



Monterey Educational Risk Management Authority
P.O. Box 3320, Salinas, CA 93912
www.merma.org

EXECUTIVE COMMITTEE MINUTES
August 31, 2016

The Executive Committee of the Monterey Educational Risk Management Authority met at 76 Stephanie Drive, Salinas, on August 31, 2016 at 1:00 p.m.

Executive Committee Members Present

Jerry Stratton, President
Rory Livingston, Vice President
Veronica Flournoy
Tracie Corpuz

Executive Members Absent

Colleen Stanley

Guests and Staff

Robert Hoyle, North Bay Associates
Derek Burkhalter, Bickmore
Marcus Beverly, Alliant
Matt Gowan, Alliant
Danielle Buri, Intercare
Marlene Richardson, Intercare
Gary Metzler, Loss Control Manager
Connie Martin, Administrative Assistant

CALL TO ORDER

President Stratton called the meeting to order at 1:05 p.m.

ROLL CALL

Jerry Stratton, Rory Livingston, Veronica Flournoy, Tracie Corpuz present.

Colleen Stanley absent.

APPROVAL OF AGENDA POSTED

Motion was made to approve the agenda as posted.

MOTION: Veronica Flournoy	SECONDED: Rory Livingston	MOTION CARRIED	
AYES: 4	NOES: 0	ABSTAIN: 0	ABSENT: 1
AYES: Veronica Flournoy, Rory Livingston, Tracie Corpuz, Jerry Stratton			
ABSENT: Colleen Stanley			

PUBLIC COMMENTS

None

CONSENT CALENDAR

The following items were presented:

1. Executive Committee Minutes – May 25, 2016
2. Payment Registers and Board Reports – May, June, & July 2016
3. FYE 2016 Financial Audit Engagement Letter

Motion was made to approve items as 1 through 3 as presented with a single motion.

MOTION: Rory Livingston	SECONDED: Tracie Corpuz	MOTION CARRIED	
AYES: 4	NOES: 0	ABSTAIN: 0	ABSENT: 1
AYES: Rory Livingston, Tracie Corpuz, Veronica Flournoy, Jerry Stratton			
ABSENT: Colleen Stanley			

ADMINISTRATIVE REPORTS

President's Report

President Stratton stated that he is looking forward to seeing everyone at the CAJPA conference in September. President Stratton stated that he highly recommends everyone attend the conference if possible because it is very educational.

MERMA Administrative Update

Marcus Beverly reported on:

1. Member District Visits – Marcus informed the Executive Committee that he visited San Lucas, Salinas City Elementary (claim review), Gonzales USD, Spreckels USD, San Antonio USD and Bradley USD. Marcus stated that he enjoyed the visits and he mentioned that he will visit Big Sur USD as soon as the fire situation is over and Big Sur is back at their location.
2. Return To Work Program – Marcus informed the Executive Committee that MCOE is moving forward with the program and they are working closely with the RTW consultants.
3. Investments – Marcus reported that Garry Bousum is following up with the County of Monterey on MERMA’s investments and is hoping to hear back from the County any day now.
4. Sunrise House – Marcus reported that he was contact by Colleen Stanley regarding Sunrise House. Sunrise House has requested to be considered to join MERMA. Marcus informed the Executive Committee that Sunrise is a JPA formed by a number of school districts that provides drug and alcohol counseling services. Marcus stated that Sunrise House is currently with the State Fund. Sunrise House request will be discussed and considered at the October 5th Board meeting.

Claims Administrator’s Report

Intercare provided the Executive Committee with the following reports:

1. Annual and Monthly Results on Claims,
2. Annual and Monthly Results – Closing Ratio,
3. New Claim Analysis – Received YTD 2016/2017,
4. New Claims Analysis – Received FY 2015/2016,
5. Monthly Frequency & Severity Reports- July 2016,
6. Claim Closing Analysis – FY 2016/2017 YTD,
7. Claim Closing Analysis – FY 2015/2016,
8. Net Reserve Changes,
9. MERMA Company Nurse Results – July 2016 and,
10. MERMA Bill Review Results – July 2016.

Intercare also reported that Ana Mendez, Claims Assistant had submitted her resignation. Intercare informed the Committee that they have a temp working Ana’s desk. Intercare has advertised the position and they have a few candidates interested in the position. Intercare informed the Committee that the temp will also be considered for the claims assistant position. The Executive Committee wished Ana well.

Claims Administrator’s Report (continued)

Marlene Richardson of Intercare gave an update on Claim Reviews:

Marlene stated that they had a claim review with Salinas City Elementary School District on July 19th. The claims that were reviewed were picked by the district. The claim review went well.

Marlene stated that they had a claim review with Carmel Unified School District on August 23rd and all open files were discussed. Marlene informed the Committee that Carmel expressed a desire to meet quarterly so Marlene will be looking for some target dates in November. Carmel also expressed wanting Intercare to be more aggressive with the claims, they are happy that the claims are down but want to see more claims settled.

A claim review with MCOE has been scheduled for October 18, 19, & 20. All open claims will be discussed.

Executive Committee Report

Tracie Corpuz asked what the status was in regards to Big Sur’s high rate increase for FY 2016/17. President Stratton explained that rating options will be discussed to smooth out rates going forward.

JPA BUSINESS

Claim Audit – 2016

The Executive Committee took action to accept and file the claims audit report presented by Robert Hoyle of North Bay Associates. Mr. Hoyle presented the report via teleconference. The overall composite score was 88.8%.

Intercare provided a response to the claims audit. Intercare stated that they are committed to the success of MERMA’s workers’ compensation program and they will continue to work with staff to ensure compliance with the claims administration standards.

MOTION: Veronica Flournoy	SECONDED: Tracie Corpuz	MOTION CARRIED
AYES: 4	NOES: 0	ABSENT: 1
ABSTAIN: 0		
AYES: Veronica Flournoy, Tracie Corpuz, Rory Livingston, Jerry Stratton		
ABSENT: Colleen Stanley		

Rating Plan Ex-Mod Factor (EMF) Options

The Executive Committee took action to have Derek Burkhalter of Bickmore Risk Services to present options on calculating EMFs at the October 5th Board meeting.

MOTION: Rory Livingston	SECONDED: Tracie Corpuz	MOTION CARRIED	
AYES: 4	NOES: 0	ABSTAIN: 0	ABSENT: 1
AYES: Rory Livingston, Tracie Corpuz, Veronica Flournoy, Jerry Stratton			
ABSENT: Colleen Stanley			

Conflict of Interest Code

The Executive Committee took action to re-affirm the Conflict of Interest Code with no changes.

MOTION: Rory Livingston	SECONDED: Veronica Floury	MOTION CARRIED	
AYES: 4	NOES: 0	ABSTAIN: 0	ABSENT: 1
AYES: Rory Livingston, Veronica Flournoy, Tracie Corpuz Jerry Stratton			
ABSENT: Colleen Stanley			

Risk Control Update

Gary Metzler, Loss Control Manager, gave an update on Risk Control matters. Gary provided the following information: 1) Percentage of Matching Funds used per fiscal year, 2) Matching Safety Funds allocated for fiscal 2016/2017, 3) 2015/2016 Quarterly Loss Control Report and 4) Information on Loss Control future staffing. Gary has indicated that he will retire within the first quarter of 2017. Discussion held, no action taken, information item only. The Executive Committee thanked Gary for all his hard work. They stated that they appreciate all the work that he has done and continues to do, to help the districts with their ergo evaluations, safety issues, and the matching safety fund.

Topics for the October 5th Board Meeting

Marcus Beverly, provided the Executive with a draft agenda for the October 5th Board meeting. Marcus asked for the Committee’s input on the topics

Closing Comments

None


Upcoming Meeting

Next Executive Committee meeting will be held on November 9, 2016.

ADJOURNMENT

Motion was made to adjourn the meeting at 3:03 p.m.

MOTION: Veronica Flournoy	SECONDED: Rory Livingston	MOTION CARRIED
AYES: 4	NOES: 0	ABSTAIN: 0
		ABSENT: 1
AYES: Veronica Flournoy, Rory Livingston, Tracie Corpuz Jerry Stratton		
ABSENT: Colleen Stanley		

Gerald Stratton, President: 

Marcus Beverly, Executive Director: 

Date: November 9, 2016