

Minutes
Meeting, Board of Trustees
Kansas Workers Risk Cooperative for Counties
March 31, 2022 at 1:00 pm
700 SW Jackson, Suite 200
Topeka, KS 66615

Zoom Video Conference: <https://us02web.zoom.us/j/3484516681>

The March 2022 meeting of the Board of Trustees of Kansas Workers Risk Cooperative for Counties (KWORCC) via Zoom Video Conference was called to order at 1:09 pm on March 31, 2022 by Board President Gary Caspers. Trustees attending included: Gary Casper, Cloud County Commissioner, President; Wayne Wilt, Cowley County Commissioner, Vice-President; Stan McEvoy, Decatur County Commissioner, Secretary; Linda Buttron, Jefferson County Clerk, Controller; Sandy Barton, Stanton County Clerk; and Bonnie “Rob” Roberts, Maimi County Commissioner.

Staff participating included Mr. James W. Parrish, Administrator; Ms. Nicole Jarboe-Paxson, Executive Assistant and Media Developer; Mr. Brandon Mann, Deputy Administrator and Loss Prevention Manager; Mr. Jesse Pfannenstiel, Marketing Director and Loss Prevention Specialist.

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

President Caspers first addressed Agenda Item No. 2, “Approval of the Agenda.” Mr. Parrish recommended the addition of Agenda Item No 4b “Ratification of Severance Agreement” and the remainder of the Administrator’s Report to be re-lettered. Additionally, he suggested the addition of Agenda Item No 4f, “Premium Receipts to Date.” Mr. Wilt moved to approve the Agenda as presented. Mr. McEvoy seconded the motion which CARRIED unanimously.

President Caspers then addressed Agenda Item No. 3, “Consideration of Minutes of the Meeting of February 24, 2022.” Mr. Roberts moved to approve the

minutes as presented. Ms. Barton seconded the motion which CARRIED unanimously.

Next, President Caspers asked Mr. Parrish to address Agenda Item No. 4a, Administrator's Report, "Checks Requiring Board Approval." 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. McEvoy seconded the motion which CARRIED unanimously.

Mr. Parrish then presented Agenda Item No 4b, "Ratification of Severance Agreement with Ms. Bird". Mr. Parrish explained that the agreement is signed and undergoing the 21-day waiting period as required by law. He then explained the key provisions of the agreement. Mr. Wilt moved to ratify the Severance Agreement as explained by Mr. Parrish. Ms. Buttron seconded the motion which CARRIED unanimously.

Next, Mr. Parrish asked Mr. Pfannenstiel to address Agenda Item No. 4c, "Payroll Audits." Mr. Pfannenstiel reported that the payroll audits are now complete. As a result of the payroll audits, the total premiums for 2021 increased by \$67,695 to \$5,510,277. Those members due a refund have been issued a check and invoices have been sent to counties with additional premiums due. The receipt of the payments for the additional premiums is ongoing.

Mr. Parrish asked Ms. Jarboe-Paxson to address Agenda Item No. 4d, "Update KWORCC Directory". She stated that there is a copy of the current KWORCC directory in the board packet. She asked that everyone review their information and let her know of any changes that need to be made. An updated copy will be distributed to everyone once all the updates have been made.

Next, Mr. Parrish asked Ms. Jarboe-Paxson to address Agenda Item No. 4e, "PRIMA". Ms. Jarboe-Paxson reported that PRIMA is being held in San Antonio, Texas this year from Sunday, June 5th through Wednesday, June 8th. There will be a reception the evening of the 5th. She briefly described the keynote speakers' topics and some of the educational topics. Ms. Jarboe-Paxson stated that she has made reservations for all trustees and staff at the San Antonio Grand Hyatt which is the PRIMA headquarters hotel and will cancel the reservation for anyone who is not interested in attending. She explained that PRIMA is requiring either proof of vaccination or a negative COVID test prior to attending. She offered to assist with airline tickets for those needing that assistance.

Mr. Parrish then reported on the status of Premiums received. All counties have paid with the exception of one. The check has been written by that county and should arrive early next week.

Finally, Mr. Parrish reported on the Performance Enhancement. Of the \$20,000 that was authorized by the board \$16,172 has been distributed pro rata to salaries of current KWORCC employees. That leaves a balance of \$3,828 which has not been distributed. Mr. McEvoy moved to allow the distribution of the remaining funds pro rata to salaries. Mr. Roberts seconded the motion which CARRIED unanimously.

President Caspers asked for the marketing report pursuant to Agenda Item No. 5. Mr. Pfannenstiel reported on recent marketing activities. He then asked for and responded to questions.

President Caspers requested that WNNJ address Agenda Item No. 6, "Financial Report." Ms. Dukes discussed the financial statements for February 2022 and responded to questions. Ms. Barton moved to receive and file the preliminary financial statements as of February 28, 2022. Mr. McEvoy seconded the motion which CARRIED unanimously.

Mr. Wilt left the meeting at 1:45pm.

Next, Ms. Dukes presented the check register for February 2022 and asked for questions or any discussion. Whereupon, Mr. McEvoy moved to approve the February 2022 check register. Ms. Barton seconded the motion which CARRIED unanimously.

Finally, Ms. Dukes addressed the BOK equities investments performance report as of February 28, 2022.

President Buttron addressed Agenda Item No. 7, "Claims Report – TRISTAR Risk Management." As to Agenda Item No. 8a, "Select Claims Report," Ms. Chamberland reported on claims and answered questions. She then asked for approval of a pending settlement. Mr. Roberts moved to approve the proposed course of action on Claim No. 21846769. Ms. Barton seconded the motion which CARRIED unanimously.

Ms. Chamberland then addressed Agenda Item No. 8b, "Medical Bill Review," stating that KWORCC experienced a savings of 69% for the month of February as a result of medical bill review performed by TRISTAR.

Mr. Cornejo presented the “Policy Year Performance Review” under Agenda Item No. 8c. This analytical review generated by CRS shows KWORCC's claim history for policy years 2016 through February 2022. 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 stated that the charts show the performance status as of the end of February 2022 and should not be considered a guarantee of either good or poor ultimate-loss performance. Mr. Cornejo presented the open and closed claims by policy year. There are 32 open claims for 2010 and prior years out of 13,057 total claims. The majority of the open claims are in 2021 and 2022. The older open claims are mostly open running awards for medical care.

Under Agenda item No. 9, “Loss Prevention and County Visits,” Mr. Mann reported on the loss prevention activities of the Loss Prevention Staff. So far in 2022, the staff has made 97 visits to member counties in 55 working days, with an average of 1.76 visits per working day. The Loss Prevention Staff has visited each county at least once in the first quarter of the year. The Loss Prevention Staff have found 308 safety issues in the member counties. Mr. Mann and Mr. Woner will be attending the MO-KAN PRIMA conference in April.

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

Under Agenda item No. 11, “Committee Reports” there were no reports to be presented.

There being no further business, Mr. Roberts moved to adjourn the meeting at 2:13pm. Ms. Barton seconded the motion which CARRIED unanimously.

The KWORCC Board of Trustees approved the foregoing minutes on the 28th day of April 2022.

Stan McEvoy, Secretary
KWORCC Board of Trustees