

Administration & Procedures Committee

Minutes – December 12, 2005

The A&P Committee had an interesting and informative meeting despite a small turn-out. In attendance were Mary Ahearn (Maryland), Liles Williams (Mississippi), Laura Feight (New Mexico), Cathy Booth (NCCI) and Linda Presutti (NCCI).

The meeting began with a presentation by Laura Feight on the involvement of their agency with the Quality New Mexico program. Laura began with an explanation of the Quality New Mexico Program and a description of the Baldrige National Quality Program. She indicated that the purpose for becoming involved with the program was to receive the evaluation by the Baldrige Examiners and to incorporate the feedback and recommendations with the organization's improvement process and strategic direction. Laura described the many benefits that their organization has gained from its participation (improved communication, energized and motivated employees, better-defined values and measures that tie-in the entire agency to the strategic goals which has led to improving the delivery of core services).

Laura provided the Committee with hand-outs of the New Mexico WCA's Journey to Quality program as well as some background information on the Baldrige program. Discussion continued with NCCI contributing how it has used strategic planning at all levels of its organization, how to get feedback from external customers and the encouragement and support of employees to be a valued member of the local community. Laura Feight agreed to lead a follow-up discussion at the A&P meeting at the annual conference in Baltimore in July 2006.

Linda Presutti followed the discussion with a Powerpoint presentation on employer compliance programs of two jurisdictions who have applied very different approaches to ensuring that employers have the requisite insurance coverage. Linda demonstrated the employer compliance programs adopted by Utah and Florida. Florida utilizes an extensive people-based system while Utah relies on technology and its unemployment data and tax records as the universe of employers to track its employers. New Mexico and Maryland discussed the programs currently in place in their respective states. NCCI also mentioned the remote coverage verification service that it offers to NCCI states through the individual state's website. The discussion raised further questions and interest in this topic (how has technology been adopted to facilitate the employer compliance program; what type of resources does the program require; what is the authority of the compliance officers, what impact has the program made on claims filed against uninsured employers, etc.). NCCI has offered to do a further review of other states to see how their employer compliance programs work and report back to the committee at the annual conference.

An announcement was made that Joe San Marco (Louisiana Second Injury Board) is developing a presentation on second injury funds/boards for the A&P meeting at the

annual conference in Baltimore. The presentation will focus on how the funds operate in the different jurisdictions; the problems with continuing or disbanding a fund; the assessment mechanisms and various thresholds utilized in each jurisdiction.

There was a very limited discussion on PEO's. Mary Ahearn closed the meeting with comments that Maryland is looking forward to hosting the 2006 annual conference in Baltimore, and that the program for both the A&P Committee as well as the general program is packed with exciting topics and speakers.