

MINUTES

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

WEDNESDAY, November 18, 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 20/21-363

The meeting was called to order by President Ms. Barbara Ott at 2:02 p.m.

II. ROLL CALL Action 20/21-364

Telephonic Attendees:

Brea Olinda Unified School District

Ms. Barbara Ott

Laguna Beach Unified School District

Mr. Jeff Dixon

Ocean View School District

Mr. Keith Farrow

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 20/21-365

A motion was made by Ms. Kantor to approve the agenda as presented, seconded by Mr. Dixon and carried to approve the November 18, 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

ABSENT: None

NOES: None

ABSTAIN: None

IV. CLOSED SESSION Claims Administration**Action 20/21-366**

The Board adjourned to Closed Session at 2:03 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-009353	[REDACTED]	Orange County Dept. of Education

B. SETTLEMENT AUTHORITY REQUESTS (P.3)

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

Claim Number	Claimant	Member
WOCB-009520	[REDACTED]	Orange County Dept. of Education
WOCB-009327	[REDACTED]	Orange County Dept. of Education

C. MEDICAL MANAGED CARE (P.6)

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

D. EXCESS CLAIM MATRIX REVIEW (P.80)

Ms. Kantor confirmed the report appears to be in order.
The Board discussed settlement on a claim.
Information only item, no action taken.

E. OVERPAYMENT LEDGER (P.89)

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. Dixon, and carried to approve.

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

REPORT FROM CLOSED SESSION

The Board came out of Closed Session at 2:08 p.m., and Ms. Ott reported the Board took action on claims as presented.

V. CONSENT CALENDAR (P.5) Action 20/21-367

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

- A. APPROVAL OF MINUTES – October 21, 2020
- B. FINANCIAL REPORTS – (September 2020)
- C. BANK RECONCILIATION – (September 2020)
- D. RATIFICATION OF APPROVAL OF PAYMENTS – (October 2020)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

Period	Amount
October 1, 2020 – October 15, 2020	\$36,636.05
October 16, 2020 – October 31, 2020	\$68,085.09
Total:	\$104,721.14

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-C, E and ratify D.

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|---|------------------|
| 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 |

VI. JPA ADMINISTRATION

- A. ACTUARIAL SERVICE ENGAGEMENT FOR FISCAL YEAR ENDING JUNE 30, 2021 (P.19) Action 20/21-368

Ms. Kantor discussed the proposal for services and noted no change in cost.

A motion was made by Ms. Kantor to approve the Actuarial Service Engagement letter as presented for fiscal year ending June 30, 2021. The motion was seconded by Mr. Dixon and carried to approve item.

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| 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 |

- B. BYLAW ANNUAL REVIEW, FIRST READ (P.26) Action 20/21-369
- The Boards discussed the current Bylaws.

A motion was made by Ms. Kantor to approve the Bylaws with a revision review date and no modifications. 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. Keith Farrow
AYES: Orange County Department Of Education	Ms. Ann Kantor

C. RE-OPENING DURING COVID-19 **(P.39) Information 20/21-370**
 The Board discussed safe return to work practices and OSHA reporting requirements.

VII. REIMBURSEMENT PROGRAMS

A. SAFETY CREDIT PROGRAM **(P.51) Action 20/21-371**
 One safety credit program reimbursement was received requesting \$4,482.36 or Orange County Dept. of Education.
 One safety credit program reimbursement was received requesting \$8,561.98 for Ocean View School District.

A motion was made by Ms. Kantor to approve the Safety Credit Program reimbursement expenses of \$4,482.36 and \$8,561.98. 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

B. FIRST AID PROGRAM **(P.52) Action 20/21-372**
 There were no Safety Credit requests.

C. TRAVEL REIMBURSEMENT PROGRAM **(P.53) Action 20/21-373**
 No travel requests were received for this meeting.

VIII. INFORMATIONAL REPORTS **(P.54) Information 20/21-374**

A. AUTHORITY CORRESPONDENCE
 Ms. Garcia noted inclusion of Department of Industrial Relations News Release on 2021 Temporary Disability Rate increases.

B. BOARD COMMENTS
 The Board discussed the Financial Audit report and advised a draft should be available for December meeting.
 The Board discussed Facility Inspection Tools due January.
 The Board discussed County of Orange annual request for Conflict of Interest Code and Ms. Ott noted it was submitted.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Garcia wished the Board a Happy Thanksgiving.

Ms. Garcia updated the Board on Sedgwick's work from home policy.

IX. REQUEST FOR CONFERENCE (P.57) Action 20/21-375

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

X. FOLLOW-UP FROM PREVIOUS MEETING (P.58) Information 20/21-376

A. Review of Policy Coverage

Ms. Garcia updated the Board on Gallagher's confirmation that each employee claim for COVID will have their own retention.

The Board thanked Sedgwick for reaching out to Gallagher to confirm.

B. Preferred Legal Panel

The Board discussed the legal recommendations presented via handout.

XI. NEXT MEETING (December 16, 2020, 2:00 p.m., Telephonic)

1. Receive Financial Audit Report (Secy-Treas solicits)
2. State Treasurer's Special Districts Financial Transactions Report (Secy-Treas solicits)
3. Review Bylaws and Board Policies (Board)
4. Re-Opening during COVID-19 (Board)

XII. ADJOURNMENT Action 20/21-377

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 2:51 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