

MINUTES

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

**WEDNESDAY, March 11, 2020; 2:00 p.m.**

Orange County Department of Education  
200 Kalmus Dr. Room D1009  
Costa Mesa, CA 92626

**I. CALL TO ORDER Action 19/20-249**

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

**II. ROLL CALL Action 19/20-250**

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

York Risk:

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

**PUBLIC COMMENTS**

No Public Comments.

**III. APPROVAL / CHANGES TO AGENDA Action 19/20-251**

*Ms. Kantor motioned to approve the agenda, seconded by Mr. Dixon and was carried to approve the March 11, 2020 agenda as presented.*

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

**IV. CLOSED SESSION Claims Administration Action 19/20-252**

The Board adjourned to Closed Session at 2:01 p.m. Ms. Schwartz discussed the following claims.

**A. SETTLEMENT RATIFICATIONS (P.2)**

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

***January & February:***

Claim Number	Claimant	Member
WOCR-009020	██████████	Brea Unified School District
WOFC- 009099	██████████	Brea Unified School District
WOCU-007977	██████████	Brea Unified School District
WOCR-009078	████████████████████	Orange County Dept of Education

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
MINUTES – March 11, 2020

B. SETTLEMENT AUTHORITY REQUESTS (P.7)

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

**December:**

*(Ratify. Claims previously reviewed.)*

Claim Number	Claimant	Member
WOCF-005170	[REDACTED]	Brea Olinda Unified School District
WOCF-009157	[REDACTED]	Orange County Dept of Education
WOCB-009324	[REDACTED]	Orange County Dept of Education
WOCR-009078	[REDACTED]	Orange County Dept of Education
WOCF-009165	[REDACTED]	Ocean View School District

**January & February:**

Claim Number	Claimant	Member
WOCB-009270	[REDACTED]	Orange County Dept of Education
WOCB-009312	[REDACTED]	Orange County Dept of Education
WOCB-009329	[REDACTED]	Ocean View School District

C. MEDICAL MANAGED CARE (P.35)

Ms. Brainard-DeLong discussed the Managed Care reports as presented.

The Board requested a report update and clarification on the Case Management activity detail report. Sedgwick will review the report and update Board Members during the April board meeting.

In follow up to the Opioid RX listing discussed in the January 15, 2020 meeting, Ms. Brainard-DeLong provided a handout that demonstrated a reduction in users. The Board discussed one claim from the report. Sedgwick will review claim and update Board Members during the April board meeting.

D. EXCESS CLAIM MATRIX REVIEW (P.239)

Ms. Schwartz discussed the Excess Claim Matrix.

Ms. Kantor confirmed reports appear to be in order.

E. OVERPAYMENT LOG (P.247)

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 to approve the settlement ratifications and authority requests, seconded by Mr. Avila, and carried to approve.*

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

ABSENT: None

NOES: None

ABSTAIN: None

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
MINUTES – March 11, 2020

**REPORT FROM CLOSED SESSION**

*The Board came out of Closed Session at 2:26 p.m., and Ms. Ott reported the Board took action on settlement/ratifications as presented.*

**V. CONSENT CALENDAR (P.5) Action 19/20-253**

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

- A. APPROVAL OF MINUTES – January 15, 2020
- B. FINANCIAL REPORTS – (December 2019 & January 2020)  
The Board discussed an expense of \$67,986.
- C. BANK RECONCILIATION – (December 2019 & January 2020)
- D. APPROVAL OF PAYMENTS – (February & March 2020)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

Period	Amount
January 1, 2020 – January 15, 2020	\$112,693.06
January 16, 2020 – January 31, 2020	\$105,171.91
February 1, 2020 – February 15, 2020	\$104,291.04
February 16, 2020 – February 29, 2020	\$79,962.20
<b>Total:</b>	<b>\$402,118.21</b>

*A motion was made by Ms. Kantor to approve the Consent Calendar, seconded by Mr. Dixon, and carried to approve items A-E.*

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

NOES: None  
ABSTAIN: None

**VI. JPA ADMINISTRATION**

- A. STATE CONTROLLER’S SPECIAL DISTRICT FINANCIAL (P.27) Action 19/20-254  
TRANSACTION REPORT

Ms. Kantor confirmed the Financial Transaction Report was filed.

*A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve the filing of the State Controller’s Special District Financial Report.*

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

NOES: None  
ABSTAIN: None

- B. RECEIVE ACTUARIAL REPORT WITH (P.43) Action 19/20-255  
EXPERIENCE MODIFICATION FACTORS

The Board discussed and approved the Actuarial Report as presented.

*A motion was made by Ms. Kantor, seconded by Mr. Dixon, and carried to approve the Actuarial report as presented.*

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

NOES: None  
ABSTAIN: None

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
MINUTES – March 11, 2020

- C. APPROVE FUNDING RATES FOR FY 2020/21 **(P.108) Action 19/20-256**  
Ms. Kantor discussed Experience Modification factors from prior years. The Board discussed and approved Plan 1 of the Proposed Experience Modification factors with a rate of \$1.67.

*A motion was made by Ms. Kantor, seconded by Mr. Avila, and carried to approve Option 1 of the Proposed Experience Modification factors with rate of \$1.67.*

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

NOES: None

ABSENT: None

ABSTAIN: None

- D. RATIFY ACTUARIAL CONTRACT **(P. 112) Action 19/20-257**  
The Board discussed and approved to ratify the Actuarial Contract as presented.

*A motion was made by Ms. Kantor, seconded by Mr. Dixon, and carried to ratify the Actuarial Contract as presented.*

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

NOES: None

ABSENT: None

ABSTAIN: None

- E. POLICY REVIEW: CONFLICT **(P. 119) Action/Information 19/20-258**  
OF INTERESTCODE  
The Board requested item be tabled for next month's meeting, allowing Board members to review independently.  
No action taken.

- F. FINANCIAL AUDITOR SEARCH **(P. 125) Action 19/20-259**  
The Board discussed Financial Auditor vendors.  
Information item only, no action taken.

## VII. REIMBURSEMENT PROGRAMS

- A. SAFETY CREDIT PROGRAM **(P.126) Action 19/20-260**  
Ms. Kantor distributed the monthly Safety Credits Usage Report to the Board.  
One safety credit request for reimbursement was received via handout, requesting \$3,433.26 for Orange County Office of Education. Mr. Avila noted he will bring Ocean View School District Safety Credit Usage Report to next meeting.

*A motion was made by Mr. Dixon to approve the Safety Credit Program reimbursement expense of \$3,433.26. Ms. Kantor seconded the motion and the motion carried.*

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

NOES: None

ABSENT: None

ABSTAIN: None

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
MINUTES – March 11, 2020

**B. FIRST AID PROGRAM (P.127) Action 19/20-261**

One first aid program reimbursement was received via handout, requesting \$2,064.93 for Orange County Office of Education.

Two first aid program reimbursements were received via handout, requesting \$135.00 and \$183.00 for Laguna Beach Unified School District.

*A motion was made by Ms. Kantor to approve the First Aid Program reimbursement expenses of \$2,064.93, \$135.00 and \$183.00. Mr. Dixon seconded the motion and the motion carried.*

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

*NOES: None*

*ABSENT: None*

*ABSTAIN: None*

**C. TRAVEL REIMBURSEMENT PROGRAM (P.128) Action 19/20-262**

No travel requests were received for this meeting.

**VIII. INFORMATIONAL REPORTS (P.129) Information 19/20-263**

**A. AUTHORITY CORRESPONDENCE**

Ms. Garcia noted the inclusion of the Department of Industrial Relations News Release on Pilot for Electronic Submission of Doctor's First Report of Injury and Internal Communications on Center for Medicare & Medicaid Services proposed rules on penalty phase reporting.

**B. BOARD COMMENTS**

Ms. Ott reminded the Board to file Conflict of Interest Forms.

**C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS**

Ms. Garcia noted conversion of claim system is expected for October 2020 and that TLS encryption set up will be initiated.

Ms. Malady noted handout Net Asset Policy Statement for binder inclusion, as previously revised.

Ms. Malady noted that she will not be able to attend the May 2020 Meeting.

**IV. REQUEST FOR CONFERENCE (P.133) Action 19/20-264**

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

**X. OTHER BOARD COMMENTS**

No Board Comments.

**XI. FOLLOW-UP FROM PREVIOUS MEETING (P.134) Information 19/20-265**

**A. Quarterly Self-Imposed Increase Report- IT error**

Ms. Malady noted inclusion of revised Self- Imposed Increase Report.

Information only item, no action taken.

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
MINUTES – March 11, 2020

B. Review of Opioid RX listing.

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

**XII. NEXT MEETING (April 15, 2020, 2:00 p.m., Room D1004)**

- |  |               |
|--|---------------|
| A. Quarterly Large Loss Claim Review         | (Sedgwick)    |
| B. Quarterly Large Stale-Dated Checks Report | (Sedgwick)    |
| C. Quarterly Self-Imposed Increase Report    | (Sedgwick)    |
| D. Quarterly Investment Report               | (President)   |
| E. Prepare Rate Spreadsheet                  | (Secy- Treas) |

**XIV. ADJOURNMENT**

**Action 19/20-266**

*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 2:58 p.m.*

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

NOES: None

ABSENT: None

ABSTAIN: None