

MINUTES  
KWORCC BOARD OF TRUSTEES

December 9, 1994

Club House Inn

Topeka, KS

The meeting of the KWORCC Board of Trustees was held at the Club House Inn, Topeka, KS, December 9, 1994. The meeting was called to order at 9:00 a.m., by President David Holmes, Reno County Commissioner. Other KWORCC members in attendance were:

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

Board member absent was:

Ralph Unger, Decatur County Commissioner

Also present were:

John Torbert, KWORCC Administrator  
Jeanie Cowan, KWORCC Pool Manager  
Annette Fiedler, KAC Finance Manager  
Bob Jasa, Sr. Vice President of Marketing, Gallagher Woodsmall, Inc.  
Kent Erwin, Vice President, Gallagher Woodsmall, Inc.  
Bev Bradley, Deputy Executive Director, KAC

Attending the afternoon session, only, were:

Jeannette Bales, Gallagher Woodsmall, Inc.  
Christy McHenry, Gallagher Woodsmall, Inc.

The first order of business was election of officers. Nominations were opened for the office of President. It was moved by Wes Holt to nominate Bobby Heitschmidt. The motion was seconded by Carol Slavik and carried. It was moved by Wes Moore that the nominations cease and a unanimous ballot be cast for Heitschmidt. The motion was seconded by Carol Slavik and carried.

Nominations were opened for Vice President. Carol Slavik nominated Gayle Landoll for Vice President. Wes Moore seconded the nomination. Wes Holt moved the nominations cease and a unanimous ballot be cast for Gayle. Carol Slavik seconded the motion and the motion carried.

Nominations were opened for secretary. Carol Slavik was nominated by Gayle Landoll. George Schlesener seconded the nomination. Wes Moore moved the nominations cease and a unanimous ballot be cast for Carol. Marjory Scheufler seconded the motion and the motion carried.

Nominations were opened for comptroller. Marjory Scheufler nominated George Schlesener. Wes Moore seconded the motion. Carol Slavik moved the nominations cease and a unanimous ballot be cast for George. Wes Holt seconded the motion and the motion carried.

The minutes of the September 15 and 16, 1994, and the November 16, 1994, board of trustees meetings were considered. It was moved by Wes Holt and seconded by Marjory Scheufler to approve the minutes as written. The motion carried.

Charles Hutchison, Osage County Commissioner, was introduced as a new member who was appointed by KAC. A letter was read from Wes Moore who has submitted his resignation as Jewell county clerk. January 27, 1995 will be his last day as County Clerk.

The financial report as of October 31, 1994, was reviewed by Annette Fiedler. After complete review, Carol Slavik moved to accept the financial report. Gayle Landoll seconded the motion and the motion carried.

The excess insurance report was given by Kent Erwin. Several carriers have not yet responded to bid requests. The decision will be made by January 1, 1995.

The Preliminary Budget for 1995 was reviewed by Jeanie Cowan. KAC Administrative Fee for 1995 is \$280,000. John Torbert explained the means by which he arrived at the figure. Last year 48 percent of the time of the KAC staff was spent on the insurance pools. This year 47 percent of staff time has been spend on the insurance pools. Additional items in this budget above the cost of doing business is a safety library, and expenses for the president to attend a PRIMA conference. Annette's capabilities will enable more cost accounting to be used next year. It was moved by Marjory Scheufler and seconded by Wes Holt to accept the \$280,000 KAC administrative fee for 1995. Discussion was held and the motion carried.

It was moved by Wes Holt to accept the \$251,258 Gallagher Woodsmall, Inc. fees. This amount is \$5,242 down this year from last year even though more counties were added. The motion was seconded by David Holmes. Discussion was held and the motion carried. According to an agreement reached with Mr. Woodsmall there will be a \$15,000 return on last years contract.

It was moved by Gayle Landoll and seconded by Wes Holt to accept the budget as presented. Discussion was held and the motion carried.

Jeanie reported the results of the survey used at KAC were very favorable. All but two responding officials indicated that department head meetings would be helpful. The board indicated that they wished to keep the trade fair booth and they liked the joint annual meeting.

Kansas Department of Human Resources Loss Prevention Audit was recently conducted on the KWORCC operation. Mr. Lolly removed himself from the audit team because of conflict of interest. He had applied for the open risk manager position. Miami, Jefferson and Reno were the counties were selected to audit.

Department head meetings will be held in member counties to assist counties to meet the recommendations made by the loss prevention representatives. Reports will be generated to show the improvement made by each county.

Bill Henry has been employed as a loss prevention specialist. He will start December 19, 1994.

It was moved by Carol Slavik and seconded by David Holmes to send the board president to the Prima Trustees seminar March 22 - 24, 1995. Money was included in the budget for 1995 for this expenditure. Discussion was held and the motion carried.

Meeting dates for 1995 were considered. If needed a conference call will be arranged in late December, 1994 to approve the excess carrier. It was agreed to set the date for the February board meeting and set dates for the remainder of the year after the new board members are selected. The next meeting will be February 2/3, 1995. Sandwiches will be available at 12:30 and the meeting will convene at 1:30 p.m.

It was moved by Carol Slavik and seconded by George Schlesener to accept the pool manager's report. The motion carried.

John Torbert gave the administrator's report. He stated that he had met with Kathleen Sebelius and the transition team from the State Insurance Commissioners office. He felt good about the meeting. It was moved by Gayle Landoll and seconded by Carol Slavik to accept John's report. The motion carried.

John Torbert presented a placque to David Holmes in appreciation for his service as KWORCC president. He also presented plaques to retiring board members Marjory Scheufler and Wes Moore in appreciation of their service to KWORCC. Marjory Scheufler stated that she believed the pool concept is the best thing ever to happen to counties and making friends is the best part of being a county official.

The board reconvened at 1:00 p.m. after a lunch break. Jeannette Bales reported on losses over \$10,000.

It was moved by Marjory Scheufler and seconded by Wes Moore to settle the Claerhout claim against Franklin County based on the guidelines established by Gallagher Woodsmall. The motion carried.

The Donelson claim against Miami County was considered. It was moved by Wes Holt and seconded by George Schlesener to settle the claim based on the guidelines established by Gallagher Woodsmall. The motion carried.

The Golbek claim against Norton County was considered. It was moved by Carol Slavik and seconded by Gayle Landoll to settle the claim based on the guidelines established by Gallagher Woodsmall. The motion carried.

The Edgerton claim against Saline County was considered. It was moved by George Schlesener and seconded by Wes Moore to settle the claim based on the guidelines established by Gallagher Woodsmall. The motion carried.

It was moved by Wes Moore and seconded by Carol Slavic to accept the claims report. The motion carried.

Carl Eyman was attending the KAC Drug Testing Seminar. His report is included in the back of the meeting packet.

There being no further business to come before the board, it was moved by Wes Holt and seconded by George Schlesener to adjourn. The motion carried and the meeting was adjourned.

Respectfully submitted,

Bev Bradley, Deputy Executive Director  
Kansas Association of Counties

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KWORCC BOARD SPECIAL MEETING

November 16, 1994

Ramada Inn, Topeka

The Kansas Workers Risk Cooperative for Counties governing board met November 16, 1994 following the joint annual meeting of the Kansas Counties Association Multi-Line Pool and KWORCC.

It was moved by Bobby Heitschmidt and seconded by Ralph Unger to give John T. Torbert as Pool Administrator and David Holmes, KWORCC board president the authority to sign all documents relative to the final settlement of the AON lawsuit. The motion carried.

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

Respectfully submitted,

*Beverly A. Bradley*  
Beverly A. Bradley, Deputy Executive Director  
Kansas Association of Counties

Bev\KWORCC

**KANSAS COUNTIES ASSOCIATION MULTI-LINE POOL**  
**AND**  
**KANSAS WORKERS RISK COOPERATIVE FOR COUNTIES**  
**MINUTES**

NOVEMBER 16, 1994

RAMADA INN, TOPEKA, KANSAS

The annual meeting of the Kansas Counties Association Multi-Line Pool (KCAMP) and Kansas Workers Risk Cooperative for Counties (KWORCC) general membership meeting was held jointly at 9:00 a.m., November 16, 1994, at the Ramada Inn, Downtown, Topeka, Kansas. The KCAMP meeting was called to order by President, Joe Stucky, Reno County Commissioner. The KWORCC meeting was called to order by Vice President Bobby Heitschmidt, Ellsworth County Commissioner.

KCAMP board members in attendance were:

President, Joe Stucky, Reno County Commissioner  
Vice President, Dallas Bressler, Morton County Commissioner  
Secretary, Rosalie Seemann, Thomas County Clerk  
Comptroller, John Delmont, Cherokee County Commissioner  
Kathy Bowman, Pawnee County Commissioner  
Dale Sutton, Stevens County Commissioner  
Barbara Wood, Bourbon County Clerk

KWORCC board members in attendance were:

Vice President, Bobby Heitschmidt, Ellsworth County Commissioner  
Secretary, Gayle Landoll, Marshall County Clerk  
Comptroller, Marjory Scheufler, Edwards County Commissioner  
Wes Holt, Pottawatomie County Commissioner  
Wes Moore, Jewell County Clerk  
Carol Slavik, Ottawa County Clerk  
Ralph Unger, Decatur County Commissioner

KCAMP Board members absent were: Mary Bolton, Rice County Commissioner and Dudley Feuerborn, Anderson County Commissioner.

KWORCC Board member absent was President, David Holmes, Reno County Commissioner.

Staff present were:

Jeanie Cowan, Pool Manager

John Torbert, KAC Executive Director

Neverly Bradley, KAC Deputy Executive Director, taking minutes

Carl Eyman, Loss Prevention Representative

Annette Fiedler, KAC Finance Manager

Jeanie Cowan recorded the roll call by counties. The following KCAMP/KWORCC members were present: Anderson, Bourbon, Cherokee, Cloud, Comanche, Decatur, Dickinson, Elk, Ellsworth, Ford, Franklin, Geary, Gove, Grant, Gray, Haskell, Jackson, Jefferson, Leavenworth, Lincoln, Lyon, Marshall, Meade, Miami, Mitchell, Morton, Neosho, Osborne, Ottawa, Pawnee, Rawlins, Reno, Rice, Thomas and Wichita.

Joe Stucky, president KCAMP, presented opening remarks. Bobby Heitschmidt presented opening remarks for KWORCC.

Time was allowed for reading of the KCAMP minutes. It was moved by Barbara Wood and seconded by Rosalie Seemann to approve the minutes as written. Discussion was held and the motion carried.

One error was corrected in the KWORCC minutes, page three, George Schlesener's name was incorrect. It was moved by Ralph Unger and seconded by George Schlesener to approve the KWORCC minutes as corrected. The motion carried.

John Torbert presented the pool administrator's report. He stated Gallagher Woodsmall had been hired based on their reputation and we have gone through the past year and have done what we told members we would do. This pool was an experiment as far as Kansas is concerned. Both pools have shown slow growth which is what we want. This 4th annual meeting for KCAMP proves dreams can come true.

The KCAMP financial report was reviewed by John Delmont. John Torbert and Kent Erwin fielded questions concerning the financial report. It was moved by Kathy Bowman and seconded by Richard Farrar to accept the KCAMP financial report for filing. The motion carried.

Ralph Unger presented the financial report for KWORCC. Kent Erwin answered questions. It was noted the annual audit is included in the packet. Staff will continue to include the audit at the annual meeting, but will provide a more user friendly annual report to relay information to county officials.

It was moved by Marjory Scheufler and seconded by Wes Moore to approve the KWORCC financial report for filing. The motion carried.

Carl Eyman gave the loss prevention report. Back injuries and defensive driving were targeted last year. Right to know, law enforcement and civil rights will be given special attention next year. Eyman predicted OSHA will be law in Kansas within the next two years.

The Risk Management Division will hold department head meetings in KWORCC counties. Staff will welcome local help to facilitate the meetings.

Ray DeJulio, Franklin County Weed Director, is the 1994 winner of the outstanding safety person award.

Mary Bolton will no longer be eligible to serve on the KCAMP board. Rosalie Seemann, Thomas County Clerk; John Delmont, Cherokee County Commissioner; Dallas Bressler, Morton County Commissioner and Dale Sutton, Stevens County Commissioner, are incumbents who are eligible for re-election. It was moved by George Schlesener and seconded by Ethel Evans to close the nominations. The motion carried. Ballots were distributed. Marjory Scheufler and Annette Fiedler were appointed to count the ballots. The incumbents were re-elected.

On the KWORCC board, Bobby Heitschmidt and Carol Slavik are eligible for re-appointment and were nominated for re-election. Charles Hutchison, Osage County Commissioner, was nominated for appointment by the KAC board. It was moved by Ralph Unger and seconded by George Schlesener to close the nominations and accept the ballot. The motion carried. Ballots were distributed and Heitschmidt and Slavik were re-elected. Marjory Scheufler will be departing from the board. People who are interested in that position should notify Jeanie Cowan.

The pool manager's report was given by Jeanie Cowan. She noted that auto ID cards, seminars across the state and department head meetings are items that the pools have undertaken to assist member counties.

Kent Erwin stated the pools provide the best service in the state of Kansas or any state. The county health officer and the county engineer have been added to the Surety Bond for 1995.

Comments were received from the audience. Charles Hutchison indicated that people liked the joint KCAMP and KWORCC meeting. Rosalie Seemann appreciated the opportunity for county officials to see the board members at work because they do work hard. Marjory Scheufler stated she would still be a salesman for the pool concept even though she was no longer a commissioner. Ralph Unger reviewed some history of the pool concept and stated the more the pools grow the more firmly they are established.

John Torbert thanked the staff, particularly Annette Fiedler who took over the financial records in not very friendly circumstances.

Joe Stucky thanked county officials for coming and for the confidence in the pool concept.

There being no further business to come before the boards, it was moved by Lawrence Wieser, Wichita County and seconded by Kathy Bowman, Pawnee County Commissioner, to adjourn the KCAMP board meeting. The motion carried. It was moved by Marjory Scheufler, Edwards County, and seconded by George Schlesener, Dickinson County, to adjourn the KWORCC board meeting. The motion carried.



Respectfully submitted,

Deverly A. Bradley  
Deputy Executive Director  
Kansas Association of Counties

KWORCC  
BOARD OF TRUSTEES MEETING  
CLUB HOUSE, TOPEKA, KANSAS  
BOARD MEETING AGENDA

**ADMINISTRATIVE BOARD MEETING  
THURSDAY, SEPTEMBER 15, 1994 - 1:30 P.M.**

- I. Call to order - Bobby Heitschmidt, Vice President
- II. Receipt and approval of reports
  - A. Minutes July 21-22, 1994
  - B. KWORCC Financial Report
- III. Pool Administrator's Report
- IV. Pool Manager's Report
- V. Other Business
- VI. Recess -- Move that the meeting recess until 9:00 a.m. on Friday, September 16, 1994. (From Robert's Rules, pg. 232)

**CLAIMS BOARD MEETING  
FRIDAY, SEPTEMBER 16, 1994 - 9:00 A.M.**

- VII. Vice President Heitschmidt -- The meeting will come to order. The time for recess has expired.
- VIII. Claims Meeting - review of claims in excess of \$10,000.
- IX. Loss Prevention Report
- X. Adjournment

MINUTES  
KWORCC BOARD OF TRUSTEES

September 15 and 16, 1994

Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held September 15 and 16, 1994 at the Club House Inn, Topeka, Kansas. The meeting was called to order at 1:30 p.m. on September 15, 1994, by Vice President Bobby Heitschmidt, Ellsworth County Commissioner.

Other board members in attendance were:

Wes Holt, Pottawatomie County Commissioner  
Gayle Landoll, Marshall County Clerk  
Wesley Moore, Jewell County Clerk  
Marjory Scheufler, Edwards County Commissioner  
George Schlesener, Dickinson County Commissioner  
Carol Slavik, Ottawa County Clerk  
Ralph Unger, Decatur County Commissioner

Absent board member was:

David Holmes, Reno County Commissioner

Also present were:

John Torbert, KWORCC Administrator  
Jeanie Cowan, KWORCC Pool Manager  
Carl Eyman, KWORCC Loss Prevention Representative  
Joanne L. Schwartz, KWORCC Administrative Assistant  
Jim Reardon, KAC Director of Legal Services  
Annette Fiedler, KAC Finance Manager  
Peter Woodsmall, President, Gallagher Woodsmall, Inc.  
Bob Jasa, Sr. Vice President of Marketing, Gallagher Woodsmall, Inc.  
Brad Ellis, Sr. Vice President of Administration, Gallagher Woodsmall, Inc.  
Kent Erwin, Vice President, Gallagher Woodsmall, Inc.  
Robert Leslie, Claims Representative, Gallagher Woodsmall, Inc.  
Christy McHenry, assistant, Gallagher Woodsmall, Inc.

Time was allowed for the reading of the minutes from the July 21 and 22, 1994 meeting. Ralph Unger moved the minutes be approved as corrected. Carol Slavik seconded. The motion carried.

Annette Fiedler gave the Financial Report. Carol Slavik moved to accept the financial report. Gayle Landoll seconded. The motion carried.

John Torbert gave the Pool Administrator's Report. Mr. Torbert distributed a copy of his article "What Goes Around Comes Around" that appeared in the September issue of the County Connection.

Jeanie Cowan gave the Pool Manager's Report: Ms. Cowan reviewed the terms of the board members and which board seats will be elected by KWORCC or appointed by KAC at the annual meeting.

Wes Moore moved that the board recess into executive session at 1:55 p.m. for 20 minutes or until 2:15 p.m. for the purpose of discussing legal matters with their attorney, Alan Rupe. George Schlesener seconded. The motion carried.

The board came out of executive session at 2:15 p.m.

At 2:15 p.m. Ralph Unger moved that the board extend the executive session to 2:15 p.m. for an additional 10 minutes or until 2:25 p.m. for the purpose of discussing legal matters with their attorney, Alan Rupe. Carol Slavik seconded. The motion carried.

The board came out of executive session at 2:25 p.m. No action was taken.

John Torbert announced that Kent Erwin has accepted a position with Gallagher Woodsmall, Inc. and will be working for KWORCC and KCAMP.

Ralph Unger moved that KWORCC authorize Alan Rupe of Rupe & Girard to enter into a settlement agreement with AON and to include KWORCC as part of that settlement agreement. Carol Slavik seconded. The motion carried.

John Torbert also announced that the position at Gallagher Woodsmall, Inc. for the workers compensation adjuster for KWORCC is in the final negotiations stage.

Jeanie Cowan continued with her report. Joanne Schwartz has turned in her resignation and her last day is Friday, September 16, 1994. Ms. Cowan indicated she has received resumes for that position and the position of loss prevention representative. Ms. Cowan has had three interviews for the Administrative Assistant and six telephone conference interviews for the loss prevention representative. Two personal interviews are scheduled for the loss prevention representative.

Carol Slavik moved up spend to \$1,250 for give-aways at the annual meeting in November to be held at the Ramada Inn, Topeka, Kansas. Marjory Scheufler seconded. The motion carried.

Ralph Unger moved to have a combined annual meeting with KWORCC and KCAMP. Carol Slavik seconded. The motion carried.

Jeanie Cowan indicated she would like to use the buddy system and contact non-member counties who have expressed an interest

in the pools. During the annual convention the buddy system could be used to meet with those counties.

Ms. Cowan reviewed the status of Shawnee County's applications to the pools.

Ms. Cowan stated that Crawford, Linn and Wilson counties have expressed interests in the pools.

The Ft. Scott workshop has been rescheduled to October 19.

Ms. Cowan will attend the KAC strategic planning session on October 5. In addition, Ms. Cowan is attending all KAC board meetings.

Mr. Torbert stated that if there is a KAC Bylaws amendment to go before the general membership this year, that he would ask the KAC board to make as part of that amendment a provision whereby the presidents of KCAMP and KWORCC would be ex-officio members of the KAC board.

Ms. Cowan directed the board's attention in the packet to a letter from the Kansas Insurance Department regarding the certificate of authority.

Ms. Cowan announced that the Kansas Human Resources will be auditing the loss prevention activities of KWORCC on September 26, 1994.

Carol Slavik moved that KWORCC continue the advertisement in the County Connection for \$750 annually. George Schlesener seconded. The motion carried.

Ms. Cowan directed the board's attention to other articles in the packet regarding the Second Injury Fund.

The board consensus was to change the KWORCC board meeting from December 8 to Friday, December 9, 1994 at 9:00 a.m. for an all-day meeting.

Peter Woodsmall asked the board members for any thoughts they had or had heard regarding the handling of claims, timeliness of handling claims, Gallagher Woodsmall's contacts with members, etc. The board discussed the mailing of reports. Wes Moore expressed his appreciation of the handling of the fatality claim in Jewell County. Also discussed was non-smoking building leading to a reduction of premiums, pre-employment physicals and, drug testing.

Ms. Cowan stated there would be a joint litigation management committee meeting with KCAMP, KWORCC, adjusters and attorneys. The date is to be announced but should occur in October.

Ralph Unger moved that the meeting recess until 9:00 a.m. on Friday, September 16, 1994. Carol Slavik seconded. The motion carried.

Vice President Bobby Heitschmidt called the meeting to order at 9:05 a.m. on Friday, September 16, 1994, stating the time for recess had expired.

Robert Leslie reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000.

George Schlesener moved in Albert Arthur Buskey Jr. vs. Geary County, claim number 92/000013GA, dated December 28, 1992, that Gallagher Woodsmall be given authority up to \$49,000 to settle this claim. Gayle Landoll seconded. The motion carried.

Carl Eyman gave the Loss Prevention Report. Mr. Eyman reviewed the fatality investigation in Jewell County. Wes Holt moved to accept the Loss Prevention Report. George Schlesener seconded. The motion carried.

Robert Leslie explained the step-by-step process of how Gallagher Woodsmall handles a workers compensation claim.

Brad Ellis and Christy McHenry gave a presentation of the SmartComp program which computes the experience modification factor.

The next KWORCC meeting is scheduled for December 9, 1994.

Carol Slavik moved the meeting adjourn. Marjory Scheufler seconded. The motion carried.

The meeting adjourned at 11:25 a.m. on Friday, September 16, 1994.

Respectfully submitted,

KWORCC Recording Secretary

KWORCC  
BOARD OF TRUSTEES MEETING  
CLUB HOUSE, TOPEKA, KANSAS  
BOARD MEETING AGENDA

**ADMINISTRATIVE BOARD MEETING  
THURSDAY, JULY 21, 1994 - 1:30 P.M.**

- I. Call to order - David Holmes, President
- II. Receipt and approval of reports
  - A. Minutes June 2-3, 1994
  - B. KWORCC Financial Report
- III. Approval of Budget
- IV. Pool Manager's Report
- V. Administrator's Report
- VI. Other Business
- VII. Recess -- Move that the meeting recess until 9:00 a.m. on Friday, July 22, 1994. (From Robert's Rules, pg. 232)

**CLAIMS BOARD MEETING  
FRIDAY, JULY 22, 1994 - 9:00 A.M.**

- VIII. President Holmes -- The meeting will come to order. The time for recess has expired.
- IX. Claims Meeting - review of claims in excess of \$10,000.
- X. Loss Prevention Report
- XI. Adjournment

MINUTES  
KWORCC BOARD OF TRUSTEES

July 21 and 22, 1994

Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held July 21 and 22, 1994 at the Club House Inn, Topeka, Kansas. The meeting was called to order at 1:33 p.m. on July 21, 1994, by President David Holmes, Reno County Commissioner.

Other board members in attendance were:

Bobby Heitschmidt, Ellsworth County Commissioner  
Wes Holt, Pottawatomie County Commissioner  
Gayle Landoll, Marshall County Clerk  
Wesley Moore, Jewell County Clerk  
Marjory Scheufler, Edwards County Commissioner  
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 Administrative Assistant  
Annette Fiedler, KAC Finance Manager  
Bob Jasa, Sr. Vice President of Marketing, Gallagher Woodsmall, Inc.  
Robert Leslie, Claims Representative, Gallagher Woodsmall, Inc.

Time was allowed for the reading of the minutes from the June 2 and 3, 1994 meeting. Ralph Unger moved the minutes be approved. George Schlesener seconded. The motion carried.

Time was allowed for the reading of the minutes from the June 21, 1994 telephone conference. Ralph Unger moved the minutes be approved. Bobby Heitschmidt seconded. The motion carried.

Annette Fiedler gave the Financial Report. Bobby Heitschmidt moved to accept the financial report. Carol Slavik seconded. The motion carried.

John Torbert presented a report of KPOOL Administrative Costs. Jeanie Cowan presented the 1994 Budget. Wes Moore moved to approve the budget as presented. Carol Slavik seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's Report:

1. Ms. Cowan presented a report showing the 1994 experience modification figures and the revised contribution for each member.



2. Sheridan County joined KCAMP and KWORCC effective June 18, 1994.
3. Ms. Cowan continues working with Shawnee County on their application for participation in KWORCC.
4. Ms. Cowan visited Osborne county.
5. Ms. Cowan attended a continuing education seminar on errors and omissions.
6. Brad Ellis, Bob McNemar, Cathy Hanson and Ms. Cowan went to New York to meet with the AIG excess claims people.
7. Ms. Cowan reported on the workshops sponsored by KWORCC and KCAMP held the week of July 11, 1994 in Colby, Dodge City and Salina. The workshop scheduled for Fort Scott was postponed until the end of September.
8. The litigation management committee consisting of David Holmes, Wes Moore, Bobby Heitschmidt, John Torbert, Jeanie Cowan, Bob Jasa and Robert Leslie met prior to the KWORCC board meeting. Wes Holt moved to accept the recommendation of the litigation management committee to accept the law firm of Gilliland & Hays in Hutchinson and that the law firm take any KWORCC county case not just Reno County cases. Bobby Heitschmidt seconded. The vote was four yes and three no. John Torbert reviewed the KWORCC by-laws which state:

"Five Trustees shall constitute a quorum to do business. All acts of the Board shall require a quorum and a majority vote of the Trustees present, except where a different vote is required by this Agreement."

The motion was defeated in that it did not receive a majority vote of those present. Bobby Heitschmidt moved that the law firm of Gilliland & Hays in Hutchinson handle only the KWORCC Reno County cases. Wes Holt seconded. The motion was defeated by a vote of four yes and five no.

John Torbert gave the Pool Administrator's Report. Wes Holt moved to accept Sheridan County as a KWORCC member effective June 18, 1994. Ralph Unger seconded. The motion carried. Bobby Heitschmidt moved to accept the Pool Administrator's Report. Gayle Landoll seconded. The motion carried.

Wes Holt moved that the meeting recess until 9:00 a.m. on Friday, July 22, 1994. Ralph Unger seconded. The motion carried.

President David Holmes called the meeting to order at 9:00 a.m. on Friday, July 22, 1994, stating the time for recess had expired.

Robert Leslie reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000.

Bobby Heitschmidt moved to accept the Claims Report. Carol Slavik seconded. The motion carried.

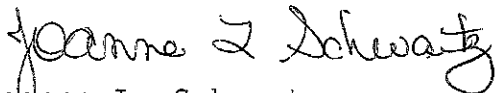
Craig Stromgren and Carl Eyman gave the Loss Prevention Report. Ralph Unger moved to accept the Loss Prevention Report. Carol Slavik seconded. The motion carried.

The next KWORCC meeting is scheduled for September 15 and 16, 1994.

Ralph Unger moved the meeting adjourn. George Schlesener seconded. The motion carried.

The meeting adjourned at 9:51 a.m. on Friday, July 22, 1994.

Respectfully submitted,

  
Joanne L. Schwartz  
KWORCC Recording Secretary

TELEPHONE CONFERENCE MINUTES  
KWORCC BOARD OF TRUSTEES

June 21, 1994

Topeka, Kansas

A special meeting of the KWORCC Board of Trustees was held June 21, 1994 by telephone conference. The meeting was called to order at 8:30 a.m. on June 21, 1994, by President David Holmes, Reno County Commissioner.

Other board members participating were:

Wes Holt, Pottawatomie County Commissioner  
Gayle Landoll, Marshall County Clerk  
Wesley Moore, Jewell County Clerk  
Marjory Scheufler, Edwards County Commissioner  
Carol Slavik, Ottawa County Clerk  
Ralph Unger, Decatur County Commissioner

Also participating were:

John Torbert, KWORCC Administrator  
Jeanie Cowan, KWORCC Pool Manager  
Alan Rupe, attorney with Rupe & Girard  
Barbara Girard, attorney with Rupe & Girard  
Todd Tedesco, attorney with Rupe & Girard

Absent were:


Bobby Heitschmidt, Ellsworth County Commissioner  
George Schlesener, Dickinson County Commissioner

Wes Holt moved that the board go into executive session at 8:31 for 15 minutes or until 8:46 a.m. for the purpose of discussing pending litigation. Ralph Unger seconded. The motion carried.

The board came out of executive session at 8:45 a.m. No action was taken as a result of the session.

The meeting adjourned at 8:46 a.m.

Respectfully submitted,



Jeanie Cowan  
KWORCC Recording Secretary

KWORCC  
BOARD OF TRUSTEES MEETING  
CLUB HOUSE, TOPEKA, KANSAS  
BOARD MEETING AGENDA

**ADMINISTRATIVE BOARD MEETING  
THURSDAY, JUNE 2, 1994 - 1:30 P.M.**

- I. Call to order - Bobby Heitschmidt, Vice-President
- II. Receipt and approval of reports
  - A. Minutes April 21-22, 1994
  - B. KWORCC Financial Report
- III. Pool Manager's Report
- IV. Administrator's Report
- V. Other Business
- VI. Recess -- Move that the meeting recess until 9:00 a.m. on Friday, June 3, 1994. (From Robert's Rules, pg. 232)

**CLAIMS BOARD MEETING  
FRIDAY, JUNE 3, 1994 - 9:00 A.M.**

- VII. Vice President Heitschmidt -- The meeting will come to order. The time for recess has expired.
- VIII. Claims Meeting - review of claims in excess of \$10,000.
- IX. Loss Prevention Report
- X. Board Education (10:30 a.m.) - Anthony Prusa, RPT, ATC from Independent Back School, Inc.
- XI. Adjournment

MINUTES  
KWORCC BOARD OF TRUSTEES

June 2-3, 1994

Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held June 2 and 3, 1994 at the Club House Inn, Topeka, Kansas. The meeting was called to order at 1:36 p.m. on June 2, 1994, by Vice President Bobby Heitschmidt, Ellsworth County Commissioner.

Other board members in attendance were:

Wes Holt, Pottawatomie County Commissioner  
Gayle Landoll, Marshall County Clerk  
Wesley Moore, Jewell County Clerk  
Marjory Scheufler, Edwards County Commissioner  
George Schlesener, Dickinson County Commissioner  
Carol Slavik, Ottawa County Clerk  
Ralph Unger, Decatur County Commissioner

Absent Board Member was:

David Holmes, Reno County Commissioner

Also present were:

John Torbert, KWORCC Administrator  
Jeanie Cowan, KWORCC Pool Manager  
Craig Stromgren, KWORCC Loss Prevention Representative  
Joanne L. Schwartz, KWORCC Administrative Assistant  
Jim Reardon, KAC Director of Legal Services  
Anne Spiess, KAC Director of Legislation  
Bob Jasa, Sr. Vice President of Marketing, Gallagher  
Woodsmall, Inc.  
Cathy Hanson, Claims Supervisor, Gallagher Woodsmall,  
Inc.  
Robert Leslie, Claims Representative, Gallagher  
Woodsmall, Inc.  
Jeff Edmonds, Claims Adjuster, Gallagher Woodsmall, Inc.  
Brad Ellis, Sr. Vice President of Administration,  
Gallagher Woodsmall, Inc.  
Anthony Prusa, RPT, ATC from Independent Back School,  
Inc.

Time was allowed for the reading of the minutes from the April 21 and 22, 1994 meeting. Ralph Unger moved the minutes be approved. Marjory Scheufler seconded. The motion carried.

John Torbert and the board expressed their gratitude to Annette Fiedler for all her work getting the data in-house and on-line.

John Torbert gave the Financial Report. The budget will be approved at the next meeting. The 1993 KWORCC payroll audit results were presented to the Board. Wes Moore moved to accept the financial report. Carol Slavik seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's Report:

1. Ms. Cowan reported on the break KWORCC and KCAMP sponsored at the Clerk's Conference on May 5.
2. A thank you letter from Bev Bradley was received for KWORCC and KCAMP hosting the break at the Kansas County Commissioners Annual Spring Conference on May 11.
3. The Jackson County Commissioners rescinded their decision to join KWORCC.
4. Sheridan County is interested in both KWORCC and KCAMP.
5. Shawnee County has submitted an application for participation in KWORCC.
6. The KCAMP and KWORCC workshop is scheduled the week of July 11 in Colby, Dodge City, Salina and Fort Scott. The seminar will be open to members and non-members.
7. Approximately ten to twelve counties have responded and requested more information on the pools as a result of the marketing survey Gallagher Woodsmall mailed to all non-member counties.
8. Jeanie Cowan met with Dave Randall, former President of PRIMA. The meeting was also attended by Bernie Hayen, Deana Stewart, Brad Ellis, Bob Jasa and Kent Erwin. The meeting was regarding marketing strategies used by other pools.

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

Anne Spiess, KAC Director of Legislation, addressed the issue of the second injury fund being phased out effective July 1, 1994.

John Torbert gave the Pool Administrator's Report. The status of the lawsuit with KCAMP and AON was discussed. Carol Slavik moved to accept the Pool Administrator's Report. Wes Moore seconded. The motion carried.

Jeanie Cowan informed the board that articles will be forthcoming in the County Connection regarding the pools.

The litigation management committee was rescheduled for July 21, 1994.

Wes Holt moved that the meeting recess until 9:00 a.m. on Friday, June 3, 1994. Ralph Unger seconded. The motion carried.

Vice President Bobby Heitschmidt called the meeting to order at 9:00 a.m. on Friday, June 3, 1994, stating the time for recess had expired.

Cathy Hanson distributed a Bill Summary Report for KWORCC prepared by Genex.

Cathy Hanson introduced Jeff Edmonds from Gallagher Woodsmall, who will be handling the non-litigated claims for KCAMP. Jeff will have an office at the KAC offices in Topeka as of June 6.

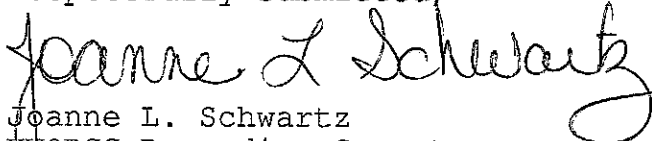
Robert Leslie reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000.

Ms. Cowan introduced Anthony Prusa from the Independent Back School. Mr. Prusa presented the Board with a shortened version of seminars he puts on for employees regarding back safety.

Craig Stromgren gave the Loss Prevention report. He reported to the board on the various counties that has been visited.

The meeting adjourned at 11:15 a.m. on Friday, June 3, 1994.

Respectfully submitted,

  
Joanne L. Schwartz  
KWORCC Recording Secretary

KWORCC  
BOARD OF TRUSTEES MEETING  
CLUB HOUSE, TOPEKA, KANSAS  
BOARD MEETING AGENDA

**ADMINISTRATIVE BOARD MEETING  
THURSDAY, APRIL 21, 1994 - 1:30 P.M.**

- I. Call to order - David Holmes, Chair
- II. Receipt and approval of reports
  - A. Minutes March 10-11, 1994
  - B. KWORCC Financial Report
- III. Pool Manager's Report
- IV. Administrator's Report
- V. Other Business
- VI. Recess -- Move that the meeting recess until 9:00 a.m. on Friday, April 22, 1994. (From Robert's Rules, pg. 232)

**CLAIMS BOARD MEETING  
FRIDAY, APRIL 22, 1994 - 9:00 A.M.**

- VII. President Holmes -- The meeting will come to order. The time for recess has expired.
- VIII. Claims Meeting - review of claims in excess of \$10,000.
- IX. Loss Prevention Report
- X. Adjournment



MINUTES  
KWORCC BOARD OF TRUSTEES

April 21-22, 1994

Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held April 21 and 22, 1994 at the Club House Inn, Topeka, Kansas. The meeting was called to order at 1:30 p.m. on April 21, 1994, by President David Holmes, Reno County Commissioner.

Other board members in attendance were:

Bobby Heitschmidt, Ellsworth County Commissioner  
Wes Holt, Pottawatomie County Commissioner  
Gayle Landoll, Marshall County Clerk  
Wesley Moore, Jewell County Clerk  
Marjory Scheufler, Edwards County Commissioner  
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 Administrative Assistant  
Jim Reardon, KAC Director of Legal Services  
Annette Fiedler, KAC Finance Manager  
Bob Jasa, Sr. Vice President of Marketing, Gallagher Woodsmall, Inc.  
Cathy Hanson, Claims Supervisor, Gallagher Woodsmall, Inc.  
Robert Leslie, Claims Representative, Gallagher Woodsmall, Inc.  
Brad Ellis, Sr. Vice President of Administration, Gallagher Woodsmall, Inc.  
Chris Thompson, Assistant Vice President Investment Division, Country Club Bank  
Gary Stevens, Manager Business Assurance Services, Coopers & Lybrand

Time was allowed for the reading of the minutes from the March 10 and 11, 1994 meeting. Ralph Unger moved the minutes be approved. Bobby Heitschmidt seconded. The motion carried.

John Torbert gave the Pool Administrator's Report:

1. Bobby Heitschmidt moved to accept as KWORCC Members: Russell County effective April 7, 1994; Lyon County effective April 1, 1994; and Jackson County effective April 25, 1994. Wes Holt seconded. The motion carried.
2. The budget will be presented at the June board meeting.

3. David Holmes requested the board develop a policy to allow a member county to recommend an in-county law firm for Gallagher Woodsmall to use in handling claims for that county. The litigation management team will review the request and bring a recommendation to the next board meeting. The litigation management committee members are: John Torbert, Jeanie Cowan, Wes Moore, David Holmes, Bobby Heitschmidt, Jim Reardon, Cathy Hanson and Robert Leslie.

Annette Fiedler gave the Financial Report. George Schlesener moved to accept the financial report. Bobby Heitschmidt seconded. The motion carried.

Chris Thompson, Country Club Bank, presented the KWORCC portfolio review.

Gary Stevens, Coopers & Lybrand, presented two reports: (1) Financial Statements for the year ended December 31, 1993 and (2) Analysis of Loss and LAE Reserves Evaluated as of December 31, 1993.

Jeanie Cowan gave the Pool Manager's Report:

1. Ms. Cowan will be going to Logan County to present a quote. Doniphan County has requested to be contacted in May.
2. As a result of the pool surveys, Clay, Harvey, Lynn, Stanton, Trego and Woodson have requested more information. Eleven counties have declined more information.
3. Shawnee County has expressed interest in joining the pools.
4. Ms. Cowan presented a preliminary workshop schedule and agenda for the joint KWORCC, KCAMP and KAC seminar.
5. At the last board meeting, Ms. Cowan informed the board of an article in the Independent Insurance newsletter regarding Kearny County leaving the pools. Ms. Cowan presented the board with the newsletter, a rebuttal to the newsletter article by Dennis Jones, Kearny County Attorney, and the retraction in the newsletter.

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

Wes Moore moved that the meeting recess until 9:00 a.m. on Friday, April 22, 1994. George Schlesener seconded. The motion carried.

President David Holmes called the meeting to order at 9:00 a.m. on Friday, March 11, 1994, stating the time for recess had expired.

Robert Leslie reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000.

Craig Stromgren and Carl Eyman reviewed their Loss Prevention report.

The board requested Jeanie Cowan to ask the KAC board for space in the County Connection on a monthly basis to put in an article regarding the pools.

Carl Eyman reviewed a proposed safety incentive award program. The proposed safety incentive program would financially award those employees who present to the Commissioners of their county the best safety suggestion for the month. A safety budget of no more than \$300 would be established by each county to award the employees for safety suggestions. Wes Holt moved to approve the Safety Incentive Award. Carol Slavik seconded. The motion carried.

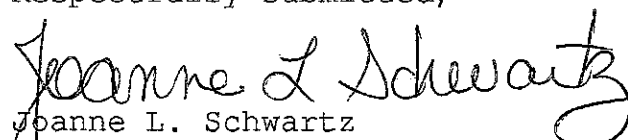
Cathy Hanson updated the board on the hiring of the KWORCC adjuster.

Ms. Cowan stated that KWORCC and KCAMP will sponsor breaks at the Clerks Conference on May 4 in Lawrence and at the County Commissioners Conference on May 12 in Hutchinson. Time has been allowed at both conferences to introduce the board members, pool staff and the Woodsmall representatives.

Brad Ellis informed the board that the first monthly reports have been mailed to the counties. Mr. Ellis requested input from the board as to the contents of the information. The board felt too much information was being sent.

The meeting adjourned at 9:58 a.m. on Friday, April 22, 1994.

Respectfully submitted,

  
Joanne L. Schwartz  
KWORCC Recording Secretary

KWORCC  
BOARD OF TRUSTEES MEETING  
WOODSMALL OFFICES, KANSAS CITY, KANSAS  
BOARD MEETING AGENDA

**ADMINISTRATIVE BOARD MEETING  
THURSDAY, MARCH 10, 1994 - 1:30 P.M.**

- I. Call to order - David Holmes, Chair
- II. Receipt and approval of reports
  - A. Minutes January 20-21, 1994
  - B. KWORCC Financial Report
  - C. KWORCC Budget Report
- III. Pool Manager's Report
- IV. Administrator's Report
- V. Other Business
- VI. Recess -- Move that the meeting recess until 9:00 a.m. on Friday, March 11, 1994. (From Robert's Rules, pg. 232)

**CLAIMS BOARD MEETING  
FRIDAY, March 11, 1994 - 9:00 A.M.**

- VII. President Holmes -- The meeting will come to order. The time for recess has expired.
- VIII. Claims Meeting - review of claims in excess of \$10,000.
- IX. Loss Prevention Report
- X. Adjournment

MINUTES  
KWORCC BOARD OF TRUSTEES

March 10-11, 1994

Kansas City, Missouri

The regular meeting of the KWORCC Board of Trustees was held March 10 and 11, 1994 at the offices of Gallagher Woodsmall, Inc. in Kansas City, Missouri. The meeting was called to order at 1:54 p.m. on March 10, 1994, by President David Holmes, Reno County Commissioner.

Other members in attendance were:

Bobby Heitschmidt, Ellsworth County Commissioner  
Ralph Unger, Decatur County Commissioner  
Wesley Moore, Jewell County Clerk  
Marjory Scheufler, Edwards County Commissioner  
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 Administrative Assistant  
Jim Reardon, KAC Director of Legal Services  
Annette Fiedler, KAC Finance Manager  
Bob Jasa, Sr. Vice President of Marketing, Gallagher Woodsmall, Inc.  
Peter Woodsmall, President, Gallagher Woodsmall, Inc.  
Cathy Hanson, Claims Supervisor, Gallagher Woodsmall, Inc.  
Robert Leslie, Claims Representative, Gallagher Woodsmall, Inc.  
Brad Ellis, Sr. Vice President of Administration, Gallagher Woodsmall, Inc.  
Gary Stevens, Manager Business Assurance Services, Coopers & Lybrand

Absent were:

Wes Holt, Pottawatomie County Commissioner  
Gayle Landoll, Marshall County Clerk  
George Schlesener, Dickinson County Commissioner

David Holmes thanked Gallagher Woodsmall, Inc. for hosting the KWORCC board meeting.

Time was allowed for the reading of the minutes from the January 20 and 21, 1994 meeting. Ralph Unger moved the minutes be approved. Bobby Heitschmidt seconded. The motion carried.

Annette Fiedler gave the Financial Report. Bobby Heitschmidt moved to accept the financial report. Ralph Unger seconded. The motion carried.

John Torbert and Jeanie Cowan presented a preliminary 1994 KWORCC Budget Report. Ralph Unger moved to accept the preliminary budget report. Bobby Heitschmidt seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's Report:

1. A summary of the additional contributions and refunds for the 1992 Equifax audit was discussed.
2. Gary Stevens discussed the 1993 audit.
3. The 1994 Contribution Schedule of receipts was presented.
4. Osage County has joined both pools effective April 1, 1994.
5. The newsletter of the Independent Agents had an article on Kearny County leaving KCAMP. Jeanie Cowan talked to Dennis Jones, Kearny County Attorney, and he stated the article was a misrepresentation. Mr. Jones will write a response to the article. The board requested copies of the article and Mr. Jones' rebuttal. Also, the board discussed putting an article on this topic in the County Connection.
6. Ms. Cowan suggested that the board sponsor breaks at the County Commissioners Conference in May in Hutchinson and/or the Clerks Conference in May in Lawrence. Carol Slavik moved to host a break with a display at both conferences. Ralph Unger seconded. The motion carried.
7. A spring seminar was discussed. Ms. Cowan suggested having one workshop in three areas of the state. Bobby Heitschmidt moved to have a seminar in three locations in Kansas and it be held as a joint effort with KAC, KCAMP and KWORCC. Wes Moore seconded. The motion carried.
8. Marketing strategies were discussed. A letter with an attached survey to be mailed to the non-member counties was discussed. An updated information packet on KWORCC was presented.
9. Ms. Cowan updated the board on the issue with the Morton County Chiropractor who wants to be the designated physician for that county. David Holmes stated the chiropractor had contacted him and requested to be put on the agenda. The consensus of the board members was to not meet with the chiropractor.
10. Ms. Cowan updated the board on the issue of election coverage for volunteers.
11. Ms. Cowan and Brad Ellis discussed director and officers coverage. Ralph Unger moved to investigate the need for

Directors' and Officers' Liability coverage. Bobby Heitschmidt seconded. The motion carried.

12. Joanne Schwartz updated the board on the input of recommendations into the FoxPro program.

Wes Moore moved to accept the Pool Manager's report. Bobby Heitschmidt seconded. The motion carried.

John Torbert gave the Pool Administrator's Report:

1. Bobby Heitschmidt moved to accept Osage County as a KWORCC member effective April 1, 1994. Carol Slavik seconded. The motion carried.
2. Mr. Torbert gave an Legislative review.
3. Mr. Torbert addressed the relationship with AON.

Bobby Heitschmidt moved to accept the Pool Administrator's Report. Carol Slavik seconded. The motion carried.

Ralph Unger moved that the meeting recess until 9:00 a.m. on Friday, March 11, 1994. Bobby Heitschmidt seconded. The motion carried.

President David Holmes called the meeting to order at 9:00 a.m. on Friday, March 11, 1994, stating the time for recess had expired.

Cathy Hanson passed out a form that Woodsmall is going to implement entitled "Request for Authority". This form will be kept in a case file in their office to document any board action.

Robert Leslie reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000.

Robert Leslie passed out a work sheet used by Woodsmall entitled "Workers' Compensation Reserve Estimate".

Brad Ellis announced that the tape transfer from AON was completed last Friday. Information did not transfer correctly and the report data will be edited. Several draft reports were presented. The reports were:

1. Risk & Insurance Management System (the casualty report) - the top of the second page is a summary of all claims in 1992, 1993 and through February, 1994. Each county's summary for the years is shown. The last two pages are the report for one county.

The board discussed the distribution of this information. At this time, this information is for board purposes

only. Individual counties will receive their information but will not be given data on other members.

2. Repeater Claims List - this report may be prepared and be alphabetical or by location. Brad will determine if it can also be reported by county and/or department. It was noted that the two letter abbreviations for counties are incorrect.
3. Claim Variance Report -- tells which claims over \$10,000 had activity in the last month.
4. Claims Loss Listing - lists all outstanding claims of \$10,000 or more.
5. Safety Management Scoreboard - this report is a comparison of the number of claims. It was noted that counties are different sizes and this should be considered when analyzing the number counts.

The second page shows claims by severity. It was noted that payroll exposure will be added. Also, it was requested that the report be prepared for the current year and a report be prepared quarterly or every six months for the cumulative since 01/01/92.

The third page is categorized by cause and will be of assistance to loss control.

The sixth page is categorized by department in the state. The board requested that Law Enforcement and Public Safety be one category. Miscellaneous was a "catch-all" for information that did not transfer and will be reviewed.

To assist in "cleaning" up the information, a computer printout of the claims in each member county will be produced. Craig Stromgren and Carl Eyman will take this report on their county visits and review it with the Clerk and correct the printout. Then, the corrections will be input and new reports will be generated.

Craig Stromgren and Carl Eyman reviewed their Loss Prevention report:

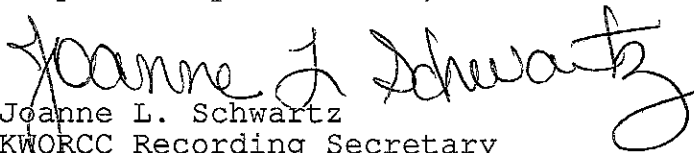
1. By the end of this month all member counties will have been visited. The second visit will consist of: a review of the Woodsmall printouts, a review of all recommendations given to the county and, a visual inspection of the KCAMP automobile and property schedules.
2. Carl Eyman reviewed a proposed safety incentive award program. He displayed a sample jacket to be awarded.



Bobby Heitschmidt moved to accept the Loss Prevention Report.  
Ralph Unger seconded. The motion carried.

The meeting adjourned at 10:51 a.m. on Friday, March 11, 1994.

Respectfully submitted,

  
Joanne L. Schwartz  
KWORCC Recording Secretary

KWORCC  
BOARD OF TRUSTEES MEETING  
KAC OFFICES, TOPEKA, KANSAS  
BOARD MEETING AGENDA

**ADMINISTRATIVE BOARD MEETING  
THURSDAY, JANUARY 20, 1994 - 1:30 P.M.**

- I. Call to order - David Holmes, Chair
- II. Receipt and approval of reports
  - A. Minutes December 10, 1993
  - B. KWORCC Financial Report
  - C. KWORCC Budget Report
- III. Pool Manager's Report
- IV. Administrator's Report
- V. Other Business
- VI. Recess -- Move that the meeting recess until 9:00 a.m. on Friday, January 21, 1994. (From Robert's Rules, pg. 232)

**CLAIMS BOARD MEETING  
FRIDAY, JANUARY 21, 1994 - 9:00 A.M.**

- VII. President Holmes -- The meeting will come to order. The time for recess has expired.
- VIII. Claims Meeting - review of claims in excess of \$10,000.
- IX. Loss Prevention Report
- X. Adjournment.

MINUTES  
KWORCC BOARD OF TRUSTEES

January 20-21, 1994

Topeka, Kansas

The regular meeting of the KWORCC Board of Trustees was held January 20 and 21, 1994 at the Kansas Association of Counties office in Topeka, Kansas. The meeting was called to order at 1:34 p.m. on January 20, 1994, 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  
Ralph Unger, Decatur County Commissioner  
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  
Craig Stromgren, KWORCC Loss Prevention Representative  
Carl Eymann, KWORCC Loss Prevention Representative  
Joanne L. Schwartz, KWORCC Secretary  
Jim Reardon, KAC Director of Legal Services  
Annette Fiedler, KAC Finance Manager  
Bob Jasa, Sr. Vice President of Marketing, Gallagher Woodsmall, Inc.  
Peter Woodsmall, President, Gallagher Woodsmall, Inc.  
Cathy Hanson, Claims Supervisor, Gallagher Woodsmall, Inc.  
Robert Leslie, Claims Representative, Gallagher Woodsmall, Inc.  
Brad Ellis, Sr. Vice President of Administration, Gallagher Woodsmall, Inc.

Time was allowed for the reading of the minutes from the December 10, 1993 and December 21, 1993, meetings. Ralph Unger moved both sets of minutes be approved. Carol Slavik seconded. The motion carried.

Mr. Torbert reported that the December Financial Report was unavailable. Aon is refusing to prepare the report. Jeanie Cowan reported that Attorney Bob Storey has written AON regarding their responsibility to prepare the December Financial Report.

John Torbert gave the Financial Report and Budget Report. Bobby Heitschmidt moved to accept the financial report. Wes Holt seconded. The motion carried. Gayle Landoll moved to

accept the Budget Report. Ralph Unger seconded. The motion carried.

Jeanie Cowan gave the Pool Manager's Report.

Ms. Cowan reported she had just received a letter from the Division of Workers Compensation. The letter list the counties that have filed an election for coverage for various volunteers. Ms. Cowan will inquire into this matter and report back to the board.

The Kearny County withdrawal was discussed. Wes Holt moved to accept the withdrawal under Article 13.2 of the by-laws and that litigation to recover premiums beyond December 31, 1993 and other contractual remedies be waived; provided that Kearny County furnish KWORCC with Kearny County's written agreement to submit all worker's compensation claims beyond December 31, 1993 to Employer's Mutual. Bobby Heitschmidt seconded. The motion carried.

The KWORCC invoices have been mailed.

After all bills have been received regarding the December 21, 1993 meeting, an invoice will be prepared and mailed by certified mail to AON.

Brad Ellis discussed the excess insurance. Bobby Heitschmidt moved the aggregate retention percentage be 130%. George Schlesener seconded. The motion carried.

The transition with Gallagher Woodsmall is going very well.

The fees for Gallagher Woodsmall were discussed. Marjory Scheufler moved that KWORCC contract Gallagher Woodsmall for 1994 in the fee amount of \$256,500. Bobby Heitschmidt seconded. The motion carried.

George Schlesener moved that the meeting recess until 9:00 a.m. on Friday, January 21, 1994. Wes Holt seconded. The motion carried.

President David Holmes called the meeting to order at 9:00 a.m. on Friday, January 21, 1994, stating the time for recess had expired.

Cathy Hanson discussed the use of the Preferred Provided Organization (PPO) by General Care Review (GCR) to assist in the filing of medical claims. Carol Slavik moved to direct Gallagher Woodsmall, Inc. to participate in the program. Bobby Heitschmidt seconded. The motion carried.

Cathy Hanson and Robert Leslie reviewed the Loss Experience Summary and Incurred Losses in Excess of \$10,000.

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

Craig Stromgren and Carl Eyman gave the Loss Prevention report. The recommendation format and the follow-up procedure were discussed. Wes Holt requested that the loss prevention department consider giving an employee in each county a safety award. Bobby Heitschmidt moved to accept the Loss Prevention Report. Carol Slavik seconded. The motion carried.

David Holmes presented Wes Holt with a plaque in recognition for serving as President for KWORCC in 1993.

John Torbert gave the Pool Administrator's Report.

The current legislative session was discussed.

Mr. Torbert reviewed the contract with Gallagher Woodsmall. Wes Holt moved to approve the contract. George Schlesener seconded. The motion carried.

The budget proposal will be available in approximately two to three weeks. Preparation of the report was delayed until the contract with Gallagher Woodsmall was executed.

Bobby Heitschmidt moved to accept the Pool Administrator's Report. Wes Holt seconded. The motion carried.

The board elected to continue the two day format for 1994. The following meeting dates were set:

March 10-11 at Gallagher Woodsmall, Kansas City  
April 21-22  
June 2-3  
July 21-22  
Sept 15-16  
Dec 8-9 (Christmas Party)

Buddy counties were assigned as follows:

BOARD MEMBER	MEMBER	NON-MEMBER
Bobby Heitschmidt	Ellsworth Lincoln Rice Saline	Haskell Montgomery Rush Russell Scott Stanton Wyandotte

David Holmes	Barber Kearny Miami Reno	Butler Crawford Ellis Finney Harper Harvey Johnson Kingman Sedgwick Seward Shawnee
Wes Holt	Geary Jefferson Morton Pottawatomie KAC	Coffey Douglas Jackson Leavenworth Riley Woodson
Gayle Landoll	Anderson Bourbon Cloud Marshall	Allen Chautauqua Greeley Osage Wabaunsee Washington
Wesley Moore	Cherokee Jewell Mitchell Osborne	Atchison Brown Doniphan Linn Smith Trego
George Schlesener	Dickinson Franklin Gove	Chase Lyon Marion McPherson Morris Pawnee Pratt Sumner Wilson
Marjory Scheufler	Edwards Ford Gray Meade Stevens	Barton Clark Hamilton Hodgeman Kiowa Lane Pawnee Pratt Stafford

Carol Slavik

Elk  
Neosho  
Ottawa  
Wichita

Clay  
Cowley  
Grant  
Greenwood  
Labette  
Nemaha  
Ness  
Republic

Ralph Unger

Comanche  
Decatur  
Norton  
Rawlins  
Thomas

Cheyenne  
Graham  
Logan  
Phillips  
Rooks  
Sheridan  
Sherman  
Wallace

The meeting adjourned at 11:33 a.m. on Friday, January 21,  
1994.

Respectfully submitted,

  
Joanne L. Schwartz  
KWORCC Recording Secretary