

MINUTES

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

WEDNESDAY, October 16, 2019; 2:00 p.m.

Orange County Department of Education
200 Kalmus Dr., Room E5 - 106B
Costa Mesa, CA 92626

I. CALL TO ORDER Action 19/20-188

The meeting was called to order by President Ms. Barbara Ott at 2:04 p.m.

II. ROLL CALL Action 19/20-189

Brea Olinda Unified School District	Ms. Barbara Ott
Laguna Beach Unified School District (Alternate)	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 (telephonic)	Ms. Erika Schwartz
JPA Administrator	Ms. Jennifer Berg

Alliant Insurance Services, Inc. Ms. Angela Hatley

PUBLIC COMMENTS

No Public Comments.

III. APPROVAL / CHANGES TO AGENDA – October 16, 2019 Action 19/20-190

Ms. Kantor motioned to approve the agenda, was seconded by Mr. Avila and was carried to Approve the October 16, 2019 agenda as presented.

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

NOES: None

ABSENT: None

ABSTAIN: None

IV. CLOSED SESSION Action 19/20-191

The Board adjourned to Closed Session at 2:05 p.m. Ms. Schwartz discussed the following claims.

A. SETTLEMENT RATIFICATIONS

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

Claim Number	Claimant	Member
WOEB-009347		Ocean View School District

B. SETTLEMENT AUTHORITY REQUESTS

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

Claim Number	Claimant	Member
WOCZ-008811	[REDACTED]	Ocean View School District

C. MEDICAL MANAGED CARE

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 and Ms. Schwartz discussed claims listed on the excess matrix and agreed to remove claim from the excess matrix.

E. OVERPAYMENT LEDGER

Ms. Schwartz 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. Dixon, 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 2:14 p.m. Ms. Ott reported from Closed Session that the Board took action on two claims as presented.

V. CONSENT CALENDAR Action 19/20-192

- A. APPROVAL OF MINUTES – September 18, 2019
- B. FINANCIAL REPORTS – (August 2019)
- C. BANK RECONCILIATION – (August 2019)
- D. APPROVAL OF PAYMENTS (October 2019)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

September 1, 2019 – September 15, 2019	\$121,927.31
September 16, 2019 – September 20, 2019	\$74,844.04
Total:	\$196,771.35

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

NOES: None

ABSENT: None

ABSTAIN: None

VI. FINANCIAL

- A. RECEIVE AND APPROVE STATE CONTROLLER'S SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT FOR 2018-19 Action 19/20-193

Ms. Kantor advised that this agenda item needs to be moved to after acceptance of the audit report. Ms. Kantor will follow up with the auditor for the report, which is expected for the November meeting.

No action taken.

VII. JPA ADMINISTRATION

A. DISTRIBUTE JPA INFORMATION GUIDE Information 19/20-194

Ms. Garcia presented the JPA information guide for fiscal year 2019-2020. New or revised items throughout the year will be brought forward to the board for inclusion to their individual binders.

Ms. Ott noted a couple of the Board member alternates have changed. Ms. Ott's alternate is Ms. Brinda Leon and will she forward the appointment letter. Mr. Felix advised Mr. Keith Farrell will be his alternate and is pending District documentation on the appointment. Once received, Ms. Garcia will place the alternate to Ocean View on the agenda for Board approval.

Information only item, no action taken.

B. BYLAW ANNUAL REVIEW, FIRST READ Action 19/20-195

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

No action taken.

C. DESIGNATION JPA BOARD MEMBERS Action 19/20-196

Ms. Garcia presented a District Board resolution received from Laguna Beach Unified School District, appointing Mr. Jeffrey Dixon as the JPA Board Member, and Mr. Michael Conlon as the JPA Alternate Board member.

A motion was made by Ms. Kantor to approve designation of Mr. Dixon as the Board Member representative for Laguna Beach Unified School District, and Mr. Conlon as the Alternate Board Member. The motion was seconded by Mr. Avila, and carried.

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

NOES: None

ABSENT: None

ABSTAIN: None

VIII. REIMBURSEMENT PROGRAMS

A. SAFETY CREDIT PROGRAM Action 19/20-197

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

One safety credit request for reimbursement was received via handout, requesting \$4,005.36 for Orange County Office of Education.

One safety credit request for reimbursement was received via handout, requesting \$10,943.08 for Brea Olinda Unified School District.

The Board discussed positive outcomes with a CPR / First Aid vendor and discussed combining efforts to reduce costs.

A motion was made by Ms. Kantor to approve submitted Safety Credits in the amount of \$14,945.44. The motion was seconded by Mr. Avila and carried.

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

NOES: None
 ABSTAIN: None

B. FIRST AID PROGRAM

Action 19/20-198

Ms. Ott distributed one first aid program reimbursement to the Board, requesting \$432.94, for Brea Olinda Unified School District.

A motion was made by Ms. Kantor to approve the First Aid Program reimbursement expense of \$432.94. Mr. Avila seconded the motion and the motion carried.

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

NOES: None
 ABSTAIN: None

C. TRAVEL REIMBURSEMENT PROGRAM

Action 19/20-199

No travel requests were received for this meeting. No action taken.

IX. INFORMATIONAL REPORTS Information 19/20-200

A. AUTHORITY CORRESPONDENCE

Ms. Garcia noted the receipt of Laguna Beach Unified School District board appointment to the JPA, previously discussed in item: Action19/20-196.

B. BOARD COMMENTS

Ms. Hatley from Alliant Risk Services discussed risk services offered through Alliant. Ms. Hatley will return in January to present services and associated costs.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Garcia discussed the addition of the weighted (versus non-weighted) calculation in the case load report.

Ms. Garcia discussed the PARMA conference to be held in Monterey, CA in February, 2020.

X. REQUEST FOR CONFERENCE Action 19/20-201

No requests submitted for review at this meeting.

XI. OTHER BOARD COMMENTS

No Board Comments.

XII. FOLLOW-UP FROM PREVIOUS MEETING Information / Action 19/20-202

No further follow up items.

XIII. NEXT MEETING (November 20, 2019, 2:00 p.m., Room D 1004)

- A. Quarterly Self-Imposed Increase Report (Board)
- B. Quarterly Investment Report (Board)
- C. Review of Draft Audit Report (Board)

XIV. ADJOURNMENT

Action 19/20-203

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 2:56 p.m.

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

ABSENT: None

NOES: None
ABSTAIN: None