



**EXECUTIVE COMMITTEE MINUTES**

**August 26, 2015**

The Executive Committee of the Monterey Educational Risk Management Authority met at 76 Stephanie Drive, Salinas, on August 26, 2015 at 1:30 p.m.

**Executive Committee Members Present**

Sara Perez, President,  
Gerald (Jerry) Stratton, Vice President  
Veronica Flournoy  
Colleen Stanley

**Guests and Staff**

Duane Wolgamott, SMCJHSD  
Marcus Beverly, Alliant  
Matt Gowan, Alliant  
Karen Callahan, Intercare  
Katy Busby, Intercare  
Danielle Buri, Intercare  
Gary Metzler, Loss Control Manager  
Connie Martin, Administrative Assistant

**A. CALL TO ORDER**

Sara Perez called the meeting to order at 1:30 p.m.

**B. ROLL CALL**

**C. APPROVAL OF AGENDA POSTED**

Motion was made to approve the agenda as posted.

<b>MOTION:</b> Veronica Flournoy	<b>SECONDED:</b> Colleen Stanley	<b>MOTION CARRIED</b>	
<b>AYES:</b> 4	<b>NOES:</b> 0	<b>ABSTAIN:</b> 0	<b>ABSENT:</b> 0
<b>AYES:</b> Veronica Flournoy, Colleen Stanley, Jerry Stratton, Sara Perez			

**D. PUBLIC COMMENTS**

None

**E. CONSENT CALENDAR**

The following items were discussed:

1. Executive Committee Minutes – May 13, 2015
2. Payment Registers and Board Reports – May, June, July 2015
3. Legal Services Agreement – Haight Brown & Bonesteel LLP
4. FYE 2015 Financial Audit Engagement Letter

Motion was made to approve items 1 through 4 with a single motion.

<b>MOTION:</b> Veronica Flournoy	<b>SECONDED:</b> Colleen Stanley	<b>MOTION CARRIED</b>
<b>AYES: 4</b>	<b>NOES: 0</b>	<b>ABSENT: 0</b>
<b>ABSTAIN: 0</b>		
AYES: Veronica Flournoy, Colleen Stanley, Jerry Stratton, Sara Perez		

**F. ADMINISTRATIVE REPORTS**

1. **President’s Report**  
None

2. **MERMA Administrative Update**

Matt Gowan reported:

Mike Simmons is recuperating from surgery and is doing really well. The Executive Committee sent their well wishes to Mike for a speedy recovery and look forward to seeing him soon.

Matt informed the Committee that he will be meeting with potential new clients.

Matt mentioned that the CAJPA Conference is next month and looks forward to seeing EC members at the conference.

Marcus Beverly reported:

He attended claim reviews with Intercare and Gary Metzler.

Marcus reported on the Lunch & Learn Workers’ Compensation 101 Workshop on August 25<sup>th</sup>, at MCOE. Marcus was very pleased with the turnout at the training workshop.

Marcus has been in contact with Garry Bousum regarding the investments. Marcus is expecting to meeting with Garry and the County within the next few months to move this forward.

3. **Claims Administrator's Report**

Intercare provided the Executive Committee with the following reports:

- Annual and July reports,
- New Claim Analysis –Received YTD 2015-16,
- Net Reserve Changes report – YTD 2015-16,
- MERMA Company Nurse Results report,
- MERMA Bill Review results for July 2015.

Discussion held. Katy Busby also reported on the 11 claim reviews conducted so far. Katy stated that she has received great feedback from the claim reviews.

Danielle Buri informed the Executive Committee that she and Karen Callahan would not be attending the Board meeting next month. Danielle mentioned that she will be available via teleconference and Katy Busby, Claims Manager would attend the meeting.

4. **Executive Committee Report**

None

G. **JPA BUSINESS**

1. **Return-to-Work Program**

Marcus Beverly presented a status report on the Return-to-Work Program. Marcus stated that Salinas City School District is up and running with the Return- to-Work Program. Carmel USD is making progress with the program. Marcus mentioned that MCOE, Soledad USD, and Gonzales USD are in the process of starting the program.

Informational item only, no action taken.

2. **Risk Control Update**

Gary Metzler, Loss Control Manager, presented a summary report of Loss Control activities as of June 30, 2015. Gary also provided the Committee with the Matching Safety Grant Allocations for FY 2015-16 along with the allocations for FY 2014-15 and the percentage used for FY 2014-15. Discussion held. Informational item only, no action taken.

**3. Topics for the October 7<sup>th</sup> Board Meeting**

The Executive Committee discussed topics for the upcoming Board of Directors' meeting scheduled for October 7, 2015. A draft agenda was provided to the Committee for their review and input. Discussion held. Informational item only.

**4. CAJPA Accreditation Status**

Marcus reported that he has been in contact with Jim Marta, CAJPA Consultant. MERMA will be uploading files to Jim's secure site. Once files are transferred, Jim will start the process of reviewing the documents. Marcus informed the EC that Jim may conduct a site visit to MERMA and he may want to interview the EC President. Marcus also mentioned that one of the items that Jim may question is the fact that not all MERMA members adopted the resolution on the revised MERMA Agreement and Bylaws. Lengthy discussion held regarding the issue of members not signing the resolutions to adopt the revised agreement and bylaws.

Informational item only.

**H. Closing Comments**

None

**I. Upcoming Meeting**

Next Executive Committee meeting will be held on November 18, 2015.

**J. ADJOURNMENT**

Motion was made to adjourn the meeting at 2:55 p.m.

<b>MOTION:</b> Veronica Flournoy	<b>SECONDED:</b> Jerry Stratton	<b>MOTION CARRIED</b>
<b>AYES:</b> 4	<b>NOES:</b> 0	<b>ABSTAIN:</b> 0
<b>ABSENT:</b> 0		
<b>AYES:</b> Veronica Flournoy, Jerry Stratton, Colleen Stanley, Sara Perez		
<b>ABSENT:</b>		

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President/Vice President



Executive Committee Minutes  
August 26, 2015

Executive Director \_\_\_\_\_



Date \_\_\_\_\_

11/18/15