

MERMA

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

www.merma.org

EXECUTIVE COMMITTEE MINUTES January 20, 2016

The Executive Committee of the Monterey Educational Risk Management Authority met at 76 Stephanie Drive, Salinas, on January 20, 2016 at 1:30 p.m.

Executive Committee Members Present

Gerald (Jerry) Stratton, President
Rory Livingston, Vice President
Veronica Flournoy
Colleen Stanley
Duane Wolgamott

Guests and Staff

Tracie Corpuz, Washington USD
Marcus Beverly, Alliant
Matt Gowan, Alliant
Karen Callahan, Intercare
Danielle Buri, Intercare
Connie Martin, Administrative Assistant

CALL TO ORDER

Jerry Stratton called the meeting to order at 1:31 p.m.

ROLL CALL

All five Executive Committee Members present.

APPROVAL OF AGENDA POSTED

Motion was made to approve the agenda as posted.

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED
AYES: 5	NOES: 0	ABSTAIN: 0
AYES: Veronica Flournoy, Colleen Stanley, Duane Wolgamott, Rory Livingston		ABSENT: 0
ABSENT: 0		

PUBLIC COMMENTS

None

ADMINISTRATION

(831) 783-3300
Fax: (831) 783-3309

CLAIMS

(831) 783-3311
Fax: (831) 783-3333

LOSS CONTROL

(831) 783-3300
Fax: (831) 783-3309

CONSENT CALENDAR

The following items were presented:

1. Executive Committee Minutes – November 18, 2016,
2. Payment Registers and Board Reports – November and December 2015,
3. Contract Amendments for Intercare and MCOE,
4. Treasurer’s Reports for 6/30/15 and 9/30/15.

Motion was made to approve items 1 through 4 with a single motion with the addition of the Treasurer’s Reports that were provided to the Committee at the meeting.

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED
AYES: 5	NOES: 0	ABSTAIN: 0
ABSENT: 0		ABSENT: 0
AYES: Veronica Flournoy, Colleen Stanley, Rory Livingston, Duane Wolgamott, Jerry Stratton		
ABSENT: 0		

ADMINISTRATIVE REPORTS

President’s Report

None

MERMA Administrative Update

Marcus thanked Tracie Corpuz from Washington Union School District for attending the meeting.

Marcus Beverly reported:

1. Claim Audit RFPs – Marcus informed the Executive Committee that RFPs for the claims audit have been sent out. The claims audit will be conducted either late summer or early fall.
2. Form 700 – Marcus reminded the Executive Committee that the Form 700 needs to be completed by April 1.
3. Interactive Process Training – Marcus also reminded the Executive Committee about the training in February on the Interactive Process at MCOE. Marcus informed the Committee that the response has been good, so far 20 plus people have rsvp’d, including some from outside MERMA.

4. Member Meetings – Marcus stated that he is planning to meet with member districts, most recently he wants to meet with Salinas Union High School District to discuss a particular claim and also wants to discuss the Return-to-Work Program process with them and have them get in touch with Norm Peterson. Marcus informed the Committee that he is working on setting aside more time to meet with member districts. He stated that it is sometimes hard to do between the Executive Committee meetings and his normal schedule but he has been working on it quite a bit lately to set up the meetings.

Matt Gowan reported:

1. Member Meetings – Matt followed-up the discussion on site visits to the member districts. Matt stated that Marcus would like to spend an extra day or two to visit the member districts as the administrator. Matt informed the Committee that he looked into their contract and they thought the time spent at MERMA would drop off after things got rolling but they are still spending the same amount of time. Matt stated that their contract is coming up again, haven't had an increase, in fact they lowered their fees at one point. Matt stated that Marcus wants to complete more missions with the member districts so he informed the Committee that it might be time to do the substantial negotiation meeting like the one that was done a couple of years ago, and take a look at the contract. Matt stated that they did a 2-year extension, it was 2 years with another 1 year that the price was negotiable. Matt informed the Committee that they would like to ask for a raise this year and talk about setting up a negotiation meeting. Jerry Stratton stated that this item would be discussed under new business.

Claims Administrator's Report

Intercare provided the Executive Committee with the following reports:

1. Caseload Report per adjuster,
2. Annual and Monthly Results on Claims,
3. Claim Closing Analysis – YTD 2015/2016,
4. Net Reserve Changes – YTD 2015/2016,
5. Frequency & Severity Reports,
6. MERMA Company Nurse Results – December 2015 and,
7. MERMA Bill Review Results – December 2015.

Veronica Flournoy asked why Angela's caseload was so high. Intercare explained that Angela is handling future medical and medical only claims. Angela was promoted to examiner from claims assistant, and passed her SIP in December. Intercare stated that both claims assistants applied for the examiner position, interviews were held and Intercare selected Angela as the examiner. Intercare informed the Committee that Angela is closely being mentored by Katy. Intercare also informed the Committee that Bertha Ruelas has been hired as a claims assistant. Bertha comes with over 20 years' experience in the worker's compensation field.

Intercare also informed the Committee that the Medical Provider Network (MPN) has been approved by the State. Intercare will be sending out information that needs to be implemented by the member districts. Intercare stated that a letter on member districts' letterhead will need to be sent to all of their employees. Intercare will send out a sample letter along with other information so that the MPN can be implemented.

The Committee thanked Intercare for the informative reports.

Executive Committee Report

Veronica Flournoy had questions on the projected 2016/17 payroll information requested by MERMA. Veronica stated that she is confused. She stated that she would like for the process to be consistent on which report to use. Discussion held. Colleen Stanley informed the Committee that she could probably obtain the payroll information for all member districts. Colleen will send the information to Marcus.

Jerry Stratton addressed the contract negotiation meeting discussed under the Administrative Update section of the agenda. He asked for volunteers to serve on the contract negotiation committee between MERMA and Alliant. Rory Livingston volunteered to serve on the committee. Veronica Flournoy stated that she would like for Jerry Stratton to serve on the committee because he has the history of serving on this committee in the past. Jerry Stratton stated that he wouldn't mind serving on the committee again but would defer if the other Committee members were interested in serving on the contract negotiation committee. No other Committee members were interested so Rory Livingston and Jerry Stratton will negotiate the contract between MERMA and Alliant.

JPA BUSINESS

Employer Paid Member Pension Contributions

To be in compliance with Pension Reform Act of 2013, motion was made to adopt Resolution 2016-01 confirming that Employer Paid Member Contributions will be 0% as of January 1, 2016. The motion included approving the revised salary schedules, with increases of 7% to offset the reduction in payment of Member Contributions. MERMA employees will be responsible for their contribution to PERS, Member contributions will no longer be paid by employer. No fiscal impact.

MOTION: Veronica Flournoy	SECONDED: Rory Livingston	MOTION CARRIED
AYES: 5	NOES: 0	ABSENT: 0
ABSTAIN: 0		
AYES: Veronica Flournoy, Rory Livingston, Colleen Stanley, Duane Wolgamott, Jerry Stratton		
ABSENT: 0		

Executive Committee President/Vice President

Motion was made to nominate Jerry Stratton to serve as Interim President. Interim term ends on June 30, 2016.

MOTION: Veronica Flournoy	SECONDED: Duane Wolgamott	MOTION CARRIED	
AYES: 5	NOES: 0	ABSTAIN: 0	ABSENT: 0
AYES: Veronica Flournoy, Duane Wolgamott, Colleen Stanley, Rory Livingston, Jerry Stratton			
ABSENT: 0			

Motion was made to nominate Rory Livingston to serve as Interim Vice President. Interim term ends on June 30, 2016.

MOTION: Veronica Flournoy	SECONDED: Duane Wolgamott	MOTION CARRIED	
AYES: 5	NOES: 0	ABSTAIN: 0	ABSENT: 0
AYES: Veronica Flournoy, Duane Wolgamott, Colleen Stanley, Rory Livingston, Jerry Stratton			
ABSENT: 0			

CAJPA Accreditation Update

Marcus Beverly was happy to report that with the approval of the items on the consent calendar, MERMA has met all the requirements for full CAJPA accreditation. Marcus informed the Committee that with the approval of the Electronic Data Security Policy, MERMA will meet the requirements for CAJPA Accreditation with Excellence. CAJPA will present the Certificate to MERMA at the May 25th Board meeting.

Electronic Data Security Policy

Marcus provided the Electronic Data Security Policy outlining measures taken to protect MERMA's electronic records and network. Marcus stated that Gary Metlzer worked with MarTech to obtain certain information for the policy. Marcus informed the Committee that this is the last item to be approved to receive the CAJPA Accreditation with Excellence. The Committee reviewed the policy and motion was made to approve the policy as presented with the addition of "off premises" at the end of item "e".

MOTION: Rory Livingston	SECONDED: Veronica Flournoy	MOTION CARRIED	
AYES: 5	NOES: 0	ABSTAIN: 0	ABSENT: 0
AYES: Rory Livingston, Veronica Flournoy, Colleen Stanley, Duane Wolgamott, Jerry Stratton			
ABSENT: 0			

Loss Control Services Quarterly Report

The 2015-16 2nd Quarter Loss Control Report was prepared by Gary Metzler, Loss Control Manager, and was presented by Marcus Beverly. The Committee reviewed the report and asked that Gary give an update at the next meeting on the work-related claims with regards to Special Ed.

Resolution Recognizing Sara M. Perez

The Executive Committee adopted a resolution recognizing Sara M. Perez for her many contributions and her tenure on the MERMA Board and Executive Committee. Sara served as Executive Committee President for over six years, and as a Board of Director for several years.

MOTION: Veronica Flournoy	SECONDED: Rory Livingston	MOTION CARRIED
AYES: 5	NOES: 0	ABSTAIN: 0
ABSENT: 0		
AYES: Veronica Flournoy, Rory Livingston, Colleen Stanley, Duane Wolgamott, Jerry Stratton		
ABSENT: 0		

Closing Comments

None

Upcoming Meeting

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

ADJOURNMENT

Motion was made to adjourn the meeting at 2:34 p.m.

MOTION: Colleen Stanley	SECONDED: Veronica Flournoy	MOTION CARRIED
AYES: 5	NOES: 0	ABSTAIN: 0
ABSENT: 0		
AYES: Colleen Stanley, Veronica Flournoy, Rory Livingston, Duane Wolgamott, Jerry Stratton		
ABSENT: 0		

Executive Committee Minutes
January 20, 2016

President/Vice President

Executive Director

Date

3/9/14