

MINUTES
KWORCC BOARD OF TRUSTEES

December 21, 1993

Topeka, Kansas

A special meeting of the KWORCC Board of Trustees was held December 21, 1993, at the KAC office in Topeka, Kansas. The meeting was called to order at 9:00 a.m. by President David Holmes, Reno County Commissioner.

Members in attendance were:

David Holmes, Reno County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Wes Holt, Pottawatomie County Commissioner
Wesley Moore, Jewell County Clerk
Marjory Scheufler, Edwards County Commissioner
George Schlesener, Dickinson County Commissioner
Carol Slavik, Ottawa County Clerk

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Joanne L. Schwartz, KWORCC Secretary
Bob Storey, Attorney

Absent was:

Ralph Unger, Decatur County Commissioner (absent due to public board session)

President Holmes stated he called the special meeting at AON's request. AON asked for time to address the KWORCC board to request that the board rescind its decision granting the agent of record letter to Gallagher Woodsmall, Inc. AON had not yet arrived at the meeting and the board discussed the situation with John Torbert, Jeanie Cowan and Bob Storey.

Bobby Heitschmidt moved that the KWORCC board not allow AON to make a presentation to the board. Wes Holt seconded. After much discussion the motion passed with a 5 to 3 vote.

Gayle Landoll moved the minutes be approved from the December 13, 1993 telephone conference. George Schlesener seconded. The motion carried.

Wes Holt moved that Gallagher Woodsmall, Inc. be contracted as third party administrator for 1994 subject to satisfactory contract negotiations. Bobby Heitschmidt seconded. The motion carried.

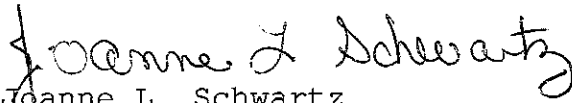
The board requested education in 1994 on the board's fiduciary duty.

Marjory Scheufler moved that the KWORCC board send an invoice to AON for the expense of the special meeting. Gayle Landoll seconded. The motion carried.

David Holmes, Wes Holt, John Torbert, Jeanie Cowan and Bob Storey were requested to meet with AON and advise AON of the board's decision and discuss transition to Gallagher Woodsmall, Inc.

The meeting adjourned at 10:10 a.m.

Respectfully submitted,


Joanne L. Schwartz
KWORCC Recording Secretary

TELEPHONE CONFERENCE MINUTES
KWORCC BOARD OF TRUSTEES

A telephone conference of the KWORCC Board of Trustees was held December 13, 1993. The telephone conference was called to order at 2:06 p.m. by President David Holmes, Reno County Commissioner.

Members participating in the telephone conference were:

David Holmes, Reno County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Ralph Unger, Decatur County Commissioner
Wes Holt, Pottawatomie County Commissioner
Wesley Moore, Jewell County Clerk
George Schlesener, Dickinson County Commissioner
Carol Slavik, Ottawa County Clerk

Others participating were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Joanne Schwartz, KWORCC Secretary

John Torbert reported to the board concerning a meeting held with Gallagher Woodsmall, Inc. on December 11. At that meeting, the items discussed were:

1. Placement of excess;
2. Claims handling;
3. Dedicated claims unit;
4. Marketing; and
5. Pool management issues.

Mr. Torbert reported that the meeting had gone very well and that he and Jeanie Cowan were satisfied with Gallagher Woodsmall's ability to handle the account.

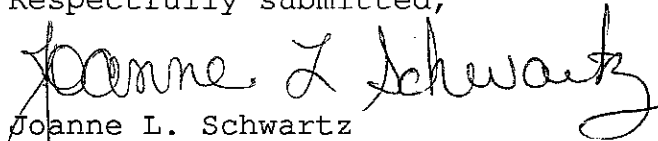
Mr. Torbert further reported that the next step, if the board wanted to continue towards establishing a contractual relationship with Gallagher Woodsmall, was that the board would have to authorize an "agent of record" letter. This letter would designate Gallagher Woodsmall as our sole agent for the purposes of placing the pool's excess insurance. While this agent of record letter would not be the board's final decision on a third party administrator, it would be an extremely strong indication to both AON and Gallagher Woodsmall of the pool's intention to move the third party administrator contract. If no change in the third party administrator was being contemplated, there would be no need for the letter.

After considerable discussion, Bobby Heitschmidt moved that Gallagher Woodsmall be given the "agent of record" letter

authorizing them to negotiate excess insurance on behalf of
KWORCC. Wes Moore seconded. The motion carried unanimously.

The meeting adjourned at 2:40 p.m.

Respectfully submitted,


Joanne L. Schwartz
KWORCC Recording Secretary

KWORCC
BOARD OF TRUSTEES MEETING
9:00 A.M.
Friday, December 10, 1993
CLUB HOUSE INN, TOPEKA, KANSAS

BOARD MEETING AGENDA

- I. Call to order - Wes Holt, Chair
- II. Election of Officers
- III. Claims Meeting - review of claims in excess of \$10,000.
- IV. Receipt and approval of reports
 - A. Minutes October 29, 1993
 - B. KWORCC Financial Report
 - C. KWORCC Budget Report
- V. Pool Manager's Report
 - A. Loss Prevention Report
 - B. Dennis Jones, Kearny County Attorney
 - C. 1994 marketing plan
 - D. Assignment of buddy counties
 - E. 1994 contribution funding
- VI. Administrator's Report
- VII. Other Business
 - A. Rita Deister and Dana Morse from Saline County, have requested to be on the agenda at 9:30.

MINUTES
KWORCC BOARD OF TRUSTEES

December 10, 1993

Topeka, Kansas

The regular monthly meeting of the KWORCC Board of Trustees was held December 10, 1993, at the Club House Inn, Topeka, Kansas. The meeting was called to order at 9:04 a.m. by President Wes Holt, Pottawatomie County Commissioner.

Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
David Holmes, Reno County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
George Schlesener, Dickinson County Commissioner
Carol Slavik, Ottawa County Clerk
Ralph Unger, Decatur County Commissioner

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Craig Stromgren, KWORCC Loss Prevention Representative
Carl Eyman, KWORCC Loss Prevention Representative
Joanne L. Schwartz, KWORCC Secretary
Jim Reardon, KAC Director of Legal Services
Annette Fiedler, KAC Finance Manager
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.
Duane Patrick, McPherson County Commissioner
Dana Morse, Saline County Administrator
Rita Deister, Saline County Personnel Administrator
Gary Stevens, Coopers & Lybrand

Absent were:

Wesley Moore, Jewell County Clerk
Marjory Scheufler, Edwards County Commissioner

President Holt introduced George Schlesener, Dickinson County Commissioner, the newly elected board member.

President Holt introduced Duane Patrick, Commissioner from McPherson County who was visiting the KWORCC board meeting.

Wes Holt opened the floor for nominations for election of KWORCC 1994 officers.

Bobby Heitschmidt nominated David Holmes for 1994 KWORCC President. Carol Slavik seconded. Bobby Heitschmidt moved that nominations cease and a unanimous ballot be cast for David Holmes as 1994 KWORCC President. Carol Slavik seconded.

The motion carried. David Holmes was elected as KWORCC President for 1994.

Wes Holt nominated Bobby Heitschmidt for 1994 KWORCC Vice President. David Holmes seconded. Ralph Unger moved that nominations cease and a unanimous ballot be cast for Bobby Heitschmidt as 1994 KWORCC Vice President. Carol Slavik seconded. The motion carried. Bobby Heitschmidt was elected as KWORCC Vice President for 1994.

Carol Slavik nominated Gayle Landoll for 1994 KWORCC Secretary. Bobby Heitschmidt seconded. Ralph Unger moved that nominations cease and a unanimous ballot be cast for Gayle Landoll as 1994 KWORCC Secretary. Bobby Heitschmidt seconded. The motion carried. Gayle Landoll was elected as KWORCC Secretary for 1994.

David Holmes nominated Ralph Unger for 1994 KWORCC Comptroller. Gayle Landoll seconded. Bobby Heitschmidt moved that nominations cease and a unanimous ballot be cast for Ralph Unger as 1994 KWORCC Comptroller. Carol Slavik seconded. The motion carried. Ralph Unger was elected as KWORCC Comptroller for 1994.

David Holmes assumed the office of President.

Susan May gave the Claims Report. Ms. May reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000.

Wes Holt moved that the board recess into executive session for 30 minutes or until 10:05 a.m. for the purpose of discussing personnel matters. Gayle Landoll seconded. The motion carried.

Ralph Unger moved to extend the executive session for an additional 10 minutes or until 10:15 for the purpose of discussing personnel matters. Bobby Heitschmidt seconded. The motion carried.

The board adjourned the executive session at 10:15 a.m. with no action being taken.

President Holmes introduced Dana Morse, Administrator and Rita Deister, Personnel Administrator, from Saline County. Mr. Morse and Ms. Deister spoke to the board regarding the issue of coverage for Community Correction Volunteers. After discussion, the board advised Mr. Morse and Ms. Deister that the board would research the issue and contact Saline County.

Time was allowed for the reading of the minutes from the October 29, 1993, meeting. Bobby Heitschmidt moved the minutes be approved. Ralph Unger seconded. The motion carried.

John Torbert gave the Financial Report and Budget Report. Wes Holt moved to accept the reports. Carol Slavik seconded. The motion carried.

Craig Stromgren and Carl Eyman gave the Loss Prevention report.

Jeanie Cowan gave the Pool Manager's Report.

1. Dennis Jones, Kearny County Counselor asked Ms. Cowan to advise the board that Kearny County desires to withdraw from the KWORCC pool and requests permission of the KWORCC board to withdraw after the required time notice specified in the By-Laws.

Wes Holt moved to allow Kearny County to withdraw. Bobby Heitschmidt seconded. After discussion, the motion was defeated.

2. The 1994 Marketing Plan and the assignment of buddy counties will be postponed to the next board meeting.
3. Ms. Cowan thanked the board members for their help with the KCAMP/KWORCC booth at annual convention.
4. The following counties have asked for bids or expressed interest in KWORCC: Seward, Osage, Doniphan and McPherson.
5. The structure of board meeting was discussed. Ralph Unger moved to have bi-monthly board meetings with the understanding that the chair may call special meetings or conference calls when needed. George Schlesener seconded. The motion carried.

Ralph Unger moved that a meeting structure be implemented of having the administrative business in the afternoon, break for dinner, and resume in the following morning with the claims report. Bobby Heitschmidt seconded. The motion carried.

The next KWORCC board meeting will be January 20 and 21, 1994.

6. Kent Erwin discussed the 1994 Contribution Funding. Bobby Heitschmidt moved to retain the contribution level. Ralph Unger seconded. The motion carried.

Gayle Landoll moved to accept the Pool Manager's Report. Carol Slavik seconded. The motion carried.

There was no Pool Administrator's Report.

The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Joanne L. Schwartz
KWORCC Recording Secretary

MINUTES
KWORCC BOARD OF TRUSTEES

December 10, 1993

Topeka, Kansas

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Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
David Holmes, Reno County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
George Schlesener, Dickinson County Commissioner
Carol Slavik, Ottawa County Clerk
Ralph Unger, Decatur County Commissioner

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Craig Stromgren, KWORCC Loss Prevention Representative
Carl Eyman, KWORCC Loss Prevention Representative
Joanne L. Schwartz, KWORCC Secretary
Jim Reardon, KAC Director of Legal Services
Annette Fiedler, KAC Finance Manager
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.
Duane Patrick, McPherson County Commissioner
Dana Morse, Saline County Administrator
Rita Deister, Saline County Personnel Administrator
Gary Stevens, Coopers & Lybrand

Absent were:

Wesley Moore, Jewell County Clerk
Marjory Scheufler, Edwards County Commissioner

President Holt introduced George Schlesener, Dickinson County Commissioner, the newly elected board member.

President Holt introduced Duane Patrick, Commissioner from McPherson County who was visiting the KWORCC board meeting.

Wes Holt opened the floor for nominations for election of KWORCC 1994 officers.

Bobby Heitschmidt nominated David Holmes for 1994 KWORCC President. Carol Slavik seconded. Bobby Heitschmidt moved that nominations cease and a unanimous ballot be cast for David Holmes as 1994 KWORCC President. Carol Slavik seconded.

The motion carried. David Holmes was elected as KWORCC President for 1994.

Wes Holt nominated Bobby Heitschmidt for 1994 KWORCC Vice President. David Holmes seconded. Ralph Unger moved that nominations cease and a unanimous ballot be cast for Bobby Heitschmidt as 1994 KWORCC Vice President. Carol Slavik seconded. The motion carried. Bobby Heitschmidt was elected as KWORCC Vice President for 1994.

Carol Slavik nominated Gayle Landoll for 1994 KWORCC Secretary. Bobby Heitschmidt seconded. Ralph Unger moved that nominations cease and a unanimous ballot be cast for Gayle Landoll as 1994 KWORCC Secretary. Bobby Heitschmidt seconded. The motion carried. Gayle Landoll was elected as KWORCC Secretary for 1994.

David Holmes nominated Ralph Unger for 1994 KWORCC Comptroller. Gayle Landoll seconded. Bobby Heitschmidt moved that nominations cease and a unanimous ballot be cast for Ralph Unger as 1994 KWORCC Comptroller. Carol Slavik seconded. The motion carried. Ralph Unger was elected as KWORCC Comptroller for 1994.

David Holmes assumed the office of President.

Susan May gave the Claims Report. Ms. May reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000.

Wes Holt moved that the board recess into executive session for 30 minutes or until 10:05 a.m. for the purpose of discussing personnel matters. Gayle Landoll seconded. The motion carried.

Ralph Unger moved to extend the executive session for an additional 10 minutes or until 10:15 for the purpose of discussing personnel matters. Bobby Heitschmidt seconded. The motion carried.

The board adjourned the executive session at 10:15 a.m. with no action being taken.

President Holmes introduced Dana Morse, Administrator and Rita Deister, Personnel Administrator, from Saline County. Mr. Morse and Ms. Deister spoke to the board regarding the issue of coverage for Community Correction Volunteers. After discussion, the board advised Mr. Morse and Ms. Deister that the board would research the issue and contact Saline County.

Time was allowed for the reading of the minutes from the October 29, 1993, meeting. Bobby Heitschmidt moved the minutes be approved. Ralph Unger seconded. The motion carried.

John Torbert gave the Financial Report and Budget Report. Wes Holt moved to accept the reports. Carol Slavik seconded. The motion carried.

Craig Stromgren and Carl Eyman gave the Loss Prevention report.

Jeanie Cowan gave the Pool Manager's Report.

1. Dennis Jones, Kearny County Counselor asked Ms. Cowan to advise the board that Kearny County desires to withdraw from the KWORCC pool and requests permission of the KWORCC board to withdraw after the required time notice specified in the By-Laws.

Wes Holt moved to allow Kearny County to withdraw. Bobby Heitschmidt seconded. After discussion, the motion was defeated.

2. The 1994 Marketing Plan and the assignment of buddy counties will be postponed to the next board meeting.
3. Ms. Cowan thanked the board members for their help with the KCAMP/KWORCC booth at annual convention.
4. The following counties have asked for bids or expressed interest in KWORCC: Seward, Osage, Doniphan and McPherson.
5. The structure of board meeting was discussed. Ralph Unger moved to have bi-monthly board meetings with the understanding that the chair may call special meetings or conference calls when needed. George Schlesener seconded. The motion carried.

Ralph Unger moved that a meeting structure be implemented of having the administrative business in the afternoon, break for dinner, and resume in the following morning with the claims report. Bobby Heitschmidt seconded. The motion carried.

The next KWORCC board meeting will be January 20 and 21, 1994.

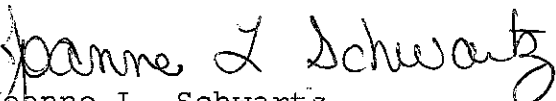
6. Kent Erwin discussed the 1994 Contribution Funding. Bobby Heitschmidt moved to retain the contribution level. Ralph Unger seconded. The motion carried.

Gayle Landoll moved to accept the Pool Manager's Report. Carol Slavik seconded. The motion carried.

There was no Pool Administrator's Report.

The meeting adjourned at 11:55 a.m.

Respectfully submitted,


Joanne L. Schwartz
KWORCC Recording Secretary

KANSAS WORKERS RISK COOPERATIVE FOR COUNTIES

GENERAL MEMBERSHIP MEETING

NOVEMBER 17, 1993, 9:00 a.m.

AIRPORT HILTON, WICHITA, KANSAS

AGENDA

Coffee and rolls will be served at 8:30 a.m.

- I. Call to Order/Roll Call - Wes Holt, President and Jeanie Cowan, Pool Manager
- II. Approval of Minutes dated November 18, 1992
- III. Pool Administrator's Report - John Torbert
- IV. President's Opening Remarks - Wes Holt, President
- V. Financial Report - Marjory Scheufler, Comptroller
- VI. Broker's Report - Kent Erwin, AON Insurance Management Services
- VII. Claims Report - Susan May, AON Insurance Management Services
- VIII. Loss Prevention Report - Craig Stromgren and Carl Eyman
- IX. Consideration of New Board Members
- X. Board Comments
- XI. Comments from General Membership - Jeanie Cowan, Pool Manager
- XII. President's Closing Remarks
- XIII. Adjournment

Lunch will be provided at 12:00 p.m. at the Consulate I & II at the Airport Hilton

MINUTES
KANSAS WORKERS RISK COOPERATIVE FOR COUNTIES

NOVEMBER 17, 1993

WICHITA, KANSAS

The second annual meeting of the Kansas Workers Risk Cooperative for Counties (KWORCC) was held November 17, 1993 at the Airport Hilton, Wichita, Kansas. The meeting was called to order at 9:04 a.m. by Wes Holt, President, Pottawatomie County Commissioner.

Board members in attendance were:

President - Wes Holt, Pottawatomie County Commissioner
Vice President - David Holmes, Reno County Commissioner
Secretary - Gayle Landoll, Marshall County Clerk
Comptroller - Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Wesley Moore, Jewell County Clerk
Carol Slavik, Ottawa County Clerk
Ralph Unger, Decatur County Commissioner
Darrell Wilson, Saline County Sheriff

Others in attendance were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Craig Stromgren, KWORCC Loss Prevention Representative
Carl Eyman, KWORCC Loss Prevention Representative
Joanne L. Schwartz, KWORCC Secretary
Jim Reardon, KAC Director of Legal Services
Annette Fiedler, KAC Finance Manager
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Cynthia Richson, Assistant Vice President, Claims
Supervisor, AON Insurance Management Services, Inc.
Shane Britt, Claims Manager, AON Insurance Management
Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.

President Holt introduced the front table, staff and guests.

Jeanie Cowan took the KWORCC roll call:

ANDERSON 1	BOURBON 1	CLOUD 1
BARBER 1	CHEROKEE 1	COMANCHE . . . 0

DECATUR 3	JEWELL 2	OTTAWA 2
DICKINSON 1	KEARNY 1	POTTAWATOMIE 3
EDWARDS 2	LINCOLN 1	RAWLINS 0
ELK 1	MARSHALL 2	RENO 2
ELLSWORTH . . . 1	MEADE 0	RICE 2
FORD 0	MIAMI 0	SALINE 2
FRANKLIN 3	MITCHELL 0	STEVENS 2
GEARY 1	MORTON 1	THOMAS 1
GOVE 0	NEOSHO 0	WICHITA 0
GRAY 1	NORTON 0	
JEFFERSON 0	OSBORNE 1	

Time was allowed for the reading of the minutes from the first annual meeting on November 18, 1992. Corrections were made. Ralph Unger moved the minutes be approved as corrected. Bobby Heitschmidt seconded. The motion carried.

John Torbert gave the Pool Administrator's Report. Mr. Torbert introduced Jay Odice, formerly of AON, who assisted with the formation of KWORCC. Mr. Torbert reported that the internal operations of KWORCC have included a strategic planning retreat and loss control operations in the field. KWORCC is established with stable staff.

President Holt gave the President's Comments. KWORCC is financially sound and giving the best possible service to the counties. The services of KWORCC are better than ordinary insurance carriers. KWORCC is experiencing good claims services and safety programs. President Holt thanked Jeanie Cowan, Craig Stromgren and Carl Eyman for their work, and the board members for their dedication. President Holt presented David Holmes of Reno County with a hard hat with the logo "KWORCC Safety Starts Here."

Marjory Scheufler, KWORCC Comptroller, gave the Financial Report. A written report was presented in the annual meeting packet.

Kent Erwin gave the Broker's Report. Mr. Erwin discussed excess insurance and the roll of the broker.

Susan May gave the Claims Report. Ms. May reported there were 26 fewer claims in 1993 compared to 1992. The Designated Physician program is progressing. KWORCC is expecting a refund of money from the second injury fund. There has been one fatality in 1993. Ms. May thanked the counties for their work.

Craig Stromgren and Carl Eyman gave the Loss Prevention Report. A written report was presented in the annual meeting packet.

The Nomination Committee members were Wes Holt, Marjory Scheufler and David Holmes. David Holmes, Chair of the Committee, announced the nominations for the three open seats were:

Wes Holt, Pottawatomie County Commissioner (incumbent)
Wes Moore, Jewell County Clerk (incumbent)
Rita Deister, Saline County Personnel Director
George Schlesener, Jr., Dickinson County Commissioner

President Holt asked if there were any nominations from the floor. Darrell Wilson moved that nominations be closed. Carol Slavik seconded. The motion carried. A ballot was cast. President Holt asked Gayle Landoll and Marjory Scheufler to tabulate the ballot. Gayle Landoll reported that Wes Moore and Wes Holt were elected and a tie existed between Rita Deister and George Scheufler. A re-balloting was cast. George Schlesener was elected.

President Holt introduced Greg Miles, Park City Administrator. Mr. Miles is considered the formation of a pool and was observing the board meeting.

President Holt recognized Darrell Wilson, who was not seeking reelection to KWORCC, for his service and time as a board member.

Gayle Landoll gave her board member comments. Ms. Landoll stated her experiences as a board member and a member of KWORCC have taught her more about workers compensation. It is was beneficial to receive reports, actually see the people providing the insurance, and receiving guidance.

Jeanie Cowan gave the Pool Manager's Report. Ms. Cowan reported that through a stiff market KWORCC has stabilized and kept pricing competitive. The board bid KWORCC services this year and elected to renew with AON for three years. The payroll classification figures are now in-house. Pool activities the past year included a law enforcement audit, workshops and seminars. The Loss Prevention Department will continue to encourage loss prevention and safety issues. The theme for the upcoming year is "Safety Soars in 94 with KCAMP and KWORCC Your Partners in Safety." A monthly newsletter is planned for 1994. The booth at convention was again an excellent way to advertise KWORCC. Safety Awards will be given at the KAC annual banquet. The teamwork of the counties, the board and the staff will continue to help accomplish the goals. Ms. Cowan thanked the counties, staff, Kent Erwin, and John Torbert.

Richard Farrar, Stevens County Commissioner, encouraged the board to allow excess to accumulate to level out future premiums.

Marjory Scheufler gave her board member comments. Ms. Scheufler has been with KWORCC from its inception and offered to visit any county who would like more information on KWORCC.

John Torbert commented that KWORCC's activities are a driving force in the market. Mr. Torbert observed KWORCC's influence in the workers compensation reform. Specifically the safety requirements under the reform. KWORCC views safety as an investment and that does make a difference.

Ralph Unger gave his board member comments. The staff are paid salesmen and board members are on the board; therefore, the counties are the best messengers to let other counties know what they get for their insurance premium.

President Holt asked the board and assembly if there was any other business to come before the annual meeting. There being none, the meeting adjourned at 10:52 a.m.

Respectfully submitted,

Joanne L. Schwartz
Recording Secretary

KWORCC
BOARD OF TRUSTEES MEETING
8:00 A.M.
Friday, October 29, 1993
CLUB HOUSE INN, TOPEKA, KANSAS

BOARD MEETING AGENDA

- I. Call to order 8:00 a.m. - Wes Holt, Chair
- II. Introduction of new board member, Ralph Unger, Decatur County Commissioner
- III. Claims Meeting - review of claims in excess of \$10,000.
- IV. Receipt and approval of reports
 - A. Minutes September 24, 1993
 - B. KWORCC Financial Report
 - C. KWORCC Budget Report
- V. Pool Manager's Report
 - A. Loss Prevention Report
 - B. Annual conference update
- VI. Administrator's Report
- VII. Other Business
 - A. Service provider oral proposals

MINUTES
KWORCC BOARD OF TRUSTEES

October 29, 1993

Topeka, Kansas

The regular monthly meeting of the KWORCC Board of Trustees was held October 29, 1993, at the Club House Inn, Topeka, Kansas. The meeting was called to order at 8:09 a.m. by President Wes Holt, Pottawatomie County Commissioner.

Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
Wesley Moore, Jewell County Clerk
Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Carol Slavik, Ottawa County Clerk
Ralph Unger, Decatur County Commissioner
Darrell Wilson, Saline County Sheriff

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Craig Stromgren, KWORCC Loss Prevention Representative
Carl Eyman, KWORCC Loss Prevention Representative
Joanne L. Schwartz, KWORCC Secretary
Jim Reardon, KAC Director of Legal Services
Annette Fiedler, KAC Finance Manager
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Cynthia Richson, Assistant Vice President, Claims
Supervisor, AON Insurance Management Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.

Absent was:

David Holmes, Reno County Commissioner

President Holt introduced Ralph Unger, Decatur County Commissioner, the new board member appointed by the KAC Board.

Susan May gave the Claims Report. Ms. May reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000. Ms. May also discussed the Designated Physician's Program.

Time was allowed for the reading of the minutes from the September 24, 1993, meeting. President Holt asked if there were any corrections to the minutes. President Holt stated that if there were no corrections, the minutes stood.

John Torbert introduced Annette Fiedler, KAC's Finance Manager. Mr. Torbert reviewed the Financial Report and Budget Report. Marjory Scheufler moved to accept the reports. Bobby Heitschmidt seconded. The motion carried.

Craig Stromgren and Carl Eyman gave the Loss Prevention report. Darrell Wilson moved to accept the report. Ralph Unger seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's Report:

1. Ms. Cowan discussed the annual conference. Ms. Cowan suggested having a candy jar with the logo "KCAMP/KWORCC Your Partner in Safety." Darrell Wilson moved the board give \$1,000 to purchase items to give away at the KCAMP/KWORCC booth. Wes Moore seconded. The motion carried.
2. Newsletter is being reviewed.
3. The Lotus program has been installed on the system in Topeka for the purpose of compiling the membership data. Joanne Schwartz has been imputing the renewal data.
4. Wes Bruebaker, AON's Loss Prevention Representative from Texas, came and critiqued our loss prevention department. He will present his written recommendations.
5. Cyndi Richson did an internal audit of claims processing. Correspondence from AON regarding operating matters was reviewed.
6. A telephone conference regarding the issue in Saline County was discussed. Ms. Cowan is obtaining a letter from the State Insurance Department to clarify the issue of coverage under the workers compensation fund which can be forwarded to Saline County.
7. Seward County has requested a bid.
8. Proposals will be presented from four third party administrators:
 - Sedgwick James
 - Gallagher Woodsmall, Inc.
 - Berkley Risk Services, Inc.
 - Aon Insurance Management Services, Inc.

Cynthia Richson reported on her internal audit of AON's handling of the KCAMP/KWORCC claims.

9. Ron Rogers has submitted his final report. He will be here next week to discuss the report

Ralph Unger moved to accept the Pool Manager's Report. Wes Moore seconded. The motion carried.

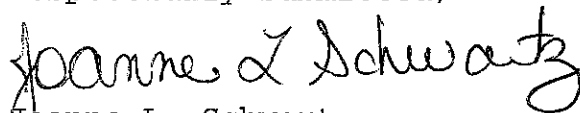
John Torbert gave the Pool Administrator's Report. He discussed the strategic planning session of the department. Carol Slavik moved to accept the Pool Administrator's Report. Bobby Heitschmidt seconded. The motion carried.

Presentations were given from the third party insurance administrators previously mentioned.

Darrell Wilson moved to accept the proposal of AON for a three year contract. Bobby Heitschmidt seconded. The motion carried.

Meeting adjourned at 5:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joanne L. Schwartz". The signature is written in dark ink and is positioned above the typed name.

Joanne L. Schwartz
KWORCC Recording Secretary

KWORCC
BOARD OF TRUSTEES MEETING
9:00 A.M.
Friday, September 24, 1993
CLUB HOUSE INN, TOPEKA, KANSAS

BOARD MEETING AGENDA

- I. Call to order 9:00 a.m. - Wes Holt, Chair
- II. Introduction of Ralph Unger
- III. Claims Meeting - review of claims in excess of \$10,000.
- IV. Receipt and approval of reports
 - A. Introduction of new board member, Ralph Unger, Decatur County Commissioner
 - B. Minutes August 27, 1993
 - C. KWORCC Financial Report
 - D. KWORCC Budget Report
- V. Pool Manager's Report
 - A. Loss Prevention Report
 - B. Board Training - Ron Laskowski, attorney
 - C. Update on bidding of services
 - D. Discussion regarding annual conference
- VI. Administrator's Report
 - A. Pool Correspondence

MINUTES
KWORCC BOARD OF TRUSTEES

September 24, 1993

Topeka, Kansas

The regular monthly meeting of the KWORCC Board of Trustees was held September 24, 1993, at the Club House Inn, Topeka, Kansas. The meeting was called to order at 9:06 a.m. by President Wes Holt, Pottawatomie County Commissioner.

Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
David Holmes, Reno County Commissioner
Wesley Moore, Jewell County Clerk
Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Carol Slavik, Ottawa County Clerk
Darrell Wilson, Saline County Sheriff

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Craig Stromgren, KWORCC Loss Prevention Representative
Carl Eyman, KWORCC Loss Prevention Representative
Joanne L. Schwartz, KWORCC Secretary
Jim Reardon, KAC Director of Legal Services
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.
Ron Laskowski, attorney with Fisher, Patterson, Saylor
& Smith.

Absent was:

Ralph Unger, Decatur County Commissioner

President Holt introduced Ron Laskowski of Fisher, Patterson, Saylor & Smith. Mr. Laskowski spoke to the board on workers' compensation reform.

Susan May gave the claims report. Ms. May first went over the Loss Experience Summary. Ms. May reviewed the Incurred Losses in Excess of \$10,000. Ms. May also discussed the Designated Physician's Program.

Time was allowed for the reading of the minutes from the August 27, 1993, meeting. Marjory Scheufler moved the minutes be approved. Bobby Heitschmidt seconded. The motion carried.

John Torbert reviewed the Financial Report. Bobby Heitschmidt moved the report be accepted. Darrell Wilson seconded. The motion carried.

John Torbert announced that Annette Fiedler, CPA was hired for the Financial Manager position and she begins on Monday, September 27, 1993.

Craig Stromgren and Carl Eyman gave the Loss Prevention report. Carol Slavik moved to accept the report. David Holmes seconded. The motion carried.

Darrell Wilson asked the Chair if the minutes had been approved while he was out of the room on the telephone. He asked that the minutes show Dana Morse as the County Administrator.

Jeanie Cowan gave the Pool Manager's report. Ms. Cowan reported on the status of the situation in Saline County regarding KWORCC providing coverage for community service volunteers. Ms. Cowan presented a letter from Saline County requesting time on the December agenda. Darrell Wilson requested that a representative of the board talk to Commissioner Gary Hindman. The Board requested the Pool Manager to schedule a meeting as soon as possible with Saline County Commissioners, Darrell Wilson, and Kent Erwin.

Wes Moore moved to accept the pool manager's report. Gayle Landoll seconded. The motion carried.

Jim Reardon reviewed a memorandum regarding Kansas Open Records Act requirements.

John Torbert gave the Pool Administrator's Report. David Holmes moved to accept the pool administrator's report. Bobby Heitschmidt seconded. The motion carried.

The next meeting is October 29, 1993.

Meeting adjourned at 1:37 p.m.

Respectfully submitted,



Joanne L. Schwartz
KWORCC Recording Secretary

MINUTES
KWORCC BOARD OF TRUSTEES

August 27, 1993

Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held August 27, 1993, at the Club House Inn, Topeka, Kansas. The meeting was called to order at 9:00 a.m. by Vice-President David Holmes, Reno County Commissioner.

Members in attendance were:

David Holmes, Reno County Commissioner
Wesley Moore, Jewell County Clerk
Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Carol Slavik, Ottawa County Clerk

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Craig Stromgren, KWORCC Loss Prevention Representative
Carl Eyman, KWORCC Loss Prevention Representative
Joanne L. Schwartz, KWORCC Secretary
Jim Reardon, KAC Director of Legal Services
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.
Bob Lund, Regional Manager, American Home/National
Union Insurance Company
Darlene Chrusciel, Senior Underwriter, American
Home/National Union Insurance Company

Absent were:

Darrell Wilson, Saline County Sheriff
Wes Holt, Pottawatomie County Commissioner

Susan May gave the claims report. Ms. May first went over the Loss Experience Summary. Ms. May reviewed the Incurred Losses in Excess of \$10,000. Ms. May also discussed the Designated Physician's Program.

Mr. Holmes welcomed Bob Lund and Darlene Chrusciel of American Home/National Union Insurance Company. They discussed underwriting of the pools.

Time was allowed for the reading of the minutes from the July 28, 1993, meeting. Bobby Heitschmidt moved the minutes be corrected on page 2 in paragraph 8 to read "Ms. Cowan" and with the correction be approved. Gayle Landoll seconded. The motion carried.

John Torbert reviewed the Financial Report. Marjory Scheufler moved the report be accepted. Wes Moore seconded. The motion carried.

Craig Stromgren gave the Loss Prevention report. Gayle Landoll moved to accept the report. Wes Moore seconded. The motion carried.

Kent Erwin presented the Loss Ratio Reports. Bobby Heitschmidt moved to accept the report. Marjory Scheufler seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's report.

The Safety Committee suggested each county have a safety contact person. The committee is addressing the issue of discipline. Marjory Scheufler moved the board strongly encourage each county to designate a safety contact person. Carol Slavik seconded. The motion carried.

Ms. Cowan updated the board on the issue in Saline County regarding KWORCC providing coverage for community service volunteers. The board requested the pool manager to send a letter to the Saline County Commissioners: requesting a status of their decision; enclosing a from 135a; requesting a response in two weeks; and, copies be sent to the county attorney, Dana Morse and Rita Deister.

Bobby Heitschmidt moved to accept the pool manager's report. Gayle Landoll seconded. The motion carried.

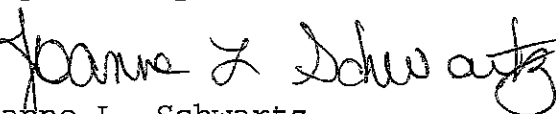
John Torbert gave the Pool Administrator's Report. Marjory Scheufler moved to accept the pool administrator's report. Wes Moore seconded. The motion carried.

Mr. Holmes thanked the KAC staff for the KAC open.

Marjory Scheufler moved to adjourn the meeting. Bobby Heitschmidt seconded. The motion carried.

Meeting adjourned at 11:40 a.m.

Respectfully submitted,


Joanne L. Schwartz
KWORCC Recording Secretary

KWORCC
BOARD OF TRUSTEES MEETING
1:30 P.M.
WEDNESDAY, July 28, 1993
CLUB HOUSE INN, TOPEKA, KANSAS

AGENDA

Claims Meeting - review of claims in excess of \$10,000.

BOARD MEETING

- I. Call to order 1:30 p.m. - Wes Holt, Chair
- II. Receipt and approval of reports
 - A. Minutes May 25, 1993
 - B. KWORCC Financial Report
 - C. KWORCC Budget Report
- III. Pool Manager's Report
 - A. Loss Prevention Report
 - B. Assignment of Buddy Counties
 - C. KWORCC Safety Committee Report
 - D. Discussion regarding Saline County
- IV. Administrator's Report
 - A. Pool Correspondence
- V. Other Business

MINUTES
KWORCC BOARD OF TRUSTEES

July 28, 1993

Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held July 28, 1993, at the Club House Inn, Topeka, Kansas. The meeting was called to order at 1:46 p.m. by President Wes Holt, Pottawatomie County Commissioner.

Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
David Holmes, Reno County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Carol Slavik, Ottawa County Clerk

Also present were:

Jeanie Cowan, KWORCC Pool Manager
Craig Stromgren, KWORCC Loss Prevention Representative
Joanne L. Schwartz, KWORCC Secretary
Jim Reardon, KAC Director of Legal Services
Anne Smith, KAC Director of Legislation
Jackie Rickard, KAC Director of Meeting Planning and
Continuing Education
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Al Stein, Vice-President, AON Insurance Management
Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.

Absent were:

Bonnie Gilmore, Wichita County Clerk
Wesley Moore, Jewell County Clerk
Darrell Wilson, Saline County Sheriff

Marjory Scheufler moved to elect Carol Slavik as a board member replacing Eric Rucker. Gayle Landoll seconded. The motion carried.

Time was allowed for the reading of the minutes from the May 25, 1993, meeting. Bobby Heitschmidt moved that the minutes be approved. David Holmes seconded. The motion carried.

Al Stein reviewed the Financial and Budget Reports. Marjory Scheufler moved that the reports be accepted. Gayle Landoll seconded. The motion carried.

Craig Stromgren gave the Loss Prevention report. Mr. Stromgren discussed the Wichita County fatality.

Jim Reardon discussed policy manuals and ADA compliance.

Bobby Heitschmidt moved that the board go into executive session for 30 minutes or until 3:40 p.m. for the purpose of discussing legal issues. David Holmes seconded. The motion carried.

The board came out of executive session at 3:35 p.m. with no action being taken during the session.

Bobby Heitschmidt moved that the board go into executive session for an additional 30 minutes or until 4:15 p.m. for the purpose of discussing legal issues. Marjory Scheufler seconded. The motion carried.

The board came out of executive session at 4:03 p.m. with no action being taken during the session.

Bobby Heitschmidt moved that the KWORCC board directs the pool manager to entertain proposals from other consultants for pool services effective January 1, 1994. David Holmes seconded. The motion carried.

Marjory Scheufler moved that the KWORCC board expresses its intent to internalize all financial operations effective January 1, 1994 and KWORCC's contribution will not exceed \$25,000 annually. Gayle Landoll seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's report.

Mr. Cowan reported that Bonnie Gilmore stated she is submitting her resignation from the board.

Bobby Heitschmidt moved to accept the Safety Committee's Statement of purposes as follows:

"The KWORCC Safety Committee will serve as an advisory committee to the KWORCC Board of Trustees. The purpose of the Safety Committee is: to assist the Board of Trustees in establishing guidelines and standards that raise awareness of safe practices and procedures; and, to promote health, safety and wellness of the employees of the member counties."

David Holmes seconded. The motion carried.

Jeanie Cowan discussed the issue in Saline County of providing coverage for community service volunteers. Marjory Scheufler moved that the KWORCC Board directs the pool manager to write a letter and deliver it to Saline County requesting that they file a form 135a to rescind the coverage of community service individuals. David Holmes seconded. The motion carried.

Kent Erwin advised that the loss ratio report discussion will be held at the next board meeting.

Jeanie Cowan encouraged the board members to review the Governmental Risk Management Report entitled Colorado County Pool Case Provides Lessons.

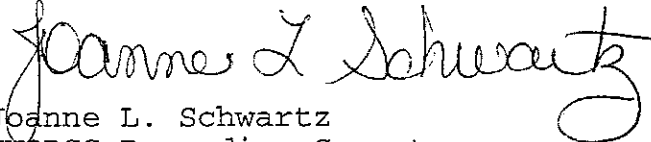
Jeanie Cowan announced the next KWORCC Board meeting is August 27, at the Club House Inn, Topeka, Kansas. Bob Lund of American Home/National Union Insurance Companies, the excess carrier, will be making a presentation.

The board clarified that KAC staff is invited to attend board dinners to encourage interaction between staff and board members.

David Holmes moved to adjourn the meeting. Bobby Heitschmidt seconded. The motion carried.

Meeting adjourned at 5:14 p.m.

Respectfully submitted,


Joanne L. Schwartz
KWORCC Recording Secretary

MINUTES
KWORCC BOARD OF TRUSTEES

July 28, 1993

Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held July 28, 1993, at the Club House Inn, Topeka, Kansas. The meeting was called to order at 1:46 p.m. by President Wes Holt, Pottawatomie County Commissioner.

Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
David Holmes, Reno County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Carol Slavik, Ottawa County Clerk

Also present were:

Jeanie Cowan, KWORCC Pool Manager
Craig Stromgren, KWORCC Loss Prevention Representative
Joanne L. Schwartz, KWORCC Secretary
Jim Reardon, KAC Director of Legal Services
Anne Smith, KAC Director of Legislation
Jackie Rickard, KAC Director of Meeting Planning and
Continuing Education
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Al Stein, Vice-President, AON Insurance Management
Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.

Absent were:

Bonnie Gilmore, Wichita County Clerk
Wesley Moore, Jewell County Clerk
Darrell Wilson, Saline County Sheriff

Marjory Scheufler moved to elect Carol Slavik as a board member replacing Eric Rucker. Gayle Landoll seconded. The motion carried.

Time was allowed for the reading of the minutes from the May 25, 1993, meeting. Bobby Heitschmidt moved that the minutes be approved. David Holmes seconded. The motion carried.

Al Stein reviewed the Financial and Budget Reports. Marjory Scheufler moved that the reports be accepted. Gayle Landoll seconded. The motion carried.

Craig Stromgren gave the Loss Prevention report. Mr. Stromgren discussed the Wichita County fatality.

Jim Reardon discussed policy manuals and ADA compliance.

Bobby Heitschmidt moved that the board go into executive session for 30 minutes or until 3:40 p.m. for the purpose of discussing legal issues. David Holmes seconded. The motion carried.

The board came out of executive session at 3:35 p.m. with no action being taken during the session.

Bobby Heitschmidt moved that the board go into executive session for an additional 30 minutes or until 4:15 p.m. for the purpose of discussing legal issues. Marjory Scheufler seconded. The motion carried.

The board came out of executive session at 4:03 p.m. with no action being taken during the session.

Bobby Heitschmidt moved that the KWORCC board directs the pool manager to entertain proposals from other consultants for pool services effective January 1, 1994. David Holmes seconded. The motion carried.

Marjory Scheufler moved that the KWORCC board expresses its intent to internalize all financial operations effective January 1, 1994 and KWORCC's contribution will not exceed \$25,000 annually. Gayle Landoll seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's report.

Ms. Cowan reported that Bonnie Gilmore stated she is submitting her resignation from the board.

Bobby Heitschmidt moved to accept the Safety Committee's Statement of purposes as follows:

"The KWORCC Safety Committee will serve as an advisory committee to the KWORCC Board of Trustees. The purpose of the Safety Committee is: to assist the Board of Trustees in establishing guidelines and standards that raise awareness of safe practices and procedures; and, to promote health, safety and wellness of the employees of the member counties."

David Holmes seconded. The motion carried.

Jeanie Cowan discussed the issue in Saline County of providing coverage for community service volunteers. Marjory Scheufler moved that the KWORCC Board directs the pool manager to write a letter and deliver it to Saline County requesting that they file a form 135a to rescind the coverage of community service individuals. David Holmes seconded. The motion carried.

Kent Erwin advised that the loss ratio report discussion will be held at the next board meeting.

Jeanie Cowan encouraged the board members to review the Governmental Risk Management Report entitled Colorado County Pool Case Provides Lessons.

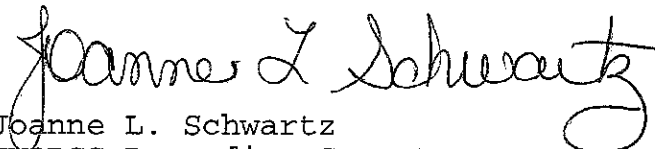
Jeanie Cowan announced the next KWORCC Board meeting is August 27, at the Club House Inn, Topeka, Kansas. Bob Lund of American Home/National Union Insurance Companies, the excess carrier, will be making a presentation.

The board clarified that KAC staff is invited to attend board dinners to encourage interaction between staff and board members.

David Holmes moved to adjourn the meeting. Bobby Heitschmidt seconded. The motion carried.

Meeting adjourned at 5:14 p.m.

Respectfully submitted,


Joanne L. Schwartz
KWORCC Recording Secretary

Bobby Heitschmidt moved that the board go into executive session for 30 minutes or until 3:40 p.m. for the purpose of discussing legal issues. David Holmes seconded. The motion carried.

The board came out of executive session at 3:35 p.m. with no action being taken during the session.

Bobby Heitschmidt moved that the board go into executive session for an additional 30 minutes or until 4:15 p.m. for the purpose of discussing legal issues. Marjory Scheufler seconded. The motion carried.

The board came out of executive session at 4:03 p.m. with no action being taken during the session.

Bobby Heitschmidt moved that the KWORCC board directs the pool manager to entertain proposals from other consultants for pool services effective January 1, 1994. David Holmes seconded. The motion carried.

Marjory Scheufler moved that the KWORCC board expresses its intent to internalize all financial operations effective January 1, 1994 and KWORCC's contribution will not exceed \$25,000 annually. Gayle Landoll seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's report.

^{ms}Mr. Cowan reported that Bonnie Gilmore stated she is submitting her resignation from the board.

Bobby Heitschmidt moved to accept the Safety Committee's Statement of purposes as follows:

"The KWORCC Safety Committee will serve as an advisory committee to the KWORCC Board of Trustees. The purpose of the Safety Committee is: to assist the Board of Trustees in establishing guidelines and standards that raise awareness of safe practices and procedures; and, to promote health, safety and wellness of the employees of the member counties."

David Holmes seconded. The motion carried.

Jeanie Cowan discussed the issue in Saline County of providing coverage for community service volunteers. Marjory Scheufler moved that the KWORCC Board directs the pool manager to write a letter and deliver it to Saline County requesting that they file a form 135a to rescind the coverage of community service individuals. David Holmes seconded. The motion carried.

Kent Erwin advised that the loss ratio report discussion will be held at the next board meeting.

AGENDA
KWORCC BOARD OF TRUSTEES
May 25, 1993 - 9:00 a.m.
BANK IV BUILDING
TOPEKA, KANSAS

- I. Call to order 9:00 A.m. - Wes Holt, Chair
- II. Claims Manager's Report
 - A. Review and status of claims over \$10,000
 - B. Review of Aggregate Loss Reports
 - C. Report on Designated Physician's Program
- III. Receipt and approval of reports
 - A. Minutes April 27, 1993
 - B. KWORCC Financial Report
 - C. KWORCC Budget Report
- IV. Pool Manager's Report
 - A. John Toi, President, CEO - AON Insurance Management Services, Inc.
 - B. Report on audit and actuarial review - Coopers & Lybrand
 - C. Report on Investments - Country Club Bank
 - D. Loss Prevention Report
- V. Administrator's Report
 - A. Legislative Update
 - B. Review Strategic Planning Session
 - C. Pool Correspondence
- VI. Board Education

MINUTES
KWORCC BOARD OF TRUSTEES

Bank IV, Topeka, Kansas

May 25, 1993

The regular meeting of the KWORCC Board of Trustees was held May 25, 1993, at the Top of the Tower, Bank IV, Topeka, Kansas. The meeting was called to order at 9:08 a.m. by President Wes Holt, Pottawatomie County Commissioner. Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
David Holmes, Reno County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Wesley Moore, Jewell County Clerk

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Jim Reardon, Director of Legal Services, KAC
Craig Stromgren, Loss Prevention Representative, KAC
Joanne L. Schwartz, KWORCC Secretary
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Susan May, Workers Compensation Claims Supervisor, AON
Insurance Management Services, Inc.
Gary Stevens, Coopers & Lybrand
Steve Skov, Coopers & Lybrand
John Toi, President and CEO, AON Insurance Management
Services, Inc.
Al Stein, Vice-President, AON Insurance Management
Services, Inc.
Chris Thomas, Investment Officer, Country Club Bank
Greg Bernard, CPA, Executive Vice President Investment
Services Division, Country Club Bank

Absent were:

Darrell Wilson, Saline County Sheriff
Bonnie Gilmore, Wichita County Clerk

Susan May gave the claims report. Ms. May first went over the Loss Experience Summary. Ms. May reviewed the Incurred Losses in Excess of \$10,000. The Designated Physician's Program update was also presented. The board discussed naming a chiropractor as the designated physician for a county. The board policy was clarified that designated physicians for KWORCC would only be medical doctors or osteopaths. Bobby Heitschmidt moved to accept the claims report. Gayle Landoll seconded. The motion carried.

Time was allowed for the reading of the minutes from the April 27, 1993, meeting. The minutes were corrected on page 1 in paragraph 1 to correct the spelling of Bobby Heitschmidt's name. It was moved by David Holmes to approve the minutes as corrected. Marjory Scheufler seconded. The motion carried.

John Torbert reviewed the financial and budget reports. Wesley Moore moved to accept the financial reports. David Holmes seconded. The motion carried.

Wes Holt asked Jeanie Cowan to introduce the guests. Ms. Cowan introduced the Coopers & Lybrand representatives, Gary Stevens and Steve Skov. Mr. Stevens discussed the audit of KWORCC. Steve Skov gave the actuary report. Wes Holt thanked Mr. Stevens and Mr. Skov for their presentation.

Jeanie Cowan gave the Pool Manager's report. Ms. Cowan reviewed her special activities since the last KWORCC board meeting. Ms. Cowan advised the board that Ron Rogers would not be available for the June 11 meeting. Therefore, she recommended the board not meet in June and that Mr. Rogers be scheduled for the joint meeting with KCAMP and KWORCC on July 28.

Craig Stromgren gave the Loss Prevention report. Mr. Stromgren's reviewed his special activity report.

Jim Reardon discussed the preparation of manuals.

Wes Holt requested that two committees be formed. The first committee to work with Craig Stromgren and Jim Reardon to develop mandatory safety programs. The second committee to work with Jeanie Cowan and Kent Erwin to develop a program for dividend distribution.

Marjory Scheufler, Bobby Heitschmidt and David Holmes volunteered to be on the Safety Committee. Kent Erwin recommended that the Safety Committee request input from county engineers.

Gayle Landoll, Wes Holt and Wes Moore volunteered to be on the Dividend Committee.

The board discussed the time frame for the Safety Committee and the Dividend Committee. It was decided that the committees should have recommendations to the board in the fall. The board can consider the recommendations and then present its recommendations at the annual meeting in November.

Jeanie Cowan advised the board that Bonnie Gilmore would like to continue as a board member. The board had no objection to Bonnie Gilmore continuing as a board member.

Country Club Bank representatives Greg Bernard and Chris Thomas were introduced. They gave a report on investments.

John Toi was introduced. Mr. Toi discussed the organizational structure of AON and his perspective of the KWORCC pool.

Jim Reardon discussed a memorandum on the procedure for a nonprofit corporation to recess from open meeting session into executive session.

Marjory Scheufler moved to approve the Pool Manager's report. Bobby Heitschmidt second. The motion carried.

John Torbert gave the legislative update.

John Torbert reviewed the summary of the Strategic Planning Session as prepared by Bernie Hayen, Strategic Planning Facilitator with the League of Municipalities. The Executive Summary had three recommendations. John Torbert stated that all three recommendations have been acted upon or are in the process of implementation as follows:

- 1) John Torbert has met with Jeanie Cowan and Craig Stromgren. The Loss Prevention Department has been moved to the Topeka Boulevard address. Jeanie Cowan has been given full responsibility for the Loss Prevention Department. In addition, Ms. Cowan has authority for all pooling activities. Ms. Cowan answers directly to John Torbert.
- 2) Board education will be presented at every board meeting.
- 3) The policies are being organized into one document which will give a clear understanding of the organizational and financial structure.

Mr. Torbert advised the board that efforts have been and are being directed to follow the recommendations as outlined in this survey. This strategic planning is an ongoing process and will be an annual occurrence for the board.

Mr. Torbert reviewed the suggested changes from the board to improve KWORCC performance.

The board discussed the strategic planning session. Emphasis was placed on getting people out in the counties and on getting losses down through loss prevention. To get losses down the counties need to actively participate in safety programs. The board needs to state rules for safety.

John Toi advised the board that some counties need more incentive than others to adhere to safety programs. This may be accomplished through financial advantages or penalties.

Mr. Torbert advised the board that after the new Loss Prevention Representative is hired, the staff will have a planning session. The primary purpose of the session will be

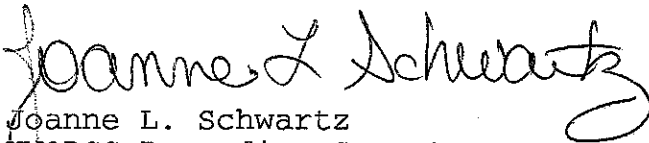
to designate staff responsibility for meeting the goals and objectives in the strategic planning document. The results of the planning session will be brought to the board.

Wes Moore moved to approve the Pool Administrator's Report. Gayle Landoll seconded. The motion carried.

David Holmes moved to adjourn the meeting. Marjory Scheufler second. The motion carried.

Meeting adjourned at 3:16 p.m.

Respectfully submitted,


Joanne L. Schwartz
KWORCC Recording Secretary

AGENDA
KWORCC BOARD OF TRUSTEES
APRIL 27, 1993 - 9:00 a.m.
CLUB HOUSE INN
TOPEKA, KANSAS

- I. Call to order 9:00 A.m. - Wes Holt, Chair
- II. Claims Manager's Report
 - A. Review and status of claims over \$10,000
 - B. Review of Aggregate Loss Reports
 - C. Report on Designated Physician's Program
- III. Receipt and approval of reports
 - A. Minutes March 16, 1993
 - B. KWORCC Financial Report
 - C. KWORCC Budget Report
- IV. Loss Prevention Manager's Report
- V. Pool Manager's Report
 - A. Combinability of Comanche County Hospital
 - B. Report on Insurance Workshop
 - C. Report on Investments
 - D. Report on County Visits
- VI. Administrator's Report
 - A. Legislative Update
 - B. Review Strategic Planning Session
- VII. Board Education

**MINUTES
KWORCC BOARD OF TRUSTEES**

CLUBHOUSE INN, TOPEKA, KANSAS

April 27, 1993

The regular meeting of the KWORCC Board of Trustees was held April 27, 1993 at the Clubhouse Inn, Topeka, Kansas. The meeting was called to order at 9:04 a.m. by Wes Holt, President, Pottawatomie County Commissioner. Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
David Holmes, Reno County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bobby Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Wesley Moore, Jewell County Clerk
Darrell Wilson, Saline County Sheriff

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Craig Stromgren, Loss Prevention Representative
Susan May, Work Compensation Claims Supervisor, AON
Insurance Management Services
Jim Reardon, Director of Legal Services
Pat Mahaffey, KAC Business Manager
Joanne L. Schwartz, KAC Secretary.

Absent was:

Bonnie Gilmore, Wichita County Clerk

Wes Holt announced that the Insurance Workshop in Wichita on Friday, April 23, 1993, was a success. Board members Marjorie Scheufler, Gayle Landoll and David Holmes were present.

Susan May gave the claims report. Ms. May went over the Loss Experience Summary. Ms. May then reviewed the Incurred Losses in Excess of \$10,000. The Designated Physician Program was discussed. Regarding the implementation of this program, Ms. May will be visiting the counties and plans to have those visits completed by the fall. David Holmes moved to accept the claims report. Bobby Heitschmidt seconded. The motion carried.

Time was allowed for the reading of the minutes from the March 16, 1993, meeting. Marjory Scheufler moved to approve the minutes. Bobby Heitschmidt seconded. The motion carried.

Wes Holt asked for the financial report. John Torbert requested that the board wait until Kent Erwin arrived.

Time was allowed for the reading of the minutes from the March 17, 1993, meeting. Wes Moore moved to accept the minutes. Marjory Scheufler seconded. The motion carried.

John Torbert reviewed the internal budget reports consisting of the Cash Flow Report through March 31, 1993, Fiscal Year 1993; Cash Flow Report through March 31, 1993, Fiscal Year 1992; and, Cash Accounts through March 31, 1993. John Torbert discussed how percentages of salaries for staff were charged to KWORCC, KCAMP and KAC. Bobby Heitschmidt moved to accept the budget report. David Holmes seconded. The motion carried.

Craig Stromgren, Loss Prevention Representative, gave the loss prevention report. Kevin Woods and he have visited nineteen counties. In addition, they are working on getting a safety coordinator in each county. Ron Rogers had planned on attending this board meeting but was called as an expert witness in Wichita. Mr. Stromgren said Mr. Rogers will come to a later meeting.

The board discussed scheduling a meeting for the purpose of meeting with Mr. Rogers. The board tentatively scheduled June 11, 1993. That meeting may have other reports, as necessary; however, the financial reports will not be requested because the meeting is scheduled at the first of the month. Craig Stromgren and Jeanie Cowan will confirm the meeting with Mr. Rogers. Mr. Rogers has visited all counties with the exception of Lyons. He will visit that county prior to his meetings with KCAMP and KWORCC. Then he will have his full report ready for both board.

Jeanie Cowan reviewed the 1993 KWORCC schedule: May 25, 1993, at 9:00 a.m. in Topeka; June 11, 1993, (the tentative meeting with Ron Rogers in Topeka); July 28, 1993, lunch with KCAMP board and the board meeting at 1:15 p.m.; July 29, 1993, the golf tournament; August 27, 1993; September 24, 1993; October 29, 1993; November 17, 1993 in morning after annual conference; and, December 10, 1993.

Jeanie Cowan announced that Bonnie Gilmore had resigned.

Wes Holt turned the meeting back to Craig Stromgren. Mr. Stromgren reported on the video library and visits to counties for safety meetings. Wes Moore moved to accept the loss prevention report. Darrell Wilson seconded. The motion carried.

John Torbert reviewed the Financial Report for February, 1993 and March, 1993. Marjorie Scheufler moved to accept the

financial reports. Bobby Heitschmidt seconded. The motion carried.

David Holmes moved to recess into executive session at 11:20 a.m. to 12:00. Wes Moore seconded. The motion carried. The executive session ended as scheduled with no action taken by the board.

Jeanie Cowan gave the Pool Manager's Report. Jeanie reviewed her county visits and meetings for the months of March and April. Ms. Cowan discussed the combinability with Comanche Hospital. Jim Reardon offered his opinion through a memo to John Torbert.

Jim Reardon reported that he has met with the insurance commissioners; is working on various policy manuals; and, is conducting research regarding executive session.

Jeanie Cowan continued her report. Investments with Country Club Bank (as approved by the board) will be made this week. Ms. Cowan stated again that Bonnie Gilmore had resigned. John Torbert reviewed the By-Laws concerning replacement for the two board seats. This board is responsible for filling the seat vacated by Eric Rucker and the KAC board is responsible to fill the seat vacated by the resignation of Bonnie Gilmore. The board discussed possibilities. John Torbert stated that Harvey Leaver, Board Member of KAC, suggested that the KWORCC Board should have a county engineer. Gayle Landoll moved to accept the Pool Manager's Report. David Homes seconded. The motion carried.

John Torbert gave the legislative report. The legislature comes back in session Wednesday, April 28, 1993. One bill that will receive attention is the worker's compensation bill.

Wes Holt asked the board if they would like Anne Smith to attend the board meetings to give legislative reports. The board requested that Anne Smith present legislative reports.

John Torbert stated the strategic planning summary will be released at the next board meeting. Bobbie Heitschmidt moved to accept the Pool Administrator's report. Darrrell Wilson seconded. The motion carried.

Jeanie Cowan gave the board education which was a summary of the insurance workshop held in Wichita last week. Ms. Cowan reviewed the handouts from the seminar.

Wes Holt stated the board should take some action regarding the vacant seats. The board expressed no objection to having a non-elected official serve on the board.

Marjory Scheufler moved that Chris Carrier of Ford County be contacted. Marjory Scheufler withdrew her motion. Jeanie

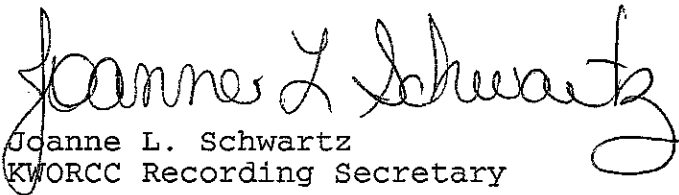
Cowan suggested the name of Kathy Luthi, Ottawa County Commissioner.

Kent Erwin requested that the Buddy System be updated. The board agreed to wait until the two vacant seats were filled to prepare new a Buddy System consisting of member and non-member counties.

Darrell Wilson moved to adjourn the meeting. Wes Moore seconded. The motion carried.

Meeting adjourned at 2:00 p.m.

Respectfully submitted,


Joanne L. Schwartz
KWORCC Recording Secretary

MINUTES
KWORCC BOARD OF TRUSTEES

CLUBHOUSE INN, TOPEKA, KANSAS

April 27, 1993

The regular meeting of the KWORCC Board of Trustees was held April 27, 1993 at the Clubhouse Inn, Topeka, Kansas. The meeting was called to order at 9:04 a.m. by Wes Holt, President, Pottawatomie County Commissioner. Members in attendance were:

Bobby
Wes Holt, Pottawatomie County Commissioner
David Holmes, Reno County Commissioner
Marjory Scheufler, Edwards County Commissioner
Bobbie Heitschmidt, Ellsworth County Commissioner
Gayle Landoll, Marshall County Clerk
Wesley Moore, Jewell County Clerk
Darrell Wilson, Saline County Sheriff

Also present were:

John Torbert, KWORCC Administrator
Jeanie Cowan, KWORCC Pool Manager
Kent Erwin, Vice-President, Production/Marketing,
AON Insurance Management Services, Inc.
Craig Stromgren, Loss Prevention Representative
Susan May, Work Compensation Claims Supervisor, AON
Insurance Management Services
Jim Reardon, Director of Legal Services
Pat Mahaffey, KAC Business Manager
Joanne L. Schwartz, KAC Secretary.

Absent was:

Bonnie Gilmore, Wichita County Clerk

Wes Holt announced that the Insurance Workshop in Wichita on Friday, April 23, 1993, was a success. Board members Marjorie Scheufler, Gayle Landoll and David Holmes were present.

Susan May gave the claims report. Ms. May went over the Loss Experience Summary. Ms. May then reviewed the Incurred Losses in Excess of \$10,000. The Designated Physician Program was discussed. Regarding the implementation of this program, Ms. May will be visiting the counties and plans to have those visits completed by the fall. David Holmes moved to accept the claims report. Bobby Heitschmidt seconded. The motion carried.

Time was allowed for the reading of the minutes from the March 16, 1993, meeting. Marjory Scheufler moved to approve the minutes. Bobby Heitschmidt seconded. The motion carried.

KWORCC BOARD OF TRUSTEES
STRATEGIC PLANNING SESSION

March 17, 1993

Top of The Tower, Topeka, Kansas

A meeting of the KWORCC Board of Trustees was held March 17, 1993 at the Top of The Tower, Topeka, Kansas. The meeting was called to order at 9:00 a.m. by Wes Holt, President, Pottawatomie County Commissioner. Members in attendance were:

Bobby Heitschmidt, Ellsworth County Commissioner
David Holmes, Reno County Commissioner
Gayle Landoll, Marshall County Clerk
Wes Moore, Jewell County Clerk
Marjory Scheufler, Edwards County Commissioner

Others in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kent Erwin, Vice President, Production/Marketing, AON Insurance Management Services, Inc.; Kevin Woods, Loss Prevention Manager; Craig Stromgren, Loss Prevention Representative; Susan May, Work Comp Claims Supervisor, AON Insurance Management Services, Inc.; Pat Mahaffey, KAC Business Manager; Jim Reardon, Director of Legal Services; Karen Thatcher, KAC Director of Member Services; Ruth Patterson, KAC Secretary.

Absent were Bonnie Gilmore, Wichita County Clerk; Eric Rucker, Dickinson County Attorney; and Darrell Wilson, Saline County Sheriff.

Jeanie introduced Bernie Hayen, Director of Special Services, The League of Kansas Municipalities, who will be the presenter for the Strategic Planning Session.

Materials and documents that were discussed are as follows:

1. Consensus Planning
2. Constituent Identification Worksheet
3. Constituent Analysis Worksheet
4. Mission Statement Development
5. External Issues
6. Internal Weaknesses
7. Self-Evaluation Checklist & Analysis

8. Summary of Issue Analysis

The meeting was closed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ruth E. Patterson". The signature is fluid and includes a large, decorative flourish at the end.

Ruth E. Patterson
KAC Recording Secretary

AGENDA
KWORCC BOARD OF TRUSTEES
MARCH 16, 1993 - 1:30 P.M.
THE CLUB HOUSE INN
TOPEKA, KANSAS

- I. Call to order, 1:30 p.m. - Wes Holt, Chair
- II. Claims Manager's Report
 - a. Review and status of claims over \$10,000
 - b. Review of aggregate loss reports
 - c. Report on designated physician program
- III. Receipt and approval of reports
 - a. Minutes February 2, 1993
 - b. KWORCC Financial Report
 - c. KWORCC Budget Report
- IV. Loss Prevention Manager's Report
- V. Pool Manager's Report
 - a. Discussion on advertising
 - b. Report on Litigation Management Committee meeting
 - c. Scheduling of meetings for 1993
 - d. Broker comments
- VI. Administrator's Report
 - a. Pool correspondence
- VII. Other Discussion
- VIII. Board Education

MINUTES
KWORCC BOARD OF TRUSTEES

March 16, 1993

Clubhouse Inn, Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held March 16, 1993 at the Clubhouse Inn, Topeka, Kansas. The meeting was called to order at 1:30 p.m. by Wes Holt, President, Pottawatomie County Commissioner. Members in attendance were:

Bobby Heitschmidt, Ellsworth County Commissioner
David Holmes, Reno County Commissioner
Gayle Landoll, Marshall County Clerk
Wes Moore, Jewell County Clerk
Marjory Scheufler, Edwards County Commissioner

Others in attendance were: John Torbert, KWORCC Administrator; Jeanie Cowan, KWORCC Pool Manager; Kent Erwin, Vice President, Production/Marketing, AON Insurance Management Services, Inc.; Kevin Woods, Loss Prevention Manager; Craig Stromgren, Loss Prevention Representative; Susan May, Work Comp Claims Supervisor, AON Insurance Management Services, Inc.; Pat Mahaffey, KAC Business Manager; Jim Reardon, KAC Director of Legal Services; Ruth Patterson, KAC Secretary.

Absent were Bonnie Gilmore, Wichita County Clerk; Eric Rucker, Dickinson County Attorney; and Darrell Wilson, Saline County Sheriff.

Susan May gave the Claims Report. Susan reviewed the Loss Experience Summary. Susan then reviewed the Incurred Losses in excess of \$10,000. Bobby Heitschmidt moved to accept the claims report. Wes Moore seconded. Motion carried.

Time was allowed for reading of the minutes from the February 2, 1993 meeting. Marjory Scheufler motioned to approve the minutes. Bobby Heitschmidt seconded. Motion carried.

John Torbert reviewed the Actual to Budget reports for the 1992 policy year through December 1992, and comparison analysis on 1993 Budget Projections. Wes Moore moved to accept the financial report. Marge Scheufler seconded. Motion carried.

John Torbert introduced Jim Reardon, KAC Director of Legal Services, new staff member. Jim will also assist Jeanie with insurance matters.

Kevin Woods, Loss Prevention Manager, gave the loss report. Kevin then stated that between he and Craig they have made 25 loss prevention visits since the last meeting of 2-19-93. Additionally, Ron Rogers has began the law enforcement audits and will report to the board his findings upon conclusion in April. Also there is a law enforcement training seminar in

Hutchinson, to be held in May. Kevin reviewed the back injury reports. Kevin stated that there is a video available for the safety program 10-15 minutes in length for back injury prevention. Kevin and Craig are available to schedule appointments for safety program presentations. David Holmes motioned to approve the loss prevention report. Marge Scheufler seconded. Motion carried.

Jeanie Cowan gave the Pool Manager's report. Jeanie reviewed her county visits for the months of February and March to date. Jeanie asked the board members about continuing advertisements in the KAC County Connection monthly magazine. The current rate is KWORCC and KCAMP each pay \$750, AON will match KWORCC and KCAMP sponsorship, \$1500. After much discussion, it was decided that KWORCC will sponsor continued advertisement in County Connection 1/2 page, \$150 per month, \$600 for the year. KCAMP and AON will match. David Holmes so moved. Marge Scheufler seconded. Motion carried.

Jeanie gave report on the Litigation Management Committee meeting. Committee members are John Torbert, Jeanie Cowan, Wes Moore, David Holmes, Kent Erwin, Susan May, and Jim Reardon.

Schedule of KWORCC Board Meetings for 1993: Tuesday, April 27; Tuesday, May 25; Friday, July 30; Friday, August 27; Friday, September 24; Friday, October 29; Friday, December 10. It was suggested that KWORCC Board hold a meeting during the Annual KAC Conference, Wichita, Kansas, November 14-16.

Broker Comments: Jeanie informed the board that she would be conducting an insurance workshop, April 23, in Wichita, Kansas. The attendees for this meeting would primarily consist of the contact person for KCAMP and KWORCC. KCAMP and KWORCC will provide a continental breakfast and lunch. David Holmes so moved. Bobby Heitschmidt seconded. Motion carried.

Gayle Landoll so moved to approve the Pool Manager's report. Bobby Heitschmidt seconded. Motion carried.

John Torbert gave the Pool Administrator's Report. John reviewed the letter from Country Club Bank in Kansas City, Missouri, they will handle the investments of KCAMP, and KWORCC. John shared legislative update information. John announced that effective February 22, 1993, Jay Odice has resigned from AON Insurance Management Services, Incorporated. Additionally, John has visited with John Toi, President, AON Insurance Management Services, Incorporated, and he has assured him that services with AON and the pools will remain unaffected. Kent Erwin will remain on in his same capacity of Vice President of Production/Marketing services. Bobby Heitschmidt so moved to approve the Pool Administrator's report. Wes Moore seconded. Motion carried.

The board discussed the expenses for the board meetings,

spouse participation and liquor. After much discussion it was agreed that board members will pay for their own spouse and liquor. The board will also continue to make every effort to keep the expenses as low as possible. David Holmes so moved. Bobby Heitschmidt seconded. Motion carried.

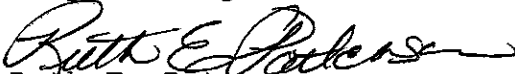
Board Education: Kent Erwin explained the status of volunteer employees.

The next board meeting is scheduled for Tuesday, April 27, 1993, 9:00 a.m., Clubhouse Inn, Topeka, Kansas.

Bobby Heitschmidt moved to adjourn, David Holmes seconded. Motion carried.

Meeting adjourned, 5:20 p.m.

Respectfully submitted,



Ruth E. Patterson
KAC Recording Secretary

MINUTES
KWORCC BOARD OF TRUSTEES

CLUBHOUSE INN, TOPEKA

February 2, 1993

The regular meeting of the KWORCC Board of Trustees was held February 2, 1993 at the Clubhouse Inn, Topeka, Kansas. The meeting was called to order at 9:00 a.m. by Wes Holt, President, Pottawatomie County Commissioner. Members in attendance were:

Wes Holt, Pottawatomie County Commissioner
Marjory Scheufler, Edwards County Commissioner
Wesley Moore, Jewell County Clerk
Gayle Landoll, Marshall County Clerk
Darrell Wilson, Saline County Sheriff

Also present were John Torbert, Pool Administrator, KWORCC; Jeanie Cowan, Pool Manager, KWORCC; Kevin Woods, Loss Prevention Manager, KWORCC; Craig Stromgren, Loss Prevention Representative, KWORCC; Kent Erwin, Vice-President Production/Marketing, AON Insurance Management Services, Inc.; Susan May, Workers' Compensation Supervisor, Rollins Technical Services; Steve Wiechman, KAC Legal Counsel; Paul Flowers, KAC Research Assistant; Kimberly Parker, KAC Administrative Assistant.

Absent were Bonnie Gilmore, Wichita County Clerk, David Holmes, Reno County Commissioner, Eric Rucker, Dickinson County Attorney and Bobby Heitschmidt, Ellsworth County Commissioner.

A telephone call was made to David Holmes, Reno County Commissioner in order to obtain a quorum on voting Darrell Wilson, Saline County Sheriff in as a member of the board. David voted to allow Darrell Wilson to replace Paul Flowers on the board. Gayle Landoll moved for Darrell to be accepted to the KWORCC Board of Trustees. Marjory Scheufler seconded. The motion carried.

Time was allowed for reading of the minutes from the December 8, 1992 meeting. It was moved by Marjory Scheufler and seconded by Gayle Landoll to approve the minutes. The motion carried.

John Torbert went over the financial reports.

Marjory Scheufler moved the financials be accepted. Wes Moore seconded. The motion carried.

Susan May gave the claims report. Susan reviewed the Loss Experience Summary. Susan then reviewed the Incurred Losses in Excess of \$10,000.

Wes Moore moved to accept the claims report. Darrell Wilson seconded. The motion carried.

Kevin Woods, Loss Prevention Manager, gave the loss report. Kevin

introduced Craig Stromgren, who was hired February 1 as a loss prevention representative. Kevin went over his service schedule of which counties he intends to visit more frequently in 1993. Wes Holt suggested possible ways to reward employees who are safety conscious. A discussion was held. Wes informed the board he would like Loss Prevention to be more aggressive and a major focus of the pool for 1993.

Darrell Wilson made a motion to accept the loss prevention manager's report. Marjory Scheufler seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's report. Jeanie reviewed her county visits that were made in December, 1992.

A discussion was held with regard to Comanche County's Hospital being added to their policy under KWORCC.

Marjory Scheufler moved that Steve Wiechman further look into the qualifications for county hospitals before they can be added to KWORCC. Wes Moore seconded. The motion carried.

Wes Holt made it clear to Paul Flowers that the KWORCC board had no objections to his checking with NCCI (National Council on Compensation Insurance) with regard to the hospital's possible combinability with the county. Wes felt there was no decision for the board to make on this issue. Paul will go ahead and file the form ERM 14 with NCCI and send Steve Wiechman a copy of the form.

At this time Dana Morse, County Administrator and Rita Deister, Personnel Director from Saline County presented questions to the Board. In specific: 1. The 60 day notice for withdrawal from the pool. 2. Would like the member counties to see some financial information in regard to the pool each year. 3. Rita stated that the county felt as though their inquiries (with the exception of claims) were not being answered sufficiently. 4. Saline County is wanting to know whether inmates are covered under the KWORCC pool. A discussion was held with regard to these questions.

Jeanie reported on the renewal process. Kent gave a brief overview of how things are breaking down with the excess insurance carrier.

Jeanie mentioned that the board needs to be thinking about what course of action the board will take in the future regarding counties that withdraw from the pool. Jeanie asked that the board be thinking about this issue for the strategic planning session.

Gayle Landoll moved that the board accept the Pool Manager's report. Darrell Wilson seconded. The motion carried.

John Torbert gave the Administrator's Report. John went over KAC and Rollins staffing and housing. John recommended a strategic planning session for KWORCC.

John gave a legislative report. He specifically went over HB-2095, which requires pools to pay into the assigned risk pool. John stated that KAC will vigorously fight this bill.

Wes Moore moved that John Torbert's Administrative report be accepted. Darrell Wilson seconded. The motion carried.

Wes Holt opened up the board for a discussion regarding board education. Marjory proposed 30 minutes be added to each meeting for education. Kent and various other staff members will be asked questions regarding their specific areas of expertise.

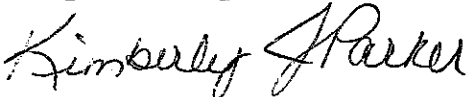
Wes Holt inquired of John the status of the litigation committee.

The next meeting is scheduled to be a strategic planning session, as well as a regular board meeting. This meeting was set for Tuesday, March 16 beginning at 12:00 noon and Wednesday, March 17, 1993 in Topeka, Kansas.

Darrell Wilson moved that the meeting adjourn. Wes Moore seconded. The motion carried.

There being no further business to come before the board, the meeting adjourned at 3:15 p.m.

Respectfully submitted,



Kimberly J. Parker
KAC Recording Secretary

AGENDA
KWORCC BOARD OF TRUSTEES
FEBRUARY 2, 1993
THE CLUBHOUSE INN
TOPEKA, KANSAS

- I. Call to order, 9:00 a.m., - Wes Holt, Chair
Approval of new board member - Darrell Wilson, Saline Co.
- II. Receipt and approval of reports - John Torbert
 - a. Minutes December 8, 1992 meeting
 - b. KWORCC Financial Report
 - c. KWORCC Budget Report
- III. Claims Manager's Report - Susan May
 - a. Review and status of claims over \$10,000
- IV. Loss Prevention Manager's Report - Kevin Woods
- V. Pool Manager's Report - Jeanie Cowan
 - a. Report on county visits
 - b. Discuss combinability of Comanche County
 - c. Report on renewal process
 - d. Broker's report on excess insurance
 - e. Withdrawal of Cheyenne County 1/1/93
- VI. Administrator's Report - John Torbert
 - a. Pool correspondence
- VII. Other Discussion

MINUTES
Executive Board Conference Call

9:30 a.m.

January 19, 1993

The Executive Board of the Kansas Association of Counties met via conference call, Tuesday, January 19, 1993, at 9:30 a.m. The following members were on the call:

Murray Nolte, Johnson County Commissioner,
Marjory Scheufler, Edwards County Commissioner
Dudley Feuerborn, Anderson County Commissioner
Barbara Wood, Bourbon County Clerk
Roy Patton, Harvey County Weed Director

John Torbert, KAC Executive Director and Phil Morse, realtor were also on the call. Bev Bradley, Deputy Executive Director recorded the minutes.

John Torbert opened the call and stated the purpose was to update the Executive Board on the current status of additional office space. The other association interested in the Victory Life Building is showing less interest in a joint purchase agreement. They are thinking about purchasing the entire building and are asking if our association would be interested in leasing two floors.

A new development that has recently become available is the Goodell Law Building. This building was considered three years ago, but was removed from our list of options when it was leased to another business. It is a two story brick building with 5,000 sq. ft. of space on each floor plus a full basement. It is structurally sound and nicely decorated. The asking price is \$500,000. Murray and Dudley walked through the building and felt it to be in above average condition. It would meet the immediate space needs and allow for growth.

After much discussion it was moved by Marjory and seconded by Dudley to make an offer on the Goodell Building of \$425,000 contingent upon the following criteria:

1. The approval of the entire KAC governing board
2. The sale of the building on Topeka Blvd.
3. The securing of acceptable financing

The motion carried unanimously.

Phil Morse voiced concern about a possible conflict with his handling the listing of our building and also the listing of the Goodell Law Building. It was moved by Roy Patton and seconded by Barbara Wood to allow the executive director to recommend a realtor to the full board to handle the listing of both KAC buildings for sale. Discussion was held and the motion carried.

There being no further business to be addressed, the meeting was adjourned.

General\MIB1-19