



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

EXECUTIVE COMMITTEE MINUTES
November 8, 2017

The Executive Committee of the Monterey Educational Risk Management Authority met at 76 Stephanie Drive, Salinas, on November 8, 2017 at 1:30 p.m.

Executive Committee Members Present

Jerry Stratton, President, Salinas City Elementary School District
Rory Livingston, Vice President, King City Union School District
Veronica Flournoy, Spreckels Union School District
Colleen Stanley, Monterey County Office of Education
Ana Aguillon, Salinas Union High School District

Guests and Staff

Marcus Beverly, Alliant
Matt Gowan, Alliant
Karen Callahan, Intercare
Connie Hampson, Intercare
Marlene Richardson, Intercare
Jacinto Bernal, McGilloway, Ray, Brown & Kaufman
Alberto Verduzco, Salinas Union High School District
Julio Jauregui, Loss Control Manager, MERMA
Hallie Pacheco, Administrative Assistant, MERMA
Connie Martin, Administrative Assistant, MERMA

A. CALL TO ORDER

President Stratton called the meeting to order at 1:32 p.m.

B. ROLL CALL

Present: Jerry Stratton, Rory Livingston, Veronica Flournoy, Colleen Stanley, Ana Aguillon

C. APPROVAL OF AGENDA POSTED

Motion was made to approve the agenda as posted.

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

D. PUBLIC COMMENTS

None

E. CONSENT CALENDAR

The following items were presented:

1. Executive Committee Minutes – October 18, 2017,
2. Payment Register – October 2017

Motion was made to approve items 1 and 2 as presented.

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

F. ADMINISTRATIVE REPORTS

1. President’s Report

Jerry Stratton discussed his recent email from Garry Bousum in regard to the Net Fund Balance.

2. Pool Administrator’s Report

Marcus Beverly discussed the recent Volunteer Survey that was sent out to the member districts. About half of the members have responded so far. Discussion held regarding volunteer resolutions, pros and cons of covering volunteers under workers’ compensation and what would best meet the needs of volunteers with less exposure. Also discussed covering student interns through the ROP Program on school site and offsite.

Marcus will present a report on the pros and cons of covering volunteers under workers’ compensation and present the survey results at the next Executive Committee meeting. He would like to have a full discussion regarding this topic at the Board of Directors meeting in January.

2. Pool Administrator’s Report (continued)

Marcus stated the Reserve Study is underway at this time.

He also reported on the Annual Disclosure of Unfunded Liabilities that will be sent out to the member districts. It will look different this year from past disclosures as it does not allocate the total Net Position by member.

3. Claims Administrator’s Report

Intercare provided the Executive Committee with the following reports:

- Annual and Monthly Claim Results
- New Claim Analysis Received YTD 2017/18 – as of 10/31/17
- Monthly Frequency & Severity Reports Claims Reported 10/1/17 – 10/31/17
- Claim Closing Analysis YTD 2017/18 – as of 10/31/17
- Net Reserve Changes – YTD 2017/18 – as of 10/31/17
- MERMA Company Nurse Results for October 2017
- MERMA Bill Review Results for October 2017

Discussion held regarding Intercare providing a more detailed report for the districts listing injuries by school site, occupation, and type of injury without employees’ names as well as an analysis of claims comparing past years to current year. Connie Hampson stated she will prepare a 3-year comparison report for the January meeting. Jerry Stratton stated he would like a pie chart for each district showing the frequency and severity of injuries.

4. Executive Committee Report

None

G. FINANCIAL REPORTS

1. Financial Statements with Accountant’s Compilation Report

Jacinto Bernal of McGilloway, Ray, Brown & Kaufman presented the Financial Statements and Compilation Report for the years ended 2017 and 2016. Discussion held.

Motion was made to accept the Financial Statements with Accountant’s Compilation Report as presented.

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

2. Financial Reports for Period Ending September 30, 2017

Jacinto Bernal of McGilloway, Ray, Brown & Kaufman provided a verbal report as the quarterly financial reports for period ending September 30, 2017 were not finalized and not ready for approval at this time. Action was deferred.

H. JPA BUSINESS

1. Financial Services FYE 06/30/18 – Engagement Letter

Jacinto Bernal of McGilloway, Ray, Brown & Kaufman presented the new financial services engagement letter for Fiscal Year Ending June 30, 2018. The Committee discussed recommending for the next fiscal year, a multi-year engagement letter that covers three fiscal years and is more specific on the fees. They would also like an estimate with a not to exceed number for the hourly work associated with the Compilation Report, State Controller’s Report and Audit Calculations and Assistance.

Motion was made to approve the Financial Services Engagement Letter for Fiscal Year Ending June 30, 2018.

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

2. Loss Control Services Quarterly Report

Julio Jauregui, MERMA Loss Control Manager, reported on his activity with the districts. He has completed 31 ergonomic evaluations, trained 184 employees in OSHA compliance, and awarded 167 Certificates of Accomplishment. He conducted meetings to implement a Safety Team Culture and MERMA safety services. He developed Safety Team Culture and Incident Prevention Plans and produced three safety and ergo videos. Safety training, injury prevention and Back to Work Programs were provided for school operations. Julio also updated a Prevention Plan to prevent future injuries and produced new IIPP with up to date compliance. He has provided support for schools in the Evacuation and Emergency Plan. Information item only.

I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Titles: Confidential Senior Administrative Assistant
Administrative Assistant I

The Executive Committee went into Closed Session at 3:04 p.m.

J. REPORT FROM CLOSED SESSION

The Executive Committee reconvened from Closed Session at 3:32 p.m.

Jerry Stratton reported that action was given during Closed Session directing Marcus Beverly to offer the position of Senior Confidential Administrative Assistant to Hallie Pacheco. Marcus will work out the details and report at the next Executive Committee meeting.

K. Closing Comments

Jerry Stratton mentioned that his district is getting some “administrative duties only” work limitations on employees who are hurt. He will talk to Marlene Richardson of Intercare regarding this. He also stated that if you have someone who is hurt and is limited, do the Interactive Process. It is very important. He stated his district is in the middle of litigation on a claim that did not have the Interactive Process done.


L. Upcoming Meetings

Executive Committee – January 10, 2018, 1:30 p.m.
Board of Directors – January 31, 2018, 9:30 a.m.

M. ADJOURNMENT

Motion was made to adjourn the meeting at 3:36 p.m.

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

Gerald Stratton, President: 

Marcus Beverly, Executive Director: 

Date: 1/10/18