

MINUTES

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

WEDNESDAY, September 18, 2019; 2:00 p.m.

Orange County Department of Education
200 Kalmus Dr. Room D-1009
Costa Mesa, CA 92626

In compliance with the Americans with Disabilities Act, note that if you are a disabled person and need disability-related modification or accommodation in order to participate in this meeting, please contact Jennifer Berg by phone at (909) 942-3044, or by email at Jennifer.Berg@yorkrisk.com. Requests must be made as early as possible and at least one full business day prior to the start of the meeting.

I. CALL TO ORDER Action 19/20-175

The meeting was called to order by President Ms. Barbara Ott at 2:08 pm.

II. ROLL CALL Action 19/20-176

BOARD MEMBERS PRESENT

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	Ms. Erika Schwartz
JPA Administrator	Ms. Jennifer Berg

PUBLIC COMMENTS

No Public Comments.

III. APPROVAL / CHANGES TO AGENDA – September 18, 2019 Action 19/20-177

Ms. Kantor motioned to approve the agenda, was seconded by Mr. Avila and was carried to approve the September 18, 2019 as presented.

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

ABSENT: None ABSTAIN: None

IV. CLOSED SESSION Claims Administration Action 19/20-178

The Board adjourned to Closed Session at 2:09 p.m. Ms. Schwartz discussed the following claims.

A. SETTLEMENT RATIFICATIONS

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – SEPTEMBER 18, 2019

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

Claim Number	Claimant	Member
WOCY-008663	[REDACTED]	Laguna Beach Unified School District
WOCB-009315	[REDACTED]	Ocean View School District
WOCB-009321	[REDACTED]	Orange County Department of Education
WOCF-009170	[REDACTED]	Orange County Department of Education
WOCF-009205	[REDACTED]	Orange County Department of Education

B. SETTLEMENT AUTHORITY REQUESTS

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

Claim Number	Claimant	Member
WOCF-009188	[REDACTED]	Laguna Beach Unified School District
WOCB-009322	[REDACTED]	Orange County Department of Education
WOCB-009295	[REDACTED]	Orange County Department of Education
WOCF-009136	[REDACTED]	Orange County Department of Education

Ms. Schwartz briefly discussed items A and B.

C. MEDICAL MANAGED CARE

Ms. Brainard-De Long discussed the Medical Managed Care reports as presented. Ms. Kantor confirmed all appears to be in order.

This is an informational only item, no action taken.

D. EXCESS CLAIM MATRIX REVIEW – (Out of order)

Ms. Kantor and Ms. Schwartz discussed claims listed on the excess matrix report during the claim review.

This is an information only item, no action taken.

E. QUARTERLY LARGE LOSS CLAIM REVIEW

Ms. Schwartz discussed claims presented.

F. OVERPAYMENT LOG

Ms. Garcia confirmed there were no changes in the overpayment log from the prior month.

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 3:16 p.m. Ms. Ott reported from Closed Session that the Board took action to ratify and approve claims as presented.

V. CONSENT CALENDAR

Action 19/20-179

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

A. APPROVAL OF MINUTES – August 14, 2019

B. FINANCIAL REPORTS – (July 2019)

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – SEPTEMBER 18, 2019

- C. BANK RECONCILIATION – (July 2019)
- D. APPROVAL OF PAYMENTS (September 2019)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

Period	Amount
July 16, 2019 – July 31, 2019 (Corrected)	\$ 112,975.91
August 1, 2019 – August 15, 2019	\$ 82,258.19
August 16, 2019 – August 31, 2019	\$ 47,416.84
Total:	\$242,650.94

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, and Mr. Dixon
ABSENT: None

NOES: None
ABSTAIN: None

VI. JPA ADMINISTRATION

- A. RECEIVE ANNUAL REPORT TO OSIP **Action 19/20-180**
Ms. Garcia discussed the annual reporting requirement to the Department of Industrial Relations for self-insured plans each fiscal year. The employer report was included in the packet; the third party administrator report was delivered to the Board as a handout.

A motion was made by Ms. Kantor to approve OSIP annual report, seconded by Mr. Dixon and was carried.

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

NOES: None
ABSTAIN: None

- B. TRAVEL CONFERENCE PROCEDURE REVIEW **Action 19/20-181**
The Board reviewed and discussed the Travel Conference Procedures document, and agreed to revise as current.

A motion was made by Ms. Kantor to approve the Travel Conference Procedures as current. The motion was seconded by Mr. Avila, and carried.

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

NOES: None
ABSTAIN: None

VII. REIMBURSEMENT PROGRAMS

- A. SAFETY CREDIT PROGRAM **Action 19/20-182**
One safety credit request for reimbursement was received via handout, requesting \$6,175.80, from Orange County Department of Education.

A motion was made by Ms. Kantor to approve Safety Credit reimbursement, seconded by Mr. Dixon and carried.

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

NOES: None
ABSTAIN: None

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – SEPTEMBER 18, 2019

B. FIRST AID PROGRAM

Action 19/20-183

One First Aid reimbursement request was received via handout, requesting \$436.85, from Orange County Department of Education.

A motion was made by Ms. Kantor to approve Safety Credit reimbursement, seconded by Mr. Dixon and carried.

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

NOES: None

ABSENT: None

ABSTAIN: None

VIII. INFORMATIONAL REPORTS

Information 19/20-184

A. AUTHORITY CORRESPONDENCE

Ms. Garcia noted the following correspondence received:

1. Crises Protection Benefit Information from Safety National
2. Specific Excess Workers' Compensation and Employers' Liability Insurance Agreement from Safety National Casualty Company.

This was an information only item, no action taken.

B. BOARD COMMENTS

Ms. Ott discussed the article by Jody Moses in industry magazine.

Ms. Kantor noted the financial audit is in process of completion and will be available for presentation at the November Board meeting.

Mr. Dixon advised Mr. Mike Conlon will be the new Board Member Alternate for Laguna Beach Unified School District, pending District Board resolution. Contact information and a copy of the approved resolution will be brought forward.

The Board has requested Ms. Garcia include reimbursement of travel expenses for conference attendance to the reimbursement section of future agendas.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Garcia updated the Board regarding the Sedgwick acquisition of York. The acquisition has been federally approved and is now finalized.

Ms. Garcia distributed a news article from the Department of Industrial Relations noting the 2020 temporary disability rate increase.

IV. REQUEST FOR CONFERENCE

Action 19/20-185

Ms. Kantor distributed a travel reimbursement request, for conference travel expense incurred for the 2019 CAJPA convention, in the amount of \$1,117.81.

A motion was made by Ms. Kantor, seconded by Mr. Avila and carried to approve the travel reimbursement as presented.

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

NOES: None

ABSENT: None

ABSTAIN: None

X. OTHER BOARD COMMENTS

Board requested next JPA meeting be changed from 9:00 a.m. to 2 p.m.

XI. FOLLOW-UP FROM PREVIOUS MEETING

Information / Action 19/20-186

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – SEPTEMBER 18, 2019

No further follow up items.

XII. NEXT MEETING (October 16, 2019, 2:00 p.m., Bldg. E5, Room 106B)

- A. State Controller's Special Districts Financial Transactions Report for FY 2018-19 (Secr/Treas)
- B. Excess Claim Matrix Review (York)
- C. First Read of JPA Bylaws (Board)

XIV. ADJOURNMENT **Action 19/20-187**

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 3:38 p.m.

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

NOES: None

ABSENT: None

ABSTAIN: None