

CompControl



Volume 24 | Number 4 | Winter 2013

The Official KMIT Member Newsletter

Redefining Wellness from a Provider Perspective: *The Importance of a Job Analysis and Pre-Employment Testing*

There are a few “givens” that occur every year. Taxes will be due on April 15, Democrats and Republicans won’t see eye-to-eye, and our state universities will argue over sports supremacy. One other “given” that will inevitably affect us all is that healthcare will look a lot different in 2014 than it does today.

In an era where healthcare premiums are increasing across all insurance lines, employers continue to search for answers on how to reduce their risk, decrease their claims, and mitigate their exposure to increased costs. Wellness is oftentimes the answer to that problem. Unfortunately, the term often conjures up images of *The Biggest Loser*, *INSANITY Workout* or Richard Simmons. But wellness doesn’t have to be taken to the extreme to be effective. In fact, many of you may be doing “wellness” without even knowing it.

In the past, traditional wellness plans typically involved things like Health Risk Assessments (HRA’s) or biometric screenings. We’d give a little blood to be told that our cholesterol was a little high; we should eat better, not smoke and exercise. Pedometers were handed out and we were instructed to “log our miles” as a show of improved health. While these methods have a lot of positives associated with them, they are not ideal.

At ARCPT+, we define wellness a little differently. In fact, we believe the comprehensive wellness model that most employers should be looking at in order to truly impact their healthcare costs is rooted in a few simple, yet often overlooked steps.

The first step is to make sure that our most valuable assets, our employees, are physically and mentally able to perform the essential functions of their jobs. In order to define the essential functions of a job and start down the pathway of wellness, it’s crucial that companies have and understand the value of a job analysis (JA).

An objective, validated JA is the cornerstone of any total employee health program. It defines the essential functions of

a job by weighing, measuring, and observing the tasks necessary to accomplish work. That information is used to create a document that doesn’t just define the characteristics of the job but also outlines the physical demands. This information can be used to develop post-offer employment tests, determine the restrictions that are necessary should an injury occur and decide when a person is capable of returning to work through testing such as Fit-for-Duty or Functional Capacity Evaluations (FCEs).



The development of any sound, legally defensible testing process, whether it is on the post-offer or return-to-work sides of the equation, is based on the necessity of having a job analysis. Having a job analysis for each position in your company is wellness. Using the JA to develop Post-Offer Employment Testing in order to hire folks that are physically capable of performing your jobs is wellness. Using a JA to make better return-to-work decisions is wellness. Holding your providers accountable to using the information in a JA to streamline their services is wellness.

Wellness doesn’t have to be scary. It doesn’t have to be limited to pedometers and it doesn’t need to break the bank. Wellness is using information to make the best healthcare decisions on behalf of your employees...that’s ARCPT+’s definition of wellness.

Brian Stewart is the Chief Marketing and Acquisitions Officer for ARC Physical Therapy +, Kansas City and Wichita. Brian can be contacted at bstewart@arcpt.com or 913-972-8053.

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CompControl and City Safe are publications of the Kansas Municipal Insurance Trust for the purpose of educating and information cities about loss control methods and risk management. If you have any questions concerning KMIT workers' compensation or risk management that you would like to see answered in this newsletter, please direct those inquiries to:

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KMIT Regional Supervisor Seminar Series: Moving to September in 2014

KMIT has been doing work-comp-specific education sessions for supervisors every year since 2001.

In the past, most of these seminars series have been held in late February and early March.

In 2014, we are moving our 'KMIT World Tour' to September.

We will probably do a total of three or four tour stops in September 2014. Two of those will be in **Paola** and in **Pittsburg** (new to KMIT on January 1, 2014).

The other cities we choose will be in other regions of the state. If we haven't been near you in the last several years, we would certainly entertain a request for your city to host a session.

The seminars last three hours, and run either from 9AM to noon or from 1PM to 4PM.

There is **NO REGISTRATION FEE**.

Contact Deanna Furman with any questions.



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KMIT Annual Meeting, 2013

KMIT held its **20th Annual Meeting** in Overland Park on October 13 (during the LKM Conference). The meeting was presided over by **KMIT President Larry Paine**.

Larry also received the traditional President's Gavel plaque, which was certainly well earned, as he served as President for a year and a half, all of which was during a time of change with KMIT, resulting in a many 'extra' hours of time committed to the effort.

A total of 118 city officials attended the 2013 annual meeting, representing 41 of the 151 member cities of KMIT.

Trustees re-elected to continue to serve (an additional two-year term) included: **Debbie Price** (Marysville), **Fred Gress** (Parsons), **Doug Gerber** (Goodland) and **Michelle Stegman** (Garden City). **Tim Vandall** (Ellsworth) and **Kathy Axelson** (Rose Hill) were both selected to serve their first terms on the Board.

Bobby Busch (Neodesha) and **Sasha Stiles** (Andover) both completed their full three-term allotments as Trustees; both received thank you plaques for their time and effort.

The **SEVEN cities new to KMIT in 2013** were recognized; they were: **Garden City, Hays, Logan, North Newton, Oakley, Smith Center** and **Valley Falls**.

Risk Control assessment ratings of **GOLD were awarded to 76 KMIT cities**; twenty-three cities got a Silver rating, and twelve received a Bronze.

Eight member cities received the first-ever **KMIT EXTRA EFFORT** Award. This year the award was presented to those cities under 500 in population which were able to qualify for a Gold risk control (safety) rating. Those cities were: **Glasco, Florence, Lucas, Melvern, Ransom, Palco, Ford** and **Tipton**. This new award will be given each year to a city or cities which demonstrate a special kind of Extra Effort as KMIT pool members.

Fifteen-Year Membership plaques went to the cities of **Beverly,**

Greeley and **Neodesha**. The cities of **Douglass, Eudora, Fredonia, Stafford** and **WaKeeney** were honored for being 10-year KMIT members.

The next KMIT Annual Meeting will be during the LKM Annual Conference, in Wichita, in October 2014, at which time we will celebrate the completion of the **First Twenty Years** of the KMIT Pool.



KMIT President Larry Paine (Hillsboro) presents an outgoing board member plaque to Sasha Stiles (Andover).

2013/2014 KMIT Executive Board

At its meeting immediately following the KMIT Annual Meeting, in Overland Park on October 13, the KMIT Board of Trustees elected its officers for 2013/2014.

The **KMIT Executive Committee** now is comprised of:

President - Herb Llewellyn, El Dorado City Manager

Vice President - Debra Mootz, Roeland Park City Clerk/Director of Finance

Treasurer - Keith Schlaegel, Stockton City Manager

Immediate Past President - Larry Paine, Hillsboro City Administrator

The above KMIT Officers will serve until October 2014.

News & Notes

Pittsburg Becomes Newest KMIT Member

The Pittsburg City Commission voted on November 26 to join the KMIT work comp pool, effective January 1, 2014; thus the City of Pittsburg becomes KMIT member #153, which represents a new record high number of pool partners.

Pittsburg brings with it a long history of great work comp performance, with a firm commitment to safety, training, and excellent management, and is, therefore, a wonderful addition to our group.

KMIT had been in discussion with Pittsburg over the last year, and would like to thank, especially, City Manager Daron Hall, HR Director Megan Fry and Fire Chief Mike Simons, along with City Commissioners Monica Murnan and John Ketterman, for all the time and effort that went into the final decision by the City.

Meet KMIT's Newest Trustees



Kathy A. Axelson, City Administrator/City Clerk
City of Rose Hill

Kathy is currently the City Administrator/City Clerk of Rose Hill, serving in this capacity since 2009. She has been employed by the City 1998, previously having served as Deputy City Clerk and Director of Finance. She is a native of Natoma, Kansas and attended Wichita State University and San Juan College in Farmington, New Mexico. Kathy earned her Master Municipal Clerk designation through IIMC. She currently serves on the American Red Cross Blood Services Board/South Central Region.



Tim Vandall, City Administrator
City of Ellsworth

Tim Vandall became the City Administrator of Ellsworth in March of 2009. A native of South Dakota, Tim received an M.P.A. from the University of South Dakota in 2009, as well as a B.S. in Political Science in 2007. In his free time, Tim enjoys camping, attending live sporting events, traveling, and spending time with friends and family. Tim and his wife, Allison, have two sons, Everett and Ben.



2013 KMIT Loss Prevention Certification Program



(76 cities)

Abilene
Altamont
Andale
Andover
Arkansas City
Atchison
Augusta
Baldwin City
Basehor
Baxter Springs
Bel Aire
Belle Plaine
Benton
Bonner Springs
Cheney
Clay Center
Concordia
Conway Springs
Council Grove

De Soto
Douglass
Eastborough
Edwardsville
El Dorado
Elkhart
Ellsworth
Florence
Ford
Fort Scott
Fowler
Frankfort
Fredonia
Garden City
Glasco
Goodland
Great Bend
Hays
Haysville

Hiawatha
Hill City
Hillsboro
Hoisington
Independence
Jetmore
Johnson City
Kingman
Kinsley
Larned
Leoti
Lucas
Maize
Melvern
Minneapolis
Montezuma
Neodesha
Newton
Osage City

Oswego
Palco
Paola
Park City
Parsons
Peabody
Ransom
Roeland Park
Russell
Sedgwick
Sharon Springs
Spring Hill
St. Francis
Stafford
Stockton
Tipton
Valley Center
Wamego
Wellington

Gold-level cities receive a 5% safety discount on next renewal (2014).



(23 cities)

Bird City
Blue Rapids
Cherryvale
Eudora
Girard
Glen Elder
Grenola
Halstead
Hamilton
La Cygne
Lincoln Center
Marysville

McFarland
Medicine Lodge
Moundridge
North Newton
Princeton
Rose Hill
Satanta
Turon
Ulysses
WaKeeney
Walton



(12 cities)

Beverly
Brewster
Centralia
Chapman
Edgerton
Esbon
Galena
Grandview Plaza
Greeley
Lindsborg
Reading
Spearville

Silver-level cities receive a 3% safety discount on next renewal (2014).

Bronze-level cities receive a 1% safety discount on next renewal (2014).

Safety Question from a KMIT City

Q: Our city needs to implement a drug testing policy for employees in 2014. How do you recommend going about setting up a policy?

A: First of all, I would recommend determining when you would like to drug test – whether it be pre-employment, post accident and/or reasonable suspicion.

The next step is to work closely with your city attorney to develop the policy so it meets the applicable state laws. If you have CDL licensed drivers, their testing policies may differ from the rest of the city employees based on DOT regulations.

After the city has adopted the new policy that has been approved and/or written by your city attorney, it is recommended that supervisor and employee training be conducted to educate all employees on the new policy.



For more information on the KMIT Safety Program, contact:

Renee Rhodes
renee.rhodes@imacorp.com
316.250.2121

NEW! Safety Training Notebook Offered to KMIT Cities

In an effort to assist KMIT members with safety training, Renee Rhodes has created a new safety training notebook, which offers safety training materials for each month of the year, along with a page to document your safety training performed.

If you are interested in having a safety training notebook mailed to you, please contact Renee Rhodes. Requested notebooks will be mailed after January 6, 2014.

Contact IMA Today to Order Videos!

KMIT and IMA videos can be borrowed free of charge one of three ways:

- Call IMA at 316.267.9211
- Fax the video loan form to 316.266.6254
- Email wichitareceptiondesk@imacorp.com.

For a complete video library listing, go to Kmit.net and click on the document center (top right corner), then click on IMA Safety Video Library.



KMIT Comments Corner

"KMIT is a valuable asset for cities in Kansas. Their dedicated staff works with members to lower risk and create a safer workplace. This allows KMIT to provide a stable worker's comp option and a superior product."

- Toby Dougherty, City Manager, City of Hays

"A professor once told me 'A smart person didn't have to know everything, but a smart person did know where to find the information.' We have used KMIT on several occasions to find information and the rest goes without saying..."

- Bill Hellard, Assistant Chief of Technical Services, Wellington Fire/EMS

Admire
Allen
Altamont
Andale
Andover
Atlanta
Basehor
Baxter Springs
Bel Aire
Belle Plaine
Belleville
Bennington
Benton
Beverly
Bird City
Blue Mound
Blue Rapids
Bonner Springs
Brewster
Centralia
Chapman
Chautauqua
Cheney
Cherryvale
Clay Center
Clearwater
Concordia
Council Grove
Cullison
Damar
De Soto
Douglass
Eastborough
Edgerton
El Dorado
Elkhart
Ellsworth
Esbon

Eudora
Eureka
Florence
Ford
Fowler
Frankfort
Fredonia
Girard
Glasco
Glen Elder
Goodland
Grainfield
Grandview
Plaza
Greeley
Grenola
Grinnell
Halstead
Hamilton
Hartford
Hill City
Hoisington
Jetmore
Johnson City
Kingman
Kinsley
La Cygne
Larned
LEAGUE
Lecompton
Lenora
Lincoln Center
Lindsborg
Logan
Lucas
Maize
Marysville
McFarland



Medicine Lodge
Melvern
Minneapolis
Moline
Montezuma
Mound City
Moundridge
Neosho Rapids
North Newton
Oberlin
Olpe
Osage City
Oskaloosa
Oswego
Palco
Paola
Parsons
Peabody
Princeton
Ramona
Ransom
Reading
Roeland Park
Rose Hill

Russell
Satanta
Scranton
Sedan
Sedgwick
Sharon Springs
Smith Center
Spearville
Stafford
Stockton
Sylvan Grove
Tampa
Tescott
Tipton
Turon
Ulysses
Valley Falls
WaKeeney
Wakefield
Walton
Wamego
Wellsville
Westwood

Safe Cities are as of 11-30-13. If you would like assistance returning an injured employee to work, or need ideas for modified duty, please contact Marla or Gene at 1.800.288.6732 or kmitclaims@imacorp.com.

KMIT cities are considered Safe Cities if no lost time claims have been reported during the calendar year, beginning 1-1-13.



By the Numbers

KMIT Injury Stats (As of December 1, 2013)

| Department | Count | Total Incurred |
|----------------------------|------------|--------------------|
| Administration | 13 | \$27,741 |
| Airport | 1 | \$288 |
| Animal Control | 4 | \$2,655 |
| Cemetery | 4 | \$18,245 |
| Electric | 23 | \$76,559 |
| Emergency | 5 | \$5,191 |
| Fire | 63 | \$192,480 |
| Health | 3 | \$6,067 |
| Library | 1 | \$360 |
| Maintenance | 67 | \$133,629 |
| Miscellaneous | 5 | \$8,949 |
| Park | 71 | \$104,344 |
| Parks | 2 | \$1,464 |
| Police | 102 | \$309,404 |
| Premier Surgical Institute | 3 | \$4,296 |
| Recycling | 3 | \$1,656 |
| Sanitation | 16 | \$45,398 |
| Street | 54 | \$99,141 |
| Water | 53 | \$197,841 |
| Zoo | 6 | \$10,744 |
| Grand Total | 499 | \$1,246,452 |

KMIT Nature of Injury Totals (As of December 1, 2013)

| Nature of Injury | Total | Incurred |
|--------------------------------------|------------|--------------------|
| Abrasion | 23 | \$7,060 |
| All Other | 26 | \$12,515 |
| All Other Occupational Disease | 11 | \$10,534 |
| Burn - Chemical | 3 | \$741 |
| Burn - Flash | 8 | \$4,189 |
| Concussion | 4 | \$7,521 |
| Contagious Disease | 9 | \$2,984 |
| Contusion | 82 | \$169,017 |
| Crushing | 3 | \$25,387 |
| Dermatitis | 24 | \$5,736 |
| Foreign Body | 15 | \$6,618 |
| Fracture | 11 | \$83,604 |
| Hernia | 2 | \$18,363 |
| Infection | 1 | \$1,800 |
| Inflammation | 1 | \$1,300 |
| Laceration | 47 | \$129,134 |
| NA | 2 | \$271 |
| Puncture | 35 | \$25,336 |
| Repetitive Motion | 5 | \$25,440 |
| Respiratory Disorders (Gases, Fumes) | 13 | \$29,244 |
| Sprain | 30 | \$237,477 |
| Strain | 144 | \$442,183 |
| Grand Total | 499 | \$1,246,452 |

KMIT Balance Sheet (As of November 30, 2013)

| Assets | |
|---------------------------|---------------------|
| Checking Account | \$3,054,037 |
| Investments | \$8,911,000 |
| Accrued Interest | \$20,994 |
| Accounts Receivable | \$432 |
| Excess Premium Receivable | - |
| Specific Recoverable | \$307,700 |
| Aggregate Recoverable | \$69,127 |
| Prepaid Expenses | \$47,462 |
| Total Assets | \$12,410,752 |

| Liabilities & Equity | |
|-------------------------------------|---------------------|
| Accounts Payable | - |
| Excess Premium Payable | - |
| Reserve for Losses | \$2,821,872 |
| IBNR Reserve | \$4,648,292 |
| Deposits on Premium | \$446,774 |
| Accrued Taxes and Assessments | \$309,569 |
| Total Liabilities | \$8,226,507 |
| Total Liabilities and Equity | \$12,410,752 |
| Total Equity (NET WORTH) | \$4,184,245 |



2013 KMIT Payroll Audits Ramping Up

In 2012, KMIT fully implemented a new and improved payroll auditing process, with Legacy P&C Partners, LLC. (legacypcpartners.com).

Each year, the KMIT payroll auditing process takes place in mid-January. The work to be done in early 2014 will be to determine each city's actual payroll amounts for 2013, so that close-out calculations/adjustments on 2013 premium payments can be made by KMIT.

Long-time KMIT payroll auditor, **Carma Drehle-Neth**, will again personally complete all the KMIT payroll audits. Carma has already contacted our cities, and established email correspondence lines of communication, via personal phone calls to each and every KMIT member city.

KMIT's **payroll audits will continue to be completed via email, as was the case last year**. All information will flow from cities to the auditor via email, fax and US Mail.

Please feel free to contact Carma direct, at 316-721-1261, with any questions relating to your city's upcoming KMIT payroll audit.

Annual Renewal Quotes/ Invoices Sent Out

KMIT mailed out its **2014 Renewal Notices during the first week of December**. The notices include a quote, premium-due invoice and certificate of coverage. KMIT invoices are due and payable when received, and are considered past due after January 31. The coverage period begins on January 1, 2014.

Please review your information when you receive it, and contact Deanna Furman, at 785-272-2608 or deanna.furman@imacorp.com should you notice any irregularities, or have any questions concerning your quote or statement. The best time to resolve issues is as soon as possible.

Be sure to remember:

1. Checks are to be made payable to 'KMIT'
2. Checks **MUST** be mailed in care of KMIT's special lockbox:
KMIT
P.O. Box 541
Shawnee Mission, KS



Please check to see if your vendor/address is current; this address changed a number of years ago, but some checks still seem to get mailed to our 'old' bank.

Safety Training Tips

Three seconds could make all the difference for safety

In the workplace, a distraction could mean life or death. And a new study shows the consequences of seemingly minor interruptions.

A three-second distraction doubled the number of mistakes participants made in a Michigan State University study. And a 4.5-second distraction tripled the errors.

Three strategies

Those distractions are common: It's about the time it takes to read a text message or get caught up in a co-worker's conversation. But at work, it could have devastating consequences. So how can you keep your employees focused and safe?

00:03



Mark off dangerous areas. Set up a distraction-free zone around your most dangerous areas of the job. Prohibit cell phones and other devices in these areas.



Zero tolerance for drivers. Make sure anytime a worker is behind the wheel, they're prohibited from using phones or other distractions.



Set a good example. Resist the urge to check your phone or let your mind wander during work.

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