

MINUTES

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

WEDNESDAY, June 17, 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

I. CALL TO ORDER Action 19/20-297

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

II. ROLL CALL Action 19/20-298

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

PUBLIC COMMENTS

No Public Comments.

III. APPROVAL / CHANGES TO AGENDA Action 19/20-299

A motion was made by Ms. Kantor to approve the agenda as presented, seconded by Mr. Dixon and carried to approve the June 17, 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. Felix Avila
AYES: Orange County Department Of Education	Ms. Ann Kantor
	NOES: None
ABSENT: None	ABSTAIN: None

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – June 17, 2020

IV. CLOSED SESSION Claims Administration Action 19/20-300

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

A. SETTLEMENT RATIFICATIONS (P.2)

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

Claim Number	Claimant	Member
WOCF-009186	[REDACTED]	Orange County Dept. of Education
WOCB-009324	[REDACTED]	Orange County Dept. of Education
WOCF-009136	[REDACTED]	Orange County Dept. of Education

B. SETTLEMENT AUTHORITY REQUESTS (P.5)

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

Claim Number	Claimant	Member
WOCB-009275	[REDACTED]	Brea Olinda Unified School District

C. MEDICAL MANAGED CARE (P.10)

Ms. Kantor confirmed reports appear to be in order.

D. EXCESS CLAIM MATRIX REVIEW (P.97)

Ms. Kantor confirmed reports appear to be in order.

E. OVERPAYMENT LOG (P.106)

The Board agreed to remove a claim from overpayment log.

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. 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 2:12 p.m., and Ms. Ott reported the Board took action on ratifications and settlement requests as presented.

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – June 17, 2020

V. CONSENT CALENDAR (P.5) Action 19/20-301

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

- A. APPROVAL OF MINUTES – May 20, 2020
- B. FINANCIAL REPORTS – (April 2020)
- C. BANK RECONCILIATION – (April 2020)
- D. APPROVAL OF PAYMENTS – (June 2020)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

Period	Amount
May 1, 2020 – May 15, 2020	\$88,625.32
May 16, 2020 – May 31, 2020	\$80,972.20
Total:	\$169,597.52

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

VI. JPA ADMINISTRATION

- A. APPROVAL OF FINAL BUDGET FY 2020/21 **(P.21) Action 19/20-302**
Ms. Kantor confirmed there were no changes pursuant to last meeting.

A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to accept the Final Budget.

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

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – June 17, 2020

B. ELECTION OF OFFICERS FY 2020/21 **(P.23) Action 19/20-303**
The Board discussed officer elections.

A motion was made Ms. Kantor to elect Mr. Avila as Vice President, leave Ms. Ott as President and Ms. Kantor as Secretary / Treasurer. The motion was seconded by Mr. Dixon and the motion was 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. Felix Avila
AYES: Orange County Department Of Education	Ms. Ann Kantor
	NOES: None
	ABSTAIN: None

ABSENT: None

C. OFFICIAL AND CORRESPONDENCE ADDRESS **(P.24) Action 19/20-304**
The Board discussed the official address.

A motion was made by Ms. Kantor, seconded by Mr. Avila, to leave the correspondence and physical address of the JPA for FY 2020/21 the same as the prior year. The motion was 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. Felix Avila
AYES: Orange County Department Of Education	Ms. Ann Kantor
	NOES: None
	ABSTAIN: None

ABSENT: None

D. MEETING SCHEDULE FY 2020/21 **(P.25) Action 19/20-305**
The Board discussed the proposed schedule.

A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to accept the Meeting Schedule 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. Felix Avila
AYES: Orange County Department Of Education	Ms. Ann Kantor
	NOES: None
	ABSTAIN: None

ABSENT: None

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – June 17, 2020

E. AUTHORIZE WARRANT SIGNATURES FY 2020/21 **(P.27) Action 19/20-306**

Ms. Kantor discussed the warrant signatures and advised the document will be mailed to Mr. Dixon, who will mail it to Mr. Avila, who will mail it to Ms. Ott for the final signature and finalization before sending back to Ms. Kantor.

A motion was made by Ms. Kantor, seconded by Mr. Dixon and carried execute the Authorization of Signatures form for FY 2020/21.

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

F. DESIGNATE MEDICARE AUTHORIZED REPRESENTATIVE **(P.30) Action 19/20-307**

The Board discussed the current representative and decided to leave as is.

A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve Ms. Kantor as the Authorized Representative for FY 2020/21.

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

G. UPDATE JPA TIMELINE **(P.31) Action 19/20-308**

Ms. Garcia noted changes in timeline and the Board approved the proposed timeline.

A motion was made by Ms. Kantor, seconded by Mr. Dixon, and carried to approve the JPA Timeline.

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

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – June 17, 2020

- H. UPDATE ATTORNEY AND MEDICAL PANEL **(P.33) Action 19/20-309**
The Board discussed the proposed panel and approved the panel.

A motion was made by Ms. Kantor, seconded by Mr. Dixon, and carried to approve the Attorney and Medical Panel 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. Felix Avila
AYES: Orange County Department Of Education Ms. Ann Kantor
NOES: None
ABSENT: None ABSTAIN: None

- I. RE-OPENING AFTER COVID-19 **(P.44) Information 19/20-310**
Ms. Garcia discussed COVID-19 and Sedgwick’s back to business service offerings.
The Board discussed safety strategies.
Informational item only, no action taken.

VII. REIMBURSEMENT PROGRAMS

- A. SAFETY CREDIT PROGRAM **(P.59) Action 19/20-311**
There were no Safety Credit requests.

- B. FIRST AID PROGRAM **(P.60) Action 19/20-312**
One first aid program reimbursement was received requesting \$843.65 for Laguna Beach Unified School District.
One first aid program reimbursement was received requesting \$121.44 for Brea Olinda Unified School District.

A motion was made by Ms. Kantor to approve the First Aid Program reimbursement expenses of \$843.65 and \$121.44. 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. Felix Avila
AYES: Orange County Department Of Education Ms. Ann Kantor
NOES: None
ABSENT: None ABSTAIN: None

- C. TRAVEL REIMBURSEMENT PROGRAM **(P.61) Action 19/20-313**
No travel requests were received for this meeting.

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
MINUTES – June 17, 2020

VIII. INFORMATIONAL REPORTS (P.62) Information 19/20-314

A. AUTHORITY CORRESPONDENCE

Ms. Malady noted inclusion of final proposal documents, binder order and COVID-19 whitepapers.

B. BOARD COMMENTS

The Board decided to cancel the July Meeting.

The Board discussed a claim strategy.

Ms. Kantor noted that ASCIP contacted her on WC Program and she advised she was not interested.

The Board discussed Brokerage services.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Garcia noted that Sedgwick colleagues are not authorized to travel due to the pandemic. Sedgwick will re-evaluate traveling to clients in September.

IV. REQUEST FOR CONFERENCE (P.139) Action 19/20-315

The Board noted that CAJAPA may be hosted virtually this year due to the pandemic. No requests were submitted for review at this meeting. No action taken.

X. OTHER BOARD COMMENTS

None.

XI. FOLLOW-UP FROM PREVIOUS MEETING (P.140) Information 19/20-316

None.

XII. NEXT MEETING (August 19, 2020, 2:00 p.m., Room D1009)

- | | |
|---|-----------------------|
| 1. Quarterly Stale-Dated Checks Report | (Sedgwick) |
| 2. Quarterly Self-Imposed Increase Report | (Sedgwick) |
| 3. Quarterly Investment Report | (President) |
| 4. Obtain Actual Payrolls from prior FY | (Secy-Treas solicits) |
| 5. Program Summary Binders FY 20/21 | (Sedgwick) |

XIII. ADJOURNMENT Action 19/20-317

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 3:18 p.m.

AYES: Brea Olinda Unified School District
AYES: Laguna Beach Unified School District
AYES: Ocean View School District
AYES: Orange County Department Of Education

Ms. Barbara Ott
Mr. Jeff Dixon
Mr. Felix Avila
Ms. Ann Kantor

ABSENT: None

NOES: None
ABSTAIN: None