



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

EXECUTIVE COMMITTEE MINUTES
November 9, 2016

The Executive Committee of the Monterey Educational Risk Management Authority met at 76 Stephanie Drive, Salinas, on November 9, 2016 at 1:30 p.m.

Executive Committee Members Present

Jerry Stratton, President
Veronica Flournoy
Colleen Stanley

Executive Members Absent

Rory Livingston, Vice President
Tracie Corpuz

Guests and Staff

Marcus Beverly, Alliant
Matt Gowan, Alliant
Mike Simmons, Alliant
Karen Callahan, Intercare
Marlene Richardson, Intercare
Connie Martin, Administrative Assistant

CALL TO ORDER

President Stratton called the meeting to order at 1:33 p.m.

ROLL CALL

Jerry Stratton, Veronica Flournoy, Colleen Stanley present.

Rory Livingston & Tracie Corpuz absent.

APPROVAL OF AGENDA POSTED

Motion was made to approve the agenda as posted.

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED	
AYES: 3	NOES: 0	ABSTAIN: 0	ABSENT: 2
AYES: Veronica Flournoy, Colleen Stanley, Jerry Stratton			
ABSENT: Rory Livingston, Tracie Corpuz			

PUBLIC COMMENTS

None

CONSENT CALENDAR

The following items were presented:

1. Executive Committee Minutes – August 31, 2016
2. Payment Registers and Board Reports – August, September, & October 2016
3. Financial Services FYE June 30, 2017 – Engagement Letters – McGilloway, Ray, Brown &

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

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED	
AYES: 3	NOES: 0	ABSTAIN: 0	ABSENT: 2
AYES: Veronica Flournoy, Colleen Stanley, Jerry Stratton			
ABSENT: Rory Livingston, Tracie Corpuz			

ADMINISTRATIVE REPORTS

President’s Report

President Stratton had questions regarding payments listed on the payment registers (Sunrise Express, Alliant, AT&T, Comcast & Verizon). Discussion held.

MERMA Administrative Update

Marcus Beverly reported on:

1. Marcus wanted to acknowledge and thank Colleen Stanley for her efforts. Colleen volunteered at the October Board meeting to contact Mary Zeeb at the County Treasurer's office. Mary Zeeb did respond and stated that MERMA should see some action by the end of the month. Colleen informed the Executive Committee that she emailed Mary Zeeb as a MERMA Board member, not as MCOE employee.
2. Marcus gave an update on the building's security cameras. Marcus informed the Executive Committee that Gary Metzler, Loss Control Manager, is working with the vendor to install a camera in a lock box that will be able to capture the license plate number of the person defecating in the parking lot. This has been going on for a while, person might be a MERMA or MCSIG disgruntled claimant. Discussion held.
3. Marcus gave an update on MERMA's OPEB liability. Marcus informed the Committee that he would like to go forward with the OPEB report and approve Bickmore Risk Services proposal. Marcus informed the Committee that the OBEP liability will be discussed further under the financial reports. Marcus stated that the Bickmore Proposal will be placed on the next Executive Committee agenda under the consent calendar.

Claims Administrator's Report

Intercare provided the Executive Committee with the following reports:

1. Annual and Monthly Results on Claims,
2. New Claim Analysis – 4 months (as of 10/31/16)
3. Monthly Frequency & Severity Reports - 7/1/16 to 10/31/16
4. Claim Closing Analysis –YTD (as of 10/31/16)
5. Net Reserve Changes –YTD (as of 10/31/16)
6. MERMA Company Nurse Results –October 2016
7. MERMA Bill Review Results –October 2016

Discussion held on how districts can benefit by using the Company Nurse Program, especially the large districts.

Karen Callahan also informed the Executive Committee that Danielle Buri was promoted to Vice President of Managed Care. She informed the Committee that Danielle will visit MERMA in the future. The Executive Committee sent their congratulations to Danielle.

Executive Committee Report

None

FINANCIAL REPORTS

Financial Statements with Accountant’s Compilation Report

The Executive Committee accepted the Financial Statements and Compilation Report for the years ended 2016 and 2015 as presented with anticipating an adjustment with regards to the OPEB. The report was presented by Jacinto Bernal and Patricia Kaufman of McGilloway, Ray, Brown & Kaufman.

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED	
AYES: 4	NOES: 0	ABSTAIN: 0	ABSENT: 2
AYES: Veronica Flournoy, Colleen Stanley, Jerry Stratton			
ABSENT: Rory Livingston, Tracie Corpuz			

Financial Reports for Period Ending September 30, 2016

The Executive Committee accepted the financial reports for the period ending September 30, 2016 as presented by Jacinto Bernal and Patricia Kaufman of McGilloway, Ray, Brown & Kaufman.

MOTION: Colleen Stanley	SECONDED: Veronica Flournoy	MOTION CARRIED	
AYES: 4	NOES: 0	ABSTAIN: 0	ABSENT: 2
AYES: Colleen Stanley, Veronica Flournoy, Jerry Stratton			
ABSENT: Rory Livingston, Tracie Corpuz			

JPA BUSINESS

Loss Control Services Quarterly Report

Marcus Beverly presented the Executive Committee with a summary of Loss Control activities for the first quarter of 2016/2017 as prepared by Gary Metzler, Loss Control Manager.

Loss Control Manager Position

Marcus Beverly presented the Executive Committee with a draft Loss Control Manager Job posting. Discussion was held with regards to consider hiring a loss control consultant. After discussion, the Executive Committee approved the Loss Control Manager Job posting as presented and will proceed with the job posting to hire an in-house Loss Control Manager as soon as MERMA receives official notice from Gary on his retirement date.

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED	
AYES: 4	NOES: 0	ABSTAIN: 0	ABSENT: 2
AYES: Veronica Flournoy, Colleen Stanley, Jerry Stratton			
ABSENT: Rory Livingston, Tracie Corpuz			

Member Growth

As discussed at the October Board meeting, Matt Gowan provided an update on recent activities and plans for MERMA’s growth. Discussion held. Matt will continue to update the Executive Committee on this matter.

Closing Comments

None

Upcoming Meeting

Next Executive Committee meeting will be held on January 11, 2017.

ADJOURNMENT

Motion was made to adjourn the meeting at 3:10 p.m.

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED	
AYES: 3	NOES: 0	ABSTAIN: 0	ABSENT: 2

Executive Committee Minutes
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AYES: Veronica Flournoy, Colleen Stanley, Jerry Stratton
ABSENT: Rory Livingston, Tracie Corpuz

Gerald Stratton, President: 

Marcus Beverly, Executive Director: 

Date: January 11, 2017