

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
January 24, 2019 at 1:00 pm via Teleconference
700 SW Jackson, Ste 200
Topeka, KS 66603

The January 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:02 p.m. on January 24, 2019 in Topeka by Board President Michelle Garrett. Trustees attending included: Michelle Garrett, Morris County Clerk, President; Sandy Barton, Stanton County Clerk, Vice President; Linda Buttron, Jefferson County Clerk, Controller; Gary Caspers, Cloud County Commissioner; and Stan McEvoy, Decatur County Commissioner.

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

Also, present were Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ) and Mr. Wayne Wilt, Cowley County Commissioner.

President Garrett then addressed Agenda Item No. 2, "Approval of the Agenda." Mr. Parrish recommended the addition of Agenda Item Nos. 2a, "Excuse Bonnie "Rob" Roberts for county business" and 5e "Marketing Report". Mr. McEvoy moved to approve the agenda with those additions. Ms. Barton seconded the motion which CARRIED unanimously.

Next President Garrett asked for a motion to excuse Mr. Roberts from the board meeting. Mr. Caspers so moved. Ms. Buttron seconded the motion which CARRIED unanimously.

President Garrett then addressed Agenda Item No. 3, "Consideration of Minutes of the Meeting of December 13, 2018" Ms. Barton moved to approve the minutes as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

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

The gavel passed to President Barton.

President Barton proceeded to Agenda Item No. 5a, the Administrator's Report, "Checks Requiring Board Approval and Ratification of Electronic Transfers of Funds." Mr. Parrish itemized the checks for approval and described the electronic transfers of funds to be ratified. Ms. Garrett moved to approve the checks and ratify the electronic transfers of funds as presented. Ms. Buttron seconded the motion which CARRIED unanimously.

Mr. Parrish then asked Ms. Bird to introduce Commissioner Wayne Wilt of Cowley County, who has expressed the willingness to serve on the KWORCC Board of Trustees. Ms. Bird stated that due to the political process, there is an opening on the Board for the South-Central Kansas District. She said that staff considered eligible persons and because of Commissioner Wilt's involvement in insurance (has been an agent since 1975), community involvement and commendations from Cowley County staff and others in his community, he seems well qualified to serve as a Trustee. Ms. Bird stated that she reviewed with Wayne the details of the position and responsibilities involved. Mr. Parrish asked for and answered questions and stated that he would continue discussions concerning this matter. He also invited Commissioner Wilt to attend the Board's meeting in February.

Next, Mr. Parrish addressed Agenda Item No 5c, "Waiver of GAAP, Resolution No. 2019-04." He explained the purpose of the resolution is to comply with statutory accounting as opposed to generally accepted accounting principles. Ms. Garrett moved to adopt the resolution. Mr. McEvoy seconded the motion which CARRIED unanimously.

Mr. Parrish then asked Ms. Bird to address Agenda Item No. 5d, "PRIMA National June 9-12, 2019, Orlando, Fl." Ms. Bird reviewed the materials in the board packet pertaining to the 2019 PRIMA being held in Orlando. She requested that the Trustees let her know soon if they are planning to attend. As for staff, Ms. Bird stated she and Mr. Parrish would be attending. Mr. Unger indicated that he would not be attending this year.

Next, Mr. Parrish asked Mr. Eyman to address Agenda Item No. 5a, "Marketing." Mr. Eyman reported on recent marketing activities. He then asked for and responded to questions.

President Barton then proceeded to Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for November 2018 and responded to questions. Mr. McEvoy moved to receive and file the financial reports. Ms. Buttron seconded the motion which CARRIED unanimously. Ms. Dukes also stated that KWORCC's independent auditor has been in touch and WNNJ staff have had a sit-down meeting in preparation for the 2018 audit.

Ms. Dukes then presented the check register and answered questions. Whereupon, Ms. Garrett moved to approve check Nos. 18507 through 18579 and the direct debits. Mr. Caspers seconded the motion which CARRIED unanimously.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating KWORCC experienced a savings of 68% for the month of December due to the medical bill review performed by TRISTAR.

Mr. Cornejo explained the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2014 through December 2018. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of December 2018 and should not be considered a guarantee of either good or poor ultimate-loss performance.

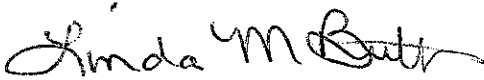
President Barton called upon Mr. Mann to address Agenda Item No. 8, "Loss Prevention and County Visits." He reviewed January and February calendars for the loss-prevention staff and stated the loss prevention staff have 43 county visits planned or made for the first two months of the year. Next, he reported on the enrollment rates and courses completed by the membership for the GovU online courses. Mr. Mann also reported that KWORCC and KCAMP spoke at the new commissioner's training put on by the Kansas Association of Counties. He further stated that he has recorded Flagger Training and Defensive Driving Course to appear on the KWORCC website. These online courses will be an alternative to Loss Prevention staff presenting in-person training class; he explained that sometimes not everyone is able to attend an in-person course or there may be only a couple of people that need the training and this alternative will assist with such situations. Mr. Mann promised to produce additional online safety training.

President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time. He stated that although there are several workers compensation related bills before the Kansas Legislature, none have progressed toward passage.

President Barton proceeded to Agenda Item No. 10, "Committee Reports." She stated that there is a personnel committee meeting preceding the February meeting of the Board of Trustees.

President Barton then addressed Agenda Item No. 11, "Other Business." There being no additional business, President Barton declared the meeting adjourned at 2:10 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 28th day of February 2019.


Linda M. Buttr, Secretary
KWORCC Board of Trustees

Minutes
Meeting, Personnel Committee
Kansas Worker Risk Cooperative for Counties
February 28, 2019 at 12:15 pm
Clubhouse Inn
924 SW Henderson Road
Topeka, KS 66615

On Thursday, February 28, 2019, the Personnel Committee of the Kansas Workers Risk Cooperative for Counties (“KWORCC”) met at the Clubhouse Inn, Topeka, Kansas. The meeting was called to order by Committee Chair Stan McEvoy at 12:15 p.m. Committee Members participating included: Stan McEvoy, Decatur County Commissioner; Gary Caspers, Cloud County Commissioner and Michelle Garrett, Morris County Clerk. Also present was James W. Parrish, KWORCC Administrator.

Chairman McEvoy asked for any changes to the Agenda as presented. There being none, Ms. Garrett moved to approve the Agenda as published. Mr. Caspers seconded the motion which CARRIED unanimously.

Next, Chairman McEvoy asked if there were any changes to the minutes dated September 20, 2018. Ms. Garrett moved to approve the minutes as written. Mr. Caspers seconded the motion which CARRIED unanimously.

Next Mr. Parrish addressed personnel issues regarding KWORCC’s Loss Prevention staff. He reminded the Committee that Brandon Mann had successfully received his Master of Science Degree in Safety, Security and Emergency Management from Eastern Kentucky University. He stated that Mr. Mann was seeking his license as a certified safety professional, and the process includes application for an Associate Safety Professional License for which he would take an examination. Mr. Parrish reported that KWORCC agreed to pay the \$160 fee for the application for the license and the examination.

Mr. Parrish discussed the performance of Ben Woner. He pointed out that he and Carl Eyman counseled Mr. Woner on procedures and record keeping assisting him with the documentation necessary to show the results of his county visits, including inspections and training. Mr. Woner responded favorably.

Mr. Parrish pointed out that despite the bad weather, the Loss Prevention staff have performed admirably in visiting the members, and he promised that more information will be coming forward from Mr. Mann at today’s Board of Trustees meeting.

Next, Chairman McEvoy asked Committee members to consider a KWORCC staff performance enhancement for 2018. Mr. Parrish said the staff continue to perform in a professional and efficient manner with no turn-over. He indicated no Members were lost in 2019 and one county – Chase County—joined the pool, giving KWORCC a total of 74 counties, two county hospitals, four rural water districts, four cooperatives and an airport authority – a total of 85 insured entities. Staff include four full time employees (Jim Parrish, Dortha

Bird, Brandon Mann and Ben Woner), one part time employee (Ralph D. Unger). Two part time employees are paid by Parrish Management Corporation (PMCorp) and KWORCC reimburses PMCorp its portion of their salaries. Those part time employees include an Executive Assistant and Media Director -- dividing her time 50% between KWORCC and PMCorp -- and a Loss Prevention Manager and Marketing Director, who previously retired and now works 60% of full time.

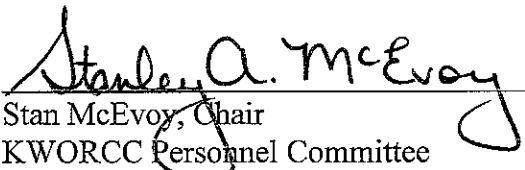
Mr. Parrish also pointed out other personnel available to KWORCC through office sharing agreement with PMCorp including an office manager/administrative assistant, office receptionist, the Director of IT Services and security and janitorial and maintenance personnel.

Mr. Parrish pointed out that KWORCC ended the fiscal year -- calendar year 2018 -- with \$240,755 in revenue over expenses, and that number is expected to increase as a result of the payroll audits. KWORCC office and administrative expenses totaled 92% of budgeted and the entire administrative fund totaled 97% of the budgeted amount. The claim fund ended at 99% of budget so that overall, KWORCC's total expenses were 98% of budget. He said those numbers were expected to improve slightly when the payroll audits are concluded. Mr. Parrish stated that the contract services providers meet or exceed KWORCC's expectation for services. They include Centric Actuarial Solutions for actuarial services; Wendling Noe Nelson & Johnson for accounting services; CORnerstone Risk Solutions (CRS) for brokerage and risk management services and TRISTAR Risk Management for claims services.

Mr. Parrish asked for and responded to questions from members of the committee. The committee reviewed staff salaries and performance enhancements over past years. Ms. Garrett moved to grant a performance enhancement in the total amount of \$19,000 for 2018 to be distributed according to the ratio of KWORCC staff's respective salaries. Mr. Caspers seconded the motion which CARRIED unanimously.

There being no further business to come before the KWORCC Personnel Committee, Mr. McEvoy adjourned the meeting at 12:56 p.m.

THE FOREGOING MINUTES of the Personnel Committee of Kansas Workers Risk Cooperative for Counties were executed by the Chair of that Committee on the 26th day of September 2019.


Stan McEvoy, Chair
KWORCC Personnel Committee

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
February 28, 2019 at 1:00pm
Clubhouse Inn
924 SW Henderson Road
Topeka, KS 66615

The February 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:03 p.m. on February 28, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Bonnie “Rob” Roberts, Miami County Commissioner, Vice President; Linda Buttron Jefferson County Clerk, Secretary; Michelle Garrett, Morris County Clerk, Controller; Gary Caspers, Cloud County Commissioner; and Stan McEvoy, Decatur County Commissioner.

Staff participating included Mr. James W. Parrish, Administrator; Ms. Dortha O. Bird, Deputy Administrator and Staff Counsel; Ms. Nicole Jarboe-Paxson, Executive Assistant and Media Developer; Mr. Brandon Mann, Loss Prevention Specialist; Mr. Ben Woner, Loss Prevention Specialist; Mr. Bruce Woner, General Counsel; and Mr. Ralph D. Unger, Member Services Representative.

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ) and Mr. Wayne Wilt, Cowley County Commissioner.

As to the first item of business to come before the board, President Barton thanked Ms. Garrett and presented her with a plaque to recognize her service in 2018 as board president. Ms. Garrett expressed that KWORCC staff and her fellow KWORCC Trustees made her job easy and enjoyable.

President Barton then addressed Agenda Item No. 2, “Approval of the Agenda.” Mr. Roberts moved to approve the agenda as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of January 24, 2019” Ms. Garrett moved to approve the minutes with a minor spelling correction. Ms. Buttron seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator's Report, "Checks Requiring Board Approval and Ratification of Wire Transfers." Mr. Parrish itemized the checks for approval and described the electronic transfers of funds to be ratified. Ms. Garrett moved to approve the checks and ratify the electronic transfers of funds as presented. Mr. Caspers seconded the motion which CARRIED unanimously.

Mr. Parrish then asked Mr. Cargnel to address Agenda Item No. 4b, "Actuarial Year-End Adjustments." Mr. Cargnel reported that for 2000 to 2017, the ultimate loss estimates decreased by \$350,000. Policy year 2018 was originally projected to have a total claims cost of \$3.9 million. This amount was increased to \$4.0 million because of the August actuarial review, where it remains. Further, Mr. Cargnel reported the average cost per claim over the last 10 years is trending downwards. Using that data, he placed the 2019 ultimate loss estimate at \$3.97 million. Mr. Cargnel asked for and responded to questions. President Garrett thanked Mr. Cargnel for his report.

Next, under Agenda item No. 4c, "Consideration of Appointment for South Central Kansas Board Representative". Mr. Parrish stated that Mr. Wayne Wilt is present at the meeting and had also attended the January meeting by teleconference. The vacancy was created when Dr. Garten stepped down from the Barber County Commission and was no longer eligible to serve as a trustee. Mr. Parrish reviewed the qualifications of Cowley County Commissioner, Wayne Wilt for the open position. After discussion, Mr. Roberts moved to appoint Mr. Wilt to finish out the term vacated by Dr. Garten. Mr. Caspers seconded the motion which CARRIED unanimously.

Mr. Parrish then asked Ms. Bird to address Agenda Item No. 4d "Complete Conflict of Interest Forms." She explained the purpose and details of the form and asked that all trustees and staff complete the conflict of interest forms and return them for filing with the Kansas Insurance Department (KID).

Then, in addressing Agenda Item No. 4e, "Audit Policy, Committee Teleconference Schedule June 27, 2019," Ms. Bird presented a draft of the policy with amendment to follow current statutory language. Ms. Buttron moved to adopt the Audit Policy as presented. Mr. McEvoy seconded the motion which CARRIED unanimously. Then, Ms. Bird advised that the KWORCC's Independent Auditor would meet exclusively with the Audit Committee (Mr. Roberts, chair; Ms. Buttron and Mr. McEvoy) on June 27, 2019 at noon via teleconference.

Ms. Bird then addressed Agenda Item No. 4f, "Report on 2019 Member Premium Receipts." Ms. Bird reported that \$5,294,300 in premiums have been received, leaving approximately \$180,000 receivable.

Finally, under Agenda Item No. 4g, "Report on Loss Prevention Truck Purchase" Mr. Parrish presented the options that the staff evaluated for the purchase. He stated that KWORCC procures a truck approximately once each year as the vehicles approach 100,000 miles to maximize trade-in allowance and ensure the loss prevention staff are driving safe vehicles.

Next, President Barton asked Mr. Parrish to address Agenda Item No. 5a, "Marketing." Mr. Parrish reported on recent marketing activities. He then asked for and responded to questions.

President Barton then proceeded to Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for December 2018 and responded to questions. Mr. McEvoy moved to receive and file the preliminary financial reports. Ms. Garrett seconded the motion which CARRIED unanimously.

Ms. Dukes then discussed in detail the interim, pre-audited fourth quarterly financial report for 2018 she had prepared for filing with the KID. Mr. Roberts moved to approve filing the report with KID as proposed. Mr. Wilt seconded the motion which CARRIED unanimously.

Ms. Dukes then presented the check register and answered questions. Whereupon, Ms. Garrett moved to approve check Nos. 18580 through 18624 and the direct debits. Mr. Caspers seconded the motion which CARRIED unanimously.

Ms. Dukes then reviewed investment summaries for both government securities and equities, advising that the investments were well within statutory and KWORCC policy limits.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 57% for the month of January due to the medical bill review performed by TRISTAR.

Mr. Parrish explained the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through January 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of January 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

courses completed by the membership for the GovU online courses. Mr. Mann mentioned that his defensive driving class has now also been added to the website. He stated that both it and the flagger training (added to the website in January) have been taken and passed by county employees. Mr. Mann also announced he has been approved to sit for the Associate Safety Professional designation examination.


President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time. He stated that although there are several workers compensation related bills before the Kansas Legislature, none have progressed toward passage. He then asked Mr. Woner to discuss the county counselor connection program. Mr. Woner stated that he works with KWORCC staff to apprise and discuss issues with Member county attorneys or county counselors. Also, at the request of Mr. Carl Eyman, Mr. Woner reached out to a county counselor as a part of the process for requesting the opportunity to bid the county. He reiterated the importance of the program as it gives KWORCC another connection with the county leadership.

President Barton proceeded to Agenda Item No. 10, "Committee Reports." Mr. McEvoy stated that the Personnel Committee met prior to the Board Meeting to go over various personnel items. He stated that the Committee recommends paying a performance enhancement of \$19,000 to the KWORCC staff for fiscal 2018 to be distributed proportionate to salary. Ms. Garrett moved to approve the committee's recommendation. Ms. Buttron seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 11, "Other Business." Mr. Parrish reviewed some of the history of KWORCC's investment policy and equities investment strategy.

There being no additional business, President Barton declared the meeting adjourned at 2:13 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 28th day of March 2019.


Linda M. Buttron, Secretary
KWORCC Board of Trustees

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
March 28, 2019 at 1:00pm via Teleconference
700 SW Jackson, Ste 200
Topeka, KS 66603

The March 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:02 p.m. on March 28, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Linda Buttron Jefferson County Clerk, Secretary; Michelle Garrett, Morris County Clerk, Controller; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

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

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), and Mr. Eric Otting and Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ).

President Barton then addressed Agenda Item No. 2, "Approval of the Agenda." Mr. Parrish recommended the addition of Item No. 10a "appointment to Investment Committee". Ms. Garrett moved to approve the agenda with that addition. Mr. Wilt seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, "Consideration of Minutes of the Meeting of February 28, 2019" Mr. McEvoy moved to approve the minutes as presented. Ms. Buttron seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator's Report, "Checks Requiring Board Approval." Mr. Parrish itemized the checks for approval. Mr. Caspers moved to approve the checks as presented. Ms. Garrett seconded the motion which CARRIED unanimously.

Mr. Parrish then asked Ms. Bird to address Agenda Item No. 4b, "Report on 2018 Payroll Audits." Ms. Bird reported member refunds total \$33,392 and members have been billed an additional \$346,763. She stated that \$101,162 is currently owed from members. In response to questions, Ms. Bird indicated that increases in payrolls were primarily because of changes in operations that were not anticipated at time of payroll estimate submissions.

Next, President Barton asked Mr. Eyman to address Agenda Item No. 5a, "Marketing." Mr. Eyman reported on recent marketing activities. He then asked for and responded to questions.

President Barton then proceeded to Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for January 2019 and responded to questions. Ms. Garrett moved to receive and file the preliminary financial reports. Mr. McEvoy seconded the motion which CARRIED unanimously.

Ms. Dukes then reviewed investment summaries for equities, advising that the investments were well within statutory and KWORCC policy limits.

Ms. Dukes then presented the check register and answered questions. Whereupon, Mr. Caspers moved to approve check Nos. 18625 through 18686 and the direct debits. Ms. Buttron seconded the motion which CARRIED unanimously.

Mr. Otting reported the WNNJ is preparing for the audit, with requested materials having been submitted. He stated the independent auditors are planning to start the review, including onsite visits, in April, after the end of the tax season.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 51% for the month of February due to the medical bill review performed by TRISTAR.

Mr. Cornejo explained the “Policy Year Performance Review” under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through February 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of February 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Mann to address Agenda Item No. 8, “Loss Prevention and County Visits.” He reviewed February and March calendars for the loss-prevention staff and stated the loss prevention staff have conducted 93 county visits during the first three months of the year. During those visits the Loss Prevention Staff identified 137 safety issues for Members. Next, he reported on the enrollment rates and courses completed by the membership for the GovU online courses stating that 91 courses were taken by the membership in February.

President Barton addressed Agenda Item No. 9, “Legal Report.” Mr. Parrish reported that it appears that none of the work comp related bills submitted to the Kansas Legislature survived.

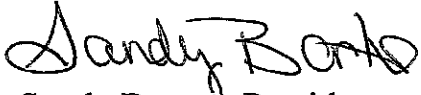
President Barton noted there were no committee actions to report for Agenda Item No. 10, “Committee Reports.”

As for Agenda Item No. 10a, “Appointment to Investment Committee,” Mr. Parrish announced that President Barton appointed Mr. Wilt to the Investment Committee. Mr. Caspers moved to ratify the appointment. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 11, “Other Business.” Ms. Buttron moved to excuse Mr. Roberts from the meeting for county business. Ms. Garrett seconded the motion which CARRIED unanimously.

There being no additional business, President Barton declared the meeting adjourned at 1:50 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 25th day of April 2019.


Sandy Barton, President
KWORCC Board of Trustees

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
April 25, 2019 Clubhouse Inn
924 SW Henderson Road
Topeka, KS 66615

The April 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 12:59 p.m. on April 25, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Bonnie “Rob” Roberts, Miami County Commissioner, Vice-President; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

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

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), and Mr. Eric Otting of Wendling, Noe, Nelson & Johnson, LLC (WNNJ).

President Barton then addressed Agenda Item No. 2, “Approval of the Agenda.” Mr. Parrish recommended the following additions: Item No. 3a “Excuse Michelle Garrett for Personal Reasons and Linda Buttron for County Business,” Item No. 4b “2018 Audit Update” and Item No. 4c “9410 Payroll Class Code Rating Issue.” Mr. McEvoy moved to approve the agenda with those additions. Mr. Caspers seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of March 28, 2019.” Mr. Caspers moved to approve the minutes as presented. Mr. Wilt seconded the motion which CARRIED unanimously.

President Barton asked for a motion to excuse Ms. Garrett for personal reasons and Ms. Buttron for county business. Mr. Roberts moved for approval. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator's Report, "Checks Requiring Board Approval." Mr. Parrish itemized the checks for approval. Mr. Caspers moved to approve the checks as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

Next, Ms. Bird addressed Agenda Item No 4b, 2018 Audit Update. She stated that so far KWORCC has received \$364,714 in additional premium as a result of the 2018 payroll audits. The outstanding balance of \$49 due from one member is promised to be mailed to KWORCC the last working day of the month (i.e., April 30th).

Mr. Parrish then proceeded to Agenda Item No 4c, 9410 Payroll Class Code Rating Issue. He stated that KWORCC members have raised concern about how high the rate for code 9410 has been for many years. He said that beginning with policy year 2020 this issue must be addressed and that KWORCC staff and CRS are working to find a solution. Mr. Cornejo indicated that NCCI's actuary suggests NCCI may not have adequate data, as 9410 has consistently been higher in Kansas than in other parts of the country. Ms. Bird suggested that if KWORCC were to become a Non- Affiliate Member of NCCI and submit loss data, the loss cost rates would be more complete and more equitable for KWORCC members. Mr. Cornejo stated that jobs in 9410 code include appraisers, technical inspectors, public works, welfare workers, lab workers and home economists.

Next, President Barton asked Mr. Eyman to address Agenda Item No. 5a, "Marketing." Mr. Eyman reported that Pratt County Commissioners voted to join KWORCC as of May 1, 2019. He reported on recent marketing activities. Mr. Eyman stated he will be attending KCCEOA next week while Messrs. Mann and Woner will be attending KCCA. He then asked for and responded to questions. Mr. Unger briefly updated the board on Northwest Regional KAC that he attended.

President Barton then proceeded to Agenda Item No. 6, "Financial Report." Mr. Otting discussed the financial statements for February and March 2019 and responded to questions. Mr. Roberts moved to receive and file the preliminary financial reports. Mr. Caspers seconded the motion which CARRIED unanimously.

Mr. Otting then proceeded to the 2019 First Quarter Report to Kansas Insurance Department (KID). Mr. McEvoy moved to approve the March 31, 2019 report and file with the KID. Mr. Wilt seconded the motion which CARRIED unanimously.

Mr. Otting reviewed the quarterly investment report dated March 31, 2019.

Mr. Otting then presented the check register and answered questions. Whereupon, Mr. McEvoy moved to approve check Nos. 18687 through 18735 and the direct debits. Mr. Caspers seconded the motion which CARRIED unanimously.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions. She requested approval of two pending settlements. Mr. Wilt moved to approve the proposed course of action for claim number 17678032. Mr. McEvoy seconded the motion which CARRIED unanimously. Mr. Roberts moved to approve the proposed course of action for claim number 2016WR000127. Mr. McEvoy seconded the motion which CARRIED unanimously.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 69% for the month of March due to the medical bill review performed by TRISTAR.

Mr. Cornejo explained the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through March 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of March 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Mann for Agenda Item No. 8, "Loss Prevention and County Visits." He reviewed March and April calendars for the loss-prevention staff and stated the loss prevention staff have conducted 114 county visits during the first four months of the year. During those visits, the Loss Prevention Staff identified 165 safety issues for Members. Next, Mr. Mann reported on the enrollment rates and courses completed by the membership for the GovU online training, stating that 82 courses were taken by the membership in March. Mr. Mann reported that he will be recording his Hazard Communications course to be added to the website.

President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time.

Under Agenda Item No 10, Committee Reports President Barton reminded the board that the Audit Committee will meet via teleconference prior to the June Board meeting.

President Barton then addressed Agenda Item No. 11, "Other Business" and reminded everyone that both the May and June meetings will be held by teleconference.

There being no additional business, President Barton declared the meeting adjourned at 1:56 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 30th day of May 2019.

A handwritten signature in black ink, appearing to read "Linda M. Buttron". The signature is written in a cursive style with a large, looping initial "L".

Linda M. Buttron, Secretary
KWORCC Board of Trustees

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
May 30, 2019 at 1:00pm via Teleconference
700 SW Jackson, Ste 200
Topeka, KS 66603

The May 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:02 p.m. on May 30, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Bonnie “Rob” Roberts, Miami County Commissioner, Vice-President; Linda Buttron, Jefferson County Clerk, Secretary; Michelle Garrett, Morris County Clerk, Controller; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

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

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), and Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ).

President Barton then addressed Agenda Item No. 2, “Approval of the Agenda.” Mr. Parrish recommended adding Agenda Item No. 4b, “Marketing Report” and Agenda Item No. 4c, “PRIMA Conference Discussion” as well as the removal of Agenda Item No. 5b, “Check Register,” due to a printing error. Ms. Garrett moved to approve the agenda with those changes. Mr. Roberts seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of April 25, 2019.” Mr. Roberts moved to approve the minutes as presented. Ms. Buttron seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator's Report, "Checks Requiring Board Approval." Mr. Parrish itemized the checks for approval. Mr. McEvoy moved to approve the checks as presented. Mr. Caspers seconded the motion which CARRIED unanimously.

Next, President Barton asked Mr. Eyman to address Agenda Item No. 4b, "Marketing." Mr. Eyman reported that both Kingman and Pratt counties have joined the pool. He then reported on additional marketing activities.

Finally, under Agenda Item No. 4c Mr. Parrish reminded everyone that one trustee and three staff members are attending PRIMA this year.

President Barton then proceeded to Agenda Item No. 5, "Financial Report." Ms. Dukes discussed the financial statements for April 2019 and responded to questions. Ms. Garrett moved to receive and file the financial reports. Mr. Caspers seconded the motion which CARRIED unanimously.

Ms. Dukes gave a brief report on the progress of the annual audit.

President Barton addressed Agenda Item No. 6, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions. She requested approval of two pending settlements. Mr. McEvoy moved to approve the proposed course of action for claim number 18738965. Mr. Roberts seconded the motion which CARRIED unanimously. Ms. Garrett moved to approve the proposed course of action for claim number 18730058. Mr. Roberts seconded the motion which CARRIED unanimously.

Ms. Chamberland then addressed Agenda Item No. 6b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 48% for the month of April due to the medical bill review performed by TRISTAR.

Mr. Cornejo presented the "Policy Year Performance Review" under Agenda Item No. 6c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through April 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of April 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Mann for Agenda Item No. 7, "Loss Prevention and County Visits." Mr. Mann reviewed April and May calendars for the loss-prevention staff and said the loss prevention staff conducted 130 county visits during the first four months of the year. He reported that during those visits, the Loss Prevention Staff


identified 220 safety issues for Members. Next, Mr. Mann reported on the enrollment rates and courses completed by the membership for the GovU online training, stating that 49 courses were taken by the membership in April.

President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time.

For Agenda Item No 10, Committee Reports, Mr. Parrish reminded the board that the Audit Committee will meet via teleconference prior to the June Board meeting and the Investment Committee will hold their in-person meeting prior to the July Board meeting.

President Barton asked if there was anything for the Board to consider under Agenda Item No. 11, "Other Items." There being no additional business, President Barton declared the meeting adjourned at 1:39 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 27th day of June 2019.


Linda M. Buttron, Secretary
KWORCC Board of Trustees

I, Linda M. Buttron, Secretary of Kansas Workers Risk Cooperative for Counties (KWORCC), hereby certify that the following is a true and correct copy of a Resolution duly adopted by unanimous vote of the Board of Trustees of KWORCC at a meeting duly called and held on the 27th day of June, 2019 at which a quorum was present:

RESOLUTION #2019-47

WHEREAS, the KWORCC Board of Trustees has engaged the firm of Summers, Spencer & Company, P.A. to undertake an independent audit of KWORCC's books and records for the year ending December 31, 2018 as required by KSA 12-2620(b);

WHEREAS, the independent audit was completed and is ready to be filed with the Kansas Insurance Department and the Kansas Department of Administration;

WHEREAS auditor Stuart Bach met via teleconference with the KWORCC Audit Committee on the 27th day of June 2019; and,

WHEREAS the Audit Committee, having discussed the independent audit with the auditor and having reviewed the audit report with accompanying materials, recommends that the independent audit be accepted by the KWORCC Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of KWORCC, that the independent audit prepared by the firm of Summers, Spencer & Company, P.A. for the fiscal year ending December 31, 2018 shall be adopted and filed in the books and records of the Kansas Insurance Department, Kansas Department of Administration and the KWORCC administrative files for public view.

IN WITNESS WHEREOF, the undersigned has caused this Resolution to be executed this 27th day of June 2019.



Linda M. Buttron, Secretary

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
June 27, 2019 at 1:00pm via Teleconference
700 SW Jackson, Ste 200
Topeka, KS 66603

The June 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:05 p.m. on June 27, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Bonnie “Rob” Roberts, Miami County Commissioner, Vice-President; Linda Buttron, Jefferson County Clerk, Secretary; Michelle Garrett, Morris County Clerk, Controller; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

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

Also, present were Stuart Bach of Summers, Spencer & Company, PA (SS&C), Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), and Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ).

President Barton then addressed Agenda Item No. 2, “Approval of the Agenda.” Ms. Garrett moved to approve the agenda as presented. Mr. Caspers seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of May 30, 2019.” Ms. Garrett moved to approve the minutes as presented. Mr. Roberts seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator’s Report, “Check Requiring Board Approval.” Mr. Parrish itemized the check for approval. Mr.

McEvoy moved to approve the check as presented. Mr. Caspers seconded the motion which CARRIED unanimously.

Next, under Agenda Item No 4b, Mr. Parrish led a discussion of National PRIMA. President Barton, Mr. Eyman, Ms. Bird and Mr. Parrish reviewed some of the many classes they attended, including classes on jail safety, artificial intelligence in claims, telemedicine, household chemical safety and cost of insurance being affected by increases in the statutes of limitations in many states.

Finally, under Agenda Item No. 4c, Mr. Parrish asked Mr. Bach to present the audit report. Mr. Bach stated that SS&C issued a clean opinion for 2018. He then reviewed a few of the key points of the audit report. Mr. Bach then asked for and responded to questions and thanked their staff for the help and cooperation in performing the audit.

Next, President Barton asked Mr. Eyman to address Agenda Item No. 5a, "Marketing." Mr. Eyman reported on recent marketing activities. He then asked for and responded to questions.

President Barton then proceeded to Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for May 2019 and responded to questions. Ms. Buttron moved to receive and file the financial reports. Ms. Garrett seconded the motion which CARRIED unanimously.

Ms. Dukes then presented the check register and answered questions. Whereupon, Mr. Roberts moved to approve checks No. 18736 through 18825 and the direct debits. Mr. McEvoy seconded the motion which CARRIED unanimously.

Ms. Dukes reviewed the investment report dated May 31, 2019.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 65% for the month of May due to the medical bill review performed by TRISTAR.

Mr. Cornejo presented the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through May 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of

May 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Mann for Agenda Item No. 8, "Loss Prevention and County Visits." Mr. Mann reviewed May and June calendars for the loss-prevention staff and said the loss prevention staff conducted 148 county visits during the first five months of the year. He reported that during those visits, the Loss Prevention Staff identified 335 safety issues for Members. Next, Mr. Mann reported on the enrollment rates and courses completed by the membership for the GovU online training, stating that 54 courses were taken by the membership in May.

President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time.


President Barton proceeded to Agenda Item No. 10, "Committee Reports." Mr. McEvoy stated that the Audit Committee met with Mr. Bach prior to the board meeting and discussed the details and findings of the Independent Audit. Mr. Roberts moved to adopt KWORCC Resolution 2019-47 approving the independent audit of KWORCC's books and records for the year ending 2018 and filing the report with the State. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton reminded everyone that the Investment Committee would be meeting with BOK representatives and would conduct other business prior to the July Board meeting.

President Barton asked if there was anything for the Board to consider under Agenda Item No. 11, "Other Items." Mr. Unger discussed a regional meeting he planned to attend.

There being no additional business, President Barton declared the meeting adjourned at 2:04 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 25th day of July 2019.


Linda M. Buttron, Secretary
KWORCC Board of Trustees

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
July 25, 2019 Clubhouse Inn
924 SW Henderson Road
Topeka, KS 66615

The July 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:07 p.m. on July 25, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Linda Buttron, Jefferson County Clerk, Secretary; Michelle Garrett, Morris County Clerk, Controller; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

Staff participating included Mr. James W. Parrish, Administrator; Ms. Dortha O. Bird, Deputy Administrator and Staff Counsel; Mr. Carl Eyman, Deputy Administrator and Loss Prevention Manager; Ms. Nicole Jarboe-Paxson, Executive Assistant and Media Developer; Mr. Brandon Mann, Loss Prevention Specialist; Mr. Jesse Pfannenstiel, Loss Prevention Specialist; Mr. Ben Woner, Loss Prevention Specialist; and Mr. Ralph D. Unger, Member Services Representative.

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), and Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ).

President Barton then addressed Agenda Item No. 2, "Approval of the Agenda." Mr. Parrish recommended the addition of Agenda Item No. 3a, "Excuse Mr. Roberts for Personal Business." Mr. Caspers moved to approve the agenda with that addition. Mr. Wilt seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, "Consideration of Minutes of the Meeting of June 27, 2019." Mr. McEvoy moved to approve the minutes as presented. Ms. Buttron seconded the motion which CARRIED unanimously.

President Barton asked for a motion to excuse Mr. Roberts for personal reasons. Ms. Buttron moved to excuse Mr. Roberts. Mr. Wilt seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator's Report, "Check Requiring Board Approval." Mr. Parrish itemized the checks for approval and the electronic transfers of funds for ratification. Ms. Garrett moved to approve the checks and ratify the electronic transfers of funds as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

Next, under Agenda Item No 4b, Mr. Parrish introduced Mr. Jesse ("Jes") Pfannenstiel. A resume was provided. Jes has over 20 years as a claims adjuster and was ready to make a change. He is joining the KWORCC team as Marketing Director and Loss Prevention Specialist. Mr. Pfannenstiel stated that he is excited to be joining the KWORCC team and looks forward to continuing and building on the many relationships he has with county officials around the state.

Finally, under Agenda Item No. 4c, Mr. Parrish asked Messrs. Eyman and Pfannenstiel to present information on the Stryker program. Mr. Eyman reviewed the applicants who have complied with the requirements of the grant. Some applicants did not qualify because the operations are not covered by KWORCC. Stryker has reduced pricing for those who are going through the grant process. There are currently four applications under consideration, however the application deadline is July 31, 2019.

Next, President Barton asked Messrs. Eyman and Pfannenstiel to address Agenda Item No. 5a, "Marketing." Mr. Eyman reported on recent marketing activities. He then asked for and responded to questions.

President Barton then proceeded to Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for June 2019 and responded to questions. Mr. Wilt moved to receive and file the financial reports. Mr. McEvoy seconded the motion which CARRIED unanimously.

Next, Ms. Dukes recommended transferring \$150,000 from investment income to policy year 2012. Mr. Caspers moved to follow the recommendation. Ms. Buttron seconded the motion which CARRIED unanimously.

Ms. Dukes then proceeded to the 2019 Second Quarter Report to Kansas Insurance Department (KID). Ms. Buttron moved to approve the June 30, 2019 report and file with the KID. Mr. McEvoy seconded the motion which CARRIED unanimously.

Ms. Dukes then presented the check register and answered questions. Whereupon, Mr. Caspers moved to approve checks No. 18826 through 18862 and the direct debits. Mr. Wilt seconded the motion which CARRIED unanimously.

Ms. Dukes reviewed the investment report dated June 30, 2019.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions. She requested approval of three pending settlements. Mr. McEvoy moved to approve the proposed course of action for claim number 2015072337. Ms. Buttron seconded the motion which CARRIED unanimously. Mr. Wilt moved to approve the proposed course of action for claim number 2006027028. Mr. Caspers seconded the motion which CARRIED unanimously. Mr. Wilt moved to approve the proposed course of action for claim number 17679789. Mr. McEvoy seconded the motion which CARRIED unanimously.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 51% for the month of June due to the medical bill review performed by TRISTAR.

Mr. Cornejo presented the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through June 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of June 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Mann for Agenda Item No. 8, "Loss Prevention and County Visits." Mr. Mann reviewed June and July calendars for the loss-prevention staff and said the loss prevention staff conducted 194 county visits during the first six months of the year. Next, Mr. Mann reported on the enrollment rates and courses completed by the membership for the GovU online

training, stating that 51 courses were taken by the membership in June. Mr. Mann also stated that he has submitted the report to the Kansas Department of Labor.

Ms. Garrett was excused from the meeting at 1:58 pm.

President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time.

President Barton proceeded to Agenda Item No. 10, "Committee Reports." Under Item 10a, "Investment Committee," Mr. Caspers reported that the Investment Committee met with representatives of BOK prior to the Board meeting. He asked Mr. Parrish to summarize a few of the highlights. Mr. Parrish stated that KWORCC has had good returns. The market is at 121 months of slow and steady growth. BOK will recommend clarification of investment policy with regard to investment limits for diversified mutual funds. Mr. Caspers stated the Investment Committee recommends approval of fixed asset investment transactions as set forth in KWORCC Resolution #2019-57. Mr. Caspers moved that the Board follow the committee's recommendation; Mr. Wilt seconded the motion which CARRIED unanimously.

President Barton reminded everyone that the Personnel Committee would be meeting prior to the September Board meeting.

President Barton asked if there was anything for the Board to consider under Agenda Item No. 11, "Other Items." Ms. Bird stated that she has new signature cards for the bank and asked that the trustees sign them before leaving today.

There being no additional business, President Barton declared the meeting adjourned at 2:08 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 29th day of August 2019.



Linda M. Buttron, Secretary
KWORCC Board of Trustees

I, Linda M. Buttron, Secretary of Kansas Workers Risk Cooperative for Counties (KWORCC), hereby certify that the following is a true and correct copy of a Resolution duly adopted by unanimous vote of the Board of Trustees of KWORCC at a meeting duly called and held on the 25th day of July 2019 at which a quorum was present:

RESOLUTION #2019-57

IN WITNESS WHEREOF, the undersigned has caused this Resolution to be executed this 25th day of July 2019.


WHEREAS, KWORCC has elected to place investments pursuant to Chapter 40 of Kansas Statutes Annotated, and thus is to comply with the provisions thereof;

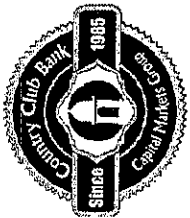
WHEREAS, KSA 40-2a01 states, in pertinent part: “[C]ompany...may invest with the direction or approval of a majority of its board of directors or authorized committee thereof, any of its funds, or any part thereof in bonds or other evidences of indebtedness issued, assumed or guaranteed by the United States of America, or by any agency or instrumentality thereof;”

WHEREAS, KWORCC has invested in certain United States instruments during the period December 1, 2018 through June 30, 2019, which have been reviewed by the Board of Trustees. Pursuant to that review, the Board determined said investments to be in accordance with K.S.A. 40-2a01 and KWORCC’s investment policy;

NOW, THEREFORE, it is RESOLVED by the KWORCC Board of Trustees that investment purchases made in United States Government securities from the period December 1, 2018 through June 30, 2019, having been reviewed and determined to be made in accordance with K.S.A. 40-2a01 and KWORCC’s investment policy hereby are approved.

IN WITNESS WHEREOF, the undersigned has caused this Resolution to be executed this 25th day of July 2019.


Linda M. Buttron, Secretary



KWORCC

Trade History CCB Capital Markets 12-1-18 through 06-30-19

Customer	Ticket	Cusip	Description	Coupon	Yield	Maturity	Settlement	Purchase/Sale	Par	Price	Principal	Accrued Interest	Net Settlement
300121	421030335	912828C65	U.S. Treasury Notes	1.625	2.425	3/31/2019	1/22/2019	Sold To Portfolio	\$ 900,000.00	99.8477	\$ 898,628.91	\$ 4,580.36	\$ 903,209.27
300121	421030481	912828KQ2	U.S. Treasury Notes	3.125	2.425	5/15/2019	1/29/2019	Sold To Portfolio	\$ 1,700,000.00	100.2031	\$ 1,703,453.13	\$ 11,006.56	\$ 1,714,459.69
300121	421032418	912828WLO	U.S. Treasury Notes	1.500	2.388	5/31/2019	4/2/2019	Sold To Portfolio	\$ 900,000.00	99.8555	\$ 898,699.22	\$ 4,561.81	\$ 903,261.03
300121	421030212	313384FR5	FEDERAL HOME LOAN BANK DN	2.410	2.463	5/16/2019	1/17/2019	Sold To Portfolio	\$ 1,250,000.00	99.2034	\$ 1,240,042.01	\$ -	\$ 1,240,042.01
300121	421033805	313384HA0	FEDERAL HOME LOAN BANK DN	2.345	2.383	6/18/2019	5/16/2019	Sold To Portfolio	\$ 3,000,000.00	99.7850	\$ 2,993,551.26	\$ -	\$ 2,993,551.26
300121	421034622	313384JH3	FEDERAL HOME LOAN BANK DN	2.270	2.308	7/19/2019	6/5/2019	Sold To Portfolio	\$ 1,000,000.00	99.7226	\$ 997,225.56	\$ -	\$ 997,225.56
300121	421035265	313384JD2	FEDERAL HOME LOAN BANK DN	2.200	2.234	7/15/2019	6/18/2019	Sold To Portfolio	\$ 3,000,000.00	99.8350	\$ 2,995,050.00	\$ -	\$ 2,995,050.00
300121	297015836	912828N63	U.S. Treasury Notes	1.125	2.174	1/15/2019	12/12/2018	Sold To Portfolio	\$ 1,000,000.00	99.9023	\$ 999,023.44	\$ 4,585.60	\$ 1,003,609.04

Minutes
Meeting, Investment Committee
Kansas Worker Risk Cooperative for Counties
Clubhouse Inn – Conference Room
924 SW Henderson Road, Topeka KS 66615
July 25, 2019

On Thursday, July 25, 2019 at 12:15 PM the Investment Committee of Kansas Workers Risk Cooperative for Counties (“KWORCC”) met at the Clubhouse Inn Conference Room, Topeka, Kansas. The meeting was called to order by Committee Chair, Gary Caspers. Committee Members participating included: Gary Caspers, Cloud County Commissioner; Wayne Wilt, Cowley County Commissioner, and Sandy Barton, Stanton County Clerk. Also present was KWORCC Administrator, Jim Parrish and Michelle Sullivan and Katy Price of BOK Financial.

Chairman Caspers called the meeting to order at 12:15 PM. Ms. Barton moved to approve the Agenda as presented. Mr. Wilt seconded the motion which CARRIED unanimously.

Mr. Wilt moved to excuse Rob Roberts from the meeting. Ms. Barton seconded the motion which CARRIED unanimously.

Chairman Caspers asked consideration of minutes of the Committee’s meeting on December 13, 2018. Ms. Barton moved to approve the minutes as presented. Mr. Wilt seconded the motion which CARRIED unanimously.

Chairman Caspers asked for consideration of KWORCC Resolution 2019-57 with attached itemization of investment purchases made in United States government securities during the period December 1, 2018 to June 30, 2019. Upon review, the Committee determined that the transactions were in accordance with KWORCC Investment Policy and K.S.A. 40-2a01. Ms. Barton moved to recommend that the KWORCC Board of Trustees adopt KWORCC Resolution 2019-57. Mr. Wilt seconded the motion which CARRIED unanimously.

Next, Chairman Caspers asked BOK Financial to discuss KWORCC’s equity investments. Ms. Sullivan gave the report, as follows:

Market Recap: 2018 was a pretty good year until the fourth quarter. There were a handful of reasons markets were rattled, but the biggest catalyst was the Federal Reserve actions and comments. The markets felt like the Fed was on auto pilot to raise rates and was ignoring

economic data. However, in the first quarter of 2019, we saw a large positive rebound as the Federal Reserve took a 180 degree turn with a more dovish stance on monetary policy, along with some positive developments on fiscal and trade policy. A breakdown in trade negotiations between the U.S. and China Markets drove markets down in May 2019. Fortunately, in the 2nd quarter broad market equity and fixed income indices were both still able to post positive results with good April and great June returns. YTD Returns (as of 6/30/19): Barclays US Aggregate Index up over 6%; Large-cap stocks up over 18.5%; Mid-cap stocks up over 21%; Small-cap stocks up almost 17%; International developed stocks up over 14%; Emerging markets up over 10.5%

KWORCC Portfolio: As of 6/30/2019, the portfolio's market value was \$3,047,593. On a YTD basis, equities in the portfolio outperformed the benchmark with a return of 18.29% vs. 17.32%. With consideration of the cash returns, the portfolio has returned 16.98% YTD on a net of fees basis. KWORCC took a large distribution from the portfolio of approximately \$1.5 million to rebalance between fixed income and equities. Over the last 5 years, the portfolio has earned \$1,310,448.

Current Economic Environment and Outlook: With an unemployment rate of 3.7%, unemployment claims hitting 50-year lows, and wage growth that is slow but positive we have continued to see positive consumer confidence. This has been beneficial to our economy as high consumer confidence has supported high consumer spending which makes up more than 70% of U.S GDP. Even with business investing down, GDP outperformed expectations coming in at 2.1%. In general, we are more cautious about equities. In portfolios where we manage a balance between fixed income and equity investments, we are pulling back on equities to get closer to our targets. Although the risk of a recession is rising, we do not believe one is imminent.

Federal Reserve - Our Fed Funds rate is the highest across developed nations, and there has been an explosion in negative sovereign debt that has more than doubled since September 2018 (over \$13 trillion) creating downward pressure on the yield curve. We expect that the Federal Reserve will cut rates 25 basis points at the end of July, but that may not be enough for what the market has priced in. We are keeping a close eye on geopolitical risks, trade relations, slowing global growth, potential for dampened earnings, and the yield curve.

Question regarding policy compliance: I believe the statute regarding equity concentration is meant to prohibit large investments in a single business/company. Prohibiting this type of concentration is pretty standard in the industry. If KWORCC agrees with my interpretation of the statute, I would suggest changing the language of your IPS and can provide sample language.

Whereupon, Ms. Sullivan asked for and responded to questions. Chairman Caspers thanked Ms. Sullivan for the report.

There being no further business to come before the Committee, Chairman Caspers adjourned the meeting at 12:59 PM.

THE FOREGOING MINUTES of the Investment Committee of Kansas Workers Risk Cooperative for Counties were executed by the Chair of that Committee on December 19, 2019.



Gary Caspers, Chair
KWORCC Investment Committee

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
August 29, 2019 at 1:00 pm via Teleconference
700 SW Jackson, Ste 200
Topeka, KS 66603

The August 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:07 p.m. on August 29, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Linda Buttron, Jefferson County Clerk, Secretary; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

Staff participating included Mr. James W. Parrish, Administrator; Ms. Dortha O. Bird, Deputy Administrator and Staff Counsel; Mr. Carl Eyman, Deputy Administrator and Loss Prevention Manager; Mr. Brandon Mann, Loss Prevention Specialist; Mr. Jesse Pfannenstiel, Loss Prevention Specialist; Mr. Ben Woner, Loss Prevention Specialist; and Mr. Ralph D. Unger, Member Services Representative.

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), and Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ).

President Barton then addressed Agenda Item No. 2, "Approval of the Agenda." Mr. Parrish recommended the addition of Agenda Item No. 2a, "Excuse Ms. Michelle Garrett for Personal Business and Excuse Rob Roberts for County Business." Mr. Parrish also recommended addition of Agenda Item No. 4b, "Special Recognition of Carlin D. Eyman." Mr. Wilt moved to approve the agenda with that addition. Mr. Caspers seconded the motion which CARRIED unanimously.

President Barton asked for a motion to excuse Ms. Garrett and Mr. Roberts pursuant to Agenda Item No. 2a. Mr. Caspers moved to excuse Ms. Garret and Mr. Roberts. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, "Consideration of Minutes of the Meeting of July 25, 2019." Ms. Buttron moved to approve the minutes as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator's Report, "Checks Requiring Board Approval and Ratification of Electronic Transfers of Funds." Mr. Parrish itemized the checks for approval and the electronic transfers of funds for ratification. Ms. Buttron moved to approve the checks and ratify the electronic transfers of funds as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

As for Agenda Item No. 4b, "Special Recognition of Carlin D. Eyman," Mr. Parrish presented to Mr. Eyman a gift from KWORCC Board and staff. He reviewed some highlights of working with Carl during 26 years of service to KWORCC, the final six years of which was on a semiretired basis. KWORCC Trustees and staff members told of their appreciation of Mr. Eyman and shared experiences with him over the years. Carl thanked everyone for the opportunity to serve and said he enjoyed working with the program.

Next, President Barton asked Mr. Pfannenstiel to address Agenda Item No. 5, "Marketing Report." Mr. Pfannenstiel reported on recent marketing activities. He then asked for and responded to questions.

President Barton then proceeded to Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for July 2019 and responded to questions. Mr. Caspers moved to receive and file the financial reports. Ms. Buttron seconded the motion which CARRIED unanimously.

Next, Ms. Dukes presented the check register and asked for any questions. Whereupon, Mr. Wilt moved to approve checks No. 18863 through 18915 and the direct debits. Mr. Caspers seconded the motion which CARRIED unanimously.

Ms. Dukes reviewed the Equities Investment Update as of July 31, 2019.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions. She requested approval of two pending settlements. Ms. Buttron moved to approve the proposed course of action for claim number 22017075903. Mr. McEvoy seconded the motion which

CARRIED unanimously. Mr. Caspers moved to approve the proposed course of action for claim number 17701078. Mr. McEvoy seconded the motion which CARRIED unanimously.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 43% for the month of July due to the medical bill review performed by TRISTAR.

Mr. Cornejo presented the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through July 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of July 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Mann for Agenda Item No. 8, "Loss Prevention and County Visits." Mr. Mann reported a total of 286 loss prevention visits to date, an average of 1.64 (exceeding goal of 1.5) visits per working day. He also reported on risk and exposure and safety issues identified during the county visits. He answered questions concerning the reports.

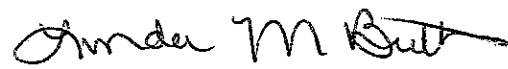
President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time.

President Barton proceeded to Agenda Item No. 10, "Committee Reports." She stated the Personnel Committee will meet at 12:15pm on September 26, 2019.

President Barton asked if there was anything for the Board to consider under Agenda Item No. 11, "Other Items."

There being no additional business, President Barton declared the meeting adjourned at 2:02 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 26th day of September 2019.



Linda M. Buttron, Secretary
KWORCC Board of Trustees

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
September 26, 2019 Clubhouse Inn
924 SW Henderson Road
Topeka, KS 66615

The September 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:12 p.m. on September 26, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Bonnie “Rob” Roberts, Miami County Commissioner, Vice President; Linda Buttron, Jefferson County Clerk, Secretary; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

Staff participating included Mr. James W. Parrish, Administrator; Ms. Dortha O. Bird, Deputy Administrator and Staff Counsel; Ms. Nicole Jarboe-Paxson, Executive Assistant and Media Developer; Mr. Brandon Mann, Loss Prevention Manager; Mr. Jesse Pfannenstiel, Marketing Director and Loss Prevention Specialist; Mr. Ben Woner, Loss Prevention Specialist; and Mr. Ralph D. Unger, Member Services Representative.

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), and Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ). Also present was Mr. Sam Cargnel of Inform Actuarial Consulting.

President Barton then addressed Agenda Item No. 2, “Approval of the Agenda.” Mr. Roberts moved to approve the agenda as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of August 29, 2019.” Mr. McEvoy moved to approve the minutes with a minor correction. Mr. Caspers seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator’s Report, “Checks Requiring Board Approval and Ratification of Electronic

Transfers of Funds.” Mr. Parrish itemized the checks for approval and the electronic transfers of funds for ratification. Ms. Buttron moved to approve the checks and ratify the electronic transfers of funds as presented. Mr. Roberts seconded the motion which CARRIED unanimously.

Mr. Parrish then asked Mr. Cargnel to address Agenda Item No. 4b, "KWORCC Actuarial Update: Inform Actuarial Solutions." Mr. Cargnel reported that after review of loss data and discussion with KWORCC and CRS staff, he adjusted the ultimate loss projections for years 2000 to 2018 with a total decrease of approximately \$650,000. Based upon the losses reported for the first eight months of 2019, Mr. Cargnel's loss forecast for 2019 increased the ultimate loss estimate from \$3.97 million to \$4.5 million. He stated there were no extremely large claims but four in the \$100-300,000 range. He said the average cost per claim had been flat through 2017, but since then it has been trending up. Next, he discussed his findings for 2020, concluding that the loss pick would be approximately \$1.41 per \$100 of payroll. Based upon the payroll estimates from the membership, the ultimate loss for 2020 is projected to be \$4.1 million. Mr. Cargnel then asked for and responded to questions. President Barton thanked Mr. Cargnel.

Next, pursuant to Agenda Item No. 4c, “KWORCC Annual Meeting and Vendor Booth Update,” Ms. Bird reported on the nominations thus far received for the four trustee positions up for election. She presented the conference schedule, the location of the KWORCC Annual meeting, the vendor booth schedule and the location of the KWORCC booth.

For Agenda item No. 4d, “Remembering Michelle Garrett”, Mr. Parrish asked Trustees to pause in remembering Michelle Garrett who died earlier this month. He spoke of her stellar public service serving nearly 40 years as Morris County Clerk after serving as deputy clerk for four years. He noted the difficulty the staff has experienced in dealing with the loss of such a valued Trustee noting that her illness came as suddenly and unexpectedly as did her passing. Mr. Parrish asked each Trustee and staff to reflect on memories of Michelle, saying how much we all will miss her pleasant and positive approach to all KWORCC issues. He wanted everyone to remember how much she respected and appreciated the KWORCC staff and how she wanted to ensure staff was rewarded for work they performed. Ms. Garrett served nearly 17 years as Trustee, helping the pool grow and prosper during that time. Trustees and staff members then spoke of their memories and affection for Michelle in remembrance of this wonderful person.

Next, President Barton asked Mr. Pfannenstiel to address Agenda Item No. 5, "Marketing Report." Mr. Pfannenstiel reported on recent marketing activities. He then asked for and responded to questions.

President Barton then proceeded to Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for August 2019 and responded to questions. Ms. Buttron moved to receive and file the financial reports. Mr. Roberts seconded the motion which CARRIED unanimously.

Next, Ms. Dukes presented the check register and asked for any questions. Whereupon, Mr. Roberts moved to approve checks No. 18916 through 18962 and the direct debits. Mr. McEvoy seconded the motion which CARRIED unanimously.

Ms. Dukes reviewed the Equities Investment Update as of August 31, 2019.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions. She requested approval of a pending settlement. Mr. Roberts moved to approve the proposed course of action for claim number 2013047426. Mr. Caspers seconded the motion which CARRIED unanimously.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 63% for the month of August due to the medical bill review performed by TRISTAR.

Mr. Cornejo presented the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through August 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of August 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Mann for Agenda Item No. 8, "Loss Prevention and County Visits." Mr. Mann reported that year to date, the loss prevention staff have visited all but four counties three times with an average of 1.69 (exceeding goal of 1.5) visits per working day. He also reported on risk and

exposure and safety issues identified during the county visits. He answered questions concerning the reports.

Mr. Mann also reported regarding online training for KWORCC members. For the past several months, our members have had challenges using Local GovU. Examples include finding a listing for 2019 courses; having key courses available and subsequently not accessible; technical difficulties with courses terminating before complete and needing to change web browser to access; and, Local GovU's new platform not being as convenient or user friendly as the prior platform (difficult to navigate, set up assignments and add/remove users). KWORCC's Loss Prevention Staff have researched alternative online training and recommend JJ Keller Online.


President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time.

President Barton proceeded to Agenda Item No. 10, "Committee Reports." Mr. McEvoy stated the Personnel Committee met at 12:15pm, before the Board Meeting. He stated that the committee looked at health insurance cost increases and the cost of living data. The committee is recommending increase in salary for two staff members as well as a 3% cost of living increase for staff employed by KWORCC for all of 2019. Additionally, the committee is recommending funds be budgeted to allow Mr. Woner to attend Columbia Southern University online program to attain an MS in Safety, Security and Emergency Management. Mr. McEvoy moved to approve the course of action outlined by the Personnel Committee. Mr. Caspers seconded the motion which CARRIED unanimously.

President Barton asked if there was anything for the Board to consider under Agenda Item No. 11, "Other Items."

There being no additional business, President Barton declared the meeting adjourned at 2:48 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 24th day of October 2019.


Linda M. Buttron, Secretary
KWORCC Board of Trustees

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
October 24, 2019 Clubhouse Inn
924 SW Henderson Road
Topeka, KS 66615

The October 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:02 p.m. on October 24, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Bonnie “Rob” Roberts, Miami County Commissioner, Vice President; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

Staff participating included Mr. James W. Parrish, Administrator; Ms. Dortha O. Bird, Deputy Administrator and Staff Counsel; Ms. Nicole Jarboe-Paxson, Executive Assistant and Media Developer; Mr. Jesse Pfannenstiel, Marketing Director and Loss Prevention Specialist; Mr. Ben Woner, Loss Prevention Specialist; and Mr. Ralph D. Unger, Member Services Representative.

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), and Mr. Eric Otting of Wendling, Noe, Nelson & Johnson, LLC (WNNJ).

President Barton then addressed Agenda Item No. 2, “Approval of the Agenda.” Mr. Parrish recommended the addition of Agenda Item No. 2a “Excuse Linda Buttron for County Business” and Agenda Item No 4d “Update on Stryker Grant Program.” Mr. McEvoy moved to approve the agenda with the additions. Mr. Roberts seconded the motion which CARRIED unanimously.

Under Agenda Item No. 2a, Mr. Roberts moved to excuse Ms. Buttron for county business. Mr. Caspers seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of September 26, 2019.” Mr. Wilt moved to approve the minutes as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator's Report, "Checks Requiring Board Approval and Ratification of Electronic Transfers of Funds." Mr. Parrish itemized the check for approval and the electronic transfers of funds for ratification. Mr. Roberts moved to approve the check and ratify the electronic transfers of funds as presented. Mr. Caspers seconded the motion which CARRIED unanimously.

Mr. Parrish then addressed Agenda Item No. 4b, "KWORCC Budget 2020." He explained the line items, how the 2020 budget compares to 2019, and the rationale for any changes. He then recommended approval and responded to questions. After discussion, Mr. Wilt moved to approve the 2020 proposed budget as published. Mr. Roberts seconded the motion which CARRIED unanimously.

Next, pursuant to Agenda Item No. 4c, "KAC Vendor Booth and KWORCC Annual Meeting Update," Ms. Bird reported on the voting delegates and the nominations for the Trustee positions which are up for re-election. The quorum for the annual meeting is 39 delegates present at the meeting. She proposed the vendor booth schedule and stated that Ms. Buttron will not be attending the annual meeting due to press of county business.

Finally, Mr. Parrish, under Agenda Item No. 4d, provided an update on the Stryker grant program. Three counties received grant amounts from KWORCC in conjunction with the program. There were an additional three counties to receive assistance to purchase Stryker equipment with funds from Loss Prevention Support Services Administrative Provisional.

President Barton proceeded to Agenda Item No. 5, "Marketing Report." Mr. Pfannenstiel reported on recent marketing activities. He then asked for and responded to questions.

President Barton then asked WNNJ to address Agenda Item No. 6, "Financial Report." Mr. Otting discussed the financial statements for September 2019 and responded to questions. Mr. Caspers moved to receive and file the financial reports. Mr. Wilt seconded the motion which CARRIED unanimously.

Mr. Otting then proceeded to the 2019 Third Quarter Report to Kansas Insurance Department (KID). Mr. Roberts moved to approve the September 30, 2019 report and file with the KID. Mr. McEvoy seconded the motion which CARRIED unanimously.

Next, Mr. Otting presented the check register and asked for questions or any discussion. Whereupon, Mr. McEvoy moved to approve checks No. 18963 through 19010 and the direct debits. Mr. Roberts seconded the motion which CARRIED unanimously.

Finally, Mr. Otting reviewed the Quarterly Investment Summary and Equities Investment Update as of September 30, 2019.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions. She requested approval of two pending settlements. Mr. Caspers moved to approve the proposed course of action for claim number 17679505. Mr. McEvoy seconded the motion which CARRIED unanimously. Mr. McEvoy moved to approve the proposed course of action for claim number 2017WR00139. Mr. Roberts seconded the motion which CARRIED unanimously.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 48% for the month of September due to the medical bill review performed by TRISTAR. She then presented a medical bill review report for the last 12 months which showed a 55% savings over the 12-month period. She explained some of the strategies TRISTAR uses to control medical costs for KWORCC's claims.

Mr. Cornejo presented the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through September 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of September 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Pfannenstiel for Agenda Item No. 8, "Loss Prevention and County Visits." Mr. Pfannenstiel reported that year to date, the loss prevention staff have visited all counties three times with an average of 1.73 visits per working day (exceeding goal of 1.5). The loss prevention staff have identified 549 safety issues in the counties during their inspections. He also reported on risk and exposure and safety issues identified during the county visits. Mr. Pfannenstiel also reported that he has completed his 30-hour OSHA certification and forklift trainer certification and that KWORCC Loss Prevention

Manager, Mr. Brandon Mann, is continuing to work on the transition from Local GovU to J. J. Keller and Associates for online safety training. Mr. Pfannenstiel answered questions concerning the reports.


President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time.

President Barton proceeded to Agenda Item No. 10, "Committee Reports." There were no committee reports. She announced the Investment Committee is scheduled to meet at 12:15 p.m., December 19, 2019.

President Barton asked if there was anything for the Board to consider under Agenda Item No. 11, "Other Items."

There being no additional business, President Barton declared the meeting adjourned at 2:18 pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 19th day of December 2019.


Linda M. Buttr, Secretary
KWORCC Board of Trustees

***Minutes of the KWORCC
Annual Meeting
Hyatt Regency, Eagle A-D
400 W Waterman St
Wichita, Kansas 67202
November 12, 2019***

The Annual Meeting of Kansas Workers Risk Cooperative for Counties (KWORCC) was held on November 12, 2019 in Wichita at the Hyatt Regency Hotel. Trustees attending were as follows: Ms. Sandy Barton, Stanton County Clerk, President; Mr. Bonnie "Rob" Roberts, Miami County Commissioner, Vice-President; Mr. Gary Caspers, Cloud County Commissioner; Mr. Wayne Wilt, Cowley County Commissioner; and Mr. Stan McEvoy, Decatur County Commissioner.

Staff Present: Mr. James W. Parrish, Administrator; Ms. Dortha O. Bird, Deputy Administrator and Staff Counsel; Ms. Nicole Jarboe-Paxson, Executive Assistant and Media Developer; Mr. Brandon Mann, Loss Prevention Manager; Mr. Jesse Pfannenstiel, Marketing Director and Loss Prevention Specialist; Mr. Benjamin Woner, Loss Prevention Specialist; and Mr. Ralph D. Unger, Member Services Representative.

Others present for KWORCC: Mr. Paul Davis, Mr. Kyle Johnson and Mr. Jess Cornejo of CORnerstone Risk Solutions, Ms. Amanda Chamberland of TRISTAR and Mr. Eric Otting and Ms. Amy Dukes of Wendling Noe Nelson & Johnson LLC (WNNJ).

President Barton called the meeting to order at 5:44 p.m. and verified that a quorum was present.

Member County representatives were present as follows: Jerry Daniels, Allen County Commissioner, Delegate; David Pracht, Anderson County Commissioner, Delegate; Michael T. Roe, Barber County Commissioner, Delegate; Dwight Kruse, Brown County Commissioner, Alternate; Neal Anderson, Cherokee County Commissioner, Delegate; Gary Caspers, Cloud County Commissioner, Delegate; Alan Groom, Cowley County Commissioner, Alternate; Stan McEvoy, Decatur County Commissioner, Delegate; Craig Chamberlin, Dickinson County Commissioner, Delegate; Thad Geiger, Doniphan County Commissioner, Delegate; Robert "Butch" Schlyer, Ellis County Commissioner, Delegate; Brenda Pogue, Ford County Register of Deeds, Alternate; Roy Dunn, Franklin County Commissioner, Delegate; Ben Bennett, Geary County Commissioner, Delegate; Nikki Schwerdfeger, Hamilton County Commissioner, Delegate; Randy Hague, Harvey County Commissioner, Delegate; Guy W. (Bill) Lower,

Haskell County Commissioner, Delegate; Michael MacNair, Hodgeman County Commissioner, Delegate; William Elmer, Jackson County Commissioner, Delegate; Richard Malm, Jefferson County Commissioner, Alternate; Jerry Henning, Kingman County Commissioner, Delegate; Alexis Pflugh, Lincoln County Commissioner, Delegate; Kent Becker, Marion County Commissioner, Delegate; Bonnie E. "Rob" Roberts, Miami County Commissioner, Delegate; Jim Marshall, Mitchell County Commissioner, Delegate; Diana K. Jost, Morris County Commissioner, Delegate; Mark Davis, Ness County Commissioner, Alternate; Charles "Bud" Posson, Norton County Commissioner, Delegate; Gaylord D. Anderson, Osage County Commissioner, Delegate; Dawn D. Wolf, Ottawa County Commissioner, Delegate; Max Dibble, Phillips County Commissioner, Delegate; Deloyce (Dee) McKee, Pottawatomie County Commissioner, Delegate; Edwin Splichal, Republic County Commissioner, Delegate; Rodger Sparks, Saline County Commissioner, Delegate; Ashley N. Mannis, Sherman County Clerk, Delegate; Arthur Befort, Smith County Commissioner, Delegate; Todd Wycoff, Stafford County Commissioner, Delegate; John D. Smith, Stanton County Commissioner, Delegate; and Brad Flipse, Thomas County Commissioner, Delegate.

President Barton then addressed Agenda Item No. 2, "Approval of the Agenda." Alexis Pflugh, Lincoln County, moved to approve the agenda as presented. Deloyce (Dee) McKee, Pottawatomie County, seconded the motion which CARRIED unanimously.

President Barton addressed Agenda Item No. 3, "Consideration of the Minutes of the Meeting of October 15, 2018." Todd Wycoff, Stafford County, moved to approve the minutes as presented. Diana K. Jost, Morris County, seconded the motion which CARRIED unanimously.

President Barton next addressed Agenda Item No. 4, "Election of KWORCC Trustees." She announced that there were four positions open, with nominations received for the following: Bonnie "Rob" Roberts, Miami County Commissioner, incumbent for the Southeast District; Stan McEvoy, Decatur County Commissioner, incumbent for the Northwest District; Wayne Wilt, Cowley County Commissioner, incumbent, for the South Central District; Gary Caspers, Cloud County Commissioner, incumbent for the North Central District. President Barton then asked for nominations from the floor. Brad Marcuson, Decatur County, moved to close nominations and cast a unanimous ballot. Charles "Bud" Posson, Norton County, seconded the motion which CARRIED unanimously.

President Barton addressed the membership, pursuant to Agenda Item No. 5, "Status Report." She emphasized appreciation to the delegates and alternates for participating and continuing support of their county government risk insurance pool.

President Barton then introduced the members of the KWORCC Board of Trustees, the KWORCC staff and the representatives from CORnerstone Risk Solutions, TRISTAR and WNNJ. She discussed the status of KWORCC membership, noting that the pool has 88 members including 77 county members and 11 county instrumentalities.

President Barton explained that the KWORCC Board consists of county elected officials who serve as trustees. The board meets each month and has three primary committees consisting of the Investment Committee, the Personnel Committee and the Audit Committee that meet periodically and make recommendations to the full board.

President Barton reported that KWORCC has more than \$27 Million in assets. She stated that KWORCC continues to purposefully and dutifully strive to keep county workers safe, provide best-practices claims management and control administrative costs while implementing added-value resources.

President Barton then called upon Mr. Eric Otting of WNNJ to address Agenda Item No. 6, "Financial Report." Mr. Otting presented the statement of financial condition and statement of operations as of September 30, 2019. He then asked for and responded to questions.

President Barton asked that Messrs. Brandon Mann, Jes Pfannenstiel and Ben Woner address Agenda Item No. 7, "Safety Services Report." Mr. Mann reported on the loss prevention staff's visits to counties for training and inspections. KWORCC Loss Prevention Specialists have performed a total of 377 county visits so far in 2019. He then reported on the safety issues identified by the Loss Prevention Staff. Mr. Mann encouraged the member representatives to contact KWORCC to schedule safety training and to take advantage of the online training and safety videos available for check out.

Mr. Pfannenstiel then explained that loss prevention staff will deliver plaques to the members who have the best loss ratios in three categories created according to premium. The 2018 awards are as follows:

<u>Premium</u>	<u>Winners</u>	<u>Ratio</u>
0-\$49,999	1st (tie)~ Scott County	0.0000%
	1st (tie) ~ Stanton County	0.0000%
	2nd ~ Edwards County	0.0005%
	3rd ~ Elk County	0.0013%

\$50,000—	1st ~ Gray County	0.048%
\$125,000	2nd ~ Allen County	0.054%
	3rd ~ Grant County	0.062%
Greater than	1st ~ Linn County	0.017%
\$125,000	2nd ~ Anderson County	0.022%
	3rd ~ Pottawatomie County	0.266%

President Barton asked Mr. Parrish to address Agenda Item No. 8, “Presentation of 2020 Budget.” Mr. Parrish reviewed the budget with the membership and explained that it had been approved by the Board of Trustees at the October board meeting in accordance with the bylaws.

President Barton and Mr. Parrish said a few words in remembrance of Michelle Garrett who served as a trustee for 17 years and passed away in September.

President Barton addressed Agenda Item No. 10, “Other Business.”

There being no further business, President Barton declared the meeting adjourned at 6:15 p.m.

Respectfully Submitted for Approval



Gary Caspers, Secretary

I, Linda M. Buttron, Secretary of Kansas Workers Risk Cooperative for Counties (KWORCC), hereby certify that the following is a true and correct copy of a Resolution duly adopted by unanimous vote of the Board of Trustees of KWORCC at a meeting duly called and held on the 19th day of December 2019 at which a quorum was present:

RESOLUTION #2019-79


WHEREAS, KWORCC has elected to place investments pursuant to Chapter 40 of Kansas Statutes Annotated, and thus is to comply with the provisions thereof;

WHEREAS, KSA 40-2a01 states, in pertinent part: “[C]ompany...may invest with the direction or approval of a majority of its board of directors or authorized committee thereof, any of its funds, or any part thereof in bonds or other evidences of indebtedness issued, assumed or guaranteed by the United States of America, or by any agency or instrumentality thereof;”

WHEREAS, KWORCC has invested in certain United States instruments during the period July 1, 2019 through November 30, 2019, which have been reviewed by the Board of Trustees. Pursuant to that review, the Board determined said investments to be in accordance with K.S.A. 40-2a01 and KWORCC’s investment policy;

NOW, THEREFORE, it is RESOLVED by the KWORCC Board of Trustees that investment purchases made in United States Government securities from the period July 1, 2019 through November 30, 2019, having been reviewed and determined to be made in accordance with K.S.A. 40-2a01 and KWORCC’s investment policy hereby are approved.

IN WITNESS WHEREOF, the undersigned has caused this Resolution to be executed this 19th day of December 2019.


Linda M. Buttron, Secretary



KWORCC

Trade History CCB Capital Markets 7/1/19 to 11/30/19

Customer	Ticket	Cusip	Description	Coupon	Yield	Maturity	Settlement	Purchase/Sale	Par	Price	Principal	Accrued Interest	Net Settlement
300121	421035755	3133ECL2	FEDERAL FARM CREDIT BANK	2.110	1.868	11/15/2023	7/1/2019	Purchased from Portfolio	\$ 750,000.00	101.0100	\$ 757,575.00	\$ 2,022.08	\$ 759,597.08
300121	421035758	7954503R4	SALLIE MAE BANK C.D.	2.200	2.200	7/5/2022	7/3/2019	Sold To Portfolio	\$ 245,000.00	100.0000	\$ 245,000.00	\$ -	\$ 245,000.00
300121	421035759	61650UHR4	MORGAN STANLEY BANK NA C.D.	2.250	2.250	7/5/2023	7/5/2019	Sold To Portfolio	\$ 245,000.00	100.0000	\$ 245,000.00	\$ -	\$ 245,000.00
300121	421035927	313384JD2	FEDERAL HOME LOAN BANK DN	0.000	2.250	7/15/2019	7/9/2019	Purchased from Portfolio	\$ 100,000.00	99.9625	\$ 99,962.50	\$ -	\$ 99,962.50
300121	421036055	313384KR9	FEDERAL HOME LOAN BANK DN	0.000	2.150	8/20/2019	7/15/2019	Sold To Portfolio	\$ 3,000,000.00	99.7850	\$ 2,993,550.00	\$ -	\$ 2,993,550.00
300121	421035757	033034AG4	ANCHOR D BANK C.D. FDIC #4208	2.350	2.350	7/22/2024	7/22/2019	Sold To Portfolio	\$ 245,000.00	100.0000	\$ 245,000.00	\$ -	\$ 245,000.00
300121	421036660	313384LY3	FEDERAL HOME LOAN BANK DN	0.000	2.130	9/20/2019	7/29/2019	Sold To Portfolio	\$ 1,000,000.00	99.6864	\$ 996,864.17	\$ -	\$ 996,864.17
300121	170006105	31418CGS7	FNMA POOL #MA2908	2.000	1.927	2/1/2027	8/12/2019	Sold To Portfolio	\$ 898,663.34	100.0000	\$ 898,663.34	\$ 549.18	\$ 899,212.52
300121	421037012	313384KR9	FEDERAL HOME LOAN BANK DN	0.000	2.040	8/20/2019	8/12/2019	Purchased from Portfolio	\$ 500,000.00	99.9547	\$ 499,773.35	\$ -	\$ 499,773.35
300121	421037175	3133EHMU4	FEDERAL FARM CREDIT BANK	2.500	2.489	6/12/2024	8/14/2019	Purchased from Portfolio	\$ 500,000.00	100.0000	\$ 500,000.00	\$ 2,152.78	\$ 502,152.78
300121	421037627	912796YW6	U.S. Treasury Bills	0.000	2.035	9/24/2019	8/27/2019	Sold To Portfolio	\$ 3,000,000.00	99.8417	\$ 2,995,251.67	\$ -	\$ 2,995,251.67
300121	421038628	313384LY3	FEDERAL HOME LOAN BANK DN	0.000	2.040	9/20/2019	9/6/2019	Purchased from Portfolio	\$ 1,000,000.00	99.9207	\$ 999,206.70	\$ -	\$ 999,206.70
300121	421039275	3133EKR24	FEDERAL FARM CREDIT BANK	2.370	2.370	9/23/2026	9/25/2019	Sold To Portfolio	\$ 3,000,000.00	100.0000	\$ 3,000,000.00	\$ 395.00	\$ 3,000,395.00
300121	421041126	3130A15G9	FEDERAL HOME LOAN BANK	2.000	1.686	3/5/2020	11/19/2019	Purchased from Portfolio	\$ 250,000.00	100.0900	\$ 250,225.00	\$ 1,027.78	\$ 251,252.78

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
December 19, 2019 Clubhouse Inn
924 SW Henderson Road
Topeka, KS 66615

The December 2019 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) was called to order at 1:04 p.m. on December 19, 2019 in Topeka by Board President Sandy Barton. Trustees attending included: Sandy Barton, Stanton County Clerk, President; Bonnie “Rob” Roberts, Miami County Commissioner, Vice President; Linda Buttron, Jefferson County Clerk, Secretary; Gary Caspers, Cloud County Commissioner; Stan McEvoy, Decatur County Commissioner; and Wayne Wilt, Cowley County Commissioner.

Staff participating included Mr. James W. Parrish, Administrator; Ms. Dortha O. Bird, Deputy Administrator and Staff Counsel; Ms. Nicole Jarboe-Paxson, Executive Assistant and Media Developer; Mr. Brandon Mann, Loss Prevention Manager; Mr. Jesse Pfannenstiel, Marketing Director and Loss Prevention Specialist; Mr. Ben Woner, Loss Prevention Specialist; and Mr. Ralph D. Unger, Member Services Representative.

Also, present were Ms. Amanda Chamberland of TriStar Risk Solutions (TRISTAR), Mr. Jess Cornejo of Cornerstone Risk Solutions (CRS), Ms. Amy Dukes of Wendling, Noe, Nelson & Johnson, LLC (WNNJ) and Mr. Chris Thompson of Country Club Bank.

President Barton then addressed Agenda Item No. 2, “Approval of the Agenda.” Mr. Wilt moved to approve the agenda as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Barton then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of October 24, 2019.” Mr. Caspers moved to approve the minutes as presented. Ms. Buttron seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 4a, the Administrator’s Report, “Checks Requiring Board Approval and Ratification of Electronic

Transfers of Funds.” Mr. Parrish itemized the checks for approval and the electronic transfers of funds for ratification. Mr. Roberts moved to approve the checks and ratify the electronic transfers of funds as presented. Mr. Caspers seconded the motion which CARRIED unanimously.

Mr. Parrish then asked Mr. Thompson to address Agenda Item No. 4b, "Fixed Assets Holdings and Market Update." Mr. Thompson presented KWORCC's Bond Portfolio, describing the government investments. He stated that the portfolio consists of investments in top-grade United States government and agency bonds, mortgage-backed securities and FDIC-insured bank certificates of deposit. As of November 30, 2019, there were 32 separate and direct holdings that could be quickly and easily converted to cash. Mr. Thompson stated in managing the portfolio he is guided by twin goals of maximizing yield and providing enough liquidity (without significant loss on sale). Liquidity is required to meet claims payment requirements. As of November 30, 2019, he explained that the par value of KWORCC's bond portfolio was \$22,028,095.

Pursuant to Agenda Item No. 4c, "Contracts" Ms. Bird presented the contract between KWORCC and Tristar. Next, she presented the contract between KWORCC and CRS. She then presented the contract renewal for Parrish Management Corporation for rent and office sharing services. Ms. Bird then presented the contract for accounting services with WNNJ. Finally, she discussed the terms of agreement with Summers, Spencer & Company. Ms. Bird recommended that KWORCC enter into the contracts. Mr. Roberts moved to approve the contracts. Mr. Caspers seconded the motion which CARRIED unanimously. Whereupon, Ms. Bird briefly discussed contracts that continue in effect for 2020, including those with Jayhawk Tower Partners, Kansas Association of Counties, InspectAll, J.J. Keller & Associates and Legacy National Audit Bureau.

Next, Mr. Parrish reviewed the proposed 2020 Premiums under Agenda Item No. 4d. and explained the changes and the process the staff uses to establish premiums. After review, Ms. Buttron moved to approve the premiums as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

Finally, Mr. Parrish proceeded to Agenda Item No. 4e, "Schedule 2020 Board Meetings." After discussion, the following dates were recommended for KWORCC monthly Board meetings in 2020: Thursday, January 30 via teleconference; Thursday, February 20; Thursday, March 26 via teleconference; Thursday, April 30; Thursday, May 28 via teleconference; Thursday, June 25 via

teleconference; Thursday, July 30; Thursday, August 27 via teleconference; Thursday, September 24; Thursday, November 19 via teleconference and Thursday, December 17. The regular Board meetings will be held at 1:00 pm. Mr. Roberts moved to approve the meeting dates as presented. Mr. Wilt seconded the motion which CARRIED unanimously.

President Barton proceeded to Agenda Item No. 5, "Marketing Report." Mr. Pfannenstiel reported on recent marketing activities. He then asked for and responded to questions.

President Barton then asked WNNJ to address Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for October and November 2019 and responded to questions. Mr. Roberts moved to receive and file the financial reports. Mr. McEvoy seconded the motion which CARRIED unanimously.

Next, Ms. Dukes presented the check register for October and November 2019 and asked for questions or any discussion. Whereupon, Mr. Wilt moved to approve checks No. 19011 through 19093 and the direct debits. Mr. Caspers seconded the motion which CARRIED unanimously.

Finally, Ms. Dukes reviewed the Equities Investment Update as of November 30, 2019.

President Barton addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 7a, "Claims Report," Ms. Chamberland reported on claims and answered questions.

Ms. Chamberland then addressed Agenda Item No. 7b, "Medical Bill Review Report," stating that KWORCC experienced a savings of 58% for the month of November due to the medical bill review performed by TRISTAR.

Mr. Cornejo presented the "Policy Year Performance Review" under Agenda Item No. 7c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2015 through November 2019. The documents consist of graphs that compare the actual paid and incurred losses to the estimated paid and incurred losses and show the actuarial projections. He said the charts show the performance status as of the end of November 2019 and should not be considered a guarantee of either good or poor ultimate-loss performance.

President Barton called upon Mr. Mann for Agenda Item No. 8, "Loss Prevention and County Visits." Mr. Mann reported that year to date, the loss prevention staff made 405 total visits to the member counties and visited all counties at least three times with an average of 1.55 visits per working day (exceeding goal of 1.5). The loss prevention staff identified 579 safety issues in the counties during their inspections. He also reported on risk and exposure and safety issues identified during the county visits. Mr. Mann answered questions concerning the reports. Mr. Mann then reported on the rollout of the J.J. Keller online training.

President Barton addressed Agenda Item No. 9, "Legal Report." Mr. Parrish stated there was no legal report at this time.

President Barton proceeded to Agenda Item No. 10, "Committee Reports." Under Item 10a, "Investment Committee," Mr. Caspers reported that the Investment Committee met prior to the Board meeting and recommended the Board adopt KWORCC Resolution #2019-79. Mr. McEvoy moved that the Board follow the committee's recommendation; Mr. Roberts seconded the motion which CARRIED unanimously.

President Barton asked if there was anything for the Board to consider under Agenda Item No. 11, "Other Items." Mr. Parrish stated that KWORCC staff has reached out to Osage County Sheriff Laurie Dunn, who has expressed a willingness to fill the vacant position on KWORCC's Board of Trustees. Mr. Parrish plans to meet with Sheriff Dunn to discuss further.

There being no additional business, President Barton declared the meeting adjourned at 3:01pm.

The KWORCC Board of Trustees approved the foregoing minutes on the 30th day of January 2020.


Gary Caspers, Secretary
KWORCC Board of Trustees