



# STAFF REPORT

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**Meeting Type:** Finance & Administration Committee/Board of Directors  
**Title:** Contract Extension with Athens Administrators for Workers' Compensation Claims Administration Services  
**From:** Vikkie Garay, Human Resources Manager  
**Through:** Bret Uppendahl for Ben Horenstein, General Manager *BU*  
**Meeting Date:** March 27, 2025

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**TYPE OF ITEM:**                      Approve                      X    Review and Comment

**RECOMMENDATION:** Review and comment on the request to authorize the General Manager to extend an agreement with Athens Administrators, the District's current Workers' Compensation Third Party Administrator, for a two-year term through June 2027, with an expected amount not to exceed \$130,000

**SUMMARY:** Athens Administrators, the District's current Workers' Compensation Third Party Administrator, provides claims administration services. Staff is proposing that the Board authorize a contract extension for workers' compensation claims administration services.

**DISCUSSION:** Athens has provided high quality services to District staff with workers' compensation claims and provides support to staff responsible for the employer tasks related to administering claims.

The current agreement with Athens expires on June 30, 2025. Staff is proposing a two-year extension of the current agreement through June 2027. Staff plans to issue a request for proposals within the next year for workers' compensation claims administration services, which will provide the District an opportunity to engage in a competitive review of these services beyond this two year extension period.

The charges under this contract include an annual service fee and additional charges per claim. The expenditures for the two year extension are expected to be approximately \$100,000, based on past annual averages, but the actual amount for these services will depend on the number and types of claims received by the District.

The second amendment to this contract will also cover charges not covered by the current agreement in the amount of \$30,000, based on claims received.

**ENVIRONMENTAL REVIEW:** Not Applicable.

**FISCAL IMPACT:** Over the last three years, expenses for Athens Administrators have averaged about \$43,000 per year. All expenses related to the District's Workers' Compensation program are allocated in the District's adopted budget.

**ATTACHMENT(S):**

1. Pricing proposal for FY26 through FY27