

MINUTES

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

Wednesday, June 19, 2019; 9:00 a.m.
Orange County Department of Education
200 Kalmus Dr., Bldg. A, Room 1010 &1011
Costa Mesa, CA 92626

I. CALL TO ORDER **Action 18/19-142**

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

II. ROLL CALL **Action 18/19-143**

BOARD MEMBERS 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

York Risk:

Director, Client Services	Ms. Devora Brainard-DeLong
Account Executive	Ms. Amanda Garcia
Senior Claims Manager	Ms. Kim Michels (Telephonic)
JPA Administrator	Ms. Jennifer Berg

PUBLIC COMMENTS

Ms. Brainard-DeLong introduced Ms. Jennifer Berg as the JPA Administrator. A resume of qualifications was distributed to the members.

III. APPROVAL / CHANGES TO AGENDA – June 19, 2019 **Action 18/19-144**

Ms. Kantor motioned to approve the agenda. The motion was seconded by Mr. Avila and carried to approve June 19, 2019 agenda as presented.

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

ABSENT: None ABSTAIN: None

IV. CLOSED SESSION Claims Administration **Action 18/19-145**

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

A. SETTLEMENT AUTHORITY REQUESTS

Claim Number	Claimant	Member
WOCX-008503	[REDACTED]	Ocean View School District
WOCF-009246	[REDACTED]	Orange County Department of Education
WOCZ-008897	[REDACTED]	Orange County Department of Education
WOCB-009271	[REDACTED]	Laguna Beach Unified School District

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B. SETTLEMENT RATIFICATIONS

Claim Number	Claimant	Member
WOCA-007035	[REDACTED]	Huntington Beach City School District

Ms. Schwartz briefly discussed items A and B.

C. MEDICAL MANAGED CARE

Ms. Brainard-De Long discussed the Medical Managed Care reports as presented and noted the managed care fee cap was reached in May. Ms. Kantor confirmed all appears to be in order.

This is an informational only item, no action taken.

D. EXCESS CLAIM MATRIX

E. OVERPAYMENT LEDGER

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

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

NOES: None

ABSENT: None

ABSTAIN: None

REPORT FROM CLOSED SESSION

The Board reconvened into open session at 9:29 a.m. Ms. Ott reported from Closed Session that the Board took action on claims as presented to ratify and approve.

V. CONSENT CALENDAR

Action 18/19-146

A. APPROVAL OF MINUTES – May 15, 2019

B. FINANCIAL REPORTS – (May 2019)

C. BANK RECONCILIATION – (May 2019)

D. APPROVAL OF PAYMENTS

E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

May 01, 2019 –May 15, 2019	\$102,439.29
May 16, 2019 – May 31, 2019	\$92,158.67
Total:	\$194,597.96

A motion was made by Ms. Kantor, seconded by, Mr. Avila to approve items A-E, with a correction to the header from AGENDA to MINUTES.

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

NOES: None

ABSENT: None

ABSTAIN: None

VI. FINANCIAL

A. APPROVAL OF FINAL BUDGET FY 2019/20

Action 18/19-147

Ms. Kantor distributed the Western Orange County Self-Funded Workers' Compensation Agency 2019-2020 Budget.

A motion was made by Ms. Kantor, seconded by Mr. Avila, to accept the Final Budget for Fiscal Year 2019/20. The motion was carried.

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

NOES: None

ABSENT: None

ABSTAIN: None

VII. JPA ADMINISTRATION

- A. ELECTION OF OFFICERS FY 2019/20 Action 18/19-**148**
A motion was made by Ms. Kantor to leave the officers the same for FY 2019-20 as the previous year, and seconded by Mr. Avila. The motion was carried.
AYES: Ms. Ott, Ms. Winston, Ms. Kantor, Mr. Avila NOES: None
ABSENT: None ABSTAIN: None

- B. OFFICIAL AND CORRESPONDENCE ADDRESS Action 18/19-**149**
A motion was made by Ms. Kantor, seconded by Ms. Winston, to leave the correspondence and physical address of the JPA for FY 2019/20 the same as the prior year. The motion was carried.
AYES: Ms. Ott, Ms. Winston, Ms. Kantor, Mr. Avila NOES: None
ABSENT: None ABSTAIN: None

- C. MEETING SCHEDULE FY 19/20 Action 18/19-**150**
A motion was made by Ms. Kantor and seconded by Ms. Winston, to tentatively accept the meeting schedule, with October meeting time changed to 9:00.
AYES: Ms. Ott, Ms. Winston, Ms. Kantor, Mr. Avila NOES: None
ABSENT: None ABSTAIN: None

Ms. Ott instructed Ms. Garcia to bring this item back on the August agenda for review of October and September.

- D. AUTHORIZE WARRANT SIGNATURES FY 2019/20 Action 18/19-**151**
Ms. Kantor distributed signature certification document for Board signatures.
A motion was made by Mr. Kantor, seconded by Ms. Winston, and carried to authorize the warrant signatures for FY 2019/20.
AYES: Ms. Ott, Ms. Winston, Ms. Kantor, Mr. Avila NOES: None
ABSENT: None ABSTAIN: None

- E. DESIGNATE MEDICARE AUTHORIZED REPRESENTATIVE Action 18/19-**152**
A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve Ms. Kantor as the Authorized Representative for FY 2019/20.
AYES: Ms. Ott, Ms. Winston, Ms. Kantor, Mr. Avila NOES: None
ABSENT: None ABSTAIN: None

VIII. REIMBURSEMENT PROGRAMS

- A. SAFETY CREDIT PROGRAM Action 18/19-**153**
Ms. Kantor distributed Safety Credits Usage Report Fiscal Year Ending 06/30/2019.
Mr. Avila distributed a Safety Credit Request for Approval in the amount of \$24,098.74.

A motion was made by Ms. Kantor, and seconded by Ms. Winston, and carried to approve safety credits, as presented.

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

B. FIRST AID PROGRAM **Action 18/19-154**

Three handouts were received for First Aid Program reimbursement totaling: \$1,525.80

Handouts received included:

Brea Olinda Unified School District	\$473.24
Laguna Beach Unified School District	\$118.06
Orange County Department of Education	\$934.50

A motion made by Ms. Ott, seconded by Ms. Kantor, and carried to approve First Aid program reimbursements in the amount of \$1,525.80.

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

C. SAFETY CREDIT POLICY **Action 18/19-155**

Ms. Ott advised the Board that policies followed by the Board are not Administrative Regulations, but are Policies, reviewed and approved by the Board, in order to conduct the business of the JPA. The Board has requested that Ms. Garcia bring back a policy per month for review.

IX. INFORMATIONAL REPORTS **Information 18/19-156**

A. AUTHORITY CORRESPONDENCE

Ms. Garcia presented correspondence to the Board, including signed Authorization to Bind Coverage for excess workers' compensation.

B. BOARD COMMENTS

There were no Board comments

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Garcia reviewed an article regarding penalty structure legislation for MMSEA reporting.

X. REQUEST FOR CONFERENCE **Action 18/19-157**

There were no requests for conference attendance.

XI. OTHER BOARD COMMENTS

There were no other Board comments.

XII. FOLLOW-UP FROM PREVIOUS MEETING **Information / Action 18/19-158**

No further follow up items.

XIII. NEXT MEETING – August 14, 2019; 10:30 at Laguna Beach USD

XIV. ADJOURNMENT **Action 18/19-159**

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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 10:06 a.m.

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

ABSENT: None

NOES: None

ABSTAIN: None