

MINUTES

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

**WEDNESDAY, May 20, 2020; 2:00 p.m.**

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

Meeting Telephonic Information:

Call in number: 1-844-621-3956

Attendee access code: 355 877 51

**I. CALL TO ORDER Action 19/20-281**

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

**II. ROLL CALL Action 19/20-282**

Telephonic Attendees:

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

Ms. Barbara Ott  
Mr. Jeff Dixon  
Mr. Keith Farrow (alternate)  
Ms. Ann Kantor

Sedgwick Risk:

Director, Client Services  
Account Executive  
Senior Claims Manager  
Senior Examiner  
JPA Administrator

Ms. Devora Brainard-DeLong  
Ms. Amanda Garcia  
Ms. Kim Michels  
Ms. Erika Schwartz  
Ms. Ashley Malady

Broker, Gallagher

Mr. Ryan Jacques

**PUBLIC COMMENTS**

No Public Comments.

**III. APPROVAL / CHANGES TO AGENDA Action 19/20-283**

*A motion was made by Ms. Kantor to approve the agenda as presented, seconded by Mr. Dixon and carried to approve the May 20, 2020 agenda 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

Ms. Barbara Ott  
Mr. Jeff Dixon  
Mr. Keith Farrow  
Ms. Ann Kantor

ABSENT: None

NOES: None  
ABSTAIN: None

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**VI. JPA ADMINISTRATION (Out of Order)**

**A. REVIEW OF EXCESS QUOTE, 2<sup>nd</sup> YEAR (P.40) Action 19/20-288**

Ms. Kantor noted the is under a two year rate guarantee with Safety National.  
Mr. Jacques discussed the excess quote as presented.

*A motion was made by Ms. Kantor to accept the 2<sup>nd</sup> year rate, 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. Keith Farrow  
AYES: Orange County Department Of Education Ms. Ann Kantor  
NOES: None  
ABSENT: None ABSTAIN: None

**IV. CLOSED SESSION Claims Administration Action 19/20-284**

The Board adjourned to Closed Session at 2:15 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
WOCB-009270	[REDACTED]	Orange County Dept. of Education
WOCB-009312	[REDACTED]	Orange County Dept. of Education

**B. SETTLEMENT AUTHORITY REQUESTS (P.4)**

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

Claim Number	Claimant	Member
WOCB-009258	[REDACTED]	Orange County Dept. of Education
WOCZ-008894	[REDACTED]	Ocean View School District

**C. MEDICAL MANAGED CARE (P.12)**

Ms. Brainard-DeLong discussed the Managed Care reports as presented.  
Ms. Schwartz discussed Case Management program.  
Ms. Kantor confirmed reports appear to be in order.

**D. EXCESS CLAIM MATRIX REVIEW (P.119)**

Ms. Kantor confirmed reports appear to be in order.

**E. OVERPAYMENT LOG (P.127)**

The Board confirmed the report appears to be in order.  
Informational item only, no action taken.

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*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 2:25 p.m., and Ms. Ott reported the Board took action on claims as presented.*

**V. CONSENT CALENDAR (P.5) Action 19/20-285**

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

- A. APPROVAL OF MINUTES – April 15, 2020
- B. FINANCIAL REPORTS – (March 2020)
- C. BANK RECONCILIATION – (March 2020)
- D. APPROVAL OF PAYMENTS – (May 2020)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

Period	Amount
April 1, 2020 – April 15, 2020	\$96,725.62
April 16, 2020 – April 30, 2020	\$64,680.15
<b>Total:</b>	<b>\$161,405.77</b>

*A motion was made by Ms. Kantor to approve the Consent Calendar as presented. The motion was seconded by Mr. Dixon, 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. Keith Farrow
AYES: Orange County Department Of Education	Ms. Ann Kantor
	NOES: None
ABSENT: None	ABSTAIN: None

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**VI. JPA ADMINISTRATION**

**A. QUARTERLY INVESTMENT REPORT, PERIOD (P.21) Action 19/20-286**  
ENDING MARCH 31, 2020

Ms. Ott discussed the investment report as presented.

*A motion was made by Ms. Kantor, seconded by Mr. Dixon, and carried to accept the Quarterly Investment Report.*

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. PREPARE PRELIMINARY BUDGET (P.38) Action 19/20-287**

Ms. Kantor discussed the preliminary budget as presented. The Board discussed and took action to accept the budget.

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

**D. RE-OPENING AFTER COVID-19 (P.73) Information 19/20-289**

Ms. Garcia noted the inclusion of the Executive Order released on COVID-19 and FAQ sheet created by Sedgwick’s task force regarding the Executive Order.

The Board discussed safe return to work practices and testing.

The Board expressed interest in learning the best practice to handle COVID-19 and what services Sedgwick is offering.

Informational item only, no action taken.

**VII. REIMBURSEMENT PROGRAMS**

**A. SAFETY CREDIT PROGRAM (P.83) Action 19/20-290**

One safety credit request for reimbursement was received requesting \$8,880.52 for Orange County Department of Education.

One safety credit request for reimbursement was received requesting \$17,723.03 for Ocean View School District.

One safety credit request for reimbursement was received requesting \$94.19 for Brea Olinda Unified School District.

One safety credit request for reimbursement was received requesting \$12,000 for Laguna Beach Unified School District.

*A motion was made by Ms. Kantor to approve the Safety Credit Program reimbursement expense of \$8,880.52, \$17,723.03, \$94.19 and \$12,000. 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.121) Action 19/20-291**

One first aid program reimbursement was received requesting \$183.00 for Laguna Beach Unified School District.

One first aid program reimbursement was received requesting \$615.18 for Orange County Department of Education.

One first aid program reimbursement was received requesting \$2,115.85 for Brea Olinda Unified School District.

*A motion was made by Ms. Kantor to approve the First Aid Program reimbursement expenses of \$183.00, \$615.18 and \$2,115.85 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

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- C. TRAVEL REIMBURSEMENT PROGRAM (P.137) Action 19/20-292  
No travel requests were received for this meeting.

**VIII. INFORMATIONAL REPORTS (P.138) Information 19/20-293**

- A. AUTHORITY CORRESPONDENCE  
No authority correspondence to review at this meeting.
- B. CONFLICT OF INTEREST POLICY, REVISION DATE 4/15/20  
Ms. Malady noted the inclusion of the revised policy and noted the policy revision was mailed to each Member for inclusion in their information binder.
- C. BOARD COMMENTS  
There were no Board Comments.
- D. CLAIMS/ADMINISTRATION/MANAGER COMMENTS  
Ms. Garcia noted she is glad to see everyone is safe.

**IV. REQUEST FOR CONFERENCE (P.147) Action 19/20-294**

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

**X. OTHER BOARD COMMENTS**

Ms. Kantor asked the Board to keep each other current on events.  
The Board discussed a claim filed against Laguna Beach Unified School District.

**XI. FOLLOW-UP FROM PREVIOUS MEETING (P.148) Information 19/20-295**

- A. Review of Case Management  
Item was discussed in Closed Session. Information only item, no action taken.
- B. Review of Self-Imposed Increase Report  
Ms. Garcia discussed IT error. Information only item, no action taken.

**XII. NEXT MEETING (June 17, 2020, 2:00 p.m., Room D1004)**

- A. Prepare & Approve Final Budget (Secy- Treas)
- B. Approve Excess Insurance for next FY (Board)
- C. Prepare & Establish Meeting Schedule (Secy-Treas)
- D. Elect Officers (Board)
- E. Designate Official Address (Board)
- F. Designate Correspondence Address (Board)
- G. Authorize Warrant Signatures (Board)
- H. Designate Medical Authorized Representative (Board)
- I. Update JPA Timeline (As needed)
- J. Update Attorney or Medical Panel (As needed)
- K. Distinct or New Member Orientation (As needed)

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**XIII. ADJOURNMENT**

**Action 19/20-296**

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

Ms. Barbara Ott  
Mr. Jeff Dixon  
Mr. Keith Farrow  
Ms. Ann Kantor

ABSENT: None

NOES: None  
ABSTAIN: None