

MINUTES

WESTERN ORANGE COUNTY
SELF-FUNDED WORKERS' COMPENSATION AGENCY
TELEPHONIC BOARD MEETING
WEDNESDAY, April 15, 2020; 2:00 p.m.
<http://www.wocwcjpa.org/>

Meeting Telephonic Information:

Call in number: 415-655-0001

Attendee access code: 355 877 51

I. CALL TO ORDER Action 19/20-267

The meeting was called to order by President Ms. Barbara Ott at 2:00 p.m.

II. ROLL CALL Action 19/20-268

Telephonic Attendees:

Brea Olinda Unified School District	Ms. Barbara Ott
Laguna Beach Unified School District	Mr. Jeff Dixon
Laguna Beach Unified School District	Mr. Mike Conlon (alternate)
Ocean View School District	Mr. Keith Farrow (alternate)
Orange County Department Of Education	Ms. Ann Kantor

Sedgwick Risk:

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

PUBLIC COMMENTS

No Public Comments.

III. APPROVAL / CHANGES TO AGENDA Action 19/20-269

A motion was made by Ms. Kantor to approve the agenda as presented, seconded by Mr. Dixon and carried to approve the April 15, 2020 agenda as presented.

AYES: Brea Olinda Unified School District	Ms. Barbara Ott
AYES: Laguna Beach Unified School District	Mr. Jeff Dixon
AYES: Ocean View School District	Mr. Keith Farrow
AYES: Orange County Department Of Education	Ms. Ann Kantor
	NOES: None
ABSENT: None	ABSTAIN: None

IV. CLOSED SESSION Claims Administration Action 19/20-270

The Board adjourned to Closed Session at 2:03 p.m. Ms. Schwartz discussed the following claims.

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A. SETTLEMENT RATIFICATIONS (P.2)

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

Claim Number	Claimant	Member
WOCB-009298	[REDACTED]	Orange County Dept. of Education
WOCF-009157	[REDACTED]	Orange County Dept. of Education
WOCF-009131	[REDACTED]	Orange County Dept. of Education
WOCF-009165	[REDACTED]	Ocean View School District

B. SETTLEMENT AUTHORITY REQUESTS (P.6)

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

Claim Number	Claimant	Member
WOCB-009344	[REDACTED]	Orange County Dept. of Education

C. MEDICAL MANAGED CARE (P.10)

Ms. Brainard-DeLong discussed the Managed Care reports as presented.
Ms. Kantor thanked Sedgwick for the six month review of Case Management.
Ms. Kantor confirmed reports appear to be in order.

D. EXCESS CLAIM MATRIX REVIEW (P.111)

Ms. Kantor confirmed reports appear to be in order.

E. OVERPAYMENT LOG (P.119)

The Board agreed to remove a claim from the report.

F. QUARTERLY LARGE LOSS CLAIM REVIEW (P.120)

Ms. Schwartz discussed large loss claims with the Board.
Informational item only, no action taken.

G. QUARTERLY LARGE STALE- DATED CHECKS REPORT (P.264)

Ms. Schwartz discussed Large Stale-Dated Checks Report and confirmed all appropriate checks were voided and reissued.
Informational item only, no action taken.

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H. QUARTERLY SELF-IMPOSED INCREASE REPORT (P.265)

Ms. Schwartz presented Self-Imposed Increase Report and noted penalties were reimbursed to the Board as appropriate.

A motion was made by Ms. Kantor to approve the settlement ratifications and authority requests, seconded by Mr. Dixon, and carried to approve.

AYES: Brea Olinda Unified School District	Ms. Barbara Ott
AYES: Laguna Beach Unified School District	Mr. Jeff Dixon
AYES: Ocean View School District	Mr. Keith Farrow
AYES: Orange County Department Of Education	Ms. Ann Kantor
	NOES: None
ABSENT: None	ABSTAIN: None

REPORT FROM CLOSED SESSION

The Board came out of Closed Session at 2:51 p.m., and Ms. Ott reported the Board took action on ratifications/claims as presented.

V. CONSENT CALENDAR (P.5) Action 19/20-271

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

- A. APPROVAL OF MINUTES – March 11, 2020
- B. FINANCIAL REPORTS – (February 2020)
- C. BANK RECONCILIATION – (February 2020)
- D. APPROVAL OF PAYMENTS – (April 2020)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –
The Board discussed the March 23, 2020 special funding request of \$600,000.00 that was reimbursed to prepare for COVID-19 stay at home order. The Board agreed the special funding was no longer needed as the Orange County Department of Education continues to do business as usual.

Period	Amount
March 1, 2020 – March 15, 2020	\$110,084.32
March 16, 2020 – March 31, 2020	\$114,335.06
March 23, 2020 (Special)	\$600,000.00
Total:	\$824,419.38

A motion was made by Ms. Kantor to approve the Consent Calendar with the removal of the \$600,000.00 special funding request, total reimbursement to JPA account of \$244,419.38 The motion was seconded by Mr. Dixon, and carried to approve items A-E.

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AYES: Brea Olinda Unified School District
AYES: Laguna Beach Unified School District
AYES: Ocean View School District
AYES: Orange County Department Of Education
ABSENT: None

Ms. Barbara Ott
Mr. Jeff Dixon
Mr. Keith Farrow
Ms. Ann Kantor
NOES: None
ABSTAIN: None

VI. JPA ADMINISTRATION

A. EIDE BAILLY LLP CONTRACT REVIEW **(P.15) Action 19/20-272**
Ms. Kantor discussed the contract charges from previous years. The Board discussed and approved the contract proposal.

A motion was made by Ms. Kantor, seconded by Mr. Dixon, and carried to approve the Edie Bailly LLP Contract as presented.

AYES: Brea Olinda Unified School District
AYES: Laguna Beach Unified School District
AYES: Ocean View School District
AYES: Orange County Department Of Education
ABSENT: None

Ms. Barbara Ott
Mr. Jeff Dixon
Mr. Keith Farrow
Ms. Ann Kantor
NOES: None
ABSTAIN: None

B. POLICY REVIEW: CONFLICT OF INTEREST CODE **(P.23) Action/Information 19/20-273**
The Board discussed and approved the Conflict of Interest Code with a change to April 15, 2020 as last revision date only.

A motion was made by Ms. Kantor, seconded by Mr. Dixon, and carried to approve the policy with update to revision date April 15, 2020.

AYES: Brea Olinda Unified School District
AYES: Laguna Beach Unified School District
AYES: Ocean View School District
AYES: Orange County Department Of Education
ABSENT: None

Ms. Barbara Ott
Mr. Jeff Dixon
Mr. Keith Farrow
Ms. Ann Kantor
NOES: None
ABSTAIN: None

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VII. REIMBURSEMENT PROGRAMS

A. SAFETY CREDIT PROGRAM (P.29) Action 19/20-274

One safety credit request for reimbursement was received via handout, requesting \$2,676.73 for Brea Olinda Unified School District.

One safety credit request for reimbursement was received requesting \$9,969.64 for Ocean View School District.

Ms. Kantor reminded the Board the balance should be sent by May meeting.

A motion was made by Ms. Kantor to approve the Safety Credit Program reimbursement expense of \$2,676.73 and \$9,969.64. Mr. Dixon seconded the motion and the motion carried.

AYES: Brea Olinda Unified School District

Ms. Barbara Ott

AYES: Laguna Beach Unified School District

Mr. Jeff Dixon

AYES: Ocean View School District

Mr. Keith Farrow

AYES: Orange County Department Of Education

Ms. Ann Kantor

NOES: None

ABSENT: None

ABSTAIN: None

B. FIRST AID PROGRAM (P.65) Action 19/20-275

One first aid program reimbursement was received via handout, requesting \$827.62 for Brea Olinda Unified School District.

A motion was made by Ms. Kantor to approve the First Aid Program reimbursement expenses of \$827.62. Mr. Dixon seconded the motion and the motion carried.

AYES: Brea Olinda Unified School District

Ms. Barbara Ott

AYES: Laguna Beach Unified School District

Mr. Jeff Dixon

AYES: Ocean View School District

Mr. Keith Farrow

AYES: Orange County Department Of Education

Ms. Ann Kantor

NOES: None

ABSENT: None

ABSTAIN: None

C. TRAVEL REIMBURSEMENT PROGRAM (P.66) Action 19/20-276

No travel requests were received for this meeting.

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VIII. INFORMATIONAL REPORTS (P.67) Information 19/20-277

A. AUTHORITY CORRESPONDENCE

No authority correspondence to review at this meeting.

B. BOARD COMMENTS

The Board hopes everyone is well.

The Board discussed COVID-19 and report no claims to date.

The Board discussed food services in place for COVID-19 order and recommended wearing safety vests when distributing food and not sharing vests.

Mr. Farrow discussed car parades in response to COVID-19 and the Board does not endorse it from a risk management perspective.

Ms. Ott reminded Board of posting requirements on distancing and essential business.

Ms. Ott reminded Board to complete Conflict of Interest filings and advised an extension was granted to June 1, 2020.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Garcia discussed the impact of COVID-19 in the industry.

IV. REQUEST FOR CONFERENCE (P.68) Action 19/20-278

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

X. OTHER BOARD COMMENTS

Ms. Ott thanked the Board for calling in.

Ms. Ott thanked Amanda and Ashley for arranging the call.

XI. FOLLOW-UP FROM PREVIOUS MEETING (P.69) Information 19/20-279

A. Review of Case Management

Item was discussed in Closed Session. Information only item, no action taken.

XII. NEXT MEETING (May 20, 2020, 2:00 p.m., Room D1009)

A. Prepare Preliminary Budget (Secy- Treas)

B. Review of Excess Quote, 2nd Year (Sedgwick)

XIV. ADJOURNMENT Action 19/20-280

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: Brea Olinda Unified School District

Ms. Barbara Ott

AYES: Laguna Beach Unified School District

Mr. Jeff Dixon

AYES: Ocean View School District

Mr. Keith Farrow

AYES: Orange County Department Of Education

Ms. Ann Kantor

NOES: None

ABSENT: None

ABSTAIN: None