



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
January 28, 2015**

The Executive Committee of the Monterey Educational Risk Management Authority met at 76 Stephanie Drive, Salinas, CA at 1:30 p.m., on January 28, 2015.

Executive Committee Members Present

Sara Perez, President
Gerald (Jerry) Stratton, Vice President
Veronica Flournoy
Melody Canady
Rory Livingston

Guests and Staff

Erik Peterson, Norm Peterson Associates
Leti Diaz, Soledad USD
Esteban Rios, Soledad USD
Danielle Buri, Intercare
Karen Callahan, Intercare
Marcus Beverly, Alliant
Mike Simmons, Alliant
Hallie Pacheco
Connie Martin

A. CALL TO ORDER

Sara Perez called the meeting to order at 1:35 p.m.

B. ROLL CALL

C. APPROVAL OF AGENDA POSTED

Motion was made to approve the agenda as posted.

MOTION: Melody Canady **SECONDED:** Veronica Flournoy **MOTION CARRIED**

AYES: 4 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 1

AYES: Melody Canady, Veronica Flournoy, Rory Livingston, Sara Perez

ABSENT: Jerry Stratton

D. PUBLIC COMMENTS

None

Jerry Stratton arrived at 1:40 p.m.

E. CONSENT CALENDAR

The following items were discussed:

1. Executive Committee Minutes – November 12, 2014
2. Payment Registers and Board Reports – October, November & December 2014

Motion was made to approve items 1 and 2 with a single motion.

MOTION: Rory Livingston **SECONDED:** Melody Canady **MOTION CARRIED**

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0

AYES: Rory Livingston, Melody Canady, Veronica Flournoy, Jerry Stratton, Sara Perez

F. PRESENTATION: Return-To-Work Program – Norm Peterson & Associates

Erik Peterson presented an overview of his company’s Return-To-Work Program. The Committee reviewed the presentation and lengthy discussion was held. Further research will be conducted to determine if there is an interest in developing a pilot Return-to-Work Program to assist members in creating modified duty “bridge” assignments and/or other services to improve their return to work programs.

G. ADMINISTRATIVE REPORTS

1. President’s Report

None

2. MERMA Administrative Update

Marcus Beverly and Hallie Pacheco addressed the Committee on matters pertinent to MERMA:

- Marcus reported on that he would be meeting with the County Treasurer as well as MCOE to discuss higher returns on MERMA’s investments and he will discuss the Return-to-Work Program with Garry.

- Marcus also plans to discuss MERMA's treasurer with MCOE as stated in the bylaws.
- Marcus also reported that the Medical Provider Network will be implemented soon.
- Marcus informed the Committee that he will also schedule a claims review with Intercare.

Hallie Pacheco reported on MERMA's banking situation. At the last EC meeting, the Committee suggested that MERMA contact other banks in the area and obtain information on their services and banking fees. The Committee suggested to start with Pinnacle Bank. Hallie provided the Committee with an analysis statement from Rabobank (MERMA's current bank). The statement listed all fees from August to November. Hallie also contacted Desiree Gonzales of Pinnacle Bank to find out what kind of fees they would charge. Desiree did a quick analysis on information that Hallie provided to her. Hallie informed the Committee that Pinnacle Bank fees would be higher than Rabobank. Lengthy discussion held. Intercare suggested that they handle the claims trust/checking account through their bank (CoAmerica) and there would be no banking fees. The Committee agreed that Intercare should handle the MERMA Trust/Checking account. MERMA will work out all the details with Intercare. This item will be discussed again at the next meeting.

3. Claims Administrator's Report

The Intercare staff presented the Committee with an update on claims administration. They provided the Committee with a Claim Status and Claim Summary report for the month of December along with other analysis reports. Discussion held. Intercare also informed the Executive Committee that they hired Sally Gauna to replace Sandy Lewis.

4. Executive Committee

None

H. JPA BUSINESS

1. Funding Policy

Motion was made to approve the draft funding policy with amended language under section 6.5. The Committee will recommend the policy to the Board at the next Board of Directors' meeting. The policy provides a framework and benchmarks for annual funding, dividends and/or assessments.

MOTION: Jerry Stratton **SECONDED:** Rory Livingston **MOTION CARRIED**

AYES: 5 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0

AYES: Jerry Stratton, Rory Livingston, Melody Canady, Veronica Flournoy, Sara Perez

2. Resolution of Coverage and Claims Disputes

The Committee reviewed and discussed the proposed Resolution of Coverage and Claims Disputes requiring binding arbitration to resolve disputes. The Committee will recommend the language to the Board of Directors' for adoption at their next meeting. The requirements for CAJPA accreditation with excellence include provision for resolution of coverage and claims disputes in a pool's governing documents.

Motion was made to recommend the Resolution of Coverage and Claims Disputes to the Board of Directors for adoption.

MOTION: Melody Canady **SECONDED:** Jerry Stratton **MOTION CARRIED**

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0

AYES: Melody Canady, Jerry Stratton, Veronica Flournoy, Rory Livingston, Sara Perez

3. Records Retention Policy – Resolution 15-01

MERMA has not previously adopted a formal record retention policy though claim records have been kept at least five years after closure and most records are still in storage. This a CAJPA accreditation requirement.

Motion was made to adopt Resolution 15-01 Records Retention Policy.

MOTION: Melody Canady **SECONDED:** Rory Livingston **MOTION CARRIED**

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0

AYES: Melody Canady, Rory Livingston, Veronica Flournoy, Jerry Stratton, Sara Perez

4. Loss Control Services Quarterly Report

Gary Metzler, Loss Control Manager provided the Committee with a 2nd Quarter Loss Control Report (October to December). Discussion held. Information item only, no action.

I. Closing Comments

None

J. Upcoming Meeting

Next Executive Committee meeting will be held on March 11, 2015.


K. ADJOURNMENT


Motion was made to adjourn the meeting at 3:50 p.m.

MOTION: Veronica Floumoy **SECONDED:** Jerry Stratton **MOTION CARRIED**

AYES: 5 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0

AYES: Veronica Floumoy, Jerry Stratton, Rory Livingston, Melody Canady, Sara Perez

President/Vice President 

Executive Director 

Date 3-11-15