

MINUTES

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

WEDNESDAY, December 16, 2020; 2:00 p.m.

<http://www.wocwcjpa.org/>

Meeting Telephonic Information:

Call in number: 1-213-306-3065

Attendee access code: 355 877 51

Meeting Link:

<https://sedgwick.webex.com/sedgwick/j.php?MTID=mf2b465b9acb9a0ae7c647ec93baddfcf>

I.	CALL TO ORDER	Action 20/21-378
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The meeting was called to order by President Ms. Barbara Ott at 2:00 p.m.

II.	ROLL CALL	Action 20/21-379
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Telephonic Attendees:

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

Sedgwick Risk:

Vice President, Client Services	Ms. Devora Brainard-DeLong
Assistant Vice President, Client Services	Ms. Amanda Garcia
Senior Examiner	Ms. Erika Schwartz
JPA Administrator	Ms. Ashley Malady

Financial Auditor, Edie Bailly, LLP	Bob Patel
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	PUBLIC COMMENTS	
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No Public Comments.

III.	APPROVAL / CHANGES TO AGENDA	Action 20/21-380
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A motion was made by Ms. Kantor to move item to receive Financial Audit Report to the beginning of the meeting. The motion was seconded by Mr. Dixon and carried to approve the December 16, 2020 agenda with the adjustment in the presentation order of the agenda.

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

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VI. JPA ADMINISTRATION

**A. RECEIVE FINANCIAL AUDIT REPORT FOR PERIOD (P.19) Action 20/21-383
ENDING JUNE 30, 2020 DRAFT**

Bob presented the Financial Audit Report as presented.
Ms. Kantor noted the claim expenses were over reserved due to COVID closures.

A motion was made by Ms. Kantor to approve the Financial Audit Report draft as Final for submission. The motion was seconded by Mr. Dixon and carried to approve item.

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

IV. CLOSED SESSION Claims Administration Action 20/21-381

The Board adjourned to Closed Session at 2:08 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
None.		

B. SETTLEMENT AUTHORITY REQUESTS (P.2)

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

Claim Number	Claimant	Member
WOCB-009376	██████████	Orange County Dept. of Education
WOCR-008996	██████████	Ocean View School District
WOCX-008541	██████████	Ocean View School District
WOCX-009093	██████████	Ocean View School District

C. MEDICAL MANAGED CARE (P.7)

Ms. Kantor requested clarification on the Utilization Review Detail Report.
Sedgwick will clarify and report back to the Board during the January meeting.
Information item only, no action taken.

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D. EXCESS CLAIM MATRIX REVIEW (P.74)

Ms. Kantor confirmed the report appears to be in order.
Information only item, no action taken.

E. OVERPAYMENT LEDGER (P.83)

Ms. Kantor confirmed the report appears to be in order.
Information only item, no action taken.

A motion was made by Ms. Kantor to approve the settlement authority requests and settlement ratifications, seconded by Mr. Avila, 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. Felix Avila
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 2:16 p.m. and Ms. Ott reported the Board took action on claims as presented.

V. CONSENT CALENDAR (P.5) Action 20/21-382

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

- A. APPROVAL OF MINUTES – November 18, 2020
- B. FINANCIAL REPORTS – (October 2020)
- C. BANK RECONCILIATION – (October 2020)
- D. APPROVAL OF PAYMENTS – (November & December 2020)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

Period	Amount
November 1, 2020 – November 15, 2020	\$57,759.81
November 16, 2020 – Nov. 30, 2020	\$63,498.28
Total:	\$121,258.09

A motion was made by Ms. Kantor to approve the Consent Calendar as presented. The motion was seconded by Mr. Avila, and carried to approve items A-E.

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

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VI. JPA ADMINISTRATION

- A. RECEIVE FINANCIAL AUDIT REPORT FOR PERIOD ENDING JUNE 30, 2020 DRAFT (P.19) Action 20/21-383
Item was moved to beginning of meeting.
- B. POLICY REVIEW: NET ASSET POLICY (P.20) Action 20/21-384
The Board will seek guidance from legal counsel on JPA Bylaws and Policies and report back during the next meeting.
- C. RE-OPENING DURING COVID-19 (P.27) Information 20/21-385
The Board discussed safe return to work practices and available resources.
The Board requested Sedgwick's assistance on Cal/OSHA Emergency Standards.
Ms. Garcia updated the Board on current trends.

VII. REIMBURSEMENT PROGRAMS

- A. SAFETY CREDIT PROGRAM (P.28) Action 20/21-386
No safety credit requests were received for this meeting.
- B. FIRST AID PROGRAM (P.29) Action 20/21-387
No first aid requests were received for this meeting.
- C. TRAVEL REIMBURSEMENT PROGRAM (P.30) Action 20/21-388
No travel requests were received for this meeting.

VIII. INFORMATIONAL REPORTS

(P.31) Information 20/21-389

- A. AUTHORITY CORRESPONDENCE
Ms. Garcia noted inclusion of the News Release by Department of Industrial Relations on Cal/OSHA standards.
Ms. Garcia noted inclusion of Sedgwick's update on Workers Compensation Exposure for Vaccine injections.
Ms. Garcia noted inclusion of Sedgwick's overview on COVID-19 Emergency Temporary Standards that was distributed via handout.
- B. BOARD COMMENTS
Ms. Kantor noted payments will issue in January.
The Board wished everyone happy Holidays.
- C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS
Ms. Garcia wished the Board a great holiday and happy Near Year.

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IX. REQUEST FOR CONFERENCE (P.36) Action 20/21-390

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

X. FOLLOW-UP FROM PREVIOUS MEETING (P.37) Information 20/21-391

There were no follows ups.

XI. NEXT MEETING (January 20, 2021, 2:00 p.m., Telephonic)

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| 1. Quarterly Investment Report | (President) |
| 2. Quarterly Large Loss Claim Review | (Sedgwick) |
| 3. Quarterly Stale-Dated Checks Report | (Sedgwick) |
| 4. Quarterly Self-Imposed Increase Report | (Sedgwick) |
| 5. State Treasurer’s Special Districts Financial
Transactions Report | (Secy-Treas solicits) |
| 6. Review Bylaws and Board Policies | (Board) |
| 7. Re-Opening during COVID-19 | (Board) |

XII. ADJOURNMENT Action 20/21-392

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 3:05 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. Felix Avila
AYES: Orange County Department Of Education	Ms. Ann Kantor
	NOES: None
ABSENT: None	ABSTAIN: None