Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
January 21, 2016 at 2:15 pm via Teleconference
700 SW Jackson, Ste 200
Topeka, KS 66603

The January 2016 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order via teleconference at 2:20 p.m. on January 21, 2016 in Topeka by Board President Steve Garten. Trustees attending included: Steve Garten, Barber County Commissioner, President; Gary Caspers, Cloud County Commissioner, Vice-President; Stan McEvoy, Decatur County Commissioner, Secretary; Michelle Garrett, Morris County Clerk, Controller; Linda Buttron, Jefferson County Clerk and Sandy Barton, Stanton County Clerk.

Staff participating included Mr. James W. Parrish, Administrator; Ms. Dortha O. Bird, Deputy Administrator and Staff Counsel; Mr. Carl Eyman, Deputy Administrator and Loss Prevention Manager; Mr. Richard Alexander, Accountant; Ms. Nicole Jarboe-Paxson, Executive Assistant and Media Director; Mr. Brandon Mann, Loss Prevention Specialist; Ms. Beth Byrne, Accountant and Mr. Ralph D. Unger, Member Services Representative.

CORnerstone Risk Solutions (CRS) was represented by Ms. Tina Cox and Mr. Jess Cornejo.

President Garten first addressed Agenda Item No. 2, “Approval of the Agenda.” Mr. Parrish recommended two additions to the agenda. Item No. 2a "Excuse Rob Roberts" and Agenda Item No. 4a, "Recognition of Dr. Steve Garten as outgoing president." Ms. Garrett moved to approve the agenda with those additions. Ms. Buttron seconded the motion which CARRIED unanimously.

President Garten asked for a motion to excuse Mr. Roberts from the meeting. Mr. Caspers so moved. Ms. Barton seconded the motion which CARRIED unanimously.

President Garten then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of December 17, 2015.” Ms. Garrett moved to approve the minutes as presented. Ms. Buttron seconded the motion which CARRIED unanimously.

Next, President Garten asked Mr. Parrish to address Agenda Item No. 4, “Election of Officers and Establish Committees.” Mr. Parrish then described the slate of officers recommended by staff after consultation with the board members. The slate of officers includes Gary Caspers, President; Stan McEvoy, Vice-President Michelle Garrett, Secretary and Linda Buttron, Controller. Mr. Parrish then described recommendations for committee chairs and membership which includes Steven Garten, Chair Personnel Committee with Michelle Garrett and Stan McEvoy as committee members; Rob Roberts as Chair of Investment Committee with Stan McEvoy and Sandy Barton as committee members; Sandy Barton as Chair of Audit Committee with Gary Caspers and Linda Buttron as committee members and Gary Caspers as Chair of the Joint KWORCC/KCAMP Committee on Cooperation with Steven Garten and Linda Buttron as committee members. Ms. Barton moved to close nominations, elect the slate of officers and approve appointment of committee members as proposed. Ms. Buttron seconded the motion which CARRIED unanimously.

The gavel then passed to President Caspers.

President Caspers thanked Dr. Garten for his year of service as president. Dr. Garten stated he liked the plaque he received and that it has a position of prominence in his county commission office.
President Caspers proceeded to Agenda Item No. 5a of the Administrator’s Report, “Checks Requiring Board Approval and Ratification of Electronic Transfer of Funds.” Mr. Parrish itemized the checks for approval and described the electronic transfers of funds to be ratified. Mr. McEvoy moved to ratify the check already issued, approve the checks presented and ratify the electronic transfers of funds as presented. Dr. Garten seconded the motion which CARRIED unanimously.

Mr. Parrish then addressed Agenda Item No. 5b, “Complete Conflict of Interest Forms.” He explained the purpose and details of the form and asked that all trustees and staff complete the conflict of interest forms and return them for filing with the Kansas Insurance Department (KID).

Mr. Parrish then addressed Agenda Item No. 5c, “Waiver of GAAP, Resolution No. 2016-05.” He explained the purpose of the resolution is to comply with statutory accounting as opposed to generally accepted accounting principles. Ms. Buttron moved that the resolution be adopted. Ms. Barton seconded the motion which CARRIED unanimously.

Mr. Parrish then address Agenda Item No. 5d, "Private Mileage Rate Change - KDOA Circular No 16-A-013." Mr. Parrish stated that years ago KWORCC adopted the state's reimbursement rates for mileage and meals. The current change from .57 to .54 likely reflects the decrease in gasoline prices that has occurred.

Mr. Parrish addressed Agenda Item No. 5e, “PRIMA Conferences.” He asked Mr. Eyman to discuss MoKan Prima. Mr. Eyman stated it will be held at Tan-Tar-A in Lake Ozark, Missouri April 13-15, 2016. There will be classes and social gatherings. He stated that he usually attends and is planning to attend again. All trustees are welcome to attend. Mr. Parrish then discussed the annual National PRIMA conference which will be in Atlanta, Georgia beginning June 5, 2016 and ending on June 8, 2016. He stated the staff will make hotel reservations and book flights for those interested in attending.

President Caspers then proceeded to Agenda Item No. 6, “Marketing Report.” Mr. Eyman discussed marketing activities and responded to questions.

President Caspers then proceeded to Agenda Item No. 7, “Financial Report.” Mr. Alexander discussed in detail the preliminary, pre-audited financial statements he prepared for December 2015. He stated the reports are very preliminary and do not include the most recent actuarial review and the results of the 2015 payroll audits. Ms. Garrett moved to receive and file the financial reports. Mr. McEvoy seconded the motion which CARRIED unanimously.

Mr. Alexander then discussed in detail the interim, pre-audited fourth quarterly financial report for 2015 he prepared for filing with KID. Dr. Garten moved to approve filing the report as proposed. Ms. Buttron seconded the motion which CARRIED unanimously.

Mr. Alexander presented the check register and answered questions. Whereupon, Mr. McEvoy moved to approve check Nos. 16862 through 16922 and the direct debits. Ms. Barton seconded the motion which CARRIED unanimously.

Next, Mr. Alexander reviewed reports showing the value of KWORCC’s equity investments as of January 12, 2016.

President Caspers addressed Agenda Item No. 8, “Claims Report - CRS.” As to Agenda Item No. 8a, “Select Claims Review,” Ms. Cox reported on claims and answered questions.

Ms. Cox then discussed Agenda Item No. 8b, “CompTech Bill Review Report.” Ms. Cox reported CompTech has achieved net savings of 50% of medical billed for May through December, 2015.

Mr. Cornejo then explained the “Policy Year Performance Review” under Agenda Item No. 8c. This analytical review generated by CRS shows KWORCC’s claim history for policy years 2011 through 2015. The
documents consist of graphs which compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of December 2015 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Caspers called upon Mr. Mann to address Agenda Item No. 9, “Loss Prevention and County Visits.” He reviewed December, January and February calendars for the loss-prevention staff. Next, he reported on the enrollment rates and courses completed by the membership for the GovU online courses. Finally, Mr. Mann explained the division of the counties into territories covered by the loss prevention staff.

President Caspers addressed Agenda Item No.10, “Legal Report.” Mr. Parrish stated there was no legal report at this time.

President Caspers proceeded to Agenda Item No. 11, “Committee Reports.” Mr. Parrish stated there would be a Personnel Committee Meeting at 12:15 p.m. on February 18, 2016.

President Caspers then addressed Agenda Item No. 12, “Other Business.” There was no other business.

There being no additional business, Ms. Garrett moved to adjourn the meeting at 3:19 p.m. Dr. Garten seconded the motion which CARRIED unanimously.

The KWORCC Board of Trustees approved the foregoing minutes on the 18th day of February, 2016.

Michelle Garrett, Secretary
KWORCC Board of Trustees