



Monterey Educational Risk Management Authority  
P.O. Box 3320, Salinas, CA 93912  
[www.merma.org](http://www.merma.org)

**President**  
Sara M. Perez  
Gonzales USD

**Vice President**  
Veronica Flournoy  
Spreckels USD

## EXECUTIVE COMMITTEE MEETING

**Date:** Wednesday March 20, 2013  
**Time:** 1:00 PM

**Location:** MERMA  
Conference Room Upstairs  
76 Stephanie Drive  
Salinas, CA 93901  
(831) 783-3300

- A Action**
- I Information**
- 1 Attached**
- 2 Hand Out**
- 3 Separate Cover**
- 4 Verbal**
- 5 Previously Mailed**

- PAGE* **A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA AS POSTED** A 1
- D. PUBLIC COMMENTS**  
*This time is reserved for members of the public to address the Executive Committee on matters of MERMA that are of interest to them.*
- Pg.1* **E. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957**  
*Personnel issues.*
- F. REPORT FROM CLOSED SESSION** I 4

*Our mission is to protect the human resources  
And financial assets of our member districts in order to support  
The future of public education.*



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Pg.2     **G.     CONSENT CALENDAR**     A     1

*All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or Executive Committee may request any item to be considered separately.*

Pg.3     1.     Executive Committee Meeting Minutes – February 28, 2013

Pg.9     2.     Board Report and Payment Register – February 2013

**H.     ADMINISTRATIVE REPORTS**

1.     **President’s Report**     I     4

*Sara Perez will address the Executive Committee on items pertaining to MERMA - VERBAL*

2.     **MERMA Administrative Update**     I     4

*Pool Consultant, Alliant, will update the Board on matters pertinent to MERMA*

3.     **Loss Control Manager**     I     4

*Loss Control Manager may comment or report on various matters or concerns of the JPA. - VERBAL*

4.     **Executive Committee**     I     4

*The Executive Committee Members may comment or report on various matters or concerns of the JPA. - VERBAL*

**I.     JPA BUSINESS**

Pg.24     1.     **Interim Staff Management Structure**     A     1

*The Executive Committee will review and discuss and take action on alternatives and options to provide these services to staff.*

2.     **Managed Care Services**     I     4

a.     Update on David North – Attorney hired to try to recoup from Corval  
*Matt Gowan will provide the Committee with the current status - VERBAL*

Pg.26     b.     StrataCare Managed Care Service Provider Agreement – Update     A     1

*The Committee requested staff to provide them with the history of this contract before signing the contract.*

c.     Update on StrataCare service to date.     I     4

*Matt Gowan will provide the Committee with an update on the status - VERBAL*

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# MERMA

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Spreckels USD

- Pg.27      3.    **Final Audit YE June 30, 2013**      A    2  
*Jamie Matthews from Gilbert and Associates will provide the Executive Committee the Final Audit for approval. The Draft was presented to the Committee at the January 31, 2013 Executive Committee meeting.*
- Pg.28      4.    **Financial Report**      I    2  
*Helen Rodriguez will provide the Executive Committee with an overview of the JPA's financial report as of January, 2013.*
- Pg.29      5.    **2013/2014 Excess Workers' Compensation Renewal Marketing Plan**      I    4  
*Matt Gowan will provide the Committee with an overview of the marketing plan for the renewal of the 2013/2014 coverage year.*
- Pg.30      6.    **Establishing date for April Executive Meeting**      A    1  
*The Committee will be asked to review their calendar and reschedule the April meeting due to a scheduling conflict.*

**L. CLOSING COMMENTS**

**ADJOURNMENT**

**IMPORTANT NOTICES AND DISCLAIMERS:**

*Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Connie Martin at Monterey Educational Risk Management Authority (MERMA) at (831) 783-3300.*

*The Agenda packet will be posted on the MERMA website at [www.merma.org](http://www.merma.org). Documents and material relating to an open session agenda item that are provided to the MERMA Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 76 Stephanie Drive, Salinas, CA 93901.*

*Access to some buildings and offices may require routine provisions of identification to building security. However, MERMA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3*

***Our mission is to protect the human resources  
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**CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957**

**ACTION ITEM**

**ISSUE:** Pursuant to Government Code Section 54957, the Executive Committee will hold a Closed Session to discuss Personnel Issues.

**RECOMMENDATION:** None

**FISCAL IMPACT:** Unknown

**BACKGROUND:** Confidential

**ATTACHMENT(S):** None

Agenda Item G.

**CONSENT CALENDAR**

**ACTION ITEM**

**ISSUE:** Items on the Consent Calendar should be reviewed by the Executive Committee and, if there is any item requiring clarification or amendment, such item(s) should be pulled from the agenda for separate discussion.

**RECOMMENDATION:** The Pool Consultant recommends adoption of the Consent Calendar after review by the Executive Committee. *Items requested to be pulled from the Consent Calendar by a member will be placed in order, back on the agenda, by the President.*

**FISCAL IMPACT:** None.

**BACKGROUND:** The Executive Committee places the following items on the Consent Calendar for adoption. The Executive Committee may accept the Consent Calendar as presented, or pull items for discussion and separate action while accepting the remaining items.

**ATTACHMENT(S):**

1. Executive Committee Meeting Minutes – February 28, 2013
2. Board Report and Payment Register – February 2013



**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
February 28, 2013**

The Executive Committee of the Monterey Educational Risk Management Authority met at 76 Stephanie Drive, Salinas, CA at 1:30 p.m., on February 28, 2013.

**Executive Committee Members Present**

Sara Perez, President  
Veronica Flournoy, Vice President  
Mike Brusa  
Melody Canady  
Gerald (Jerry) Stratton

**Guests and Staff**

Matt Gowan, Alliant Insurance Services  
Mike Simmons, Alliant Insurance Services  
Susan Adams, Alliant Insurance Services  
Gary Metzler  
Connie Martin

**CALL TO ORDER**

Sara Perez called the meeting to order at 1:40 p.m.

**ROLL CALL**

**APPROVAL OF AGENDA POSTED**

Sara Perez asked for a motion to approve the agenda as posted.

**MOTION:** Jerry Stratton    **SECOND:** Veronica Flournoy    **MOTION CARRIED**

**PUBLIC COMMENTS**

None

**CLOSED SESSION**

The Executive Committee went into closed session at 1:41 p.m., to discuss personnel issues pursuant to Government Code Section 54957.

**REPORT FROM CLOSED SESSION**

The Executive Committee reconvened from Closed Session at 2:45 p.m. Sara Perez reported that there was no action taken in closed session and there was nothing to report.

**CONSENT CALENDAR**

The following items were discussed and approved:

1. Executive Committee Minutes – January 31, 2013
2. Executive Committee Minutes – February 7, 2013
3. Board Report and Payment Register – January 2013
4. Monterey County Treasurer’s Investment Report for Quarter Ending 12/31/12
5. David Donn January 30, 2013 Managed Care Management Report for 10/30/12.

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

**ADMINISTRATIVE REPORTS**

President’s Report

Sara Perez reported that it has been very hectic in terms with MERMA related issues she has been actively involved.

MERMA Administrative Update

Matt Gowan, Pool Consultant, gave an update to the Executive Committee on the services that Alliant has provided MERMA for the month of February. Matt also informed the Committee that he has had several meetings with StrataCare.

Loss Control Manager

None

Executive Committee

None

## **JPA BUSINESS**

### **Pool Administration and Consulting Services Agreement—AMENDMENT**

The Executive Committee approved to amend the Pool Administration and Consulting Services Agreement (Alliant Insurance Services) to include an additional fee of \$600 per month. The amended contract would include Susan Adams to be present at the MERMA office for two days every other week. The Committee requested this additional presence at the MERMA office. Susan will work 6 hours on Monday and Tuesday of every other week. While at the MERMA office Susan will work on administrative items, work on MERMA projects, and meet with staff.

**MOTION:** Veronica Flournoy      **SECOND:** Jerry Stratton      **MOTION CARRIED**

### **Interim Claims Supervisory Services**

Mike Simmons, Pool consultant reported that the claims manager has been on paid administrative leave since February 4, 2013. Pool consultant stated that this is a significant length of time since the Claims Manager plays a key role in the claims process that cannot be overlooked. Pool consultant stated that the Executive Committee might consider hiring a consultant or a temporary claims manager to fill the role on an interim basis. After that said, Pool consultant informed the Executive Committee that the claims department is operating okay at this time. Pool consultant explained to the Committee that each claims examiner has a buddy and the buddy system is holding its own for the time being. Pool consultant informed the Committee on some of the key roles for the claims manager. They include: review all changes in claims reserves, review open indemnity claims, and reviews all claim denials. Pool consultant stated that an extra \$200 would be incurred on referring claim denials to legal counsel at this time. This was an informational item only. Pool consultant stated that further research will be conducted and will provide the Executive Committee with a recommendation at the next meeting.

### **Managed Care Services**

Update on Attorney Engagement Letter to seek reimbursement from CorVel

At the January 31, 2013 meeting, the Executive Committee gave authorization to retain attorney Brent North to file a complaint against CorVel for overcharging the JPA and to seek reimbursement. The Executive Committee approved Brent North's Engagement Letter not to exceed \$10,000.00. Mr. North will provide a report to the Executive Committee before he reaches the \$10,000.00.

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



## **JPA BUSINESS (continued)**

### StrataCare Managed Care Service Provider Agreement

Matt Gowan, Pool consultant stated that StrataCare is the Bill Review Company that was retained when CorVel was let go about 13 months ago. StrataCare's contract was never signed. They are paid by a percentage of savings, they are doing the work and it continues. Pool consultant stated that there were some things that happened before he came onboard. At the February 23, 2012 meeting, the Executive Committee requested the agreement be reviewed by legal counsel. The agreement was reviewed by legal counsel and legal counsel recommended that some changes be made. Agreement was then sent to StrataCare to review. Pool consultant stated that he has become uncomfortable with signing the contract. Pool consultant will explain this further in the next agenda item, 3C. Pool consultant informed the Committee that David Donn understands this and he is in full agreement with Pool consultant to postpone signing this contract until the issue that he has is resolved. After discussion, the Executive Committee postponed the signing of the Agreement. This item will be researched further and brought back at future meeting.

### Update on StrataCare service to date

Matt Gowan, Pool consultant reported that MERMA staff has several issues/complaints regarding StrataCare. Matt stated that StrataCare is making a lot of mistakes. Example of some mistakes are: 1) Claims adjusters are sending bills for review only and StrataCare reviewed them and paid them. 2) They are sending bills in for review for payment and they were paid on the wrong file, 3) there are also issues with the medical providers. They have complained that StrataCare is down coding their bills unfairly. Matt has talked with the claims adjusters and Angela and has collected proof. Matt informed the Executive Committee that he has been in contact with David Donn Consulting and reviewed his contract. David Donn's contract with MERMA clearly states that he is in charge of oversight on StrataCare. Matt met with David Donn and expressed MERMA's staff concerns to him. Matt has told StrataCare their future is not bright if they continue with these issues. It is taking up a lot of MERMA staff time, and it is unacceptable. StrataCare and David Donn are working very hard but Matt does not know if the issues are going to get resolved to Matt's satisfaction but they are trying to work their way through it. Matt stated that he, Mike and Susan will become experts on what StrataCare does so this will be helpful going forward. Matt also stated that he will know a lot more a month from now. It is an issue that the Pool consultants did not know existed 2 to 3 months ago when they took over but they are working their way through it. Matt will be working closely on this matter with David Donn to make sure issues are resolved. Melody Canady asked if there are other companies that provide this service. Matt replied yes, but the Executive Committee would have to consider a Request for Proposal for these services, obtain quotes from various companies. Matt explained that he is very upset because he thought this was a fixed issue. Melody asked how long it will take to resolve this issue. Matt stated that in his opinion, he would give them until July 1. Mike Brusa stated that MERMA has an agreement, it's not signed but Executive Committee approved the agreement. And the agreement has a termination clause. Mike Brusa stated the agreement has a 30-day termination clause with a written notice of termination. Matt informed the Committee that it is a process to switch. He would rather give them a chance to try and fix the issues. Sara Perez asked who had conducted the last RFP and she was advised that David Donn's Company had conducted the RFPs. Melody expressed that she would

Update on StrataCare service to date (continued)

like for StrataCare to know that they have a drop-dead time/date that they need to correct this for the JPA. Mike Brusa stated that the Committee should look at the termination clause and dates. Mike Brusa stated that the Committee has not given StrataCare a written notice of any kind of default so the default would give them 30 days. Mike Brusa stated that he recalls Bill Sorrick having a discussion with the Committee regarding going from one organization to another. Mike Brusa stated the Committee approved this and the JPA has an agreement and he stated that the agreement should probably be signed. Sara Perez requested that the JPA go back and look through the minutes for information on the StrataCare contract to find out exactly when the contract was approved. Sara requested that this information be brought back to the next meeting.

Quick Internet Software Solutions, Inc – End User License Agreement Contract

The Executive Committee reviewed and approved the End User License Agreement Contract renewal with Quick Internet Software Solutions, Inc. QISS provides MERMA with the claims software program. Contract period is from March 1, 2013 to February 18, 2015.

**MOTION:** Jerry Stratton                      **SECOND:** Veronica Flournoy                      **MOTION CARRIED**

**RESOURCES**

Susan Adams, Pool Consultant provided the Executive Committee with a Resource Guide that was created for MERMA Board Members. This Resource Guide will be included at the end of each agenda packet so that members may take this out of the agenda and have it easily available to contact staff or Pool Consultants. The Resource guide details job responsibilities and contact information.

**CLOSING COMMENTS**

None

**ADJOURNMENT**

Motion was made to adjourn the meeting at 3:30 p.m.

**MOTION:** Melody Canady                      **SECONDED:** Mike Brusa                      **MOTION CARRIED**

**UPCOMING MEETING**

Next meeting will be held on March 13, 2013 & March 20, 2013.

\_\_\_\_\_  
President/Vice President

Interim Executive Director/Pool Consultant \_\_\_\_\_

Date \_\_\_\_\_

Payment  
Register  
&  
Board Report  
  
February 2013

ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor	ALLIANT INSURANCE SVC INC (010004/1) 701 B ST 6TH FLOOR SAN DIEGO, CA 92101									

2012/13	02/19/13		Agency Fee-Svc 12-1-12 to 2-28-2-13	106413	02/26/13	Paid	Printed	10,500.00		10,500.00
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2013 (000043) 01-0000-0-0000-1000-5800-00-000-0000-5850

Check # 12011550 Batchld AP02262013 Check Date 02/26/13 PO# Register # 000033

**Total Invoice Amount 10,500.00**

Direct Vendor	AMERICAN INS SVC GROUP ISO SERVICES INC (970021/1) GENERAL POST OFFICE P O BOX 27508 NEW YORK, NY 10087-7508									
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2012/13	01/31/13		UF Claims , IQ item search , Name/Address	IS00052403	02/14/13	Paid	Printed	174.40		174.40
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2013 (000064) 01-0000-0-0000-2000-5800-00-000-0000-5810

Check # 12010972 Batchld AP02142013 Check Date 02/14/13 PO# Register # 000031

**Total Invoice Amount 174.40**

Direct Vendor	AT&T (991489/1) P.O. BOX 5025 CAROL STREAM, IL 60197-5025									
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2012/13	02/01/13		Acct# 250-129-1275-602-6	020113-022813	02/14/13	Paid	Printed	99.43		99.43
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2013 (000062) 01-0000-0-0000-2000-5500-00-000-0000-0000

Check # 12010973 Batchld AP02142013 Check Date 02/14/13 PO# Register # 000031

**Total Invoice Amount 99.43**

Direct Vendor	AT&T (991608/1) PO BOX 9011 CAROL STREAM, IL 60197-9011									
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2012/13	02/12/13		Phones	000004095880	02/26/13	Paid	Printed	320.09		320.09
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2013 (000039) 01-0000-0-0000-1000-5500-00-000-0000-0000

2013 (000062) 01-0000-0-0000-2000-5500-00-000-0000-0000

Check # 12011551 Batchld AP02262013 Check Date 02/26/13 PO# Register # 000033

**Total Invoice Amount 320.09**

Selection Sorted by AP Check Order Option, Filtered by (Org = 92, Bank Account = COUNTY, Payment Type = , On Hold? = Y, Starting Create Date = 2/1/2013, Ending Create Date = 2/28/2013, Page Break by Check? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013										Bank Account COUNTY - County
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		AVAYA FINANCIAL SERVICES (010019/1) P O BOX 93000 CHICAGO, IL 60673-3000								
2012/13	02/16/13		Lease-Partner ACS	22887436	02/26/13	Paid	Printed	493.90		493.90
		2013 (000040)	01-0000-0-0000-1000-5600-00-000-0000-0000							
		Check # 12011552		Batchld AP02262013		Check Date 02/26/13	PO#		Register # 000033	
<b>Total Invoice Amount</b>								<b>493.90</b>		
Direct Vendor		AVAYA INC (990895/1) P O BOX 5125 CAROL STREAM, IL 60197-5125								
2012/13	02/04/13		Service Agreement	2732394496	02/19/13	Paid	Printed	300.60		300.60
		2013 (000040)	01-0000-0-0000-1000-5600-00-000-0000-0000							
		Check # 12011117		Batchld AP02192013		Check Date 02/19/13	PO#		Register # 000032	
<b>Total Invoice Amount</b>								<b>300.60</b>		
Direct Vendor		AVAYA INC (990895/1) P O BOX 5125 CAROL STREAM, IL 60197-5125								
2012/13	02/10/13		Service Agreement	2732399744	02/26/13	Paid	Printed	59.00		59.00
		2013 (000040)	01-0000-0-0000-1000-5600-00-000-0000-0000							
		Check # 12011553		Batchld AP02262013		Check Date 02/26/13	PO#		Register # 000033	
<b>Total Invoice Amount</b>								<b>59.00</b>		
Direct Vendor		COMCAST (000705/1) P.O. BOX 34744 SEATTLE, WA 98124-1744								
2012/13	02/08/13		Internet Svc	FEB 8155100300969577	02/26/13	Paid	Printed	212.46		212.46
		2013 (000039)	01-0000-0-0000-1000-5500-00-000-0000-0000							
		Check # 12011554		Batchld AP02262013		Check Date 02/26/13	PO#		Register # 000033	
<b>Total Invoice Amount</b>								<b>212.46</b>		
Direct Vendor		DAVID DONN CONSULTING INC (000697/1) 1388 SUTTER STREET SUITE 503 SAN FRANCISCO, CA 94109								
2012/13	01/28/13		Prgm Mgmt-Sept 2012	1152	02/26/13	Paid	Printed	2,134.86		2,134.86
		2013 (000195)	01-0000-0-0000-2000-5800-00-000-0000-5811							
		Check # 12011555		Batchld AP02262013		Check Date 02/26/13	PO#		Register # 000033	

ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
								<b>Total Invoice Amount</b>	<b>2,134.86</b>	

Direct Vendor EDEX INFORMATION SYSTEMS INC (990914/1)  
 PO BOX 665  
 JACKSON, CA 95642

2012/13	02/01/13		Mthly fee / Transaction charges	173887-02012013	02/14/13	Paid	Printed	62.75		62.75
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2013 (000064) 01-0000-0-0000-2000-5800-00-000-0000-5810

Check # 12010974 Batchld AP02142013 Check Date 02/14/13 PO# Register # 000031

**Total Invoice Amount 62.75**

Direct Employee Carol Epp (112571)  
 524 Mcallister St.  
 Salinas, CA 93907

2012/13	12/15/11		reissue warrant	REISSUE	02/06/13	Paid	Printed	85.41		85.41
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2013 (000143) 01-0000-0-0000-0000-8699-00-000-0000-0000

Check # 12010623 Batchld AP02072013 Check Date 02/07/13 PO# Register # 000029

**Total Invoice Amount 85.41**

Direct Vendor FED EX (991493/1)  
 PO BOX 7221  
 PASADENA, CA 91109-7321

2012/13	02/15/13		Shipping Charges	2-177-65884	02/26/13	Paid	Printed	72.66		72.66
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2013 (000033) 01-0000-0-0000-1000-4300-00-000-0000-0000

Check # 12011556 Batchld AP02262013 Check Date 02/26/13 PO# Register # 000033

**Total Invoice Amount 72.66**

Direct Vendor GILBERT ASSOCIATES INC (940034/1)  
 2880 GATEWAY OAKS DR SUITE 100  
 SACRAMENTO, CA 95833

2012/13	01/31/13		Annual Audit-Progress Billing	00154693	02/19/13	Paid	Printed	2,000.00		2,000.00
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2013 (000044) 01-0000-0-0000-1000-5800-00-000-0000-5870

Check # 12011118 Batchld AP02192013 Check Date 02/19/13 PO# Register # 000032

**Total Invoice Amount 2,000.00**

Direct Vendor MARLIN BUSINESS BANK (990492/1)  
 P O BOX 13604  
 PHILADELPHIA, PA 19101-3604

2012/13	02/04/13		Sharp Copier/Fax Kit	11478877	02/12/13	Paid	Printed	500.04		500.04
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Selection Sorted by AP Check Order Option, Filtered by (Org = 92, Bank Account = COUNTY, Payment Type = , On Hold? = Y, Starting Create Date = 2/1/2013, Ending Create Date = 2/28/2013, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymnt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			MARLIN BUSINESSS BANK (990492/1)		(continued)					
2012/13	02/04/13		Sharp Copier/Fax Kit	11478877 (Continued)	02/12/13	Paid	Printed	500.04		500.04
		2013 (000063)	01-0000-0-0000-2000-5600-00-000-0000-0000							
		Check # 12010848		BatchId AP02122013		Check Date 02/12/13	PO#		Register # 000030	
<b>Total Invoice Amount</b>								<b>500.04</b>		

Direct Vendor			MERMA (770751/1) 76 Stephanie Drive Salinas, CA 93901							
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2012/13	02/04/13		reimb imprest account	265917 TO 266056	02/06/13	Paid	Printed	46,905.12		46,905.12
		2013 (000064)	01-0000-0-0000-2000-5800-00-000-0000-5810			1,415.68				
		2013 (000065)	01-0000-0-0000-2000-5800-00-000-0001-5810			68.58				
		2013 (000066)	01-0000-0-0000-2000-5800-00-000-0002-5810			545.40				
		2013 (000068)	01-0000-0-0000-2000-5800-00-000-0003-5810			1,296.24				
		2013 (000069)	01-0000-0-0000-2000-5800-00-000-0004-5810			2,974.42				
		2013 (000070)	01-0000-0-0000-2000-5800-00-000-0005-5810			29.26				
		2013 (000071)	01-0000-0-0000-2000-5800-00-000-0006-5810			50.99				
		2013 (000072)	01-0000-0-0000-2000-5800-00-000-0007-5810			98.34				
		2013 (000073)	01-0000-0-0000-2000-5800-00-000-0008-5810			1,963.40				
		2013 (000074)	01-0000-0-0000-2000-5800-00-000-0009-5810			135.61				
		2013 (000075)	01-0000-0-0000-2000-5800-00-000-0010-5810			5,300.77				
		2013 (000076)	01-0000-0-0000-2000-5800-00-000-0011-5810			882.47				
		2013 (000078)	01-0000-0-0000-2000-5800-00-000-0012-5810			18,299.29				
		2013 (000169)	01-0000-0-0000-2000-5800-00-000-0013-5810			11,440.84				
		2013 (000081)	01-0000-0-0000-2000-5800-00-000-0099-5810			2,403.83				
		Check # 12010624		BatchId AP02072013		Check Date 02/07/13	PO#		Register # 000029	

2012/13	02/04/13		reimb imprest account	266057 TO 266072	02/06/13	Paid	Printed	7,050.57		7,050.57
		2013 (000064)	01-0000-0-0000-2000-5800-00-000-0000-5810			15.00				
		2013 (000066)	01-0000-0-0000-2000-5800-00-000-0002-5810			364.86				
		2013 (000068)	01-0000-0-0000-2000-5800-00-000-0003-5810			381.58				
		2013 (000070)	01-0000-0-0000-2000-5800-00-000-0005-5810			2,092.08				
		2013 (000075)	01-0000-0-0000-2000-5800-00-000-0010-5810			651.00				
		2013 (000076)	01-0000-0-0000-2000-5800-00-000-0011-5810			529.00				
		2013 (000078)	01-0000-0-0000-2000-5800-00-000-0012-5810			1,425.41				
		2013 (000169)	01-0000-0-0000-2000-5800-00-000-0013-5810			1,591.64				
		Check # 12010624		BatchId AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>53,955.69</b>		



ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		MONTEREY EDUC RISK MGMT AUTH (890024/1) PO BOX 3320 SALINAS, CA 93912								
2012/13	02/15/13		Reimb Imprest	CK266284-266499	02/19/13	Paid	Printed	63,484.25		63,484.25
	2013	(000064)	01-0000-0-0000-2000-5800-00-000-0000-5810			383.72				
	2013	(000065)	01-0000-0-0000-2000-5800-00-000-0001-5810			42.02				
	2013	(000066)	01-0000-0-0000-2000-5800-00-000-0002-5810			4,013.05				
	2013	(000068)	01-0000-0-0000-2000-5800-00-000-0003-5810			732.47				
	2013	(000069)	01-0000-0-0000-2000-5800-00-000-0004-5810			1,396.34				
	2013	(000070)	01-0000-0-0000-2000-5800-00-000-0005-5810			1,032.06				
	2013	(000071)	01-0000-0-0000-2000-5800-00-000-0006-5810			922.42				
	2013	(000072)	01-0000-0-0000-2000-5800-00-000-0007-5810			199.04				
	2013	(000073)	01-0000-0-0000-2000-5800-00-000-0008-5810			2,308.52				
	2013	(000074)	01-0000-0-0000-2000-5800-00-000-0009-5810			717.18				
	2013	(000075)	01-0000-0-0000-2000-5800-00-000-0010-5810			7,955.28				
	2013	(000076)	01-0000-0-0000-2000-5800-00-000-0011-5810			2,263.50				
	2013	(000078)	01-0000-0-0000-2000-5800-00-000-0012-5810			13,910.00				
	2013	(000169)	01-0000-0-0000-2000-5800-00-000-0013-5810			14,306.04				
	2013	(000081)	01-0000-0-0000-2000-5800-00-000-0099-5810			13,302.61				
Check # 12011119				BatchId AP02192013	Check Date 02/19/13		PO#	Register # 000032		
<b>Total Invoice Amount</b>								<b>63,484.25</b>		

Direct Vendor		MONTEREY EDUC RISK MGMT AUTH (890024/1) PO BOX 3320 SALINAS, CA 93912								
2012/13	02/22/13		Reimb Imprest Acct	CK266500-266604	02/26/13	Paid	Printed	37,136.77		37,136.77
	2013	(000064)	01-0000-0-0000-2000-5800-00-000-0000-5810			477.80				
	2013	(000066)	01-0000-0-0000-2000-5800-00-000-0002-5810			52.59				
	2013	(000068)	01-0000-0-0000-2000-5800-00-000-0003-5810			2,144.35				
	2013	(000069)	01-0000-0-0000-2000-5800-00-000-0004-5810			1,030.00				
	2013	(000070)	01-0000-0-0000-2000-5800-00-000-0005-5810			5,059.55				
	2013	(000071)	01-0000-0-0000-2000-5800-00-000-0006-5810			186.70				
	2013	(000072)	01-0000-0-0000-2000-5800-00-000-0007-5810			76.03				
	2013	(000073)	01-0000-0-0000-2000-5800-00-000-0008-5810			884.28				
	2013	(000074)	01-0000-0-0000-2000-5800-00-000-0009-5810			2,150.90				
	2013	(000075)	01-0000-0-0000-2000-5800-00-000-0010-5810			3,664.07				
	2013	(000076)	01-0000-0-0000-2000-5800-00-000-0011-5810			2,810.18				
	2013	(000078)	01-0000-0-0000-2000-5800-00-000-0012-5810			6,065.26				
	2013	(000169)	01-0000-0-0000-2000-5800-00-000-0013-5810			11,083.38				
	2013	(000081)	01-0000-0-0000-2000-5800-00-000-0099-5810			1,451.68				
Check # 12011557				BatchId AP02262013	Check Date 02/26/13		PO#	Register # 000033		

Selection Sorted by AP Check Order Option, Filtered by (Org = 92, Bank Account = COUNTY, Payment Type = , On Hold? = Y, Starting Create Date = 2/1/2013, Ending Create Date = 2/28/2013, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

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ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
								<b>Total Invoice Amount</b>	<b>37,136.77</b>	

Direct Vendor **MONTEREY EDUC RISK MGMT AUTH (890024/1)**  
 PO BOX 3320  
 SALINAS, CA 93912

2012/13	02/08/13		Reimbursement to imprest account	020413 - 020813	02/12/13	Paid	Printed	103,323.37		103,323.37
2013	(000064)	01-0000-0-0000-2000-5800-00-000-0000-5810						397.28		
2013	(000065)	01-0000-0-0000-2000-5800-00-000-0001-5810						93.84		
2013	(000066)	01-0000-0-0000-2000-5800-00-000-0002-5810						1,124.33		
2013	(000068)	01-0000-0-0000-2000-5800-00-000-0003-5810						2,557.01		
2013	(000069)	01-0000-0-0000-2000-5800-00-000-0004-5810						1,763.13		
2013	(000070)	01-0000-0-0000-2000-5800-00-000-0005-5810						153.71		
2013	(000071)	01-0000-0-0000-2000-5800-00-000-0006-5810						1,382.03		
2013	(000072)	01-0000-0-0000-2000-5800-00-000-0007-5810						289.15		
2013	(000073)	01-0000-0-0000-2000-5800-00-000-0008-5810						8,442.17		
2013	(000074)	01-0000-0-0000-2000-5800-00-000-0009-5810						492.46		
2013	(000075)	01-0000-0-0000-2000-5800-00-000-0010-5810						16,124.71		
2013	(000076)	01-0000-0-0000-2000-5800-00-000-0011-5810						4,480.64		
2013	(000078)	01-0000-0-0000-2000-5800-00-000-0012-5810						40,348.40		
2013	(000169)	01-0000-0-0000-2000-5800-00-000-0013-5810						22,823.21		
2013	(000081)	01-0000-0-0000-2000-5800-00-000-0099-5810						2,851.30		

Check # 12010849 BatchId AP02122013 Check Date 02/12/13 PO# Register # 000030

**Total Invoice Amount 103,323.37**

Direct Vendor **OFFICE DEPOT CREDIT PLAN (960076/1)**  
 DEPT 56-6186836650  
 PO BOX 689020  
 DES MOINES, IA 50368-9020

2012/13	01/22/13		supplies	6011566186836650	02/06/13	Paid	Printed	1,158.22		1,158.22
2013	(000033)	01-0000-0-0000-1000-4300-00-000-0000-0000						516.49		
2013	(000058)	01-0000-0-0000-2000-4300-00-000-0000-0000						516.50		
2013	(000121)	01-0000-0-0000-3000-4300-00-000-0000-0000						125.23		

Check # 12010625 BatchId AP02072013 Check Date 02/07/13 PO# Register # 000029

**Total Invoice Amount 1,158.22**

Direct Vendor **PENINSULA OFFICE PRODUCT SOLUTION (991495/1)**  
 484-B WASHINGTON STREET #310  
 MONTEREY, CA 93940

2012/13	01/21/13		parts	007484	02/06/13	Paid	Printed	175.92		175.92
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Selection Sorted by AP Check Order Option, Filtered by (Org = 92, Bank Account = COUNTY, Payment Type = , On Hold? = Y, Starting Create Date = 2/1/2013, Ending Create Date = 2/28/2013, Page Break by Check? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor PENINSULA OFFICE PRODUCT SOLUTION (991495/1) (continued)										
2012/13	01/21/13		parts	007484 (Continued)	02/06/13	Paid	Printed	175.92		175.92
		2013 (000063)	01-0000-0-0000-2000-5600-00-000-0000-0000							
		Check # 12010626		Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>175.92</b>		

Direct Vendor PITNEY BOWES PURCHASE POWER (990013/1) PO BOX 371874 PITTSBURGH, PA 15250-7874										
2012/13	02/07/13		Postage	08000-9090-0309-6653	02/26/13	Paid	Printed	2,119.99		2,119.99
		2013 (000033)	01-0000-0-0000-1000-4300-00-000-0000-0000			619.99				
		2013 (000058)	01-0000-0-0000-2000-4300-00-000-0000-0000			1,500.00				
		Check # 12011558		Batchld AP02262013		Check Date 02/26/13	PO#		Register # 000033	
<b>Total Invoice Amount</b>								<b>2,119.99</b>		

Direct Vendor PURE WATER (000698/1) P.O. BOX 1090 SALINAS, CA 93902										
2012/13	02/01/13		water	220815	02/06/13	Paid	Printed	54.25		54.25
		2013 (000039)	01-0000-0-0000-1000-5500-00-000-0000-0000							
		Check # 12010627		Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>54.25</b>		

Direct Vendor QUICK INTERNET SOFTWARE SOLUTIONS (991083/1) 511 UNIVERSITY DRIVE EAST SUITE 201 COLLEGE STATION, TX 77840										
2012/13	02/01/13		12 user'd's / mthly data / Med & State EDI	15434	02/14/13	Paid	Printed	1,479.75		1,479.75
		2013 (000063)	01-0000-0-0000-2000-5600-00-000-0000-0000			1,100.00				
		2013 (000064)	01-0000-0-0000-2000-5800-00-000-0000-5810			379.75				
		Check # 12010975		Batchld AP02142013		Check Date 02/14/13	PO#		Register # 000031	
<b>Total Invoice Amount</b>								<b>1,479.75</b>		

Direct Vendor RABOBANK VISA BANK (991229/1) PO BOX 31021 TAMPA, FL 33631										
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Selection Sorted by AP Check Order Option, Filtered by (Org = 92, Bank Account = COUNTY, Payment Type = , On Hold? = Y, Starting Create Date = 2/1/2013, Ending Create Date = 2/28/2013, Page Break by Check? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013										Bank Account COUNTY - County
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor RABOBANK VISA BANK (991229/1) (continued)										
2012/13	01/03/13		SBICA Subscription Membership	4531 1-27-13	02/19/13	Paid	Printed	200.00		200.00
		2013 (000060)	01-0000-0-0000-2000-5300-00-000-0000-0000							
	Check # 12011120			Batchld AP02192013		Check Date 02/19/13	PO#		Register # 000032	
2012/13	01/04/13		GBF-VersaCheck-Ch ecks	4531 12713	02/19/13	Paid	Printed	206.81		206.81
		2013 (000058)	01-0000-0-0000-2000-4300-00-000-0000-0000							
	Check # 12011120			Batchld AP02192013		Check Date 02/19/13	PO#		Register # 000032	
<b>Total Invoice Amount</b>								<b>406.81</b>		
Direct Payment SALINAS FARP (SALINAS FAR) PO BOX 748187 LOS ANGELES, CA 90074-8187										
2012/13	02/01/13		ALARM	38594	02/06/13	Paid	Printed	20.00		20.00
		2013 (000043)	01-0000-0-0000-1000-5800-00-000-0000-5850							
	Check # 12010628			Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>20.00</b>		
Direct Vendor SALINAS UNION HIGH SCHOOL DIST (990009/1) 431 WEST ALISAL SALINAS, CA 93901										
2012/13	01/25/13		SAFETY	FY 1213 SAFETY	02/06/13	Paid	Printed	12,250.00		12,250.00
		2013 (000126)	01-0000-0-0000-3000-5800-00-000-0000-5890							
	Check # 12010629			Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>12,250.00</b>		
Direct Vendor SAN ANTONIO UNION SCHOOL DIST (990712/2) PO BOX 5000 LOCKWOOD, CA 93932-5000										
2012/13	02/05/13		SAFETY	FY 1213 SAFETY	02/06/13	Paid	Printed	500.00		500.00
		2013 (000126)	01-0000-0-0000-3000-5800-00-000-0000-5890							
	Check # 12010630			Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>500.00</b>		
Direct Vendor SHRED-IT USA-SAN FRANCISCO (991219/1) P.O. BOX 101012 PASADENA, CA 91189-1012										
2012/13	01/25/13		Shredding Service	8007379620	02/19/13	Paid	Printed	118.36		118.36
		2013 (000043)	01-0000-0-0000-1000-5800-00-000-0000-5850							
Selection Sorted by AP Check Order Option, Filtered by (Org = 92, Bank Account = COUNTY, Payment Type = , On Hold? = Y, Starting Create Date = 2/1/2013, Ending Create Date = 2/28/2013, Page Break by Check? = N, Zero? = Y)										

ReqPay05a

Payment Register

Scheduled 02/06/2013 - 02/26/2013										Bank Account COUNTY - County
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		SHRED-IT USA-SAN FRANCISCO (991219/1) (continued)								
	Check # 12011121			Batchld AP02192013		Check Date 02/19/13	PO#		Register # 000032	
<b>Total Invoice Amount</b>								<b>118.36</b>		
Direct Vendor		STRATACARE LLC (000700/1) P.O. BOX 19600 IRVINE, CA 92623-9600								
2012/13	12/31/12		MERMA	201212-8311	02/06/13	Paid	Printed	8,142.22		8,142.22
	2013 (000195)	01-0000-0-0000-2000-5800-00-000-0000-5811								
	Check # 12010631			Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
2012/13	12/31/12		FIRST AID	201212-8312	02/06/13	Paid	Printed	59.50		59.50
	2013 (000195)	01-0000-0-0000-2000-5800-00-000-0000-5811								
	Check # 12010631			Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>8,201.72</b>		
Direct Vendor		SUNRISE EXPRESS (990902/1) P O BOX 1804 SALINAS, CA 93902								
2012/13	02/01/13		MAIL	9232420	02/06/13	Paid	Printed	311.75		311.75
	2013 (000043)	01-0000-0-0000-1000-5800-00-000-0000-5850								
	Check # 12010632			Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>311.75</b>		
Direct Vendor		US POSTAL SERVICE (960087/1) 1011 POST DRIVE SALINAS, CA 93907-9998								
2012/13	02/28/13		PO Box Service Fee 12 Mo 2/28/13	BOX 3320	02/19/13	Paid	Printed	638.00		638.00
	2013 (000040)	01-0000-0-0000-1000-5600-00-000-0000-0000								
	Check # 12011122			Batchld AP02192013		Check Date 02/19/13	PO#		Register # 000032	
<b>Total Invoice Amount</b>								<b>638.00</b>		
Direct Vendor		VERIZON WIRELESS (910011/2) PO BOX 660108 DALLAS, TX 75266-0108								
2012/13	02/13/13		Cell Phone	1164062939	02/26/13	Paid	Printed	93.04		93.04
	2013 (000124)	01-0000-0-0000-3000-5500-00-000-0000-0000								
	Check # 12011559			Batchld AP02262013		Check Date 02/26/13	PO#		Register # 000033	
<b>Total Invoice Amount</b>								<b>93.04</b>		

Selection Sorted by AP Check Order Option, Filtered by (Org = 92, Bank Account = COUNTY, Payment Type = , On Hold? = Y, Starting Create Date = 2/1/2013, Ending Create Date = 2/28/2013, Page Break by Check? = N, Zero? = Y)

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Scheduled 02/06/2013 - 02/26/2013										Bank Account COUNTY - County
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		WEST GROUP PAYMENT CENTER (970032/1) POBOX 6292 CAROL STREAM, IL 60197-6292								
2012/13	02/04/13		Subscription Product Chrg	826626572	02/26/13	Paid	Printed	55.63		55.63
		2013 (000033)	01-0000-0-0000-1000-4300-00-000-0000-0000							
		Check # 12011560		Batchld AP02262013		Check Date 02/26/13	PO#		Register # 000033	
<b>Total Invoice Amount</b>								<b>55.63</b>		
Direct Vendor		XEROX CORPORATION (950040/1) P.O. BOX 101235 PASADENA, CA 91189-0005								
2012/13	02/01/13		JAN BASE	066349340	02/06/13	Paid	Printed	366.09		366.09
		2013 (000040)	01-0000-0-0000-1000-5600-00-000-0000-0000							
		Check # 12010633		Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>366.09</b>		
Direct Vendor		YORK INSURANCE SERVICES GROUP (991564/1) 313 E FOOTHILL BLVD UPLAND, CA 91786								
2012/13	02/04/13		RISK GRP	4749*DUPE****	02/06/13	Paid	Printed	299.23		299.23
		2013 (000043)	01-0000-0-0000-1000-5800-00-000-0000-5850							
		Check # 12010634		Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
2012/13	01/28/13		RISK GRP	4749*DUPE2****	02/06/13	Paid	Printed	237.57		237.57
		2013 (000043)	01-0000-0-0000-1000-5800-00-000-0000-5850							
		Check # 12010634		Batchld AP02072013		Check Date 02/07/13	PO#		Register # 000029	
<b>Total Invoice Amount</b>								<b>536.80</b>		
Direct Vendor		YORK INSURANCE SERVICES GROUP (991564/1) 313 E FOOTHILL BLVD UPLAND, CA 91786								
2012/13	02/11/13		Reimb Escrow	1075329-30	02/19/13	Paid	Printed	135.97		135.97
		2013 (000043)	01-0000-0-0000-1000-5800-00-000-0000-5850							
		Check # 12011123		Batchld AP02192013		Check Date 02/19/13	PO#		Register # 000032	
<b>Total Invoice Amount</b>								<b>135.97</b>		
Direct Vendor		YORK INSURANCE SERVICES GROUP (991564/1) 313 E FOOTHILL BLVD UPLAND, CA 91786								
2012/13	02/19/13		Reimb Escrow	CK1082600	02/26/13	Paid	Printed	48.00		48.00

Selection Sorted by AP Check Order Option, Filtered by (Org = 92, Bank Account = COUNTY, Payment Type = , On Hold? = Y, Starting Create Date = 2/1/2013, Ending Create Date = 2/28/2013, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 02/06/2013 - 02/26/2013

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			YORK INSURANCE SERVICES GROUP (991564/1) (continued)							
2012/13	02/19/13		Reimb Escrow	CK1082600 (Continued)	02/26/13	Paid	Printed	48.00		48.00
		2013 (000043)	01-0000-0-0000-1000-5800-00-000-0000-5850							
		Check # 12011561		BatchId AP02262013		Check Date 02/26/13	PO#		Register # 000033	
<b>Total Invoice Amount</b>								<b>48.00</b>		

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	303,585.98	36,206,949.61	35,903,363.63

Number of Payments	41
Number of Checks	37
Total Check Amount	\$303,585.98
Total Unpaid Sales Tax	\$0.00
Total Expense Amount	\$303,585.98
<b>CHECK AMOUNT DISTRIBUTION COUNTS</b>	
\$0 - \$99	10
\$100 - \$499	11
\$500 - \$999	4
\$1,000 - \$4,999	5
\$5,000 - \$9,999	1
\$10,000 - \$14,999	2
\$15,000 - \$99,999	3
\$100,000 - \$199,999	1
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	
<b>***** ITEMS OF INTEREST *****</b>	
* Number of payments to a different vendor	
! Number of Prepaid payments	
@ Number of Liability payments	
? denotes check name different than payment name	

Report Totals - Number of Payments 41 Number of Checks 37 Total Check Amount 303,585.98

**ACCOUNTS PAYABLE ACTIVITY**

Payment Register

Feb 06 to Feb 26, 2013

\$303,585.98

**TOTAL**

**\$303,585.98**

President/Vice President \_\_\_\_\_

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

Date: \_\_\_\_\_



Checks Dated 02/01/2013 through 02/28/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12010623	02/07/2013	Carol Epp	01-8699	reissue warrant		85.41
12010624	02/07/2013	MERMA	01-5800	reimb imprest account		53,955.69
12010625	02/07/2013	OFFICE DEPOT CREDIT PLAN	01-4300	supplies		1,158.22
12010626	02/07/2013	PENINSULA OFFICE PRODUCT SOLUTION	01-5600	parts		175.92
12010627	02/07/2013	PURE WATER	01-5500	water		54.25
12010628	02/07/2013	SALINAS FARP	01-5800	ALARM		20.00
12010629	02/07/2013	SALINAS UNION HIGH SCHOOL DIST	01-5800	SAFETY		12,250.00
12010630	02/07/2013	SAN ANTONIO UNION SCHOOL DIST	01-5800	SAFETY		500.00
12010631	02/07/2013	STRATACARE LLC	01-5800	FIRST AID	59.50	
				MERMA	8,142.22	8,201.72
12010632	02/07/2013	SUNRISE EXPRESS	01-5800	MAIL		311.75
12010633	02/07/2013	XEROX CORPORATION	01-5600	JAN BASE		366.09
12010634	02/07/2013	YORK INSURANCE SERVICES GROUP	01-5800	RISK GRP		536.80
12010848	02/12/2013	MARLIN BUSINESSS BANK	01-5600	Sharp Copier/Fax Kit		500.04
12010849	02/12/2013	MONTEREY EDUC RISK MGMT AUTH	01-5800	Reimbursement to imprest account		103,323.37
12010972	02/14/2013	AMERICAN INS SVC GROUP ISO SERVICES INC	01-5800	UF Claims , IQ item search , Name/Address		174.40
12010973	02/14/2013	AT&T	01-5500	Acct# 250-129-1275-602-6		99.43
12010974	02/14/2013	EDEX INFORMATION SYSTEMS INC	01-5800	Mthly fee / Transaction charges		62.75
12010975	02/14/2013	QUICK INTERNET SOFTWARE SOLUTIONS	01-5600	12 userId's / mthly data / Med & State EDI	1,100.00	
			01-5800	12 userId's / mthly data / Med & State EDI	379.75	1,479.75
12011117	02/19/2013	AVAYA INC	01-5600	Service Agreement		300.60
12011118	02/19/2013	GILBERT ASSOCIATES INC	01-5800	Annual Audit-Progress Billing		2,000.00
12011119	02/19/2013	MONTEREY EDUC RISK MGMT AUTH	01-5800	Reimb Imprest		63,484.25
12011120	02/19/2013	RABOBANK VISA BANK	01-4300	GBF-VersaCheck-Checks	206.81	
			01-5300	SBICA Subscription Membership	200.00	406.81
12011121	02/19/2013	SHRED-IT USA-SAN FRANCISCO	01-5800	Shredding Service		118.36
12011122	02/19/2013	US POSTAL SERVICE	01-5600	PO Box Service Fee 12 Mo 2/28/13		638.00
12011123	02/19/2013	YORK INSURANCE SERVICES GROUP	01-5800	Reimb Escrow		135.97
12011550	02/26/2013	ALLIANT INSURANCE SVC INC	01-5800	Agency Fee-Svc 12-1-12 to 2-28-2-13		10,500.00
12011551	02/26/2013	AT&T	01-5500	Phones		320.09
12011552	02/26/2013	AVAYA FINANCIAL SERVICES	01-5600	Lease-Partner ACS		493.90
12011553	02/26/2013	AVAYA INC	01-5600	Service Agreement		59.00
12011554	02/26/2013	COMCAST	01-5500	Internet Svc		212.46
12011555	02/26/2013	DAVID DONN CONSULTING INC	01-5800	Prgm Mgmt-Sept 2012		2,134.86
12011556	02/26/2013	FED EX	01-4300	Shipping Charges		72.66
12011557	02/26/2013	MONTEREY EDUC RISK MGMT AUTH	01-5800	Reimb Imprest Acct		37,136.77
12011558	02/26/2013	PITNEY BOWES PURCHASE POWER	01-4300	Postage		2,119.99

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 02/01/2013 through 02/28/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12011559	02/26/2013	VERIZON WIRELESS	01-5500	Cell Phone		93.04
12011560	02/26/2013	WEST GROUP PAYMENT CENTER	01-4300	Subscription Product Chrg		55.63
12011561	02/26/2013	YORK INSURANCE SERVICES GROUP	01-5800	Reimb Escrow		48.00
<b>Total Number of Checks</b>					<b>37</b>	<b>303,585.98</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	37	303,585.98
	Total Number of Checks	37	303,585.98
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>303,585.98</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Agenda Item I.1.

**INTERIM STAFF MANAGEMENT STRUCTURE**

**ACTION ITEM**

**ISSUE:** Currently Veronica Makaveckas continues to be on Paid Administrative Leave; she has been both the MERMA Claims Manager, and after William Sorricks' departure in June, 2011, Veronica was made the 'interim' Executive Director. She continues to be on leave since Feb. 5<sup>th</sup>.

After Mr. Sorricks' departure, and increasingly in the past few months, MERMA employees have been directly emailing Executive Committee members - most specifically the President, regarding management issues. This has been occurring, in part, due to a lack of clear understanding of the MERMA Management Structure.

As 'contract' Program Administrators' since December, 2012 Alliant has indicated that they were not comfortable in a staff management role of MERMA employees, but on a temporary basis the importance of having this role filled out weighs these concerns.

**RECOMMENDATION:** Members of the EC should not be required to add the responsibilities of direct communications with MERMA staff; this goes beyond their time commitments to the organization. Request that Alliant provide Management Oversight on an interim basis, and inform staff that the first point of contact regarding all operations concerns to go through Alliant as was outlined by Alliant both during a meeting with staff and in an email:

- Susan Adams is the General Administrative contact.
- Matt Gowan is the contact for specific claim based questions.
- Mike Simmons should be contacted if either of the two are unavailable, or as needed, and he would be responsible for bringing in a higher level of management as necessary.

This would be limited to, general, internal ongoing management issues. Sara Perez and MERMA legal counsel would be involved as necessary on all critical staff issues.

**Please Note:** If Compensation for this interim increase in responsibilities were to be considered with this recommendation, the Program Administrators would not be directing this to the EC.

**FISCAL IMPACT:** None during this interim process. Alliant is willing to assume this needed role with the current scope of their Agreement to assist MERMA through this process.

**BACKGROUND:** Staff of any organization needs to have a full understanding of the reporting standards. MERMA has been without a full time Executive Director for 20 months; colleagues need to know who is available to respond to them, and Board and Executive members (and their Districts) need to have a full understanding of the commitment these individuals are asked to provide within this elected role. MERMA's organization is no exception. Alliant is willing, and able to provide this role on an interim basis with no anticipated increase in compensation.

## STRATACARE MANAGED CARE SERVICES AGREEMENT

### ACTION ITEM

**ISSUE:** At the February 28, 2013 Executive Committee meeting, the StrataCare contract was on the agenda for signature. The Committee held a discussion regarding why it was not signed and directed staff to provide additional information on the history of this contract. This history is outlined below in the Background Section of this agenda item.

The Executive Committee should review, approve and execute the attached StrataCare Managed Care Services Agreement that was effective February 1, 2012. The agreement has been reviewed by the Executive Committee and MERMA's legal counsel with the recommended changes that have been incorporated into this final agreement.

**RECOMMENDATION:** Executive the contract as services has been provided since February 2012.

**FISCAL IMPACT:** Unknown

**BACKGROUND:** MERMA entered in an agreement for StrataCare to provide MERMA with Managed Care Services effective February 1, 2012.

January 26, 2012 – Executive Committee meeting – The Claims Managers advised the Committee that as of February 1, 2012, StrataCare will be the JPA's new bill review Company. The Committee requested the StrataCare contract be placed on the next agenda.

February 23, 2012 Executive Committee meeting, the Committee requested that legal counsel review and agreement and bring it back to the Executive Committee to their approval after the review.

April 26, 2012 – Veronica Makaveckas, Claims Manager, reported that she heard back from the attorney that is reviewing the StrataCare contract. The attorney had some changes and the changes were referred back to StrataCare. Veronica reported the changes were minor.

February 19, 2013 – David Donn's office requested that the contract be signed.

**ATTACHMENT(S):** StrataCare Managed Care Service Agreement.

**FINAL FINANCIAL AUDIT FOR YEAR ENDING JUNE 30, 2012**

**ACTION ITEM**

**ISSUE:** MERMA has a financial audit conducted annually. The audit was performed by MERMA's financial auditor, Gilbert Associates, Inc. Ms. Jamie Matthews will present the Final 2012 Financial Audit to the Executive Committee meeting.

**RECOMMENDATION:** The Executive Committee should review and consider acceptance of the draft 2012 financial audit as presented.

**FISCAL IMPACT:** \$22,500 is the estimated cost of the audit for the YE 2012 was included in the 2012/2013 operating budget.

**BACKGROUND:** MERMA is required to have an audit conducted annually. The audit is filed with the County in which its primary office is located and with the State Controller.

The "Draft" Audit was presented to the Committee at the January 31, 2013 meeting.

**HANDOUT:** Audited Financial Statement for the Year Ended June 30, 2012. – *To be distributed at the meeting.*

## FINANCIAL REPORT

### INFORMATION ITEM

**ISSUE:** Ms. Helen Rodriguez, McGilloway, Ray, Brown & Kaufman, will provide the Executive Committee with the JPA's financial report as of January 31, 2013.

**RECOMMENDATION:** Receive and file.

**FISCAL IMPACT:** Unknown

**BACKGROUND:** McGilloway, Ray, Brown & Kaufman is the JPA's accountant who prepares financial reports for MERMA.

**ATTACHMENT(S):** None – Handout at meeting.

## 2013/2014 EXCESS WORKERS' COMPENSATION MARKETING PLAN

### INFORMATION ITEM

**ITEM:** Annually, Matt Gowan from Alliant Insurance Services, Inc. reviews the current Excess Workers' Compensation program to determine if improvements can be made as respects limits, coverage, premium and plans.

Matt will address the Executive Committee with the marketing plans for the 2013/2014 coverage year.

**RECOMMENDATION:** Matt will provide verbally to the Committee.

**FISCAL IMPACT:** Unknown at this time.

**BACKGROUND:** Alliant has placed MERMA's Excess Workers' Compensation coverage for over 10 years. Currently MERMA purchases \$50,000,000 in limits excess of a \$400,000 SIR from US Specialty.

**ATTACHMENTS:** None



**APRIL 2013 EXECUTIVE COMMITTEE MEETING DATE**

**ACTION ITEM**

**ITEM:** MERMA's Executive Committee will be asked to review their calendars and provide alternate dates to reschedule the April 2013 Executive Committee meeting. Currently the meeting is scheduled for April 25, 2013.

**RECOMMENDATION:** Change meeting date from April 25, 2013.

**FISCAL IMPACT:** None.

**BACKGROUND:** Annually, the Executive Committee establishes meeting dates for the Executive Committee and Board of Directors meetings for the fiscal year. These are usually held on the 3<sup>rd</sup> Thursday of each month with the exception of June and December.

**ATTACHMENTS:** None