

W. H. S. A.

## HACSA MEMORANDUM

**TO:** HACSA Board of Commissioners

**FROM:** Larry A. Abel, Deputy Director

**AGENDA ITEM TITLE:** ORDER/RESOLUTION/In the Matter of Extending Workers' Compensation Coverage to HACSA Board Members

**AGENDA DATE:** January 19, 2005

### I MOTION

IT IS MOVED THAT THE ORDER/RESOLUTION BE APPROVED ADOPTING THE EXTENSION OF WORKERS' COMPENSATION COVERAGE TO HACSA BOARD MEMBERS.

### II ISSUE

Extending workers' compensation insurance to HACSA Board Members.

### III DISCUSSION

#### A. Background/Analysis

City County Insurance Services (CIS) has provided the Agency with workers' compensation coverage since July 1, 1990. We have recently learned that CIS offers coverage for Board members at a very reasonable cost.

#### B. Alternatives/Options

In order to extend workers' compensation coverage to HACSA Board members, the Agency must submit a Volunteer Resolution to CIS.

#### C. Recommendation

Approval of the proposed motion is recommended.

#### D. Timing

Upon approval by the Board, the Resolution/Order will be submitted to CIS.

#### **IV      IMPLEMENTATION OF FOLLOW UP**

Same as item 3D above.

#### **V      ATTACHMENT**

Volunteer Election Form.

**IN THE BOARD OF COMMISSIONERS OF THE  
HOUSING AND COMMUNITY SERVICES AGENCY  
OF LANE COUNTY, OREGON**

**ORDER NO.**

**)In the Matter of Extending Workers'  
)Compensation Coverage to HACSA Board  
)Members**

WHEREAS, the Housing And Community Services Agency (HACSA) of Lane County elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the class of volunteer workers listed on the attached Volunteer Election Form.

1. An aggregate assumed annual payroll of \$2,500 will be used for HACSA Board members; and
2. A roster of active HACSA Board members will be kept monthly for reporting purposes. It is acknowledged that City County Insurance Services may request copies of these rosters during year-end audits.

NOW, THEREFORE IT IS HEREBY ORDERED AND RESOLVED, that HACSA is to provide for workers' compensation insurance coverage as indicated above;

IT IS HEREBY FURTHER ORDERED, that this ORDER/RESOLUTION will be updated annually.

DATED this \_\_\_\_\_ day of January, 2005.

\_\_\_\_\_  
Chairperson, HACSA Board of Commissioners

In the Matter of Extending Workers' Compensation Coverage to HACSA Board members

## Other Volunteers

*Unpaid boards, commissions, councils, and public officials:* If these officials receive any "remuneration," they would be considered subject workers and reported using regular payroll categories. If they receive no remuneration and you wish to provide workers' compensation benefits, you will need to either establish an assumed monthly wage or keep monthly time records and estimate/report assumed payroll using Oregon minimum wage. CIS has designated Class Code 8742V for this type of exposure. Please call if you have questions or need advice.

*Inmates/Community Service Workers:* If your entity uses workers from the correctional system (i.e., community service workers, inmates on work release, peer review crews, etc.), it is important to address and clarify in writing PRIOR to work inception which entity will be responsible for covering this exposure. CIS recommends you obtain a Certificate of Coverage for Workers' Compensation from the sentencing court or make arrangements to provide coverage through your own entity. If the second option is chosen, keep monthly time records and report these workers using Oregon minimum wage. CIS has designated Class Code 7720V for this type of exposure.

*Miscellaneous:* Assumed payroll for all other volunteer elections should be computed at Oregon minimum wage using actual hours worked and reported in the appropriate NCCI classification code with a "V" added to the end. Unanticipated volunteer projects or exposure can be added on throughout the coverage year (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. *Coverage of this type cannot be backdated.*

City/County Insurance Services Volunteer Election Form for Coverage Year 7/1/2004 to 6/30/2005						
Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage	(5) 2004 05 Estimated Assumed Payroll
Boards, Commissions, Councils, Public Officials	8742V	7				\$2,500
Building Maintenance	9015V					
Clerical	8810V					
Community Center	9102V					
Community Service Workers	7720V					
Community Project (please call CIS for proper class code)						
Community Sponsored Events (please call CIS for proper class code)						
Emergency Telecommunicators	8810V					
Fireworks	9410V					