

AGENDA
KWORCC BOARD OF TRUSTEES
DECEMBER 8, 1992
WICHITA MARRIOTT
WICHITA, KANSAS

- I. Call to order, 1:00 p.m., - Paul Flowers, Chair
- II. Election of Officers
- III. Receipt and approval of reports
 - a. Minutes October 8, 1992 meeting
 - b. KWORCC Financial Report
 - c. KWORCC Budget Report
- III. Claims Manager's Report
 - a. Review and status of claims over \$5,000
 - b. Increase to \$10,000 claims reported
- IV. Loss Prevention Manager's Report
- V. Pool Manager's Report
 - a. Report on county visits
 - b. Report on annual meeting
 - c. PRIMA representative designation
- VI. Administrator's Report
 - a. Pool correspondence
 - b. Contribution Committee Report
 - c. Renewal of Service Contracts
 - 1. Brokerage Agreement
 - 2. Claims Agreement
 - 3. Accounting Agreement
 - 4. Administrator's Agreement

MINUTES
KANSAS ASSOCIATION OF COUNTIES

December 16, 1992

Holiday Inn, Holidome, Topeka

The Kansas Association of Counties Governing Board met December 16, 1992 at the Holiday Inn, Holidome, Topeka, KS. The meeting was called to order at 8:35 a.m. by Mick Cox, President.

Board members present were:

Mick Cox, Wabaunsee County Sheriff, 1992 KAC President
Murray Nolte, Johnson County Commissioner, Vice President
Marjory Scheufler, Rice County Commissioner, Past President
Darrell Wilson, Saline County Sheriff
Howard Hodgson, Rice county Commissioner
Dudley Feuerborn, Anderson County Commissioner
Barbara Wood, Bourbon County Clerk
Mary Bolton, Rice County Commissioner
Gerry Ray, County Administrators Association
Nancy Hempen, Douglas County Treasurer
Keith Devenney, Geary County Commissioner
Nancy Prawl, Brown County Register of Deeds
Mary Ann Holsapple, Nemaha County Register of Deeds
Roy Patton, Harvey County Weed Director
Vernon Wendelken, Clay County Commissioner
Gary Watson, Trego County Treasurer

KAC staff members in attendance were: John Torbert, Executive Director; Bev Bradley, Deputy Executive Director; Anne Smith, Director of Legislation; Karen Thatcher, Director of Communication; Pat Mahaffey, Accountant; Pat Howell, Administrative Assistant; Jeanie Cowan, Insurance Pool Manager; and Steve Wiechman, Legal Counsel.

The minutes of September 21 and 22 were reviewed. It was moved by Vernon Wendelken and seconded by Mary Bolton to approve the minutes as written. The motion carried.

The minutes for November 15 were considered. It was moved by Dudley Feuerborn and seconded by Keith Devenney to approve the minutes as written. The motion carried.

It was moved by Murray Nolte and seconded by Roy Patton to approve the minutes of the Executive Committee conference call held December 1, 1992. The motion carried.

John Torbert reviewed the financial report. The financial report for the last three months is included in the packet. It was moved by Keith Devenney and seconded by Marjory Scheufler to accept the financial report. The motion carried.

The following nominating committee report was given by Marjory Scheufler: Murray Nolte, Johnson County Commissioner, President; Barbara Wood, Bourbon County Clerk, Vice President; Dudley Feuerborn, Anderson County Commissioner, Director; and Roy Patton,

Harvey County Noxious Weed Director, Director. It was moved by Vernon Wendelken and seconded to cease nominations and elect the slate as presented by the nominating committee by unanimous ballot. The motion carried.

The information agenda was considered. The KCAMP and KWORCC reports were given by John Torbert.

The KAC Annual Conference Review was led by John Torbert and Karen Thatcher. The comment sheets were reviewed. It was cautioned that a very small percent of the attendees completed the sheets. It was also noted that people who are displeased are more likely to complete the review sheets. The annual meeting site for 1995 was discussed.

A report of the building options committee was given by Murray Nolte and John Torbert. It was reported that the offer made to H.T. Paul Inc. had been rejected. Further negotiations will be considered with another association that may be interested in two floors of the building. Terry Humphrey, executive director of the Manufactured Housing Association has reported to John that their purchase of the 7th street building is a dead issue. Murray Nolte recommended moving the insurance operation back to the 7th street building to relieve the space crunch and continue to look for yet another option. He further recommended leaving the 7th street building on the market, but not list it as active. Darrell Wilson made a substitute motion to split our operation on a temporary basis, continue to have the 7th street building on open market, continue to look into any viable available option and continue to negotiate with H.T. Paul on the Victory Life Building. The motion was seconded and carried.

The executive committee had previously been given the authority to make decisions on KAC property when time did not permit the full board to be included. It was moved by Mary Bolton and seconded by Vernon Wendelken to extend this authority to the new executive committee to do preliminary negotiation. The motion carried. A discussion was held concerning placing the Topeka Blvd. building on the market to see if there is interest. It was the consensus that the building should not be placed on the market at this time.

Discussion of the 1993 proposed budget was held. The proposed budget includes the areas that were defined at the planning session held by the governing board in the fall. The budget was previewed at the November board meeting. As the result of that meeting the budget had been redone. The carry over amount was increased and the dues increase was lowered to two percent. It was moved by Barbara Wood and seconded by Keith Devenney to approve the proposed budget dated December 15, 1992, and that a building fund be established to capture the funds budgeted for capital improvement. The motion carried.

The Legislative update was given by Anne Smith. The tax committee was the most important for our association during the interim. Reappraisal update and motor vehicle tax were two items studied. Juvenile detention centers are also a continuing concern.

John Torbert read a letter from Chris McKenzie, Executive Director, League of Kansas Municipalities, stating the League Governing Body had recently approved the following motion: "That the League of Kansas Municipalities, acting through its officers, executive director and member cities, closely collaborate with the Kansas Association of Counties and the member counties thereof in accomplishing our joint legislative objectives at the Federal and State levels." It was moved by Keith Devenney and seconded by Vernon Wendelken, to pass a companion motion which would state: The Kansas Association of Counties, acting through its officers, executive director and member counties, closely collaborate with the League of Kansas Municipalities and the member cities thereof in accomplishing our joint legislative objectives at the Federal and State levels." The motion carried.

The strategic plan as outlined and discussed at the December meeting was briefly reviewed. It was pointed out that the approved budget reflects putting this plan in place.

In the afternoon session, the evaluation of the executive director will be done. The results of the evaluation will be delivered to John by President Murray Nolte.

Plaques were presented to members who are retiring from KAC board service. Those members receiving plaques were; Gary Watson, Nancy Prawl, Keith Devenney, and Howard Hodgson.

The Kansas Representative to NACo was a self nomination process.

Those nominated were:

David Holmes, Reno County Commissioner
Joe Stuckey, Reno County Commissioner
Vernon Wendelken, Clay County Commissioner
John Delmont, Cherokee County Commissioner
Marjory Scheufler, Edwards County Commissioner
Wes Holt, Pottawatomie County Commissioner
Nancy Weeks, Haskell County Treasurer

A vote was taken and Marjory Scheufler, John Delmont and Vernon Wendelken remained as candidates. A second vote was taken and Marjory Scheufler was elected. Keith Devenney presented her with a NACo folder containing pertinent information.

The meeting recessed for lunch and resumed at 1:05 p.m.

A presentation was made by the consultants handling the KAC health insurance program. They stated that five counties were confirmed members of the health insurance pool.

It was decided to hold County Government Day, February 3, 1993 at

the Assumption Church 800 Jackson, Topeka, KS. The meeting will begin with registration at 8:30 a.m. The next KAC board meeting will be held in the afternoon of February 3, 1993.

It was moved by Nancy Hempen and seconded by Barbara Wood to take the KAC Convention back to Overland Park in 1995. The motion carried. Marjory Scheufler, Vernon Wendelken and Mary Bolton voted in opposition to the motion and requested to be recorded as such.

The decision made earlier to put together a health insurance program for Kansas Association of Counties was discussed. Representatives from Lockton, LaHood and Missouri Valley Life Insurance Companies were present to give an update on the program. After discussion, it was agreed that John Torbert and Steve Wiechman would meet with representatives of the program to determine if there were ways that KAC could be more supportive of the program. A list will be compiled of things that the board can do to help.

Staff was excused so that the board could do a performance review of the executive director after which the meeting adjourned.

GENERAL\MIB12-16

**MINUTES
KWORCC BOARD OF TRUSTEES**

WICHITA MARRIOTT

December 8, 1992

The regular meeting of the KWORCC Board of Trustees was held December 8, 1992 at the Wichita Marriott, Wichita, Kansas. The meeting was called to order at 1:00 p.m. by Paul Flowers, President, Comanche County Commissioner. Members in attendance were:

Paul Flowers, Comanche County Commissioner
Marjory Scheufler, Edwards County Commissioner
Wesley Moore, Jewell County Clerk
Wes Holt, Pottawatomie County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Eric Rucker, Dickinson County Attorney
Gayle Landoll, Marshall County Clerk
David Holmes, Reno County Commissioner

Also present were John Torbert, Pool Administrator, KWORCC; Jeanie Cowan, Pool Manager, KWORCC; Kevin Woods, Loss Prevention Manager, KWORCC; Kent Erwin, Vice-President Production/Marketing, Rollins Hudig Hall; Shane Britt, Claims Manager, Rollins Technical Service; Susan May, Workers' Compensation Supervisor, Rollins Technical Services; Steve Wiechman, KAC Legal Counsel; Kimberly Parker, KAC Administrative Assistant.

Absent were Bonnie Gilmore, Wichita County Clerk, Lyman David, Norton County Commissioner, and George Burrows, Stevens County Commissioner.

Election of Officers began at 1:00. Paul Flowers opened up the meeting for nominations.

David Holmes nominated Wes Holt for 1993 KWORCC President. Bobby Heitschmidt moved nominations cease. David Holmes seconded. Wes Holt was elected President for 1993. Wes then took his position to preside over the meeting.

Paul Flowers nominated David Holmes for 1993 KWORCC Vice-President. Eric Rucker seconded. Paul Flowers moved nominations cease. Bobby Heitschmidt seconded. David Holmes was elected Vice-President for 1993.

Marjory Scheufler nominated Gayle Landoll for 1993 KWORCC Secretary. Eric Rucker seconded. Marjory moved nominations cease. David Holmes seconded. Gayle Landoll was elected Secretary for 1993.

David Holmes nominated Marjory Scheufler for 1993 KWORCC Comptroller. Bobby Heitschmidt seconded. Bobby Heitschmidt moved nominations cease. Paul Flowers seconded. Marjory Scheufler was elected Comptroller for 1993.

Time was allowed for reading of the minutes from the October 8, 1992 meeting. Paul Flowers moved to approve the minutes with the exception that Steve Wiechman's presence be noted. Bobby Heitschmidt seconded. Motion carried.

John Torbert gave the financial reports. John went over the structure of the budget for the new board members who were in attendance.

Bobby Heitschmidt moved the financials be approved, as reported. Wes Moore seconded. Motion carried.

Shane Britt gave the claims manager's report. He first went over Loss Experience Total by Month. There are still 114 claims open to date. Shane went over the Lost Time/Medical Only by Month. He then went over the Loss Experience Summary. Shane covered the Incurred Losses in Excess of \$5,000.

Eric Rucker moved the claims manager's report be approved, as reported. David Holmes seconded. Motion carried.

Marjory Scheufler moved that the board only review claims over \$10,000 at monthly meetings. Wes Moore seconded. Motion carried.

Kevin Woods, Loss Prevention Manager, gave the loss report. He stated that he will be hiring someone by mid-January to assist in the loss prevention area. Kevin will be working more on the accident investigations in 1993. Modified duty will be covered more in 1993.

Bobby Heitschmidt moved to approve the Loss Prevention Report, as reported. Paul Flowers seconded. Motion carried.

Jeanie Cowan gave the Pool Manager's report. Jeanie discussed her meeting on October 9, 1992 with Larry McGill, Terry Teedee, John Spain, Ray Rathert and Bob Storey.

Jeanie mentioned Marshall County will remain with us and that Jewell County joined KCAMP on 12-05-92.

Jeanie asked for a formal motion designating her as the pooling section representative for PRIMA. Wes Moore moved, Gayle Landoll seconded. Motion carried.

Marjory Scheufler moved to accept Pool Manager's report, as reported. Bobby Heitschmidt seconded. Motion carried.

John Torbert gave the Pool Administrator's Report. John first went over the pool correspondence. Cheyenne County will be making a decision of either being part of the pool or not on December 15, 1992.

Paul Flowers will be leaving the board in January. There will be a vacant seat on the board.

At the next meeting the board will be asked to appoint someone. John asked for recommendations for names for the vacant seat.

John would like to have a strategic planning session in February at the board meeting, after the full board is in place. John would like to see this be an annual event.

John stated that KCAMP approved a motion for an allocation of 1/2 of the \$39,000 cost to hire Ron Rogers, with the contingency that KWORCC would authorize the payment of the remaining half.

A discussion regarding Ron Rogers was held by the board. John stated that Mr. Rogers' references spoke very highly of him.

Wes Holt asked for a motion to approve the allocation of the remaining 1/2 of the fee of Mr. Rogers. It was agreed that the questions raised by the KWORCC board be resolved before KAC signs the contract and approves the hiring of Ron Rogers. Wes Moore moved that the board approve the hiring of Mr. Rogers, with the above stipulations. David Holmes seconded. Motion carried.

Paul Flowers gave a report of the Contributions Committee. Paul and Wes Holt held a conference call November 12, 1992. They recommend that the premium discount rates and advance discount rates remain the same for 1993 renewals. The two changes that will impact rates are: 1) any changes in experience modification occurring since the inception of the pool (up or down), and 2) the 21.7% average rate increase by the insurance commission, effective in June 1992, a portion of which will be applied to the 1993 contribution rates. Paul and Wes have no recommendation on whether the board should charge an application fee for prospective new member counties.

The board took no action taken on the question of the application fee. Bobby Heitschmidt moved to approve the Contribution Committee's recommendations. Marjory Scheufler seconded. The motion carried.

John pointed out that Rollins, Burdick, Hunter has been renamed Rollins, Hudig, Hall.

Jeanie Cowan, Al Stein, John Torbert, Wes Moore, Lyman David, Joe Stucky, John Delmont and Pat Mahaffey held an investment committee meeting. The committee has received proposals for an investment bank for the pool. The Country Club Bank in Kansas City, Merchants National Bank and Waddell and Reed have all turned in proposals. The investment committee is recommending Country Club Bank. John indicated that the KCAMP board voted to accept Country Club Bank. Bobby Heitschmidt moved the board accept the Country Club Bank. Gayle Landoll seconded. Motion carried.

John went over the renewal of pool service contracts. The board was asked to make a decision to allow contracts to simply roll over due to there being no changes, or to have the executive committee review all the contracts prior to January 1, 1993. KAC's contract will be adjusted due to additional staff being added in 1993.

David Holmes moved that all renewal contracts be approved as written, as there are no changes. Paul Flowers seconded. Motion carried.

Bobby Heitschmidt moved that John Torbert's Administrative report be accepted. David Holmes seconded. Motion carried.

The next meeting was set for Tuesday, January 19, 1993 in Topeka, Kansas.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kimberly J. Parker".

Kimberly J. Parker
Recording Secretary

MINUTES
KANSAS WORKERS RISK COOPERATIVE FOR COUNTIES

NOVEMBER 18, 1992

MARRIOTT HOTEL

The first annual meeting of KWORCC was held November 18, 1992 at the Marriott Hotel, Overland Park, Kansas. The meeting was called to order at 1:00 p.m. by Paul Flowers, President, Comanche County Commissioner.

Board members in attendance were:

Paul Flowers, Comanche County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Lyman David, Norton County Commissioner
Wes Holt, Pottawatomie County Commissioner
Wes Moore, Jewell County Clerk
David Holmes, Reno County Commissioner

Board members absent were:

George Burrows, Stevens County Commissioner
Bonnie Gilmore, Wichita County Clerk

Others in attendance were:

John Torbert, Pool Administrator
Jeanie Cowan, Pool Manager
Kevin Woods, Loss Prevention Manager
Pat Mahaffey, KAC Accountant
Pat Howell, Secretary
Kent Erwin, Vice President, Production-Marketing, Rollins
Burdick Hunter
Shane Britt, Claims Manager, Rollins Burdick Hunter
Susan May, Workers Compensation Claims Manager, Rollins
Burdick Hunter
Steve Wiechman, Legal Counsel

Jeanie Cowan, Pool Manager, was introduced. Ms. Cowan took the KCAMP roll call as follows:

Anderson - 2	Franklin - 0	Neosho - 1
Barber - 0	Geary - 0	Norton - 1
Bourbon - 1	Gove - 0	Osborne - 1
Cherokee - 1	Gray - 0	ottawa - 1
Cheyenne - 0	Jefferson - 1	Pottawatomie -
Cloud - 0	Jewell - 1	0
Comanche - 2	Kearny - 1	Rawlins - 3
Dickinson - 0	Lincoln - 1	Rice - 1
Edwards - 0	Marshall - 0	Saline - 0
Elk - 3	Meade - 0	Stevens - 0
Ellsworth - 2	Mitchell - 1	Thomas - 1
Ford - 0	Morton - 0	Wichita - 0

Montgomery County was recognized as present but not a member of KCAMP.

Paul Flowers, Comanche County Commissioner, remarked about the first year of operations of the pool. He also gave the list of goals for the pool.

William Lewis, Rawlins County Commissioner, moved the minutes from the January 28, 1992, organizational meeting be approved as written. John Delmont, Cherokee County Commissioner, seconded. The motion carried.

John Torbert gave the Pool Administrator's Report. He informed the members that the rates are controlled by the Insurance Department and legislation.

David Holmes, Reno County Commissioner, gave the Financial Report.

Kent Erwin, Rollins Burdick Hunter, gave the Broker's Report.

Paul Flowers, Comanche County Commissioner, discussed the Contribution Committee's meeting on November 12th. The committee will make recommendations to the KWORCC board on December 8, 1992. Mr. Flowers informed the membership about the guidelines given to them by legislation.

Shane Britt gave the Claim Manager's Report. He introduced Susan May the worker's compensation adjuster for the pool.

Kevin Woods gave the Loss Prevention Report.

Marjory Scheufler, Edwards County Commissioner, gave the Nominating Committee's Report. Bobby Heitschmidt, Ellsworth County Commissioner, and Eric Rucker, Dickinson County Attorney were nominated.

Bill Lewis, Rawlins County Commissioner, moved the Nominating Committee's Report be accepted. Pat Roberts, Elk County, seconded. The motion carried.

Paul Flowers, Comanche County Commissioner, opened the floor to the board for comments. Lyman David, Norton County Commissioner, discussed his learning experiences on the board and how it has helped their county save money.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Pat Howell
Recording Secretary

AGENDA
KWORCC BOARD OF TRUSTEES
OCTOBER 8, 1992 - 9:00 a.m.
THE CLUB HOUSE INN
TOPEKA, KANSAS

- I. Call to order, 9:00 a.m., - Paul Flowers, Chair
- II. Receipt and approval of reports
 - a. Minutes August 26, 1992 meeting
 - b. KWORCC Financial Report
 - c. KWORCC Budget Report
- III. Claims Manager's Report
 - a. Review and status of claims over \$5,000
- IV. Loss Prevention Manager's Report
- V. Pool Manager's Report
 - a. Report on county visits
 - b. Buddy system for nonmember counties
 - c. Report on Investment Committee
- VI. Administrator's Report
 - a. Pool correspondence
 - b. Acceptance Bourbon County - 10/1/92
- VII. Other Discussion

MINUTES

KANSAS WORKERS RISK COOPERATIVE FOR COUNTIES

The Clubhouse Inn

October 8, 1992

The regular meeting of the KWORCC Board of Trustees was held October 8, 1992, at the Clubhouse Inn, 10th and Wanamaker, Topeka, KS. The meeting was called to order at 9:00 a.m. by Paul Flowers, Comanche County Commissioner, President. Members in attendance were:

Marjory Scheufler, Edwards County Commissioner
Bonnie Gilmore, Wichita County Clerk
George Burrows, Stevens County Commissioner
Wes Moore, Jewell County Clerk
Wes Holt, Pottawatomie County Commissioner
Lyman David, Norton County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner

Also present were: John Torbert, Executive Director; Kevin Woods, Loss Prevention Manager; Shane Britt, Claims Manager, RTS; Bob Storey, KWORCC Legal Counsel; Jeanie Cowan, Pool Manager; Karen Thatcher, Director of Communications; and Pat Howell, KAC Administrative Assistant.

Not present was David Holmes, Reno County Commissioner.

Time was allowed for the reading of the minutes of the previous meeting. It was moved by Wes Moore and seconded by Lyman David to approve the minutes of the past regular meeting. The motion carried.

John Torbert covered the financial reports. The budget reports were then discussed.

Lyman David moved and Bobby Heitschmidt seconded that the financials be accepted. The motion carried.

Shane Britt reviewed the number and status of the claims being worked at this time. Discussion was held on the open claims. Shane then discussed the claims over \$5,000. Discussion was held on light duties capabilities for employees.

Shane announced that Susan May is now hired as the workman's comp manager and will be on board October 20.

Kevin Woods covered the loss prevention report. He reported that in September he was able to get out to 15 counties mainly in the area of blood born pathogens. He also covered the use of the manual and other areas that the county requested.

Kevin discussed the arrangements he has set up with the Law Enforcement Television Network that was sent to member counties.

Kevin then covered the results of the survey that was mailed out to KWORCC/KCAMP counties. He received surveys back from 75% of the counties.

Jeanie Cowan reported on her visits to counties during the past month. She also gave a map regarding the buddy system set up at a previous board meeting.

Jeanie requested permission to spend money on give away items for the annual conference (ball caps, mugs and #2 pencils). The dollar amount would be some where around \$1,000.

There was a motion for Jeanie to spend up to \$1,000 on promotional items made by Wes Holt and seconded by George Burrows. The motion carried.

Jeanie requested the boards help in manning the KWORCC/KCAMP booth during the annual conference.

Jeanie Cowan discussed the responses received on question #11 on the survey that Kevin Woods had mailed out to member counties. The board addressed the different issues brought out by this question.

Wes Moore and Lyman David talked about the investment committee meeting on Tuesday, October 6. Attendance at that meeting was Wes Moore and Lyman David from the KWORCC Board; Joe Stucky and John Delmont from the KCAMP Board; Al Stein from Rollins Management Corporation; Jeanie Cowan, Pools Manager and Pat Mahaffey, KAC accountant. Hoot Gibson from the Kansas Builders Association who has the oldest pool in Kansas, brought how they deal with their investments. The board was presented an objective, statutory compliance and eligible investments information that came out of the meeting.

John Torbert covered the pool correspondence given to the board:

- 1) Susan May will be on board October 20, 1992.
- 2) Ron Todd's letter regarding the complaint. John mentioned that Bob Storey and Jeanie will be meeting with Larry McGill.
- 3) Cheyenne County letter that will be responded to by a letter written by Steve Wiechman.

Bobby Heitschmidt made a motion that Bourbon County be accepted by the KWORCC board effective 10-1-92. Wes Holt seconded the motion. The motion carried.

John Torbert informed the board of the KAC headquarters building requirements of space for the increase of staff. The memo was covered on how this situation is being looked at during this time.

There being no further business to come before the board of trustees the meeting was adjourned.

Next meeting will be December 8, 1992 at 1:00 PM in Wichita, KS.

Respectfully submitted,

Pat Howell
KAC Administrative Assistant

A08872

MINUTES
September 3, 1992
KAC Governing Board Conference Call

The conference call began at 1:30 p.m. Members present on the call were:
Mick Cox, Wabaunsee County Sheriff, President
Keith Devenney, Geary County Commissioner
Dudley Feuerborn, Anderson County Commissioner
Howard Hodgson, Rice County Commissioner
Harvey Leaver, Leavenworth County Engineer
Mark Niehaus, Graham County Appraiser
Roy Patton, Harvey County Weed Director
Nancy Prawl, Brown County Register of Deeds
Marjory Scheufler, Edwards County Commissioner
Vernon Wendelken, Clay County Commissioner
Gary Watson, Trego County Treasurer
Barbara Wood, Bourbon County Clerk
George Burrows, Stevens County Commissioner

Members unable to be on the call were: Murray Nolte, Johnson County Commissioner, Vice President; and Bud Archer, Phillips County Commissioner. Also present from the KAC staff were: John Torbert, Executive Director; Karen Thatcher, Director of Communications; and Pat Howell, Secretary.

The subject of the conference call was the Annual Conference registration fee.

John Torbert presented the board with the question of how to charge for the Annual Conference this year. In the past, KAC has allowed people to pre-register with payment or to have the county billed. The billing option has created problems with cash flow and has caused excess administrative expense.

The board was also asked to decide whether or not to include meal costs in the registration fee. In previous years meals were purchased separate from the conference registration, which again created an additional administrative burden.

KAC staff suggested a three tiered system of payment:

- (1) Early Bird Registration for those registering for the meeting before November 2. Payment would need to be included with the form. and this would be the best deal for attendees.
- (2) Regular Registration (adding \$10 to the fee) for those registering after November 2 or if the county requests to be billed.
- (3) On-site Registration (adding \$20 to the fee) for those registering for the meeting at the door.

With this registration the scheduled lunches and banquet would automatically be included for each participant. An all-inclusive registration fee is the method used for most of the affiliate groups at their annual meetings. It was moved by Gary Watson and seconded by Vernon Wendelken to accept a flat fee for the conference including one lunch and a banquet ticket with the tiered pricing system. The motion carried.

The board was reminded of the regular board meeting on September 22 in Topeka. The meeting was adjourned at approximately 2:10 p.m.

MINUTES
KANSAS WORKERS RISK COOPERATIVE FOR COUNTIES
The Clubhouse Inn October 8, 1992

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Bonnie Gilmore, Wichita County Clerk
George Burrows, Stevens County Commissioner
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Also present were: John Torbert, Executive Director; Kevin Woods, Loss Prevention Manager; Shane Britt, Claims Manager, RTS; Bob Storey, KWORCC Legal Counsel; Jeanie Cowan, Pool Manager; Karen Thatcher, Director of Communications; and Pat Howell, KAC Administrative Assistant.

Not present was David Holmes, Reno County Commissioner.

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Next meeting will be December 8, 1992 at 1:00 PM in Wichita, KS.

Respectfully submitted,

Pat Howell
KAC Administrative Assistant

AGENDA
KWORCC BOARD OF TRUSTEES
AUGUST 26, 1992 - 9:00 a.m.
THE CLUB HOUSE INN
TOPEKA, KANSAS

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 - b. Buddy system for nonmember counties
 - c. Report on NCCI membership
 - d. Broker's Report
- VI. Administrator's Report
 - a. Pool correspondence
- VII. Other Discussion

MINUTES
CONFERENCE CALL EXECUTIVE BOARD

August 28, 1992

9:00 a.m.

A conference call of the executive board of the Kansas Association of Counties was held August 28, 1992 at 9:00 a.m. Conferees included:

Murray Nolte, Johnson County Commissioner, Vice President
Marjory Scheufler, Edwards County Commissioner, Past President
Roy Patton, Harvey County Weed Director,
Nancy Prawl, Brown County Register of Deeds
Also included in the call were: John Torbert, Executive Director;
Bev Bradley, Deputy Executive Director; Steve Wiechman, Legal
Counsel of KAC; and Phil Morse, realtor. Mick Cox, Wabaunsee
County Sheriff and KAC President was absent due to vacation.

Discussion was held concerning the sale of the property at 212 S.W. 7th Street. The Manufactured Housing Association has made a second offer of \$69,500. The consensus was to reject the offer because it is too low. Phil Morse stated he thought the appraisal and the asking price were too high. He suggested that any offer between \$80,000 and \$90,000 should be considered fair. After much discussion, it was moved by Roy Patton and seconded by Marge Scheufler to counter offer \$99,500 with 10% down payment and an offer to carry the balance with a favorable interest rate for a 10 year term. Discussion was held and the motion carried unanimously. It was agreed that those terms should be offered to Jim Parish also.

A request to file a "friend of the court" brief in the annexation dispute between Shawnee County and the City of Topeka was discussed. A board decision had been made to wait until the case reached the supreme court level to submit the brief. New information recently received indicates the court of appeals may be the last court to hear the case. This case will have state wide significance since it is the first court case to test the law giving the board of county commissioners the final decision in annexation cases. The basis of the case is the interpretation of the statute. The brief should not relate to specific facts, but should deal with the interpretation of the law.

It was moved by Roy Patton and seconded by Nancy Brown to proceed with the filing of the brief. Steve Wiechman indicated there is sufficient time remaining on his contract to allow him to prepare the document without additional charge to KAC. He estimated it would take 12 to 18 hours to complete. The motion carried unanimously.

There being no further business to come before the executive board the call ended at 9:35 a.m.

Respectfully submitted,

Bev Bradley, Deputy Executive Director
Kansas Association of Counties.

MINUTES
KWORCC BOARD OF TRUSTEES

AUGUST 26, 1992

THE CLUBHOUSE INN

TOPEKA, KANSAS

The regular monthly meeting of the Kansas Workers' Risk Cooperative Board of Trustees was held on August 26, 1992 at the Clubhouse Inn, Topeka, Kansas. The meeting was called to order by Board President Paul Flowers of Comanche County at 9:00 a.m. The following members were in attendance:

Paul Flowers, Comanche County Commissioner
David Holmes, Reno County Commissioner
Wes Holt, Pottawatomie County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Lyman David, Norton County Commissioner
Marjory Scheufler, Edwards County Commissioner
George Burrows, Stevens County Commissioner
Wesley Moore, Jewell County Clerk

Others in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kevin Woods, Loss Prevention Manager; Bob Storey, KWORCC Legal Counsel; Steve Wiechman, KAC Legal Counsel; Kent Erwin, Vice President Marketing, Rollins Burdick Hunter; Shane Britt, Claims Manager, Rollins Technical Services; and Kimberly Parker, KAC Secretary.

Bonnie Gilmore, Wichita County Clerk was absent.

Time was allowed to read the July 28, 1992 minutes. Wes Holt moved that the minutes be approved. Marjory Scheufler seconded the motion. The motion carried.

Shane Britt gave the Claims Manager's report. Shane went over the Loss Experience summary and the Lost Time/Medical Only by month. Also reviewed were the Incurred Losses in Excess of \$5,000.00.

Paul Flowers informed the Board that Shane Britt was promoted to Claim's Manager effective August 18, 1992. Rollins Technical Services is in the process of filling Shane's former position.

Kevin Woods gave the Loss Prevention Manager's report. He stated that information on ROPS will be published in the September "County Connection." Kevin discussed additional cases involving rollers. Rawlins County is the only county that has not filed a workers' compensation claim thus far in 1992.

John Torbert reviewed information regarding the complaints filed with the Kansas Insurance Commissioner on activities of Robert Sigler and Kelly Frewen. Complaints as to those agents are still pending and an investigation is pending. It was moved by Bobby Heitschmidt that we follow the recommendation of counsel, Bob Storey, to keep the complaint on file and proceed with an informal process before the Kansas Insurance Department to resolve the

pending complaint short of the formal hearing process. Motion was seconded by David Holmes. The motion carried.

John Torbert proceeded with a review and summarization of the financial reports and actual to budget reports. John Torbert then reviewed the pool administration account and provided a separate information report to the Board. Motion was made by George Burrows to amend the budget to allocate additional funds for administrative expense up to the sum of \$175,000. David Holmes seconded the motion. The motion was discussed. Motion carried.

Jeanie Cowan gave the Pool Manager's Report. Jeanie first reported on counties that she and Kent have visited recently. Jefferson County will be joining the pool on September 1, 1992. Discussion was held regarding the buddy system for non-member counties. Jeanie then discussed the various membership programs that the National Council on Compensation Insurance has to offer. Jeanie recommended KWORCC join as a non-member subscriber. David Holmes moved that KWORCC be a non-member subscriber to NCCI. Lyman David seconded. The motion carried.

Kent Erwin gave a brief broker's report.

John Torbert gave the Pool Administrator's Report. Wes Holt moved that we accept Jefferson County as a KWORCC member effective September 1, 1992. Bobby Heitschmidt seconded. The motion carried.

John went over the memorandum from Susan Griffiths regarding "pool management."

The next meeting was scheduled for Thursday, October 8th at 9:00 a.m. in Topeka, Kansas.

Respectfully submitted,



Kimberly J. Parker
Kansas Association of Counties

AGENDA
KWORCC BOARD OF TRUSTEES
JULY 28, 1992 - 9:00 a.m.
THE CLUB HOUSE INN
TOPEKA, KANSAS

- I. Call to order, 9:00 a.m., Paul Flowers, Chair
- II. Receipt and approval of reports
 - a. Minutes May 27, 1992 meeting
 - b. KWORCC Financial Report
 - c. KWORCC Budget Report
- III. Claims Manager's Report
 - a. Review and status of claims over \$5,000
 - b. Update on Designated Physician's Program
- IV. Loss Prevention Manager's Report
 - a. Report on Fatality
- V. Pool Manager's Report
 - a. Report on county visits
 - b. Report on NCCI membership
 - c. Comments from Broker
- VI. Administrator's Report
 - a. Pool Correspondence
 - b. Report on Request for Proposals
 - c. Implementation of Buddy System for nonmember counties
- VII. Other Discussion

MINUTES
KANSAS ASSOCIATION OF COUNTIES
VINTAGE RESTAURANT

JULY 30, 1992

The regular meeting of the Kansas Association of Counties governing board was held July 30, 1992, at the Vintage Restaurant, Huntoon and Gage, Topeka, KS. The meeting was called to order at 9:10 a.m. by Mick Cox, Wabaunsee County Sheriff, President. Members in attendance were:

Mick Cox, Wabaunsee County Sheriff, President
Murray Nolte, Johnson County Commissioner, Vice President
Bud Archer, Phillips County Commissioner
George Burrows, Stevens County Commissioner
Keith Devenney, Geary County Commissioner
Dudley Feuerborn, Anderson County Commissioner
Harvey Leaver, Leavenworth County Engineer
Mark Niehaus, Graham County Appraiser
Nancy Prawl, Brown County Register of Deeds
Marjory Scheufler, Edwards County Commissioner
Gary Watson, Trego County Treasurer
Vernon Wendelken, Clay County Commissioner

Also present were Gerry Ray, President of the County Administrators Association, and the Kansas Association of Counties staff; John Torbert, Executive Director; Bev Bradley, Deputy Executive Director; Anne Smith, Director of Legislation; Karen Thatcher, Director of Communications; Pat Mahaffey, Auditor; and Steve Wiechman, Legal Counsel. Howard Hodgson, Rice County Commissioner; Roy Patton, Harvey County Weed Director; and Barbara Wood, Bourbon County Clerk were absent.

Time was allowed for the reading of the minutes of the previous meetings. It was moved by Harvey Leaver and seconded by Vernon Wendelken to approve the minutes of the regular meeting held June 3, 1992. The motion carried.

It was moved by Murray Nolte and seconded by Nancy Prawl to approve the minutes of the conference call held July 15, 1992. The motion carried.

John Torbert reviewed the financial report. He stated that the financial reports are now computerized. Harvey Leaver commended John and the staff for creating a report that is factual and easy to read. It was moved by Marjory Scheufler and seconded by Harvey Leaver to accept the financial report for filing. The motion carried.

The current status of the KCAMP and KWORCC Insurance Pools was reviewed by John Torbert. He reported that the pools have now reached a point of selling themselves. Counties are calling KAC to request proposals when their insurance comes due. Strong negative influence from independent agents remains. This reflects the independent agent strong opposition to pools. John has now started

filing complaints to the Kansas Insurance Department against agents who have distributed incorrect information. County Commissioners should require all proposals be made in writing and will be requested to tape record presentations by independent agents.

The Health Insurance report was given by John Torbert. He stated that a meeting is scheduled with the consultants Friday morning and an updated report will be given at the next board meeting.

The law suit filed by the Attorney General against Mark Beshears, Secretary of Revenue, was reviewed. Judge Bullock has issued a Property Tax Corrective Order containing 14 items. Item C sets up an adversary condition between the Property Valuation Division and the Counties. Discussion was held concerning the possible intervention by Kansas Association of Counties. Steve Wiechman, Legal Counsel outlined the choices available. It was moved by Vernon Wendelken and seconded by Nancy Prawl to authorize the executive director to proceed with contacting member counties seeking the authority for intervention into the reappraisal case in Shawnee County District Court, Case 92cv796, with the understanding that the counties participating in the litigation through KAC would share the costs for the litigation. Discussion was held. Harvey Leaver called the question. The motion carried. It was understood that KAC could proceed with the intervention and then contact counties.

A lawsuit between the City of Topeka and the Board of Shawnee County Commissioners was discussed. The Shawnee County Commission had asked KAC to intervene on its behalf. It was moved by Murray Nolte and seconded by George Burrows to not participate in the suit at this time. This issue is not at the supreme court level. It will be reevaluated if it goes to the supreme court. The motion carried. A letter of explanation will be given to the Shawnee County Commissioners explaining the decision.

The long distance phone program has been reviewed by Karen Thatcher, KAC Director of Communications. Her determination was that the program is no longer a viable one for KAC. It was moved by Dudley Feuerborn and seconded by Keith Devenney that KAC not continue the program. The motion carried.

The review of the 1991 annual conference was considered. It was noted that the receipts were somewhat more than in 1990 and the expenses were somewhat lower. This was primarily due to the location of the meeting.

An update on the 212 S.W. 7th Street property was given by John Torbert. It was noted that an offer for purchase had been tendered by The Manufactured Housing Association. The offer was considered to be very low. The Executive Board requested a commercial appraisal. Three commercial appraisal firms in Topeka were contacted. Gary Smith was authorized to do the appraisal primarily based on the time that the appraisal could be completed. He determined the market value is \$105,000. The governing board

discussed a counter offer and lease purchase option was considered. The Executive Board will work with John and the realtor to make a counter offer.

Anne Smith reviewed the legislative workshop meetings that had recently been held throughout the state. She noted this was the first year that the legislative workshops and platform meetings had been combined. The plan worked well and will probably be continued.

Annual conference sites were discussed. Based on the availability of the hotels, it was recommended that the board select Topeka for 1994 and Overland Park 1995. A final decision on hotel sites will be made at the next meeting.

Action agenda:

A decision on the information network proposal was considered. KAC has the opportunity to move ahead and get a computer network for Kansas Counties. There are several companies that provide opportunities and many options are available. It was moved by Keith Devenney and seconded by Gary Watson to agree to look at the computer communication system and consider being the sponsor. The motion carried. This means KAC staff can move ahead to secure the options that are needed and put the system in place.

Phil Morse, local realtor, suggested that the appraisal received on the 212 S.W. 7th Street property is in the upper end of the market value of the property. It was suggested that an offer be made at the level of \$105,000. It was moved by Murray Nolte to proceed with the offer with the provision that a lease purchase agreement could be utilized. Gary Watson seconded the motion and the motion carried.

The next board meeting will be held September 22 at the Ramada Inn Downtown in Topeka.

There being no further business to come before the governing board the meeting was adjourned.

General\MIB7-30

**MINUTES
KWORCC BOARD OF TRUSTEES**

July 28, 1992

Clubhouse Inn

Topeka, Kansas

The monthly meeting of the Kansas Workers' Risk Cooperative Board of Trustees was held on July 28, 1992 at the Clubhouse Inn, Topeka, Kansas. The meeting was called to order by Board Vice-President Marjory Scheufler of Edwards County at 9:00 a.m. The following members were in attendance:

Marjory Scheufler, Edwards County Commissioner
David Holmes, Reno County Commissioner
Wes Holt, Pottawatomie County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Lyman David, Norton County Commissioner
George Burrows, Stevens County Commissioner
Wesley Moore, Jewell County Clerk

Others in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kevin Woods, Loss Prevention Manager; Bob Storey, KWORCC Legal Counsel; Steve Wiechman, KAC Legal Counsel; Jay Odice, Rollins Burdick Hunter; Kent Erwin, Vice President Marketing, Rollins Burdick Hunter; Shane Britt, Claims Manager, Rollins Technical Services; Mike Hayes, Jackson County Attorney; Pat Mahaffey, KAC Bookkeeper; and Kimberly Parker, KAC Secretary.

Bonnie Gilmore, Wichita County Clerk and Paul Flowers, Comanche County Commissioner were absent.

Time was allowed to read the May 27, 1992 minutes. Bobby Heitschmidt motioned that the minutes be approved as written. Wes Holt seconded the motion. The motion carried.

John Torbert summarized the financial and actual to budget reports.

It was stated that Neosho County joined KWORCC on June 18, 1992 and the financials will indicate this at the next meeting.

Shane Britt gave the claims report. Shane reviewed the Loss Experience Total by Month report and the Lost Time/Medical only by month. Next he went over the Loss Experience Summary by County. He also reviewed the Incurred Losses in excess of \$5,000.00.

Shane then reported on the Designated Physician Program.

Kevin Woods, Loss Prevention Manager, began with a report regarding the Franklin County fatality. He also discussed the final investigation report of the Franklin County Safety Committee.

Kevin discussed his research on the Roll Over Protective Structures (ROPS). He stated that research has been slow and gave a few statistics he had found to date regarding the benefits of the ROPS.

Kevin stated that upon visiting various counties he found that some counties are supplementing the workers' compensation benefits to provide the employee with 100% of their salary when off of work for injuries. He recommended that this be discontinued so that the employees have incentive to come back to work after recovering from an injury. Jay Odice pointed out that this is the single most popular reason that people abuse the workers' compensation system.

Jeanie gave the Pool Manager's Report. She gave a listing of the counties that she and Kent have visited recently in order to recruit more counties to join KWORCC.

Kent gave the broker's report. He passed out a sheet illustrating rates and the most recent rate change.

George Burrows motioned to notify the counties of the change in workers' compensation rates, if any, and give individual counties the option to pay the rate change now or during audit. Lyman David seconded. The motion carried.

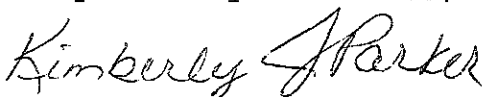
John Torbert gave the Pool Administrators Report. He then went over investment inquiries. John recommended that the president of the board appoint two(2) people for an investment committee. Wes Moore and Lyman David were appointed to this committee.

John briefly touched on what things will be done at the next meeting to further implement the Buddy System.

Bobby Heitschmidt made a motion for an executive session. Wes Moore seconded the motion. The motion carried. The KWORCC Board, John Torbert, Jeanie Cowan, Kent Erwin and Jay Odice went into executive session at 11:40 a.m. The regular meeting reconvened at 11:55 a.m.

The next meeting was scheduled for Wednesday, August 26th at 9:00 a.m. in Topeka, Kansas.

Respectfully submitted,



Kimberly Parker
Kansas Association of Counties

AGENDA
KWORCC BOARD OF TRUSTEES
MAY 27, 1992
TOP OF THE TOWER, BANK IV
TOPEKA, KANSAS

- I. Call to order, 9:00 a.m., Paul Flowers - Chair
- II. Receipt and approval of reports
 - a. Minutes, April 23, 1992 meeting
 - b. KWORCC Financial Report
 - c. KWORCC Budget Report
- III. Claims Manager's Report
 - a. Review and status of claims over \$5,000
 - b. Update on Designated Physician's Program
- IV. Pool Manager's Report
 - a. Report on advertising and marketing
 - b. Defense attorney questionnaire
 - c. Status of policies
 - d. Comments from Broker
- V. Loss Prevention Manager's Report
- VI. Administrator's Report
 - a. Pool Correspondence
 - b. Report on Request for Proposals
 - c. Review Timeline and Action Plan
- VII. Other Discussion

MINUTES
KWORCC BOARD OF TRUSTEES
May 27, 1992

The regular monthly meeting of the Kansas Workers' Risk Cooperative Board of Trustees was held on May 27, 1992 at the Top of the Tower, Bank IV Building, Topeka, Kansas. The meeting was called to order by Board President Paul Flowers of Comanche County at 9:00 a.m. The following members were in attendance:

Paul Flowers, Comanche County Commissioner
David Holmes, Reno County Commissioner
Wes Holt, Pottawatomie County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Lyman David, Norton County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bonnie Gilmore, Wichita County Clerk

Other in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kevin Woods, Loss Prevention Manager; Bob Storey, KWORCC Legal Counsel; Steve Wiechman, KAC Legal Counsel; Kent Erwin, Vice President Marketing, Rollins Burdick Hunter; Milo Brush, Rollins Technical Services; Shane Britt, Work Comp Adjuster, Rollins Technical Services; Karen Thatcher, KAC Director of Communications; Pat Mahaffey, KAC Bookkeeper; and Kimberly Parker, KAC Secretary.

George Burrows, Stevens County Commissioner and Wesley Moore, Jewell County Clerk were absent.

Time was allowed to read the April 23, 1992 minutes. Wes Holt motioned that the minutes be approved as written. Bobby Heitschmidt seconded the motion. The motion carried.

John Torbert summarized the financial reports in the following order:

KWORCC Cash Flow Report
Actual to Budget Report for Four Months ending April 30, 1992
Income Statement for Four Months ending April 30, 1992 (go over individually)
Premiums Written and Unearned Premium Reserve (go over individually)
Premiums Receivable Schedule (go over individually)
Memo from Pat M/Jeanie regarding KWORCC funds available for investment

Shane Britt gave the claims report. He began with the Loss Experience Total by Month report and the Lost Time Medical/only by month. Next he went over the Loss Experience Summary. He also reviewed the Incurred Losses in excess of \$5,000.00.

Shane then gave an update regarding the Designated Physician Program.

Jeanie gave the Pool Manager's Report. She passed out a flyer to illustrate the advertising that KWORCC has done thus far. She then went over the defense attorney questionnaire.

Kent commented that we need to work more seriously on a Litigation Management Committee and a Contribution/Membership Committee. A discussion was had regarding premiums and experience mods. Paul Flowers recommended that KAC determine who would serve on the Contribution/Membership Committee and make a recommendation to the Board at the next meeting. Kent, John, Jeanie, Kevin and Steve will get together to decide the size, etc., of this committee.

Kevin Woods gave the Loss Prevention Manager's report. Kevin first discussed the most recent fatality in Franklin County. Greater prevention in this matter was discussed. Kevin stated he was still researching the statistics on the pneumatic roller and several possibilities were given for prevention of further incidents occurring.

The Loss Prevention Policy Statement was signed by the Board.

John Torbert gave the Pool Administrator's Report. He went over the following:

- Letter to KWORCC County Members from John & Jeanie.
- Letter to Rita Deister RE: Saline County payrolls
- Letter to all county members RE: excess insurer
- Letter from Kansas Insurance Department RE: KWORCC being assessed \$5,586
- Copy of newspaper article RE: work comp rates increasing June 1, 1992
- Copy of "Letter to the Editor" newspaper article
- Bill 1324 standing in Legislature
- Timeline and Action Plan

John stated that Neosho County would like to join pool. David Holmes moved that they be accepted into the pool effective June 18, 1992. Marjory Scheufler seconded it. The motion carried.

The next meeting was scheduled for Tuesday, July 28th at 9:00 a.m. at the Clubhouse Inn in Topeka.

The meeting adjourned at 1:32 p.m.

Respectfully Submitted,



Kimberly J. Parker

AGENDA
KWORCC BOARD OF TRUSTEES
APRIL 23, 1992 - 9:00 a.m.
THE CLUB HOUSE INN
TOPEKA, KANSAS

- I. Call to order, 9:00 a.m., Paul Flowers - Chair
- II. Receipt and approval of reports
 - a. Minutes, March 24, 1992 meeting
 - b. KWORCC Financial Report
 - c. KWORCC Budget Report
- III. Claims Manager's Report
 - a. Review and status of claims over \$5,000
 - b. Update on Designated Physician's Program
- IV. Loss Prevention Manager's Report
- V. Broker's Report
- VI. Administrator's Report
 - a. Pool Correspondence
 - b. Report on Advertising
 - c. Review Timeline and Action Plan

MINUTES
KWORCC BOARD OF TRUSTEES
April 23, 1992

The regular monthly meeting of the Kansas Workers' Risk Cooperative Board of Trustees was held on April 23, 1992 at the Clubhouse Inn, Topeka, Kansas. The meeting was called to order by Board President Paul Flowers of Comanche County at 9:00 a.m. The following members were in attendance:

Paul Flowers, Comanche County Commissioner
David Holmes, Reno County Commissioner
Wesley Moore, Jewell County Clerk
Wes Holt, Pottawatomie County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Lyman David, Norton County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bonnie Gilmore, Wichita County Clerk

Others in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kevin Woods, Loss Prevention Manager; Bob Storey, KWORCC Legal Counsel; Steve Wiechman, KAC Legal Counsel; Kent Erwin, Vice President Marketing; Rollins Burdick Hunter; Milo Brush, Claims Manager, Rollins Technical Services; Shane Britt, Work Comp Adjuster, Rollins Technical Services; Karen Thatcher, KAC Director of Communications; and Kimberly Parker, KAC secretary.

George Burrows, Stevens County Commissioner was absent.

Kimberly Parker, KAC Secretary was introduced.

Time was allowed for everyone to read the March 24, 1992 minutes. Paul Flowers proposed a motion that the minutes be approved. Bobby Heitschmidt seconded the motion. The motion was carried.

John Torbert summarized the financial reports. John stated that the footnotes were not received with the financial reports.

Shane Britt gave the claims manager's report. The first item he reviewed was the Loss Experience Totals by Month. Next Shane read over the Loss Time/Medical by Month. A comment was made that the percentage was pretty good for lost time. Shane went over the loss analysis report. A question was raised about "emotional stress" compensability and Shane stated that there was a payment made under that category in error. A refund was in process.

Shane went over the incurred losses in excess of \$5,000.00. It was recommended that the name of the county where the loss occurred be listed on the report.

Shane Britt gave an update on the Designated Physician's Program.

Kevin Woods gave the Loss Prevention Manager's report. Right now our loss ratio is sitting at 13%, which Kevin characterizes as "pretty good." Back injury claims are the most common. Kevin then went over the fatality in Cherokee County. He passed out his memorandum on the investigation. Kevin reviewed the loss prevention policy statement. It was suggested that the word "Directors" in the first sentence be changed to "Trustees." In the second paragraph, first sentence, the word "KWORCC" was added before "Loss Prevention Manager" and "Loss Prevention Manager" was capitalized. Wesley Moore proposed a motion to accept the statement with the changes and Bonnie Gilmore seconded it. The motion carried.

Kevin introduced a "tentative" table of contents for the KWORCC Loss Prevention Manual and asked for any suggestions, additions and or changes. Kent Erwin recommended addressing termination issues under the Hiring Practices (Letter D). Kevin and Steve Wiechman agreed that that subject should be added and addressed. No. 3 of Letter "D" should also include "post" employment physicals. Steve Wiechman recommended changing it to "Pre-employment Requirements." Off the job safety was discussed.

Kent Erwin then gave the Broker's Report. Kent stated the excess policies were in and the counties would be receiving them very soon. It was stated that we should have a policy manual on pool policy to include things such as the designated physician policy.

Bob Story explained the policy for volunteers. Police, mobile intensive care unit, ambulance attendants and fire volunteers are covered under all instances, but other volunteers are not covered unless the county elects to cover said volunteer. Bob recommended a policy regarding volunteers be put into the pool policy booklet.

John Torbert gave the Pool Administrator's Report. John discussed the possibility of KWORCC advertising in the County Connection on a monthly basis. The proposal for the ads and the cost of the ads was given by John. The proposal was as follows:

Rollins Burdick Hunter \$1,500.00/year
KCAMP \$750.00/year
KWORCC \$750.00/year

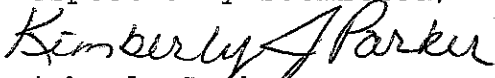
Bobby Heitschmidt made a motion that this proposal be accepted and Lyman David seconded. The motion was carried.

John went over the Timeline and Action Plan.

The next meeting was scheduled for Wednesday, May 27, 1992, in Topeka.

The meeting adjourned at 1:30 p.m.

Respectfully submitted,


Kimberly Parker
Recording Secretary

AGENDA
KWORCC BOARD OF TRUSTEES
MARCH 24, 1992 - 9:00 A.M.
SHAWNEE COUNTRY CLUB
TOPEKA, KANSAS

- I. Call to order, 9:00 a.m., Paul Flowers - Chair
- II. Receipt and approval of reports
 - a. Minutes, February 19, 1992 meeting
 - b. KWORCC Financial Report
 - c. KWORCC Budget Report
- III. Claims Administrator's Report
 - a. Review and status of claims over \$5,000
 - b. Report on Designated Physician's Program
- IV. Loss Prevention Manager's Report
 - a. New KWORCC First Report of Injury/Incident
 - b. Loss Prevention visits status/findings
- V. Broker's Report
 - a. Report on Volunteers and Work Release coverage
- VI. Administrator's Report
 - a. Pool Correspondence
 - b. Acceptance of Miami County effective 4/1/92
 - c. Advertising
 - d. Review Timeline and Action Plan

MINUTES
KWORCC BOARD OF TRUSTEES

March 24, 1992

Shawnee Country Club, Topeka, Kansas

The regular monthly meeting of the Kansas Workers' Risk Cooperative for Counties Board of Trustees was held March 24, 1992 at the Shawnee Country Club, Topeka, Kansas. The meeting was called to order at 9:10 a.m. by Board President Paul Flowers. The following members were in attendance:

Paul Flowers, Comanche County Commissioner
David Holmes, Reno County Commissioner
George Burrows, Stevens County Commissioner
Wesley Moore, Jewell County Clerk
Wes Holt, Pottawatomie County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Lyman David, Norton County Commissioner

Others in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kevin Woods, Loss Prevention Manager; Bob Storey, KWORCC Legal Counsel; Steve Wiechman, KAC Legal Counsel; Kent Erwin, Vice President Marketing, Rollins Burdick Hunter; Milo Brush, Claims Manager, Rollins Technical Services; Shane Britt, Work Comp Adjuster, Rollins Technical Services and Karen Thatcher, KAC Director of Communications.

Marjory Schuefler was absent due to vacation and Bonnie Gilmore was absent due to illness.

Time was allowed to review the minutes from the February 19, 1992 meeting. Wes Holt made a motion to adopt the minutes as written. Bobby Heitschmidt seconded the motion. The motion carried.

Jeanie Cowan reviewed the Cash Flow Report for February 1 through February 29, 1992. Kent Erwin reviewed the Actual to Budget Report.

Shane Britt gave the claim's report. Shane stressed to the Board the importance of member counties filing the Form 88's with the RTS office. He also gave an overview of the Designated Physician's Program. Wes Holt made a motion that all KWORCC member counties be required to participate in a designated medical practitioner program as designated by the KWORCC Board of Trustees. Lyman David seconded the motion. The motion carried.

Kevin Woods gave the Loss Prevention Manager's report. Kevin reviewed the newly developed First Report of Injury/Incident form,

explaining this is in addition to the report that is filed with the State. This form is also to be used to report a minor incident citing the conditions surrounding the incident.

Not wearing personal protective equipment continues to be a problem. Kevin suggested that supervisors take a stronger stance with their employees regarding personal protection equipment, with disciplinary action taken where necessary. Also suggested was making safety compliance and participation a part of the employee's performance evaluation.

Kent Erwin gave the Broker's Report. Kent emphasized the importance of confidentiality regarding claims. Bob Storey was asked to draft a letter to be sent to member counties regarding volunteers and prisoners on work release. George Burrows made a motion that KWORCC cover only persons as defined in K.S.A. 44-508(b). Bobby Heitschmidt seconded the motion. The motion carried.

John Torbert gave the Pool Administrator's Report. John gave a legislative update. Also reviewed was correspondence regarding Cheyenne County. The board was advised the Kansas Insurance Department was currently determining what investments KWORCC could pursue.

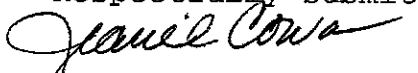
John informed the board Miami County had signed resolutions desiring to join KWORCC effective April 3, 1992. Bobby Heitschmidt made a motion accepting Miami County into KWORCC. George Burrows seconded the motion. The motion carried.

Karen Thatcher advised the board of advertising possibilities in the KAC County Connection. Bobby Heitschmidt made a motion appointing Karen Thatcher, John Torbert and Kent Erwin to look into advertising further and bring a proposal back to the board at the next meeting. David Holmes seconded the motion. The motion carried.

John Torbert reviewed the Timeline and Action Plan.

There being no further business to come before the board, the meeting was adjourned at 2:30 p.m. The next meeting will be held April 23, 1992 beginning at 9:00 a.m. in Topeka, Kansas at the Club House Inn.

Respectfully submitted,


Jeanie Cowan
KWORCC Pool Manager

MINUTES
KANSAS ASSOCIATION OF COUNTIES
EXECUTIVE BOARD

March 12, 1992

Conference Call

The Executive Board of the Kansas Association of Counties met via conference call March 12, 1992, at 10:35 a.m. Those members on the conference call were:

Mick Cox, Wabaunsee County Sheriff, President
Murray Nolte, Johnson County Commissioner, Vice President
Marjory Scheufler, Edwards County Commissioner, Past President
Nancy Prawl, Brown County Register of Deeds
Roy Patton, Harvey County Weed Director

John Torbert, Executive Director and Steve Wiechman, Legal Counsel, were included in the call. Bev Bradley, Deputy Director, recorded the minutes.

The purpose of the call was to consider an offer made on the property at 212 S.W. Seventh Street, Topeka, KS. by Jim Parish. This is the first bonafide offer received on the property. Even though it may not be attractive the executive director feels obligated to respond. The offer was \$67,500 with two added conditions on the sale. These conditions were: the property must go through an environmental level one inspection and the purchaser must be assured that the first level of the building could be altered to meet the ADA regulations for \$5000 or less. The purchaser would pay for both the cost of the environmental assessment and the ADA required modifications.

It was also noted that Mr. Tuck Duncan has shown interest in the building.

It was moved by Murray Nolte and seconded by Roy Patton to counter offer \$105,000 to Parish. The motion carried. It was moved by Murray Nolte and seconded by Roy Patton to pursue a contract sale with Duncan. The motion carried.

It was agreed to follow through on the multilist option if this is possible. Before any contract would be executed with individual-agents, the subject would be discussed at a regular board meeting.

There being no further business to come before the Executive Board, the meeting was adjourned.

Respectfully submitted,

Bev Bradley, Deputy Director
Kansas Association of Counties

MIBCC3-1

AGENDA
KANSAS WORKERS' RISK COOPERATIVE FOR COUNTIES

KWORCC Board of Trustees
February 19, 1992
The Marriott
Wichita, Kansas

- I. Call to order, 9:00 a.m., President Paul Flowers
- II. Receipt and Approval of Monthly Reports
 - A. Minutes of January 28, 1992 Board Meeting
 - B. January Financial Report
 - C. January Budget Report
- III. Claims Administrator's Report
- IV. Loss Prevention Manager's Report
- V. Pool Administrator's Report
 - A. Correspondence
 - B. Review of Timeline and Action Plan
- VI. Broker's Report
- VII. Other business and adjourn

MINUTES
KWORCC BOARD OF TRUSTEES

February 19, 1992

The Marriott, Wichita, Kansas

The regular monthly meeting of the Kansas Workers' Risk Cooperative for Counties Board of Trustees was held February 19, 1992 at The Marriott, Wichita, Kansas. The meeting was called to order at 9:10 a.m. by Board President Paul Flowers. The following members were in attendance:

Paul Flowers, Comanche County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bonnie Gilmore, Wichita County Clerk
David Holmes, Reno County Commissioner
George Burrows, Stevens County Commissioner
Wesley Moore, Jewell County Clerk
Wes Holt, Pottawatomie County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Lyman David, Norton County Commissioner

Others in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kevin Woods, Loss Prevention Manager; Steve Wiechman, KAC Legal Counsel; Kent Erwin, Vice President, Production/Marketing, Rollins Burdick Hunter; Milo Brush, Claims Manager, Rollins Technical Services; Shane Britt, Work Comp Claims Adjuster, Rollins Technical Services; Jane Stapleton, Senior Vice President, Rollins Technical Services; Paul Bergmann, Legal Counsel, Rollins Burdick Hunter and Karen Thatcher, Director of Communications, KAC.

Time was allowed to review the minutes from the January 28, 1992 meeting. Steve Wiechman pointed out on page two, the second paragraph referring to the resolution approving John Torbert, Administrator with Merchants National Bank, should read as authorized signator for the pool. Wes Holt made a motion to amend the minutes as suggested. Bobby Heitschmidt seconded the motion. The motion carried.

John Torbert reviewed the Cash Flow Report for January 1 through January 31, 1992. Also reviewed was the preliminary Actual to Budget Report for period ending January 31, 1992.

John Torbert advised the board Cheyenne County had signed a resolution to join KWORCC effective February 16, 1992. Bonnie Gilmore made a motion to accept Cheyenne County joining KWORCC. Bobby Heitschmidt seconded the motion. The motion carried.

John Torbert advised the board the Kansas Association of Counties would like to join KWORCC. Marjory Scheufler made a motion to accept the KAC joining KWORCC. David Holmes seconded the motion. The motion carried.

Kevin Woods gave the Loss Prevention Manager's report. He presently is visiting the member counties and making initial evaluations. Kevin stressed to the board the importance of employees wearing protective safety equipment and also the importance of wearing seat belts.

Milo Brush gave the Claim's Manager Report. He introduced Shane Britt to the board as the new work comp claims adjuster. He also informed the board Dayna Shepherd had been hired as the new claims service assistant. At the present time no major claims have been filed.

Jeanie Cowan explained to the board the need for Litigation Management Committee and also a Contributions Committee. Wes Holt, Wesley Moore and David Holmes volunteered for the Litigation Management Committee. Bobby Heitschmidt and Marjory Scheufler volunteered for the Contributions Committee.

Kent Erwin gave the Broker's Report. He stressed the importance of using the correct employee coding when reporting claims.

John Torbert reviewed the timeline and action plan.

The following "Buddy System" was organized so that each board member would call or write representatives of other additional KWORCC counties to keep in touch and see if there are problems that should be addressed. The board members and their counties are as follows:

Bonnie Gilmore

Wichita County
Kearny County
Morton County
Gove County

Marge Scheufler

Edwards County
Gray County
Meade County

Paul Flowers

Comanche County
Barber County
Ford County
Rawlins County

Wes Holt

Pottawatomie County
Marshall County
Lincoln County
Geary County
Dickinson County

Wes Moore

Cloud County
Osborne County
Mitchell County
Jewell County

George Burrows

Stevens County
Anderson County

David Holmes

Lyman David

Bobby Heitschmidt

Reno County
Elk County
Cherokee County
Franklin County

Norton County
Cheyenne County
Decatur County
Thomas County

Saline County
Rice County
Ellsworth County

There being no further business to come before the board, the meeting was adjourned at 2:15 p.m. The next meeting will be March 24, 1992 in Topeka.

Respectfully submitted,

Jeanie Cowan
KWORCC Pool Manager

MINUTES
KANSAS ASSOCIATION OF COUNTIES
GOVERNING BOARD MEETING

The governing board of the Kansas Association of Counties met February 4, 1992 at the Club House Inn, Topeka, KS. Members in attendance were:

Mick Cox, Wabaunsee County Sheriff, President
Murray Nolte, Johnson County Commissioner, Vice President
Bud Archer, Phillips County Commissioner
George Burrows, Stevens County Commissioner
Keith Devenney, Geary County Commissioner, NACo Rep.
Howard Hodgson, Rice County Commissioner
Dudley Feuerborn, Anderson County Commissioner
Harvey Leaver, Leavenworth County Engineer
Mark Niehaus, Graham County Appraiser
Roy Patton, Harvey County Weed Director
Marge Scheufler, Edwards County Commissioner, Past President
Gary Watson, Trego County Treasurer
Vernon Wendelken, Clay County Commissioner
Barbara Wood, Bourbon County Clerk

Also attending from the County Administrators Association was, Gerry Ray, President. KAC staff attending included: John Torbert, Executive Director; Bev Bradley, Deputy Director; Anne Smith, Director of Legislation; Karen Thatcher, Director of Communications; and Steve Wiechman, Legal Counsel. Absent was Nancy Prawl, Brown County Register of Deeds who had an accident during the morning and was unable to attend.

The Legislative agenda was considered early in the meeting to accommodate the schedule at the capitol. Anne Smith, Bev Bradley, John Torbert, and Gerry Ray, reviewed legislation that was currently being considered in the legislature.

The minutes of the December 10, 1991 board meeting were considered. It was moved by Hodgson and seconded by Niehaus to approve the minutes as written. The motion carried. The minutes of a conference call which was held January 27, 1992 were considered. It was moved by Leaver and seconded by Wood to approve the minutes as written. The motion carried.

The financial report was reviewed by John Torbert. It was moved by Devenney and seconded by Archer to accept the financial report for filing. The motion carried.

Utility Refund Consultants Inc. representative Chris Knopp presented a proposal to the governing board. This firm would contract with counties to review utility and telephone bills. If errors were found and money recovered, 45% would be retained by the company and 55% would go to the county. Out of the 45% retained, KAC would get 10% for the endorsement. It was moved by Scheufler and seconded to approve the program. The motion carried.

Ed Dissinger from Lockton Agency and Joel Frisch from LaHood administrative group presented a revised proposal for Health Insurance. They indicated that it was their opinion that it was not possible to gain insurance department approval of a health insurance pool that was structured in such a fashion that it would be competitive. They proposed a fully insured program that would function in much the same fashion as the pool. The same people would be involved in the operations of this program as would have been involved under the proposed pool. The difference would be that there would be an insurance company standing behind the program. Such an approach would not require the approval of the state insurance department. The consultants are now ready to offer the program and feel they would be ready to market it by April 1. It was moved by Wendelken and seconded by Hodgson to endorse the Health Insurance Proposal by Lockton and LaHood in concept only to allow John Torbert and Steve Wiechman to further discuss and work out details on the proposal. The final decision to endorse the program would be based on the governing board's final approval at a later time. The motion carried.

Harvey Leaver stated the current Federal highway legislation offers more flexibility to the state in distributing the funds to local governments. Cities are asking for additional funds. He suggested the KAC go on record in support of the current formula.

KCAMP and KWORCC update: KWORCC started January 1, 1992 as promised. The certificate of authority was received from the insurance department on December 31, 1991 at 3:30 p.m. There are currently 38 counties in KCAMP and 32 in KWORCC. Commissioner Devenney stated that some small claims from Geary County were paid very quickly and they were very satisfied with the service.

Staffing update--Jeanie Cowan will be pool manager for KAC. An additional secretarial position will be filled soon.

Under the action agenda, it was moved by Devenney and seconded by Watson to approve the Area Agency on Aging association as associate, non voting, members of KAC. The motion carried unanimously.

The matter of KAC membership in KCAMP and KWORCC was discussed. The association will be allowed to participate for coverage only. KCAMP will adjust coverage for the previous building as soon as it is sold. It was moved by Nolte and seconded by Neihaus to accept the proposal. The motion carried unanimously.

There being no further business to come before the board, the meeting adjourned.

Respectfully submitted,

Bev Bradley, Deputy Director
Kansas Association of Counties
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AGENDA

**KWORCC Board of Trustees
January 28, 1992
Hilton East
Wichita, Kansas**

- I. Call to order - John Torbert, Pool Administrator
- II. Election of Officers
- III. Review of powers and duties of the KWORCC Board of Trustees
- Steve Wiechman
- IV. Review and approve first year action plan - Jeanie Cowan
- V. Review and approve first year budget - John Torbert
- VI. Discussion and action on KWORCC enrollment period - Kent Erwin, Rollins Burdick and Hunter
- VII. Acceptance of excess insurance coverage - Kent Erwin
- VIII. Acceptance of contribution levels and procedures for deriving contribution levels - Kent Erwin
- IX. Approval of banking resolutions - Jeanie Cowan
- X. Discussion and approval of KAC Administrative Agreement - John Torbert
- XI. Discussion of schedule and frequency of board meetings - Jeanie Cowan
- XII. Approval of claims agreement (RTS) and financial services agreement - John Torbert
- XIII. Other business and adjourn

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MINUTES
KWORCC BOARD OF TRUSTEES

January 28, 1992

Hilton East, Wichita, Kansas

The first monthly meeting of the Kansas Workers' Risk Cooperative for Counties Board of Trustees was held January 28, 1992 at the Hilton East, Wichita, Kansas. The meeting was called to order at 1:25 p.m. by Pool Administrator John Torbert. The following members were in attendance:

Paul Flowers, Comanche County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bonnie Gilmore, Wichita County Clerk
David Holmes, Reno County Commissioner
George Burrows, Stevens County Commissioner
Wesley Moore, Jewell County Clerk
Wes Holt, Pottawatomie County Clerk
Bobby Heitschmidt, Ellsworth County Commissioner

Others in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kevin Woods, Loss Prevention Manager; Milo Brush, Claims Manager, Rollins Technical Services; Karen Thatcher, KAC Director of Communications; Kent Erwin, Vice President, Production/Marketing, Rollins Burdick Hunter; Steve Wiechman, KAC Legal Counsel, Art Stiebe, Edwards County Commissioner; and Otis Parnell, Edwards County Commissioner. Lyman David, Norton County Commissioner was absent, he was represented by Sharon Schulze, Norton County Commissioner.

Steve Wiechman reviewed the powers and duties of the KWORCC Board of Trustees as set forth in the KWORCC Bylaws.

Jeanie Cowan explained the 1992 Timeline and Action Plan.

John Torbert reviewed the Preliminary Budget Report for calendar year 1992.

Kent Erwin discussed the KWORCC enrollment period for 1992. Paul Flowers moved to maintain open enrollment in KWORCC through December 31, 1992 with KWORCC paying for short-rate cancellations. Bonnie Gilmore seconded the motion. The motion carried.

Kent Erwin explained the acceptance of excess insurance coverage. Bobby Heitschmidt made a motion to ratify the KWORCC Advisory Board's decision to accept National Union Fire Insurance Company as the excess carrier. Marjory Schuefler seconded the motion. The motion carried.

Kent Erwin explained acceptance of contribution levels and

procedures for deriving contribution levels of KWORCC as set forth by the Group Municipal Funded Pool Act. Paul Flowers made a motion to ratify the KWORCC Advisory Board's contribution levels. Bobby Heitschmidt seconded the motion. The motion carried.

Jeanie Cowan explained the need for approval of the banking resolution with Merchants National Bank, Topeka, Kansas naming John Torbert, Administrator. Marjory Schuefler made a motion approving said resolution. Wes Moore seconded the motion. The motion carried.

John Torbert discussed the claims agreement and financial services agreement. Bobby Heitschmidt made a motion to ratify the KWORCC Advisory Board's decision to use Rollins Technical Services, Rollins Burdick Hunter and Rollins Management Services as third party administrators. Wes Moore seconded the motion. The motion carried.

David Holmes made a motion nominating Paul Flowers as President, Bonnie Gilmore seconded. The motion carried. Bobby Heitschmidt made a motion nominations for President cease and a unanimous ballot be cast for Paul Flowers. Wes Moore seconded the motion. The motion carried. Paul Flowers was elected President.

Paul Flowers made a motion nominating Marjory Schuefler as Vice President, Bonnie Gilmore seconded. The motion carried. Bobby Heitschmidt made a motion nominations for Vice President cease and a unanimous ballot be cast for Marjory Schuefler. David Holmes seconded the motion. The motion carried. Marjory Schuefler was elected Vice President.

Bobby Heitschmidt made a motion nominating Bonnie Gilmore as Secretary. David Holmes seconded the motion. The motion carried. Bonnie Gilmore was elected Secretary.

Wes Holt made a motion nominating David Holmes as Comptroller. Bobby Heitschmidt seconded the motion. The motion carried. David Holmes was elected Comptroller.

There being no further business to come before the board, the meeting was adjourned at 3:25 p.m.

Respectfully submitted,



Jeanie Cowan
KWORCC Pool Manager

MINUTES
KWORCC ORGANIZATIONAL MEETING

January 28, 1992

The Hilton East, Wichita, Kansas

The meeting was called to order by KWORCC Advisory Chairman Mary Bolton, Rice County Commissioner at 9:10 a.m. Mary Bolton introduced the following people as having served as the advisory board to the Kansas Workers' Risk Cooperative for Counties (KWORCC):

Henry Cahoj, Rawlins County Commissioner
John Delmont, Cherokee County Commissioner
Paul Flowers, Comanche County Commissioner
Joe Stucky, Reno County Commissioner
Rosalie Seemann, Thomas County Clerk
Barbara Wood, Bourbon County Clerk
Dallas Bressler, Morton County Commissioner
Mary Bolton, Rice County Commissioner

Jeanie Cowan, KWORCC Pool Manager, did the roll call. The following member counties were present: Anderson, Barber, Cherokee, Cloud, Comanche, Decatur, Edwards, Elk, Ellsworth, Gove, Gray, Jewell, Kearny, Lincoln, Marshall, Mitchell, Morton, Norton, Osborne, Pottawatomie, Rawlins, Reno, Rice, Saline, Thomas and Wichita.

Mary Bolton introduced John Torbert KWORCC Pool Administrator who gave an overview of KWORCC and the first year's objectives.

Kent Erwin, Vice President, Production/Marketing, Rollins Burdick Hunter reviewed the first year's financials.

Milo Brush, Rollins Technical Services, Claims Manager gave an overview of the dedicated claims service that RTS would be providing.

Steve Wiechman, KAC Legal Counsel reviewed the KWORCC By-laws with members.

Kevin Woods, Loss Prevention Manager informed members he would be working with them in developing safety programs and working on prevention of accidents.

John Torbert announced the appointments by the Kansas Association of Counties to the Board of Trustees of KWORCC.

Marjory Scheufler, Edwards County Commissioner, 2 yr. term.
Berneice Gilmore, Wichita County Clerk, 2 yr. term.
George Burrows, Stevens County Commissioner, 1 yr. term.
David Holmes, Reno County Commissioner, 1 yr. term.

In accordance with the KWORCC By-laws five representatives to the Board of Trustees were to be elected. The nominating committee consisting of Henry Cahoj, Rosalie Seemann and Mary Bolton made the following nominations:

Paul Flowers, Comanche County Commissioner, 2 yr. term.
Bobby Heitschmidt, Ellsworth County Commissioner, 1 yr. term.
Wesley Moore, Jewell County Clerk, 2 yr. term.
Wes Holt, Pottawatomie County Commissioner, 2 yr. term.
Lyman David, Norton County Commissioner, 1 yr. term.

The floor was opened for further nominations. Don Kiper, Osborne County Commissioner was nominated for a 2 year term. Dallas Bressler made a motion nominations cease. John Delmont seconded the motion. The motion carried. Ballots were cast.

Elected to the KWORCC Board of Trustees were:

Paul Flowers, Comanche County Commissioner, 2 yr. term.
Bobby Heitschmidt, Ellsworth County Commissioner, 1 yr. term.
Wesley Moore, Jewell County Clerk, 2 yr. term.
Wes Holt, Pottawatomie County Commissioner, 2 yr. term.
Lyman David, Norton County Commissioner, 1 yr. term.

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Jeanie Cowan
KWORCC Pool Manager

MINUTES
KANSAS ASSOCIATION OF COUNTIES

CONFERENCE CALL

11:00 a.m.

JANUARY 27, 1992

A conference call was held at 11:00 a.m., Monday, January 27, 1992, for the purpose of appointing KCAMP and KWORCC board members. The following KAC board members participated in the call.

Mick Cox, Wabaunsee County Sheriff, KAC President
Murray Nolte, Johnson County Commissioner, Vice President
Howard Hodgson, Rice County Commissioner
Harvey Leaver, Leavenworth County Engineer
Roy Patton, Harvey County Weed Director
Nancy Prawl, Brown County Register of Deeds
Marjory Scheufler, Edwards County Commissioner
Gary Watson, Trego County Treasurer
Vernon Wendelken, Clay County Commissioner
Barbara Wood, Bourbon County Clerk
Keith Devenney, Geary County Commissioner, NACo Representative
John Torbert, KAC Executive Director

Board members absent were Bud Archer, Phillips County Commissioner; Mark Niehaus, Graham County Appraiser; George Burrows, Stevens County Commissioner; and Dudley Feuerborn, Anderson County Commissioner. Bev Bradley recorded the minutes.

John Torbert explained the KAC board needed to appoint a KCAMP board member to replace Bobby Whitten, who resigned from the Geary County Board of Commissioners. Dudley Feuerborn, Anderson County Commissioner was recommended. It was moved by Vernon Wendelken and seconded by Keith Devenney to appoint Dudley. The motion carried unanimously.

The KWORCC Board will consist of nine persons, four of which are KAC appointments. The recommendations were:

1. Bonnie Gilmore, Wichita County Clerk, for 2 year term
2. Marjory Scheufler, Edwards County Commissioner, for 2 year term
3. David Holmes, Reno County Commissioner, for 1 year term
4. George Burrows, Stevens County Commissioner, for 1 year term, subject to his acceptance.

It was moved by Harvey Leaver and seconded by Howard Hodgson to approve the recommended persons. The motion carried unanimously.

There being no further business to come before the board, the conference call was adjourned.

Respectfully submitted

Bev Bradley, Deputy Director
Kansas Association of Counties
MNB1-27

MINUTES
KCAMP BOARD OF TRUSTEES

January 9, 1992

Telephone Conference

A special telephone conference of the Kansas Counties Association Multiline Pool Board of Trustees was held January 9, 1992. The meeting was called to order at 10:00 a.m. by Pool Administrator John Torbert. The following members were in attendance for the telephone conference:

Mary Bolton, Rice County Commissioner,
(joined the call at 10:15 a.m.)
Dallas Bressler, Morton County Commissioner
Henry Cahoj, Rawlins County Commissioner
John Delmont, Cherokee County Commissioner
Paul Flowers, Comanche County Commissioner
Joe Stucky, Reno County Commissioner
Rosalie Seemann, Thomas County Clerk,
(joined the call at 10:30 a.m.)
Barbara Wood, Bourbon County Clerk

Others in attendance were: John Torbert, KCAMP Administrator; Jeanie Cowan, Pool Manager; Kent Erwin, Vice President, Production/Marketing, Rollins Burdick Hunter and Steve Wiechman, KAC Legal Counsel.

John Torbert, Pool Administrator informed members the delay from October 1, 1991 to January 1, 1992 in the start-up of the Kansas Workers' Risk Cooperative for Counties (KWORCC) had resulted in some counties having substantial contribution increases. This is due to two factors. 1) Some counties had experienced a change in their experience modification factor. 2) Because of a rate change implemented by the Kansas Insurance Department last summer, some counties would be paying three months worth of higher rates. John advised the board members there were different methods in which to handle the additional increase in billing those member counties affected and was interested in the board members input.

Dallas Bressler made a motion that the counties be invoiced for the corrected contribution rate with board members contacting those counties affected prior to the actual mailing of the invoice. Rosalie Seemann seconded the motion. The motion carried.

John Torbert read the list of the new contribution rates. The following board members were to contact the respective county.

Paul Flowers
Henry Cahoj
Dallas Bressler
Barbara Wood

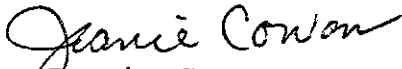
Rosalie Seemann
Joe Stucky

Ford County
Cloud County and Decatur County
Jewell County
Dickinson County, Wichita County,
Ellsworth County and Lincoln County
Gove County
Pottawatomie County, Saline County and
Reno County

John Torbert also informed board members due to Bobby Whitten's resignation as Geary County Commissioner, that automatically removed him from the KCAMP Board of Trustees and he would be replaced by appointment at the February KAC Board meeting.

The telephone conference was adjourned at 11:20 a.m.

Respectfully submitted,



Jeanie Cowan
Pool Manager

MINUTES
KCAMP BOARD OF TRUSTEES

January 9, 1992

Telephone Conference

A special telephone conference of the Kansas Counties Association Multiline Pool Board of Trustees was held January 9, 1992. The meeting was called to order at 10:00 a.m. by Pool Administrator John Torbert. The following members were in attendance for the telephone conference:

Mary Bolton, Rice County Commissioner,
(joined the call at 10:15 a.m.)
Dallas Bressler, Morton County Commissioner
Henry Cahoj, Rawlins County Commissioner
John Delmont, Cherokee County Commissioner
Paul Flowers, Comanche County Commissioner
Joe Stucky, Reno County Commissioner
Rosalie Seemann, Thomas County Clerk,
(joined the call at 10:30 a.m.)
Barbara Wood, Bourbon County Clerk

Others in attendance were: John Torbert, KCAMP Administrator; Jeanie Cowan, Pool Manager; Kent Erwin, Vice President, Production/Marketing, Rollins Burdick Hunter and Steve Wiechman, KAC Legal Counsel.

John Torbert, Pool Administrator informed members the delay from October 1, 1991 to January 1, 1992 in the start-up of the Kansas Workers' Risk Cooperative for Counties (KWORCC) had resulted in some counties having substantial contribution increases. This is due to two factors. 1) Some counties had experienced a change in their experience modification factor. 2) Because of a rate change implemented by the Kansas Insurance Department last summer, some counties would be paying three months worth of higher rates. John advised the board members there were different methods in which to handle the additional increase in billing those member counties affected and was interested in the board members input.

Dallas Bressler made a motion that the counties be invoiced for the corrected contribution rate with board members contacting those counties affected prior to the actual mailing of the invoice. Rosalie Seemann seconded the motion. The motion carried.

John Torbert read the list of the new contribution rates. The following board members were to contact the respective county.

Paul Flowers
Henry Cahoj
Dallas Bressler
Barbara Wood

Rosalie Seemann
Joe Stucky

Ford County
Cloud County and Decatur County
Jewell County
Dickinson County, Wichita County,
Ellsworth County and Lincoln County
Gove County
Pottawatomie County, Saline County and
Reno County

John Torbert also informed board members due to Bobby Whitten's resignation as Geary County Commissioner, that automatically removed him from the KCAMP Board of Trustees and he would be replaced by appointment at the February KAC Board meeting.

The telephone conference was adjourned at 11:20 a.m.

Respectfully submitted,


Jeanie Cowan
Pool Manager