MINUTES OF TUCSON UNIFIED SCHOOL DISTRICT
WORKERS' COMPENSATION
TRUST FUND COMMITTEE
December 2, 2014

The thirty-fifth meeting of the Committee was held on December 2, 2014 at the Morrow Education Building, at 1010 E. 10th St, Tucson, AZ, in the Grey Conference Room, convening at 3:05 p.m.

Committee Members Present:
Anna Maiden -- Chief Human Resources Officer - Committee Member
Terry Anderson – Retired Risk Manager, City of Tucson – Committee Member
Lauren Eib – Director, Pima County Risk Management – Committee Member
Steve Holland – Risk Manager, University of Arizona – Committee Member
Karen Gutierrez – TUSD HR Analyst, Sr. – Committee Secretary

Others Present:
Karla Soto – Chief Financial Office, TUSD Financial Services – advisory capacity
Renee Weatherless – Director Financial Services, TUSD – advisory capacity
Christina Cruz – Senior Accounting Manager, TUSD– advisory capacity

Meeting Called to Order
Chief Human Resources Officer Anna Maiden called the meeting to order at 1:10 PM

Ms. Maiden verified that a quorum was present.

Ms. Maiden welcomed those in attendance and made introductions of Board Members and guests.

Committee Personnel Changes
Ms. Maiden explained to the Committee Members present that Mr. Yousef Awwad was no longer an employee of TUSD AND THE Committee needed to appoint a new chairperson. Mr. Steve Holland raised the question of if a Board was still needed and Ms. Maiden replied “Yes”. Mr. Holland nominated Ms. Anna Maiden as Chairperson of the TUSD Workers’ Compensation Trust Fund Committee, seconded by Ms. Lauren Eib. The motion passed 3-0.

Approval of Minutes
The minutes from the May 29, 2014 meeting were made available. Mr. Steve Holland asked why a discussion about the move from being self insured with a third party administrator to The Arizona School Risk Retention (The Alliance) was not a part of the minutes. It was noted that a
vote was not taken or a presentation made to the Committee regarding this move. The Committee members discussed the move from being self-insured to an insurance pool (The Alliance). A move to accept the minutes was made by Mr. Terry Anderson and seconded by Ms. Eib with the minutes being amended to include this discussion about the options of a self-funded and fully insured workers’ compensation fund. The motion was carried unanimously in favor. Ms. Maiden noted that future minutes will be sent electronically with the “accept” button to the committee members.

Financials
Ms. Christina Cruz presented financial information to the committee. Mr. Anderson asked if there was enough money for the long term claims. She replied “yes”. Mr. Holland asked about the IBNR – if it came from TRISTAR. Ms. Maiden answered yes. He further asked if The Alliance will be taking over the long term and tail claims. The answer was yes. Mr. Anderson asked if there will be a run off premium with TRISTAR, and the answer was no. Ms. Eib suggested running reports of open claims between 7/1/13 and 7/1/14 to estimate premiums for 7/1/15 for The Alliance. The Committee asked to see a copy of the agreement between TUSD and The Alliance. Mr. Anderson wanted to know if the district was still covering volunteers – he was told “yes” and he asked if the district will take any money from the Trust back to operations now that they are no longer self insured and Ms. Karla Soto replied “no”.

New Business
Ms. Maiden presented information and cost estimates for converting the Workers’ Compensation files to electronic records. There was a discussion about scanning documents, and a suggestion was made to index the records by social security numbers. Mr. Holland asked if anyone has evaluated the data security of the proposed company and Ms. Maiden stated that this company had already scanned all of the Benefits medical documents and we believe that their data security is ok due to HIPPA requirements. Ms. Soto recommended budgeting at least 10% overage to cover any extra costs that occur.

Mr. Holland asked why the Committee needs to approve this expenditure when they haven’t done so before. Ms. Maiden replied that due to the large operational expense she was asking the board to approve this due to the scope of the project, the sensitivity of the documents involved and the impact to The Trust funds.

Mr. Holland made a motion to approve the expenditure of The Trust funds to convert all of the Workers’ Compensation files to electronic records. It was seconded by Ms. Eib. Motion passed 3-0.

Items From The Floor
Mr. Anderson cautioned to keep an eye on the premiums from The Alliance – he stated that after 5 years they can go up considerably.

Notice of Nondiscrimination
Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.
Ms. Soto asked about the E-Mod and if we should request the E-Mod. Mr. Anderson stated it should be a tax in the premiums.

Mr. Holland asked who is the new Risk Manager and Ms. Maiden stated Nicole Lowery.

Ms. Eib asked where the Safety Department is and she was told it is in both Human Resources (Workers’ Compensation) and in Legal. She asked if the Trust will help the safety person to focus on reducing claims. Ms. Maiden state yes. Ms. Eib cautioned to watch out for employees who have frequent claims, and that Facebook is a good resource to catch employees who are trying to falsely claim their injuries are more severe.

Old Business
None

Adjournment
The meeting was adjourned at 3:50 pm by a motion from Ms. Eib. Motion passed 3-0

APPROVED

Date

Committee Chairperson