

MINUTES

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

WEDNESDAY, November 20, 2019; 2:00 p.m.

Orange County Department of Education
200 Kalmus Dr. Room D-1004
Costa Mesa, CA 92626

I. CALL TO ORDER Action 19/20-204

The meeting was called to order by President Ms. Barbara Ott at 2:07 p.m.

II. ROLL CALL Action 19/20-205

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:

Director, Client Services	Ms. Devora Brainard-DeLong
Account Executive	Ms. Amanda Garcia
Senior Examiner	Ms. Erika Schwartz (telephonic)
JPA Administrator	Ms. Ashley Malady

PUBLIC COMMENTS

Ms. Garcia introduced Ms. Malady as the new JPA Administrator. Ms. Malady's resume was distributed to the Board for review.

III. APPROVAL / CHANGES TO AGENDA Action 19/20-206

Ms. Kantor motioned to amend the agenda, removing item VI. D. Receive Financial Audit Report For Period Ending June 30, 2019. Item will be brought forward to the next board meeting. The motion was seconded by Mr. Dixon to approve November 20, 2019 agenda as amended.

AYES: Ms. Ott, Ms. Kantor, Mr. Dixon, and Mr. Avila. NOES: None

ABSENT: None ABSTAIN: None

IV. CLOSED SESSION Claims Administration Action 19/20-207

The Board adjourned to Closed Session at 2:10 p.m. Ms. Kantor discussed the following claims.

A. SETTLEMENT RATIFICATIONS

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

Claim Number	Claimant	Member
WOFC-009182		Brea Olinda Unified School District

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WOCZ-008897		Orange County Department of Education
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B. SETTLEMENT AUTHORITY REQUESTS

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

Claim Number	Claimant	Member
WOCF-009102		Laguna Beach Unified School District
WOCF-009131		Orange County Department of Education

C. MEDICAL MANAGED CARE

Ms. Kantor and Ms. Brainard- DeLong discussed the Managed Care reports as presented. Ms. Kantor confirmed all appears to be in order. This is informational only item, no action taken.

D. EXCESS CLAIM MATRIX REVIEW

Ms. Kantor, Ms. Ott and Ms. Schwartz discussed claims listed on the excess matrix for resolution. Sedgwick will draft a letter to the Department of Insurance and bring to the December board meeting for Board Member review.

E. OVERPAYMENT LOG

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

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

REPORT FROM CLOSED SESSION

The Board reconvened into open session at 2:32 p.m. Ms. Ott reported from Closed Session that the Board took action on claims as presented.

V. CONSENT CALENDAR

Action 19/20-208

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

- A. APPROVAL OF MINUTES – October 16, 2019
- B. FINANCIAL REPORTS – (September 2019)
- C. BANK RECONCILIATION – (September 2019)
- D. APPROVAL OF PAYMENTS (November 2019)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

Period	Amount
October 1, 2019 - October 15, 2019	\$92,192.91
October 16, 2019 - October 31, 2019	\$81,458.34
Total:	\$173,651.25

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

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

NOES: None
ABSTAIN: None

VI. JPA ADMINISTRATION

A. BYLAW ANNUAL REVIEW, FIRST READ

Action 19/20-209

Ms. Ott requested item be tabled for next month meeting, allowing Board members to review independently.

No action taken.

B. DESIGNATION JPA BOARD MEMBERS

Action 19/20-210

Ms. Garcia presented a letter received from the Superintendent of Ocean View School District, appointing Mr. Keith Farrow as the JPA Alternate Board member.

A motion was made by Ms. Kantor to approve designation of Mr. Farrow as the Alternate Board Member for Ocean View School District. The motion was seconded by Mr. Dixon, and carried.

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

NOES: None
ABSTAIN: None

**C. QUARTERLY INVESTMENT REPORT, PERIOD
ENDING SEPTEMBER 30, 2019**

Action 19/20-211

The Board discussed the Quarterly Investment Report. This item is an information only item, no action taken.

**D. RECEIVE FINANCIAL AUDIT REPORT FOR PERIOD
ENDING JUNE 30, 2019.**

Action 19/20-212

Item pulled in section III. Approval / Changes to Agenda. Item rescheduled for the December agenda.

No action taken.

VII. REIMBURSEMENT PROGRAMS

A. SAFETY CREDIT PROGRAM

Action 19/20-213

Ms. Kantor distributed the monthly Safety Credits Usage Report to the Board.

One safety credit request for reimbursement was received via handout, requesting \$11,703.35 for Orange County Office of Education.

A motion was made by Ms. Kantor to approve submitted Safety Credits in the amount of \$11,703.35. The motion was seconded by Mr. Dixon and carried.

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

NOES: None
ABSTAIN: None

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B. FIRST AID PROGRAM **Action 19/20-214**

One first aid program reimbursement was received via handout, requesting \$280.00 for Orange County Office of Education.

One first aid program reimbursement was received via handout, requesting \$2,368.51 for Brea Olinda Unified School District.

A motion was made by Ms. Kantor to approve the First Aid Program reimbursement expense of \$280.00 and \$2,368.51. 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 19/20-215**

No travel requests were received for this meeting.

Ms. Brainard-DeLong noted the PARMA conference to be held in Monterey, CA in February, 2020.

No action taken.

VIII. INFORMATIONAL REPORTS **Information 19/20-216**

A. AUTHORITY CORRESPONDENCE

Ms. Garcia presented two items regarding Sedgwick Rebranding notices, including the change in email address and notice to injured workers regarding the rebranding. Ms. Kantor asked if changes to the invoice are anticipated. Ms. Brainard-DeLong confirmed alterations will be made and notice will be given to Board Members. Ms. Garcia confirmed York is still a legal entity, Sedgwick its parent company, thus no changes needed at this time.

B. BOARD COMMENTS

The Board wished everyone a Happy Thanksgiving.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

There were no Claims/Administration/Manager Comments.

IV. REQUEST FOR CONFERENCE **Action 19/20-217**

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 / Action 19/20-218**

No further follow up items.

XII. NEXT MEETING (December 18, 2019, 2:00 p.m., Room D1001)

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| A. Review of Draft Audit Report | (Secr/Treas) |
| B. State Controller's Special Districts Financial Transactions Report for FY 2018-19 | (Secr/Treas) |
| C. Excess Claim Matrix Review | (York) |
| D. Review of letter to the Department of Insurance | (Board) |

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E. First Read of JPA ByLaws

(Board)

XIV. ADJOURNMENT

Action 19/20-219

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 2:52 p.m.

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

NOES: None

ABSENT: None

ABSTAIN: None