

MINUTES

WESTERN ORANGE COUNTY  
SELF-FUNDED WORKERS' COMPENSATION AGENCY  
TELEPHONIC BOARD MEETING  
WEDNESDAY, April 21, 2021; 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=m18f105beff54af42a4ca62073e5d322a>

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**I. CALL TO ORDER** **Action 20/21-442**

The meeting was called to order by President Ms. Barbara Ott at 2:01 p.m.

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**II. ROLL CALL** **Action 20/21-443**

**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:

|   |                            |
|---|----------------------------|
| Managing Director, Public Entity          | Ms. Jody Moses             |
| 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 Guest:

|                                     |                      |
|-------------------------------------|----------------------|
| Brea Olinda Unified School District | Mr. Richard Champion |
|-------------------------------------|----------------------|

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**PUBLIC COMMENTS**

Mr. Champion introduced himself to the Board.

Mr. Champion noted he will be the new Brea Olinda Unified School District Board Member.

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
 AGENDA – April 21, 2021

**III. APPROVAL / CHANGES TO AGENDA Action 20/21-444**

*A motion was made by Ms. Kantor to approve the agenda as presented, seconded by Mr. Avila and carried to approve the April 21, 2021 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   |

**IV. CLOSED SESSION Claims Administration Action 20/21-445**

The Board adjourned to Closed Session at 2:04 p.m. Ms. Schwartz discussed the following claims:

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

| Claim Number | Claimant   | Member                              |
|--------------|------------|-------------------------------------|
| WOCA-005170  | [REDACTED] | Brea Olinda Unified School District |
| WCOB-009528  | [REDACTED] | Orange County Dept of Education     |

**A. Settlement Authority Requests**

| Claim Number | Claimant   | Member                          |
|--------------|------------|---------------------------------|
| WOCB-009274  | [REDACTED] | Laguna Beach USD                |
| WCOC-009629  | [REDACTED] | Orange County Dept of Education |
| WCOB-009454  | [REDACTED] | Ocean View School District      |
| WCOB-009573  | [REDACTED] | Ocean View School District      |

**B. MEDICAL MANAGED CARE (P.9)**

Ms. Kantor noted the reports appear to be in order.  
 Ms. Kantor requested more information on pharmacy bills.  
 Ms. Kantor also noted case management reporting and multiple transactions on two days.  
 Sedgwick provided a rationale on the transactions.

**C. EXCESS CLAIM MATRIX REVIEW (P.96)**

The Board confirmed the report appears to be in order.  
 Ms. Kantor questioned one claim on the report.  
 The Board discussed a plan of action that will be executed by Sedgwick.  
 Ms. Kantor noted the need to correct the employer on one claim.  
 Informational item only, no action taken.

**D. OVERPAYMENT LEDGER (P.106)**

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
 AGENDA – April 21, 2021

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

E. QUARTERLY LARGE LOSS CLAIM REVIEW (P.107)  
 Ms. Schwartz discussed the claims as presented.  
 The Board discussed one claim for Huntington Beach not included in the report.

F. QUARTERLY STALE- DATED CHECK REPORT (P.262)  
 Informational item only, no action taken.

G. QUARTERLY SELF-IMPOSED PENALTY REPORT (P.263)  
 There were no self-imposed penalties on the report.

*A motion was made by Ms. Kantor to approve the settlement authority requests, seconded by Mr. Dixon, and the motion 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 2:55 p.m., and Ms. Ott reported the Board took action on claims as presented.*

**V. CONSENT CALENDAR (P:5) Action 20/21-446**

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

- A. APPROVAL OF MINUTES – March 17, 2021
- B. FINANCIAL REPORTS – (February 2021)
- C. BANK RECONCILIATION – (February 2021)
- D. APPROVAL OF PAYMENTS – (April 2021)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

| Period                          | Amount              |
|---------------------------------|---------------------|
| March 1, 2021 – March 15, 2021  | \$103,001.74        |
| March 16, 2021 – March 31, 2021 | \$69,769.83         |
| <b>Total:</b>                   | <b>\$172,771.57</b> |

*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.*

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
AGENDA – April 21, 2021

|   |                 |
|---|-----------------|
| 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**

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A. QUARTERLY INVESTMENT REPORT, PERIOD (P.21) Information 20/21-447  
ENDING MARCH 31, 2021

Ms. Ott noted the report is not available.

Ms. Ott recommends removing item as requirements have changed.

Item will come back in May meeting.

B. REVIEW OF EXCESS QUOTE (P.22) Information/Action 20/21-448

Ms. Kantor noted quote is not available yet and item will come back in May.

C. PRELIMINARY BUDGET (P.23) Action 20/21-449

Ms. Kantor presented the budget.

Board discussed bookkeeper agreement and agreed no changes were needed.

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

A. ELECTION OF OFFICERS (P.25) Action 20/21-450

The Board discussed election of officers.

*A motion was made Ms. Kantor to have Mr. Dixon act as President, Ms. Hendrick as Secretary/Treasurer upon Ms. Kantor's retirement and Mr. Champion act as Vice President once Board resolution is approved in May. The motion was seconded by Mr. Avila and the motion was carried.*

|  |                 |
|--|-----------------|
| AYES: Brea Olinda Unified School District  | Ms. Barbara Ott |
| AYES: Laguna Beach Unified School District | Mr. Jeff Dixon  |

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
AGENDA – April 21, 2021

AYES: Ocean View School District

Mr. Felix Avila

AYES: Orange County Department Of Education

Ms. Ann Kantor

NOES: None

ABSENT: None

ABSTAIN: None

B. COVID-19

**(P.26) Information 20/21-451**

The Board discussed safe work practices.

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**VII. REIMBURSEMENT PROGRAMS**

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A. SAFETY CREDIT PROGRAM

**(P.27) Action 20/21-452**

One safety credit request for reimbursement was received requesting \$11,368.98 for Brea Olinda Unified School District.

One safety credit request for reimbursement was received requesting \$13,528 for Laguna Beach Unified School District.

One safety credit request for reimbursement was received requesting \$19,446.43 for Orange County Department of Education.

*A motion was made by Ms. Kantor to approve the Safety Credit Program reimbursement expense of \$11,368.98, \$13,528, and \$19,446.43. Mr. Avila 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

B. FIRST AID PROGRAM

**(P.39) Action 20/21-453**

One first aid program request for reimbursement was received requesting \$156.50 for Brea Olinda Unified School District.

*A motion was made by Ms. Kantor to approve the First Aid Program reimbursement expense of \$156.50. Mr. Avila 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

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
AGENDA – April 21, 2021

- C. TRAVEL REIMBURSEMENT PROGRAM (P.40) Action 20/21-454  
No travel requests were received for this meeting.

**VIII. INFORMATIONAL REPORTS (P.42) Information 20/21-455**

A. AUTHORITY CORRESPONDENCE

No authority correspondence for this meeting.

B. BOARD COMMENTS

The Board discussed recent legislation and posting of sick leave availability. Sedgwick will report back to the Board on the new legislation during May meeting. The Board wished everyone a Happy Retirement for those Board Members retiring. The Board requested Sedgwick seek legal narratives on open files prior to next Board meeting.

The Board will report back to Sedgwick on if legal attendance is needed.

The Board discussed the need to file leaving officer for those leaving and an assuming office for Mr. Champion.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Moses thanked the Board for their partnership and wished them the best during their retirement.

Ms. Garcia updated the Board on the new examiner and coverage plans.

Ms. Garcia updated the Board on Client Satisfaction Survey coming out by Sedgwick.

Ms. Garcia notified the Board of migration on schedule for November 1<sup>st</sup>.

Ms. Malady noted vacation during May meeting.

**IX. REQUEST FOR CONFERENCE (P.43) Action 20/21-456**

The Board discussed CAJPA which may be hosted hybrid this year.

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

**X. FOLLOW-UP FROM PREVIOUS MEETING (P.44) Information 20/21-457**

No follow ups.

**XI. NEXT MEETING (May 19, 2021, 2:00 p.m., Telephonic)**

1. Excess Insurance Quote (Board)
2. Special items minutes (Board)

**XII. ADJOURNMENT Action 20/21-458**

*There being no further business to discuss, a motion was made by Ms. Kantor, seconded by Mr.*

WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY  
AGENDA – April 21, 2021

*Avila, and carried to adjourn the meeting at 3:31 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  
  
ABSENT: None

Ms. Barbara Ott  
Mr. Jeff Dixon  
Mr. Felix Avila  
Ms. Ann Kantor  
NOES: None  
ABSTAIN: None