



# MINUTEMEN HR MANAGEMENT SERVICES

March 2026

Rachel Blanchette  
BRECKSVILLE-BROADVIEW HGTS SCHOOLS  
6638 Mill Road  
Brecksville, OH 44141-1512

**RE: 2027 Workers' Compensation Options for Policy #31850851**

Dear Rachel Blanchette,

Thank you for selecting Minutemen HR to be your authorized representative for the period of January 1, 2027 through December 31, 2027. To ensure your policy has our representation, please promptly return the invoice and payment in the pre-paid envelope.

As your authorized representative, we will represent your interests before the Industrial Commission of Ohio and the Bureau of Workers' Compensation. In contested cases, your assigned claims manager will personally review the case file, prepare for any administrative hearings, as well as counsel you on various cost-control measures. In addition, we will provide policy overviews, savings recommendations, and update you with any BWC changes to help you maintain compliance. Minutemen HR has the right to revise fees, should the employer choose to be self-insured.

If you have any questions regarding the enclosed documents, please feel to contact Mike Pollack at (216) 225-4381 x 1310 or [mike.pollack@minutemenhr.com](mailto:mike.pollack@minutemenhr.com). Minutemen HR takes great pride in the work we do for businesses like yours and we are grateful for this opportunity. If we do not hear back from you by June 30th, we will inactivate your account.

Sincerely,

A handwritten signature in black ink that reads "Michael Cipullo". The signature is written in a cursive, slightly slanted style.

Minutemen HR Management Services  
3740 Carnegie Ave - Building B, Suite 300  
Cleveland, OH 44115

# WORKERS' COMPENSATION

## Retainer Service Agreement

THIS AGREEMENT entered into at Cleveland, on January 1, 2027 in Ohio by and between **BRECKSVILLE-BROADVIEW HGTS SCHOOLS** ("Customer") # 31850851 and Minutemen HR of 3740 Carnegie Ave., Cleveland, Ohio 44115.

Minutemen HR is in the business of providing claims management services and consulting with employers regarding the Ohio Bureau of Workers' Compensation ("BWC") program and representing clients before the Industrial Commission of Ohio ("ICO"). Customer is an employer that has employees which are regulated by the BWC and ICO in respect to the Ohio Workers' Compensation Program. Customer is contracting with Minutemen HR to provide claims management and consulting services for its relevant workers compensation program as follows:

- 1) Representation on Customers behalf at hearings before, and as permitted by BWC and ICO.
- 2) Annual review of BWC program eligibility and assisting customer in entering various BWC programs.
- 3) Assistance as needed regarding employers manual rates and classifications.
- 4) Quarterly BWC program reports and Loss runs (if applicable to the respective type of Program).
- 5) Claims administration including managing and monitoring injured workers claims currently in and entering the employer experience.

The Customer, as named on the accompanying Employer Statement for Group Rating Program as Employer (in the Form AC-26 or the Form U-153 whichever and only if either are applicable), agrees: 1) to pay to Minutemen HR the management fee, cooperate with the Workers' Compensation Group Rating Program and to, 2) comply with Ohio's workers compensation statutes, as well as the rules and regulations of the BWC and ICO.

Customer hereby agrees that Administration shall commence on the effective date of January 1, 2027, preceding the BWC policy year or after the Program Administrator's receipt of the executed Employer Statement for the respective period. If accepted for participation in a BWC Program, the Customer understands that the applicable group premium rates shall be in effect for payrolls incurred during the policy year January 1, 2027 to December 31, 2027. The total agreed upon annual fee of **\$6,000** is displayed in the most recent invoice to be paid annually for services through the end of the rating policy year unless otherwise specified.

Prior to the end of the policy term identified in the clause above, Minutemen HR will determine the annual fee for the upcoming renewal period and provide it to the Customer. Unless Customer provides notice to Minutemen HR notice of non-renewal at least thirty (30) days prior to that date, this Agreement will automatically renew for a period of one year or the new policy period with the same terms and conditions, with the exception of the new annual fee or changes otherwise altered by mutual agreement of the parties. Minutemen HR is also afforded the right to terminate this contract at any time with thirty (30) days' notice being provided to Customer.

Customer hereby agrees to forward all claims, claim information, copies of BWC statements, settlement paperwork, hearing notices, rate matters, and all Ohio Bureau of Workers' Compensation-Industrial Commission correspondence to Minutemen HR and further agrees to keep Minutemen HR, advised of operational changes along with all other matters that may affect its position with the BWC or ICO.

Minutemen HR is not a law firm and will not undertake to practice law on behalf of Customer. Services do not include any legal services, and/or representation beyond the state agencies listed above (e.g., claims appealed to court nor actions regarding and federal, state or local workplace safety violations). Any provision in this Agreement that would be deemed the practice of law is void and unenforceable. If an attorney is required, Customer will be responsible for retaining the attorney of its choice. Customer will pay all legal fees. In addition, extraordinary expenses incurred on the Customers behalf will be paid directly by the Customer (e.g., medical examinations, investigations, etc.). All such extraordinary expenses will be approved by the Customer before they are incurred.

The Customer acknowledges that, as part of the enrollment process each year, it makes representations to the Program Administrator regarding its past and present status as a Professional Employer Organization ("PEO"), Alternative Employment Organization ("AEO") or Employment Leasing Operation. Further, the Customer makes representations to the Program Administrator as to any past merger, acquisition, reorganization, consolidation or any other business activity that involves the potential combination by the BWC of the Customers workers compensation policy experience with any other Customers workers compensation policy experience. The Customer agrees to give written notice to the Program Administrator ninety (90) days in advance of any such action so that a determination may be made as to the effect on the Program. If notice is not given Customer may be removed from group.

The Customer's participation may be terminated at any time for failure to comply with the workers compensation group rating rules or maintain a workers' compensation experience consistent with other participants in the group. If the BWC rejects the Customer as a qualified applicant for the Program for circumstances beyond the Customers control, and the rejection cannot be overcome through appropriate protest before the state agencies, or if Minutemen HR, the Sponsoring Organization or the Program Administrator terminates the Customer's participation in the program, the Customer will be reclassified as a "retainer client" of Minutemen HR and receive claims management, policy program representation within the BWC as well as claims representation within the ICO as previously indicated in this Agreement.

The Customer agrees that it will be liable for and pay to a fund for held by the Program Administrator, or its designee, an amount equal to any additional premiums imposed by the BWC on the Program and/or participating members, for any Program year, due to a successorship imposed by the BWC on the Customer.

The Customer further agrees that Minutemen HR, the Program Administrator, the Sponsoring Organization, or other participants, and their respective members, directors, employees, agents, affiliates, subsidiaries, and successors and assigns shall not be liable for any awards, lawsuit damages, penalties, specific performance obligations, costs, expenses or any other losses or obligations of any kind related to the Customers workers compensation claims or coverage, and the Customer shall indemnify and hold harmless all such parties from and against any and all losses, claims, causes of action, actions, liabilities, damages, costs and expenses (including without limitation reasonable legal fees), whether known or unknown, arising from, in connection with, or pertaining in any way to such workers compensation claims or coverage. Under no circumstances shall the liability of Minutemen HR, its Program Administrator or the Sponsoring Organization, or other participants, and their respective directors, employees, agents, affiliates, subsidiaries, and successors and assigns for their respective obligations under this Agreement exceed the annual service fee paid by the Customer.

This Agreement shall be governed by the laws of the State of Ohio and shall be binding upon and inure to the benefit of the parties and their respective successors and assigns and may not be changed orally but only in writing signed by the employers and the Program Administrator. The Customer may not assign its responsibilities under this Agreement without the prior written consent of the Program Administrator. Any action relating to this Agreement shall be filed in a court of competent jurisdiction in Cuyahoga County, Ohio.

This Agreement will remain in force throughout the term of the Customers participation in the Group Rated Program and/or policy year by an officer, partner or sole proprietor duly authorized to execute such documents, signing, dating, and returning this Agreement and along if applicable the above captioned program a relevant Form AC-26 or Form U-153. If either of these forms are applicable and only in the case of a Group Rating Program, Group Retrospective Rating Program or the Grow Ohio Services Agreement, the relevant program form will be attached hereto. The submission of that form if applicable certifies the Customers agreement and adherence to the above terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands to this instrument in execution thereof the day and year above mentioned.

Minutemen HR  
**HGTS SCHOOLS**

Customer: **BRECKSVILLE-BROADVIEW**

Policy #: **31850851**

By Michael Cipullo

By \_\_\_\_\_

Date 03/23/2026

Date \_\_\_\_\_