

# COMPCONTROL

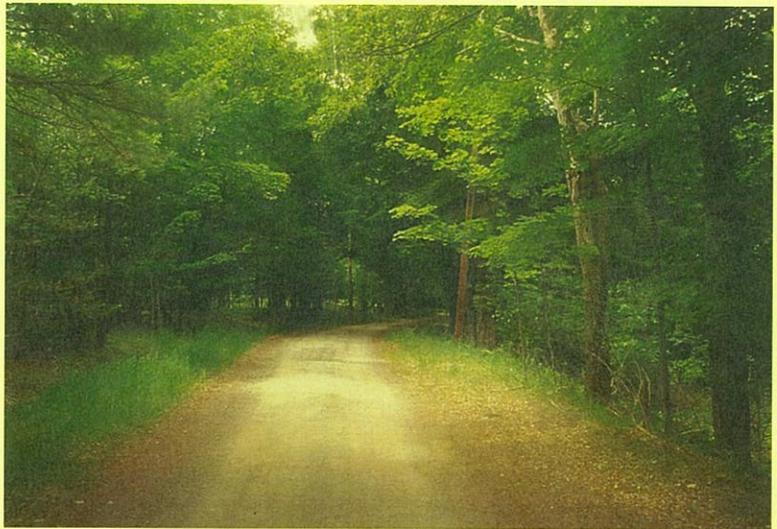
The Official KMIT Member Newsletter

## Looking Back Over Fifteen Years

By Don Osenbaugh, KMIT Pool Administrator

KMIT is completing its first FIFTEEN YEARS as a group-funded municipal workers compensation pool as 2010 approaches. KMIT's official 'birthdate' was January 1, 1994 (though, obviously, a LOT of work went on before that Big Day).

The one person most responsible for that successful birth, and the remarkable task of keeping the infant thriving on through its childhood, was Bernie Hayen, then of the League; since late-2000, the Finance Director for the City of Manhattan. Bernie was able to convince enough LKM cities that, together, we could make a pool work, and KMIT was able to be launched with its first few dozen cities on-board (the number grew to 58 during that first



year), and then he nurtured the fledgling group through those first few challenging years, and those *were* challenging years. I often refer to Bernie as the 'Father of KMIT', and I say that with very sincere appreciation and admiration for what it took to get this thing going. And, KMIT has been working and going, and growing, ever since.

I was proud to follow Bernie, in early 2001, and, so, am now finishing my first nine years in this position. It is a hugely rewarding thing to be allowed to manage the KMIT pool. And, I take that opportunity and responsibility very much to heart. What we do is important. What the pool is and what it stands for—group action, group commitment and group achievement—is actually thrilling, when one stops to think about it.

continued on page 6

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CompControl is a publication of the League of Kansas Municipalities and the Kansas Municipal Insurance Trust for the purpose of educating and informing 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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## Change in KMIT Agreement with NCCI: How It Will Affect Your City

KMIT has changed its relationship agreement with NCCI (the National Council for Compensation Insurance), effective January 1, 2010. NCCI is the rating agency for the KMIT pool, and for all of Kansas work comp, and nearly all workers compensation nationwide (several states are not a part of the NCCI rating system). As such, it is NCCI which determines the Experience Modifier Factor ('Mod') for KMIT member-cities.



At its choosing, **KMIT is no longer an 'affiliate' of NCCI.** However, that does not mean that the 'mods' are of any less value. The KMIT 'mods' will still be calculated by NCCI, using the same formula, and will be stored in the NCCI database for life.

The only real change is how the information is sent to NCCI, and how often NCCI restates/'reissues' the 'mods'.

### Process for Generating 1/1/2011 Experience Modification Factors:

- Once a year, IMA (as the contracted consultant for KMIT) will submit ERM 6 forms to NCCI for each city.
- The ERM 6 contains all three years' worth of losses and exposures needed to generate each city's experience modification factor ('mod').
- NCCI will take the form, process it, and generate a 'mod' worksheet.
- The worksheet will then be received by IMA for checking. If any errors have been made, IMA will send the worksheet back to NCCI for corrections.
- KMIT will then send each KMIT member-city its new, FINAL 2011 Experience Modification Factor Worksheet.

KMIT's new system—involving submittal of data to NCCI and the release by NCCI of updated 'mods'—will make it much easier for cities to know their correct (current) 'mod'. The 'mods' will be issued only once each year, and each city will get ONE 'mod' notification each year.

# New KMIT Payroll Class Code for City Managers

KMIT has instituted a **new class code** for City Managers/City Administrators (which includes Assistant City Managers/City Administrators)—**8742**. Officially, the description on the KMIT quote page for 8742 will read, “Salespersons, Collections or Messengers - Outside” (as per NCCI verbiage). Only city managers (and city administrators) will be in this category—no other city employees.

**Class Code 8742**

The new code was adopted by KMIT in order to ‘standardize’ to one class code the designation for city managers throughout the KMIT pool—prior to this time, codes 8810 and 9410 were used for city managers; those codes will still be used for many city employees, but not city managers. All cities with city managers or city administrators have been notified (individually, by phone) of this change.



Though the current renewal application (2010) are the first to show the 8742 code on the renewal quote, 8742 will be utilized by KMIT’s auditors (from The Audit Store) starting with the 2009 audits, early in 2010.

Please contact Pool Administrator Don Osenbaugh (316-259-3847 or [dosenbaugh@lkm.org](mailto:dosenbaugh@lkm.org)) with any questions.

## Premium Invoices for 2010 Mailed

KMIT premium invoices for 2010 work comp insurance coverage were mailed during the first week of December.

The invoices are due and payable, in-full, when received, and will be considered **past due after January 31, 2010**.

PLEASE thoroughly examine your premium quote. If you have ANY question(s) with any of the numbers on the quote, please contact KMIT immediately. The time to fix any mistake(s) is before payment is made.



If for some reason, you do not receive your KMIT premium quote/ invoice for 2010, please contact Deanna Myers ([dmyers@lkm.org](mailto:dmyers@lkm.org) or 785-354-9565).

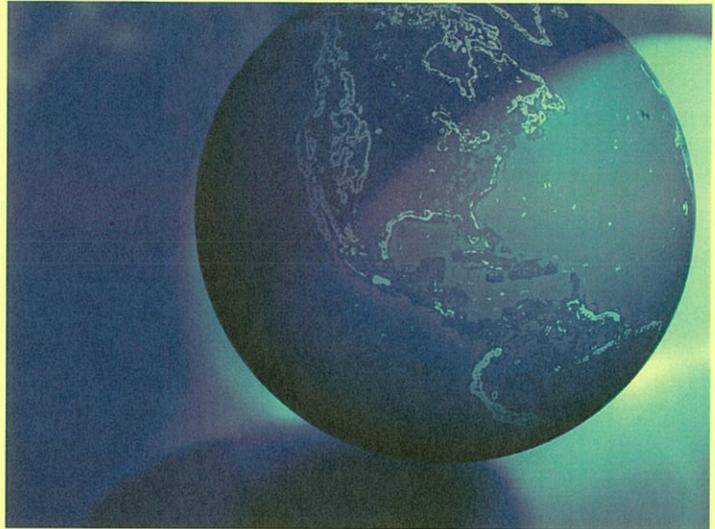
# NEWS & NOTES

## KMIT Supervisor Training, '2010 World Tour'

KMIT's annual supervisor training seminar series resumes in **Ulysses** on February 11.

The second stop on this year's tour is in **El Dorado**, on February 17, followed by **Basehor** on March 3 and **Girard** on March 4.

These seminars are work-comp-specific, and are designed to inform and educate (and remind!) ALL supervisors, at all levels of the organization. This is training that just is **not available anywhere else**, and is something that should be refreshed often.



Having an excellent work comp management system is possible for all cities, and management of your work comp program starts with knowing what to do... **BEFORE** a work injury happens. And, managing work comp claims MATTERS.

These seminars are very inexpensive, and are only three hours in length. They are scheduled for 1-3 PM (Ulysses, El Dorado and Basehor) or 9 AM-noon (Girard).

Registration details will be distributed in early 2010. For additional information now, contact Deanna Myers at KMIT.

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## KMIT Calendar

### December 2009

- 18 KMIT Board of Trustees Meeting, **Derby**

### February 2010

- 11 Supervisor Training Seminar, **Ulysses**
- 12 KMIT Board of Trustees Meeting, **Ulysses**
- 17 Supervisor Training Seminar, **El Dorado**



### March 2010

- 3 Supervisor Training Seminar, **Basehor**
- 4 Supervisor Training Seminar, **Girard**

### April 2010

- 30 KMIT Board of Trustees Meeting, **Hillsboro**



## Annual Payroll Audits Start in Late-January 2010

Remember that KMIT's annual process of auditing your city's payroll for the preceding year starts in late-January every year. Auditors from KMIT's contracted agent for payroll auditing, **The Audit Store**, will be making contact with the one person in each KMIT city who has been designated by the city as its KMIT contact person.

About half of all KMIT members (generally, those with premiums over \$15,000) will be given an on-site ('desk') audit, while the 'smaller' (half of the) cities in our group will be audited via phone and fax.

It speeds up the process when the city assigns a specific person to this task, and when that person knows where to find the payroll information, as well as something about the organizational framework of the city (who works where, etc.)—or knows how to find out.



When *The Audit Store* auditor calls, please work with them to get him/her in your city (or on the phone with your contact person) as soon as possible.

The payroll auditors will be asking for payroll numbers for 2009 this time around.

## Work Comp Information for Employers and Employees

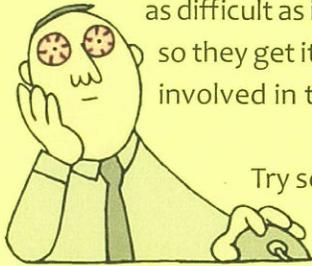
Probably the very best single publication for a complete understanding of how workers compensation works in Kansas, for employers as well as employees, is the booklet, "**Workers Compensation Information for Kansas Employers and Employees**", published by the Kansas Department of Labor (KDOL), Division of Workers Compensation (DWC).



The booklet is obtainable from the KDOL-DWC, and can be downloaded at [www.dol.ks.gov/wc/html/kwc25\(Rev-12-07\).pdf](http://www.dol.ks.gov/wc/html/kwc25(Rev-12-07).pdf) . This booklet also makes a great handout for new employees.

# Eyes Glazed Over During Safety Training?

If the most difficult part of safety training was figuring out what to tell workers, it wouldn't be nearly as difficult as it really is. But the difficult part isn't the "what." It's "how" you train employees so they get it, remember it and apply it. For most trainees, they'll remember more if they're involved in the training.



Try some of these ideas to get employees involved in safety training, and get them to remember and apply what they learned: **1.) Try assigning group projects with a single response, by breaking the class into groups of three to four people.** Tell everyone about an incident that caused an injury. Ask each group to answer two or three questions about the incident. The groups take five minutes to discuss their answers, and then one representative presents each group's results.

**2.) Have trainees demonstrate what they know about the topic.** Many already know something about the training topic. Get a volunteer to kick off training by telling what they know. The trainer can recap the parts the trainee got right, and correct or fill in any blanks.

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## ...Looking Back

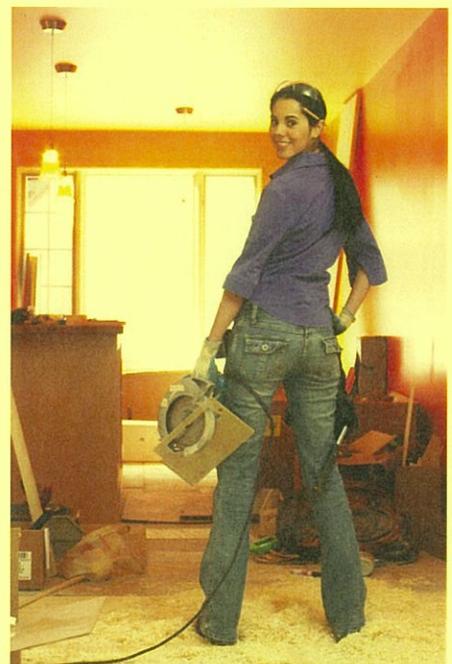
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One of the best things Bernie ever did was contract with IMA to be KMIT's industry consultant, as well as providing its claims management and risk control services—that association goes back to when KMIT was only several years old. IMA does just a SUPERIOR job of providing the very best service to the pool and its member-cities that we could ask for. I honestly feel privileged to work with the good (and really smart) people at IMA.

And, the League/KMIT partnership has worked out EXTREMELY well. Make no mistake about it, the League is the reason KMIT was given life, and the reason it still exists.

As the times dictate, as times invariably do, KMIT continues to evolve and change, as all things must do to survive and thrive. This year, especially, has been one of noticeable evolution. And, the most recent observable change is reflected in this very publication. This is the very first edition of the newly-combined **CompControl/City Safe**, the KMIT official newsletter and KMIT safety-training newsletter. This publication will now be produced once each quarter—at the changing of the season. We hope you like it. We think you will.

Thank you for being a part of the KMIT family.



## SAFE CITIES as of November 30, 2009

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](mailto:kmitclaims@imacorp.com).

Abilene	Blue Mound	Ellsworth	Halstead	Lincoln Center	Ozawkie	Stockton
Admire	Blue Rapids	Esbon	Hamilton	Lucas	Palco	St. Francis
Allen	Brewster	Eudora	Hartford	Marysville	Paola	Tampa
Altamont	Centralia	Ford	Hiawatha	McFarland	Park City	Tescott
Andale	Chautauqua	Fowler	Hill City	Medicine Lodge	Parsons	Tipton
Andover	Cheney	Frankfort	Hillsboro	Melvern	Peabody	Tonganoxie
Atlanta	Clay Center	Fredonia	Jetmore	Minneapolis	Princeton	Treece
Baldwin City	Coffeyville	Girard	Johnson City	Moline	Ramona	Ulysses
Basehor	Conway Springs	Glasco	Kingman	Montezuma	Ransom	WaKeeney
Baxter	Council Grove	Glen Elder	La Cygne	Mound City	Reading	Wakefield
Springs	Cullison	Grainfield	Larned	Neosho Rapids	Rose Hill	Walton
Belleville	Damar	Grandview	League	Oberlin	Sharon Springs	Wamego
Bennington	De Soto	Plaza	Lecompton	Osawatomie	Spearville	
Beverly	Edgerton	Greeley	Lenora	Oskaloosa	Spring Hill	
Bird City	Elkhart	Grinnell	Leoti	Oswego	Stafford	

KMIT cities are considered Safe Cities if no lost time claims have been reported during the calendar year, beginning January 1, 2009.

## ...Glazed Eyes, Training ...continued from page 6

**3.) Conduct a guided discussion.** Select a training topic such as OSHA regulation. Hand out copies of the regulation for workers to read. After 10 minutes, ask a worker to give a short recap of the regulation. Then, ask other workers to recap and allow a discussion to develop.

**4.) Coordinate a simulation.** Adults remember 20 percent of what they read, 30 percent of what they hear, but 60 percent of what they do. Where possible, involving workers in live demonstrations will help them retain the safety lesson.

**5.) Tell as story.** Has a worker experienced or witnessed an injury? The trainer can briefly set up the topic, then ask a worker to tell his or her story. This may seem like just shifting the lecture from the trainer to a trainee. But hearing a real-life story is one of the most effective training methods.

**6.) Focus on work-centered learning.** Ask workers first off what they hope to gain from that day's safety training. The trainer has to have the flexibility to refocus on workers' needs.

**7.) Empower the "trainer wanna-be."** Take a lemon and turn it into lemonade. When a trainee interrupts to demonstrate knowledge of the topic, have him or her instruct part of the course.

*Excerpted (and lightly edited) from a Safety Compliance Alert newsletter article entitled, "Do their eyes glaze over during safety training? 7 solutions." Based on a presentation by Fred Fanning, U.S. Dept. of Commerce, at the American Society of Safety Engineers' Safety 2009 Conference.*

# Plan Now to Attend: 2010 Regional Supervisor Seminars

**Thursday, February 11, 2010**  
**Ulysses**



**Wednesday, March 3, 2010**  
**Basehor**

**Wednesday, February 17, 2010**  
**El Dorado**

**Thursday, March 4, 2010**  
**Girard**

KMIT Encourages  
All Supervisors to Read, Copy  
and Distribute CompControl.  
Download at [www.KMIT.net/](http://www.KMIT.net/)

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