

CompControl



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The Official KMIT Member Newsletter

POET Program Officially Launched

The KMIT POET (Post-Offer Employment Testing) Program has started. This brand-new KMIT resource (informally referred to previously as *Jobs Analysis Program*) is up and running, and, in fact, we already have a handful of participating member cities.

As has been described in previous editions of *CompControl*, KMIT worked with ARC+ Physical Therapy, www.arcpt.com, to develop **specific physical tests** for most all of our city positions. The field work was completed last summer, with the assistance of KMIT member city **Wellington**.

The POET Program will utilize the existing facilities of ARC+, which are located in the Topeka, Kansas City and Wichita regions, along with a growing network of local providers located in other parts of the state. The coordination of logistics and billing is a function of ARC+ 'sister' company, Bardavon. ARC+ and Bardavon will find and work with additional local testing providers for cities in all areas of the state where ARC+ is not easily accessed. All of the network testing providers will first agree to using the testing criteria developed by KMIT (ARC+).

There is **NO COST for member cities to join the program** (which includes a site visit to, and discussion with, each KMIT city which signs up), and **KMIT will pay 1/2 of the cost of each exam**, to a maximum KMIT expense of \$75 per test (each test is expected to cost about \$150). The POET will replace any pre-employment physicals cities are now doing. (Drug screening is not a part of the POET; however ARC+ is willing to work with cities/providers, at the city's expense, to coordinate drug screening requirements each city may have).

Hiring the RIGHT PERSON for the job has been proven to be the first important step in reducing both the frequency and expense of work comp claims. And, though that statement is not new, having a system-wide program for providing cities with a cost-effective way of getting well-developed testing done is quite a break-through for KMIT. We sincerely hope and desire that all KMIT cities take advantage of this terrific opportunity to improve in a significant way.

KMIT Pool Administrator Don Osenbaugh is the **direct contact for the POET Program**. You may contact Don at 316-259-3847 or dosenbaugh@cox.net, to get further information and/or get an easy one-page form to get the process started.

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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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Great Letter, Larry!

Hillsboro City Administrator Larry Paine wrote the following Letter of Endorsement, after being requested to do so by another City Administrator who was considering moving his city's work comp to KMIT:

"Thanks for the opportunity to comment on Hillsboro's experience with the Kansas Municipal Insurance Trust (KMIT).

First, let me clarify my experience with KMIT. It will help your city council put my comments in perspective. Hillsboro has been a member of KMIT from its early days. We are not a charter member but we are close. Hillsboro joined KMIT in 1994 and we have been members ever since. I have worked in three cities in Kansas and each one has been a member of KMIT.



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(Continued) Great Letter, Larry!

During my tenure here in Hillsboro I served 6 years as a member of the KMIT Board of Directors and 18 months as Board President.

Here are some things that your council needs to know about KMIT in their decision to select KMIT as their workers compensation provider. KMIT is a real insurance company and its customers are all cities in Kansas. KMIT is 100% focused on municipal clients. All the members on the Board of Directors are representatives of and selected from cities across Kansas. There have been Mayors, council members, city managers, city administrators, city clerks, and human resource directors serve as board members. When we get together at our board meetings to discuss claims, we have a perspective of seeing the work environments where the claims come from. We have had very spirited discussions about the claims and what the cities have done or could be doing to prevent injury to employees.

KMIT has a keen focus on safety. They don't just take your premium and forget about you until renewal time. KMIT holds annual training sessions for supervisors and administrative staff so they understand their role is employee safety. These sessions are held in multiple locations throughout the state every year making it possible for as many member cities to attend. If (your city) elects to become a KMIT member, I highly recommend that you and your staff participate in those sessions. We do!

KMIT contracts with a firm based in Wichita that handles the day to day claims process. They are not just folks at the end of the telephone. During the annual training sessions, they meet with us and become real faces to us. We know the adjusters. We know the risk managers. We know their administrative staff. They know us on a first name basis too. This personal contact is very important to us as members because we can be very frank

about the information we share as claims are processed. I have (meaning Hillsboro) personally benefited from their knowledge of me and of our staff. We get treated as human beings and not as a claim number.

The firm KMIT contracts with has a risk management division that actually visits our member cities each year to assess where we are in our safety programs. They do site visits of our work locations to evaluate our work conditions and make recommendations for improvements. I hesitate to call them inspections, which is what they really are. They are here to help us in our mission to keep employees protected. During those visits, they will evaluate our commitment to safety programs and give us a score which then translates to credits on our premium. The better we do, the better our premium is. I use those visits to help improve our work sites. If I can keep employee injuries from happening, I can keep workers doing what we hired them to do—serve our community. An injured employee cannot do that.

The value, as I mentioned above, is that KMIT is a municipal organization working on behalf of cities across Kansas. KMIT is member driven. KMIT focuses on how they can serve our members completely. The bottom line is that coverage must be paid for and KMIT does it without having to pay stockholder dividend. KMIT's stockholders are cities of Kansas. They have been providing affordable services that focuses on our needs as cities.

As I said before, I do have a bias toward KMIT but I also see its advantage over a traditional insurance company. The personal service you will get will make you very pleased should your council select KMIT to be your workers compensation provider."



21st Annual KSIA Conference

July 9–10 | Hotel at Old Town | Wichita KS

Continuing Education Offerings

KSIA has applied for continuing education credits through the following organizations: Kansas Insurance Department (7 hours approved), Kansas State Board of Nursing (pending), Human Resource Certification (pending), Kansas Continuing Legal Education (6.5 hours approved), National Association of Legal Assistants (5.5 hours approved) and CCMC (Commission for Case Manager Certification) (pending). Gini L. Toyne & Associates, Inc. is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for RN, LPN, or LMHT relicensure.

Sign-up and get more info:

<http://www.ksia.org/NewsEvents/KSIAAnnualConference.aspx>

Meet KMIT's Newest Trustee



Jay Byers has worked for the City of Pittsburg since October 2012 and is currently the Assistant City Manager. He has a Master's degree in Public Policy from the University of Michigan and has held technical positions in both the public and private sectors. He previously worked in the City Manager's Office in Kansas City,

Missouri and has held positions as a business consultant and as a team member of a software development company. In the private sector he provided analytical services and project management to private and public sector clients and helped develop and implement software solutions. When his sons became of college age he decided to return to public sector work, which he finds more rewarding. He is currently a member of the Governor's 50-Year Water Vision Goal Setting Team (Neosho Region), Rotary International, and the Leadership Kansas class of 2015.



Welcome Newest KMIT Cities

Marion and Sterling are the newest KMIT members. Both cities joined our pool effective April 1.

Marion is in Marion County; Sterling is in Rice County.

Welcome Aboard!





Spring 2015

Provided by: Kansas Municipal Insurance Trust

KMU Members Invited to Access KMIT's New POET Network

At its meeting in Ellsworth on March 6, the KMIT Board of Trustees acted to **allow all KMU member cities** to have access to KMIT's new **POET (Post-Offer Employment Test) Program** (see lead story in this issue).

Effective immediately, KMU member cities will be able to use the job analysis physical testing program developed by ARC+ and KMIT, by adopting the specific tests which have been designed for each city position, and by using the providers for, and the coordination of, the KMIT Network. Note: *KMIT will not cover the expense* incurred by any non-KMIT city. Most cities in KMIT are also in KMU; many KMU cities are KMIT members.

For more information, contact KMIT Pool Administrator Don Osenbaugh.



IMA Video Library and Live Streaming Video in Full Swing

VIDEO LIBRARY!

Each member of KMIT has access to more than TWO HUNDRED Safety DVDs, or live-stream Safety Videos, via the IMA DVD Lending Library program powered by Aurora Pictures.

With hundreds of titles to choose from in multiple languages, let IMA's On-Demand Safety Training Resources help you with your every day safety-training needs.

Features:

- Hundreds of Safety Training DVDs at the click of a mouse;
- One-time, quick-account registration process (handled by KMIT);
- Free online previews of each title offered;
- Nearly all titles are available in multiple languages;
- 3-5 day ground shipping on every order.

Please contact Deanna Furman (deanna.furman@imacorp.com) if you have any questions.

Supervisor Seminar '2015 World Tour' Dates Announced

Each year, KMIT presents a series of seminars designed just for **supervisors at all levels** of the city organization, for the purpose of helping to make the **work comp process** better and **workplace safety** more than just a slogan.

These sessions center around what supervisors need to know and do when (and after) a work comp situation comes up, but also stress the value of a thoughtful and planned risk control program, to help to prevent injuries and claims from happening in the first place.

There is **no cost** for this training.

This year's four 'World Tour' stops will be in:
Bel Aire – Wednesday, September 16
Independence – Thursday, September 17
Tonganoxie – Wednesday, September 23
Herington – Thursday, September 24

More details will be provided later, and can also be obtained by contacting KMIT's Deanna Furman.



DID YOU KNOW?

Renee Rhodes and the Loss Control Team at IMA provide support during KDOL City Safety inspections.

For more information please 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 KMIT Safety Training Notebook mailed to you, please contact Renee Rhodes. Requested notebooks will be mailed upon request.



Andover Adopts 'Return to Work' Policy, Via Formal Resolution

Following the advice of KMIT, longtime KMIT-member-city Andover last October (2014) adopted an excellent Return To Work (RTW) Policy.

The action was taken via a formal **RESOLUTION**, as approved by the **Andover City Council**.

As KMIT as often stressed (during its annual Supervisor Seminars), a 'policy' is not really a *policy* unless and until it is adopted in some kind of formal fashion. Informal (AKA, "unwritten") 'policies' tend not be used, or used sporadically in one way or another. RTW is like any other policy; it won't work (certainly not to its full intention or purpose) if not used, and used correctly, in **every case in which it applies**.

Andover's RTW Resolution stands as a very good model for those KMIT cities who have not adopted such a policy; it does a great job of identifying the important variables, and makes a strong statement for the need to RTW. The Andover policy can be accessed here: <http://www.kmit.net/DocumentCenter/View/1102>

Abilene	Florence
Admire	Ford
Allen	Fort Scott
Altamont	Fowler
Andale	Frankfort
Andover	Fredonia
Arkansas City	Galena
Atchison	Girard
Atlanta	Glasco
Baldwin City	Glen Elder
Basehor	Goodland
Bel Aire	Grainfield
Belle Plaine	Grandview Plaza
Bennington	Greeley
Benton	Grenola
Beverly	Grinnell
Bird City	Halstead
Blue Mound	Hamilton
Blue Rapids	Hartford
Bonner Springs	Hays
Brewster	Haysville
Centralia	Herington
Chapman	Hiawatha
Chautauqua	Hill City
Cheney	Hillsboro
Cherryvale	Hoisington
Clay Center	Horton
Concordia	Independence
Conway Springs	Jetmore
Council Grove	Johnson City
Cullison	Kingman
Damar	Kinsley
De Soto	Lake Quivira
Douglass	Larned
Eastborough	La Cygne
Edgerton	League
Edwardsville	Lecompton
El Dorado	Lenora
Elkhart	Leoti
Ellsworth	Lincoln Center
Esbon	Lindsborg
Eudora	Logan
Eureka	Lucas



Maize	Reading
Marion	Rose Hill
McFarland	Satanta
Medicine Lodge	Scranton
Melvern	Sedan
Minneapolis	Sedgwick
Moline	Sharon Springs
Montezuma	Smith Center
Mound City	Spearville
Moundridge	Spring Hill
Neodesha	Stafford
Neosho Rapids	Sterling
Newton	St. Francis
North Newton	Stockton
Oakley	Sylvan Grove
Oberlin	Tampa
Ogden	Tescott
Olpe	Tipton
Osawatomie	Tonganoxie
Oskaloosa	Turon
Oswego	Ulysses
Palco	Valley Falls
Paola	WaKeeney
Park City	Wakefield
Parsons	Walton
Peabody	Wamego
Pittsburg	Waterville
Princeton	Wellington
Ramona	Wellsville
Ransom	Westwood



By the Numbers

KMIT Injury Stats

(As of April 1, 2015)

Department	Count	Total Incurred
Administration	7	\$2,600
Animal Control	4	\$17,071
Cemetery	1	\$1,300
Electric	5	\$9,638
Fire	16	\$11,600
Maintenance	7	\$9,930
Miscellaneous	6	\$3,900
Park	10	\$17,758
Police	35	\$35,600
Sanitation	5	\$19,400
Street	15	\$35,727
Water	15	\$34,200
Grand Total	127	\$270,024

KMIT Nature of Injury Totals

(As of April 1, 2015)

Nature of Injury	Total	Incurred
Abrasion	4	\$11,082
All Other	2	\$5,769
Asphyxiation	1	-
Burn - Temperature Extremes	4	\$27,995
Contusion	25	\$259,531
Crushing	3	\$27,457
Electric Shock	1	\$2,881
Foreign Body	2	\$3,051
Fracture	1	\$1,300
Hernia	1	\$913
Infection	1	\$1,300
Inflamation	1	\$1,300
Laceration	8	\$14,154
NA	5	\$19,868
Puncture	12	\$44,622
Sprain	9	\$33,561
Strain	37	\$288,696
Grand Total	117	\$743,481

KMIT Balance Sheet (As of February 28, 2015)

Assets	
Checking Account	\$3,184,926
Investments	\$13,296,000
Accrued Interest	\$141,997
Accounts Receivable	\$1,298
Excess Premium Receivable	-
Specific Recoverable	\$113,161
Aggregate Recoverable	\$84,852
Prepaid Expenses	\$412,479
Total Assets	\$17,234,713

Liabilities & Equity	
Accounts Payable	\$41,991
Excess Premium Payable	-
Reserve for Losses	\$2,838,207
IBNR Reserve	\$4,321,968
Deposits on Premium	\$4,565,746
Accrued Taxes and Assessments	\$394,962
Total Liabilities	\$12,162,873
Total Liabilities and Equity	\$17,234,713
Total Equity (NET WORTH)	\$5,071,840

Seasonal Employees

It's that time of year again—time to start hiring (or planning to hire) seasonal ('temporary', 'summer', 'youth', etc.) employees. And, therefore, again time for KMIT's annual reminder about some of the things to think about when hiring seasonal workers.

Many (most) of our KMIT member-cities use seasonal help, especially in the late spring and summer, when there is a LOT of work to do outdoors. Tasks such as summer mowing/trimming and recreational supervision (lifeguards, etc.) are typically assigned, in large part, to temporary workers.

Most often, many of these seasonal employees are young people. Though some may be 'veterans' from past summers; some (many? most?) are new to employment of any kind.

Since the vast majority of seasonal employees are younger, they are not typically well-trained, nor do they come 'pre-packaged' with built-in safety awareness. And, even very 'smart' young people are universally not very experienced, nor do they possess the **wisdom that generally comes only with age**.

Some tips that we have previously opined:

1. Use people who have worked for you before...IF they are good, that is. **Experience is** (generally speaking) a **good thing**. Give the good ones more money each year, as an incentive to come back.
2. **TRAIN, TRAIN, TRAIN...and even RE-TRAIN** those who have worked in previous summers.
3. Totally **familiarize** them with all the procedures associated with anything and everything they will be doing...in a very specific way.
4. **LIMIT** the types of jobs you expect seasonal employees to do, and focus on training them to do those limited tasks, rather than developing them for the long-term, as you would permanent employees. Be realistic: they are there to mow grass, 'weed eat', etc.
5. Remember, **DRIVING** is an employment task too. Not all seventeen-year-olds can drive well, let alone drive a pickup truck well. And, **NOBODY** drives well while texting or talking (never mind that it is against the law).

6. **SUPERVISE**. Young people need more supervision than you might think they do...or that they want. Check in with them regularly. Give them a phone or radio to contact you if they have a question or need help. **ASSURE** them that it's **OK to ask for your help or advice...**and **MEAN** it.

7. Stress **SAFETY**. Make sure they understand that there is **NOTHING** more important than for them to be **SAFE** from injury. Their moms will thank you.

8. **NEVER ASSUME** that seasonal workers understand what more-experienced hands understand. Even mowing and trimming can be done the wrong way; and, just because they appear to know how to operate the equipment *does not necessarily mean that they know how to operate it correctly and SAFELY*.

9. Treat seasonal employees with **respect and fairness**. Sometimes seasonal employees aren't really shown the 'respect' which all employees deserve, and sometimes they respond accordingly. You should expect them to respect and honor the job they have been given to do, but that **starts with your treatment of them**.

[Lightly-edited reprint from a previous CompControl edition.]



“Just Git-Er Done”

A phrase that most of us have heard...and many of us have uttered. And, it is one that is not without some merit. After all, getting an important job done IS important. Right?

But, remember that **getting the job done, even a very important or ‘emergency’ job, at any cost is NEVER the most important thing.**

What IS more important? The **SAFETY** of our employees; pure and simple. **Safety is always the top priority, no matter the deadline.**

Make sure:

- Workers are always provided the PPE needed to do their jobs;
- Any safety concerns employees have are addressed before work begins;
- Work is conducted at a pace that allows it to be done safely.

[Lightly edited version, taken from the February 16, 2015 edition of Supervisors Safety Bulletin.]



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