalmus Dr. Room D-1001  
Costa Mesa, CA 92626

**I. CALL TO ORDER Action 19/20-220**

The meeting was called to order by President Ms. Barbara Ott at 2:03 p.m.

**II. ROLL CALL Action 19/20-221**

Board Members Present

Brea Olinda Unified School District	Ms. Barbara Ott
Laguna Beach Unified School District	Mr. Jeff Dixon
Ocean View School District	Mr. Felix Avila
Orange County Department Of Education	Ms. Ann Kantor

Board Members Absent - None

York Risk:

Account Executive	Ms. Amanda Garcia
Senior Claims Manager	Ms. Kim Michels (telephonic)
JPA Administrator	Ms. Ashley Malady

Vavrinek, Trine, Day & Co. Ms. Lynelle I. Jarschke

**PUBLIC COMMENTS**

No Public Comments.

**III. APPROVAL / CHANGES TO AGENDA Action 19/20-222**

*Ms. Kantor requested Item B., of Section VI., Receive Financial Audit Report for Period Ending June 30, 2019 be moved before Section IV., Closed Session. With that change a motion was made by Ms. Kantor, seconded by Mr. Avila and unanimously carried to approve the agenda as presented.*

AYES: Ms. Ott, Ms. Kantor, Mr. Dixon, and Mr. Avila.

ABSENT: None

NOES: None

ABSTAIN: None

**VI. JPA ADMINISTRATION (out of order)**

**B. RECEIVE FINANCIAL AUDIT REPORT FOR PERIOD ENDING JUNE 30, 2019** **Action 19/20-226**

Ms. Jarschke provided a handout, “Annual Financial Report June 30, 2019 and 2018” and letter to the Board. Ms. Jarshke discussed the Annual Financial Report with the Board. Of note, on July 22, 2019, VTD formally joined Eide Baily LLP. A final draft will be emailed to the JPA with corrections to page 16 as noted in the motion.

Mr. Jarschke further advised the Board regarding a six year rule for independent auditors, and the need to select a new auditor in the coming year.

*A motion was made by Ms. Kantor to approve the Annual Financial Audit Report after total Claims liabilities amount for end of fiscal year 2019 is corrected to \$10,070,118 from \$9,670,314 (pg. 16). The motion was seconded by Mr. Dixon to approve Financial Audit ending June 30, 2019 with the change noted.*

AYES: Ms. Ott, Ms. Kantor, Mr. Dixon, and Mr. Avila.

NOES: None

ABSENT: None

ABSTAIN: None

**IV. CLOSED SESSION Claims Administration** **Action 19/20-223**

The Board adjourned to Closed Session at 2:30 p.m. Ms. Michels discussed the following claims.

**A. SETTLEMENT RATIFICATIONS**

*Recommended action: Ratify the settlement(s) of the following claims:*

Claim Number	Claimant	Member
WOCF-009196	[REDACTED]	Ocean View School District
WOCB-009322	[REDACTED]	Orange County Dept of Education

**B. SETTLEMENT AUTHORITY REQUESTS**

*Recommended Action: Authorize the settlement(s) of the following claims:*

Claim Number	Claimant	Member
WOCF-009186	[REDACTED]	Orange County Dept of Education
WOCB-009298	[REDACTED]	Orange County Dept of Education

*A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve/ratify settlement of the claims referenced in presented agenda.*

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

NOES: None

ABSENT: None

ABSTAIN: None

**C. MEDICAL MANAGED CARE**

Ms. Kantor and Ms. Garcia discussed the Managed Care reports as presented. Ms. Kantor noted a potential duplicate payment. Sedgwick will review report and update Board Members during the January board meeting.

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D. EXCESS CLAIM MATRIX REVIEW

Ms. Kantor and Ms. Michels discussed claims listed on the excess matrix and agreed to review one claim for settlement and one claim for closure.

E. REVIEW LETTER TO DEPARTMENT OF INSURANCE

The Board reviewed and approved the Letter to the Department of Insurance.

*A motion was made by Ms. Kantor to approve the letter to Department of Insurance. The motion was seconded by Mr. Dixon, and carried.*

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

NOES: None

ABSENT: None

ABSTAIN: None

F. OVERPAYMENT LOG

Ms. Michels noted there were no changes in the overpayment log from the prior month. Informational item only, no action taken.

**REPORT FROM CLOSED SESSION**

The Board reconvened into open session at 2:45 p.m. Ms. Ott reported from Closed Session that the Board took action on four claims submitted.

**V. CONSENT CALENDAR**

**Action 19/20-224**

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

- A. APPROVAL OF MINUTES – November 20, 2019
- B. FINANCIAL REPORTS – (October 2019)
- C. BANK RECONCILIATION – (October 2019)
- D. APPROVAL OF PAYMENTS – (December 2019)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

<b>Period</b>	<b>Amount</b>
November 1, 2019 - November 15, 2019	\$144,184.20
November 16, 2019 - November 31, 2019	\$42,658.42
<b>Total:</b>	\$186,842.62

*A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve items A-E.*

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

NOES: None

ABSENT: None

ABSTAIN: None

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**VI. JPA ADMINISTRATION**

- A. BYLAW ANNUAL REVIEW, FIRST READ **Action 19/20-225**  
The Board discussed and approved the Bylaw Annual Review with a change to last revision date only.

*A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve the bylaw with update to revision date December 18, 2019.*

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

NOES: None

ABSENT: None

ABSTAIN: None

- B. RECEIVE FINANCIAL AUDIT REPORT FOR PERIOD **Action 19/20-226**  
ENDING JUNE 30, 2019.  
Item was moved before Section IV., Closed Session.

**VII. REIMBURSEMENT PROGRAMS**

- A. SAFETY CREDIT PROGRAM **Action 19/20-227**  
Ms. Kantor distributed the monthly Safety Credits Usage Report to the Board.  
One safety credit request for reimbursement was received via handout, requesting \$21,900.08 for Orange County Office of Education.

*A motion was made by Ms. Kantor to approve the Safety Credit Program reimbursement expense of \$21,900.08. Mr. Dixon seconded the motion and the motion carried.*

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

NOES: None

ABSENT: None

ABSTAIN: None

- B. FIRST AID PROGRAM **Action 19/20-228**  
One first aid program reimbursement was received via handout, requesting \$843.65 for Laguna Beach Unified School District.  
One first aid program reimbursement was received via handout, requesting \$226.00 for Orange County Office of Education.

*A motion was made by Ms. Kantor to approve the First Aid Program reimbursement expense of \$843.65 and \$226.00. Mr. Avila seconded the motion and the motion carried.*

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

NOES: None

ABSENT: None

ABSTAIN: None

- C. TRAVEL REIMBURSEMENT PROGRAM **Action 19/20-229**  
No travel requests were received for this meeting.

**VIII. INFORMATIONAL REPORTS**

**Information 19/20-230**

- A. AUTHORITY CORRESPONDENCE

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Ms. Garcia noted the inclusion of the Section 111 Mandatory Profile Report for formal records and the Department of Industrial Relations News Release on California's minimum wage increase.

**B. BOARD COMMENTS**

The Board wished everyone a Merry Christmas.

Ms. Ott advised the Board an email was received from Bourso pool advising the JPA is eligible to be an AGRIP participant. The Board discussed and declined.

Ms. Ott noted Ms. Hatley, from Alliant Risk Services, is interested in attending January Meeting to present service and associated costs. The Board agreed to revisit this request in one year.

Ms. Ott confirmed that injured workers have received letters on Sedgwick Rebranding. The Board discussed the option of utilizing Company Nurses as triage service.

The Board decided to cancel the February 2020 Meeting.

Ms. Kantor noted once Final Financial Audit Report for Period ending June 30, 2019 is received it will be routed to Marn from Rivelle Consulting Services for rebates for January meeting.

**C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS**

Ms. Garcia presented updates to Western Orange County Self- Funders Workers Compensation Agency information binders hierarchy map, Sedgwick directory and matrix changes for inclusion. Ms Garcia wished the Board a Merry Christmas.

**IV. REQUEST FOR CONFERENCE Action 19/20-231**

No requests submitted for review at this meeting. No action taken.

**X. OTHER BOARD COMMENTS**

No Board Comments.

**XI. FOLLOW-UP FROM PREVIOUS MEETING Information 19/20-232**

**XII. NEXT MEETING (January 15, 2020, 2:00 p.m., Room A1010-1011)**

- A. Quarterly Investment Report (President)
- B. State Controller's Special District Financial Transaction Report (Secr/Treas)
- C. Quarterly Large Loss Claim Review (Sedgwick)
- D. Quarterly Large Stale-Dated Checks Report (Sedgwick)
- E. Quarterly Self-Imposed Increase Report (Sedgwick)

**XIV. ADJOURNMENT Action 19/20-233**

*There being no further business to discuss, a motion was made by Ms. Kantor, seconded by Mr. Dixon, and carried to adjourn the meeting at 3:15 p.m.*

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

NOES: None

ABSENT: None

ABSTAIN: None