

MINUTES

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

Wednesday, May 17th, 2023; 2:00 p.m.

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

Meeting Telephonic Information:

Call in number: 1-213-526-0245

Attendee access code: 147 730 722##

Meeting Link:

[Click here to join the meeting](#)

I.	CALL TO ORDER	Action 22/23-780
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The meeting was called to order by president, Jeff Dixon at 2:05pm.

II.	ROLL CALL	Action 22/23-781
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<i>District</i>	<i>Location</i>	<i>Member</i>
Laguna Beach Unified School District	550 Blumont St. Laguna Beach, CA 92651	Jeff Dixon President
Brea Olinda Unified School District	1 Civic Center Circle, Lvl II Brea, CA 92821	Richard Champion Vice President
Orange County Department of Education	200 Kalmus Drive Costa Mesa, CA 92626	Gabriel Hsu Secretary/Treasurer
Ocean View School District	17200 Pinehurst Lane Huntington Beach, CA 92647	Timothy Golden

Sedgwick Risk:

Vice President, Client Services

Director Client Services

JPA Administrator

Team Lead

Claims Examiner

Ms. Amanda Garcia

Mr. Erik Baumle

Ms. Jaslynn McDermott

Ms. Bernadette Bates

Ms. Haley Fleck Chacon

JPA Vendors:

Arthur J. Gallagher, WC Broker

Mr. Anthony Carlton

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PUBLIC COMMENTS

There were no public comments.

III. APPROVAL / CHANGES TO AGENDA Action 22/23-782

A motion was made by Mr. Hsu to approve the May 17th agenda as presented. The motion was seconded by Mr. Golden and the motion carried.

Laguna Beach Unified School District	Mr. Jeff Dixon
Ocean View School District	Mr. Tim Golden
Orange County Department of Education	Mr. Gabe Hsu
Brea Olinda Unified School District	Mr. Richard Champion

AYES: 4

NOES: None

ABSENT: 0

ABSTAIN: None

IV. JPA ADMINISTRATION

A. REVIEW OF EXCESS INSURANCE QUOTE (P.6) Information/Action 22/23-783

Mr. Carlton reviewed the state of the market and provided the Board with preliminary quotes.

Mr. Carlton will bring back for approval the final quotes at the next board meeting.
Information item only.

B. PREPARE PRELIMINARY BUDGET (P.17) Action 22/23-784

Mr. Hsu reviewed the preliminary budget with a 15% increase for OCDE to cover employee labor (bookkeeper).

A motion was made by Mr. Golden to approve the preliminary budget for FY 23/24 as presented. The motion was seconded by Mr. Champion carrying it to approval.

Laguna Beach Unified School District	Mr. Jeff Dixon
Ocean View School District	Mr. Tim Golden
Orange County Department of Education	Mr. Gabe Hsu
Brea Olinda Unified School District	Mr. Richard Champion

AYES: 4

NOES: None

ABSENT: 0

ABSTAIN: None

C. FINANCIAL AUDITOR PROPOSAL (P.19) Action 22/23-785

The Financial Auditor renewal proposal was presented to the Board.

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A motion was made by Mr. Hsu to approve the financial auditor proposal as presented. The motion was seconded by Mr. Champion and the motion carried to approval.

Laguna Beach Unified School District	Mr. Jeff Dixon
Ocean View School District	Mr. Tim Golden
Orange County Department of Education	Mr. Gabe Hsu
Brea Olinda Unified School District	Mr. Richard Champion

AYES: 4	NOES: None
ABSENT: 0	ABSTAIN: None

D. EXCESS WORKERS' COMPENSATION BROKER PROPOSAL (P.28) Information 22/23-786

Mr. Carlton presented the Workers' Compensation Broker proposal to the Board.

A motion was made by Mr. Hsu to approve the Workers' Compensation Broker proposal with a three year limit. The motion was seconded by Mr. Golden and the motion carried to approval.

Laguna Beach Unified School District	Mr. Jeff Dixon
Ocean View School District	Mr. Tim Golden
Orange County Department of Education	Mr. Gabe Hsu
Brea Olinda Unified School District	Mr. Richard Champion

AYES: 4	NOES: None
ABSENT: 0	ABSTAIN: None

E. BOOKKEEPER SERVICE AGREEMENT (P.34) Action 22/23-787

The Board discussed the current bookkeeper service agreement.
 The Board agreed that a formal contract should be drafted between Orange County Department of Education and WOCSSFA JPA.
 A contract will be drafted and brought back to the Board for approval at the next meeting.

V. CLOSED SESSION Claims Administration Action 22/23-788

The Board moved into closed session at 3:01pm.

A. SETTLEMENT AUTHORITY REQUESTS

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

Claim Number	Claimant	Member	Approved By
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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B. SETTLEMENT RATIFICATIONS

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

Claim Number	Claimant	Member	Settlement Approval
None			

Ms. Fleck Chacon reviewed the settlement authority request as presented.

A motion was made by Mr. Hsu to approve the settlement authority requests ending in YJTZ6, and 009511 as presented, The motion was seconded by Mr. Champion and the motion carried to approval.

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

Mr. Jeff Dixon
 Mr. Tim Golden
 Mr. Gabe Hsu
 Mr. Richard Champion

AYES: 4
 ABSENT: 0

NOES: None
 ABSTAIN: None

C. MEDICAL MANAGED CARE (P.6)

Ms. Garcia reviewed the medical managed care reports as presented.
 Informational item only, no action taken.

D. OVERPAYMENT LOG (P.40)

The overpayment for claim # ending in -009566 was referenced incorrectly on the overpayment log. It is an OCDE overpayment not an OVSD overpayment.
 Ms Bates reviewed the overpayments as presented.
 Informational item only, no action taken.

E. CLAIM PERFORMANCE ANALYTICS SUMMARY (P.41)

Ms. Garcia reviewed the claim performance analytics summary as presented.
 Informational item only, no action taken.

F. QUARTERLY OPIOID REPORT (P.47)

Ms. Garcia reviewed the quarterly opioid report as presented.
 Information item only, no action taken.

REPORT FROM CLOSED SESSION

The Board moved out of closed session at 3:10pm, and took action to approve the settlement authority requests ending in YJTZ6, and 009511 while in closed session.

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VI. CONSENT CALENDAR (P.35) Action 22/23-789

- A. APPROVAL OF MINUTES – April 19, 2023
- B. FINANCIAL REPORTS – (March 2023)
- C. BANK RECONCILIATION – (March 2023)
- D. APPROVAL OF PAYMENTS – (May 2023)
- E. REIMBURSEMENT TO JPA IMPREST ACCOUNT –

Period	Amount
April 1, 2023 – April 15, 2023	\$127,605.84
April 16, 2023 - April 30, 2023	\$101,918.84
Total:	\$229,524.68

Recommended action: Approve items A-E.

A motion was made by Mr. Champion to approve items A-E. The motion was seconded by Mr. Hsu and the motion carried.

Laguna Beach Unified School District	Mr. Jeff Dixon
Ocean View School District	Mr. Tim Golden
Orange County Department of Education	Mr. Gabe Hsu
Brea Olinda Unified School District	Mr. Richard Champion

AYES: 4	NOES: None
ABSENT: 0	ABSTAIN: None

VII. REIMBURSEMENT PROGRAMS

- A. SAFETY CREDIT PROGRAM **(P.55) Action 22/23-790**
 One safety credit for reimbursement was received by Ocean View School District for \$5,860.46.
 One safety credit for reimbursement was received by Orange County Dept. of Education for \$16,054.69.

A motion was made by Mr. Champion to approve the safety credit reimbursements for \$5,860.46 for Ocean View School District and \$16,054.69 for Orange County Dept. of Education. The motion was seconded by Mr. Hsu and the motion carried to approval.

Laguna Beach Unified School District	Mr. Jeff Dixon
Ocean View School District	Mr. Tim Golden
Orange County Department of Education	Mr. Gabe Hsu
Brea Olinda Unified School District	Mr. Richard Champion

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AYES: 4
ABSENT: 0

NOES: None
ABSTAIN: None

- B. FIRST AID PROGRAM (P.117) Action 22/23-791**
One first aid claims request for reimbursement was received by Orange County Dept. of Education for \$264.53.

A motion was made by Mr. Golden to approve the first aid claims request for reimbursement for \$264.53 for Orange County Dept. of Education. The motion was seconded by Mr. Hsu and the motion carried to approval.

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

Mr. Jeff Dixon
Mr. Tim Golden
Mr. Gabe Hsu
Mr. Richard Champion

AYES: 4
ABSENT: 0

NOES: None
ABSTAIN: None

- C. TRAVEL REIMBURSEMENT PROGRAM (P.129) Action 22/23-792**
One travel reimbursement request was received by Ocean View School District for \$970.16.

A motion was made by Mr. Dixon to approve the travel reimbursement request for Ocean View School District for \$970.16. The motion was seconded by Mr. Hsu and the motion carried to approval.

Laguna Beach Unified School District
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Orange County Department of Education
Brea Olinda Unified School District

Mr. Jeff Dixon
Mr. Tim Golden
Mr. Gabe Hsu
Mr. Richard Champion

AYES: 4
ABSENT: 0

NOES: None
ABSTAIN: None

VIII. REQUEST FOR CONFERENCE (P.135) Action 22/23-793

No requests for conference reimbursement were received.

IX. INFORMATIONAL REPORTS (P.136) Information 22/23-794

- A. AUTHORITY CORRESPONDENCE**

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There were no authority correspondence.

B. BOARD COMMENTS

There were no board comments.

C. CLAIMS/ADMINISTRATION/MANAGER COMMENTS

Ms. Garcia shared information about the new digital magazine presented by Sedgwick called the Edge.

Ms. Garcia invited the Board to join a social forum presented by sedgwick called Circles. Ms. McDermott will send more information via email to all Board members regarding the Edge and Circles.

X. FOLLOW-UP FROM PREVIOUS MEETING (P.137) Information 22/23-795

There were no follow ups from the previous meeting.

XI. NEXT MEETING (June 21, 2023, 2:00 p.m.)

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|---|--------------|
| 1. Prepare & Approve Final Budget | (Secy-Treas) |
| 2. Prepare Establish Meeting Schedule | (Secy-Treas) |
| 3. Elect Officers | (Board) |
| 4. Designate Official Address | (Board) |
| 5. Designate Correspondence Address | (Board) |
| 6. Authorize Warrant Signatures | (Board) |
| 7. Designate Medicare Authorized Rep | (Board) |
| 8. Quarterly Excess Reporting Claim Log | (JPA Admin) |

XII. ADJOURNMENT Action 22/23-796

A motion was made by Mr. Hsu to adjourn the meeting at 3:51pm. The motion was seconded by Mr. Golden and the motion carried to approval.

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

Mr. Jeff Dixon
Mr. Tim Golden
Mr. Gabe Hsu
Mr. Richard Champion

AYES: 4
ABSENT: 0

NOES: None
ABSTAIN: None