



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

**EXECUTIVE COMMITTEE MINUTES**  
**August 15, 2018**

The Executive Committee of the Monterey Educational Risk Management Authority met at 76 Stephanie Drive, Salinas, on August 15, 2018 at 1:30 p.m.

**Executive Committee Members Present**

Jerry Stratton, President, Salinas City Elementary School District – *Arrived at 1:50 p.m.*  
Rory Livingston, Vice President, King City Union School District – *Arrived at 1:38 p.m.*  
Veronica Flournoy, Spreckels Union School District  
Colleen Stanley, Monterey County Office of Education  
Ana Aguillon, Salinas Union High School District

**Executive Committee Members Absent**

None

**Guests and Staff**

Marcus Beverly, Alliant  
Matt Gowan, Alliant  
Marlene Richardson, Intercare  
Connie Hampson, Intercare  
Karen Callahan, Intercare  
Julio Jauregui, MERMA  
Hallie Pacheco, MERMA

**A. CALL TO ORDER**

Veronica Flournoy called the meeting to order at 1:34 p.m.

**B. ROLL CALL**

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

**C. APPROVAL OF AGENDA AS POSTED**

Motion was made to approve the agenda as posted.

<b>MOTION:</b> Ana Aguillon	<b>SECONDED:</b> Colleen Stanley	<b>MOTION CARRIED</b>	
<b>AYES: 3</b>	<b>NOES: 0</b>	<b>ABSTAIN: 0</b>	<b>ABSENT: 2</b>
AYES: Ana Aguillon, Colleen Stanley, Veronica Flournoy			
ABSENT: Jerry Stratton, Rory Livingston			

**D. PUBLIC COMMENTS**

None

**E. CONSENT CALENDAR**

The following items were presented:

1. Executive Committee Minutes – May 9, 2018
2. Payment Registers and Board Reports – May, June, July 2018
3. Treasurer’s Report – March 2018
4. MCOE Contract for Fiscal Services – July 1, 2018 to June 30, 2021

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

<b>MOTION:</b> Colleen Stanley	<b>SECONDED:</b> Ana Aguillon	<b>MOTION CARRIED</b>	
<b>AYES: 3</b>	<b>NOES: 0</b>	<b>ABSTAIN: 0</b>	<b>ABSENT: 2</b>
AYES: Colleen Stanley, Ana Aguillon, Veronica Flournoy			
ABSENT: Jerry Stratton, Rory Livingston			

**F. ADMINISTRATIVE REPORTS**

**1. President’s Report**

*Jerry Stratton went back to this item after the Pool Administrator’s Report as he had not yet arrived when this section of the agenda was first presented.*

Jerry Stratton stated he had sent out a note asking the Committee to think about topics for the Board of Directors Retreat in October. This will be discussed later in the agenda.

**2. Pool Administrator’s Report**

Marcus Beverly reported that the Claims Audit and the CAJPA Re-Accreditation Audit are going on at this time.

Matt Gowan introduced a topic called Active Shooter. He stated it is a relatively new coverage. The coverage includes anything with use of a weapon.

The coverage provides service immediately after an Active Shooter incident. The coverage provides crisis management and counseling to staff and students, statements to the press, fixing and repairing damage to structures and cover funeral expenses. This coverage would reduce claims.

*Rory Livingston arrived at 1:38 p.m. and Jerry Stratton arrived at 1:50 p.m. and were present for most of the discussion on this item.*

The Committee would like Matt Gowan to provide more detailed information and estimated costs and present at the next Executive Committee meeting.

### **3. Claims Administrator's Report**

Connie Hampson of Intercare provided the Executive Committee with the following reports:

- Annual and Monthly Claim Results – May, June and July 2018
- New Claim Analysis Received YTD 2017/18 – as of 6/30/18
- New Claim Analysis Received YTD 2018/19 – as of 7/31/18
- Monthly Frequency & Severity Reports Claims Reported FY 7/1/17 – 6/30/18
- Monthly Frequency & Severity Reports Claims Reported 7/1/18 – 7/31/18
- Claim Closing Analysis YTD 2017/18 – as of 6/30/18
- Claim Closing Analysis YTD 2018/19 – as of 7/31/18
- Net Reserve Changes – YTD 2017/18 – as of 6/30/18
- Net Reserve Changes – YTD 2018/19 – as of 7/31/18
- MERMA Company Nurse Results for June 2018 and July 2018
- MERMA Bill Review Results for June 2018 and July 2018

### **4. Executive Committee Report**

Ana Aguillon thanked Marlene Richardson, Claims Supervisor of Intercare and her team for all their great work. She stated it definitely shows and is good to see these numbers.

## **G. JPA BUSINESS**

### **1. Conflict of Interest Code**

Marcus Beverly presented the Conflict of Interest Code that needs to be reviewed every even numbered year. He reported that no changes are necessary.

Motion was made to approve Resolution 16-04 Conflict of Interest Code with no changes.

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

## **2. Loss Control Annual Update**

Julio Jauregui, Loss Control Manager reported on his recent activity. He stated he has been working with the members on the following:

1. Injury and Illness Prevention Program
2. Hazard Communication Standard
3. Recording and reporting of occupational injuries and illnesses
4. Lead in Construction Standard
5. Bloodborne Pathogens Standard
6. Airborne Transmissible Diseases
7. Helping employees understand ergo protocols

Julio stated he will need a School Safety Coordinator for each member. He will need their name and contact information so he can provide training and safety programs. He is also working on MGA "MERMA General Advice". He would like the members to contact him before making purchases such as furniture, chairs, desks, electronics, monitor stands, etc. so that he can help them make sure the items are compatible with the employee and to find the best value before purchasing.

Discussion held regarding Julio and Marlene of Intercare setting up a meeting with Worksite regarding the specific costly items that they recommend in their ergonomic evaluations and finding more economical and compatible items to recommend. Also, for Julio to review all of Worksite's ergonomic evaluation item recommendations.

Julio updated the Committee on FY 2017-18 Matching Safety Funds usage for the year. Discussion held regarding why some members are not using their funds. The Committee asked Marcus to contact those members and find out why they are not utilizing their funds and report back on his findings. The Committee would like the Matching Safety Funds item placed on the Board of Directors Retreat agenda to explain the program and how easy it is to utilize and to possibly make modifications to the program.

## **3. Topics for the October Board Meeting**

The Committee discussed topics for the October Board of Directors Meeting. Some of the training topics and presentations discussed were:

1. Super Bug - Airborne Transmissible Diseases
2. Why Can't I Share This Information
3. Public Records Requests – Request for Staff Demographics – Cell Phone Records
4. HIPAA – Sharing of Return to Work Restrictions
5. Matching Safety Funds
6. Rate and Ex-Mod Calculation Explanation
7. Surveillance and Drones

**H. Closing Comments**

None

**I. Upcoming Meetings**

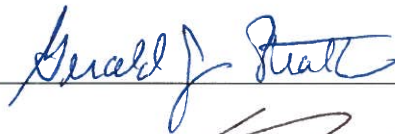
Board of Directors Meeting – October 10, 2018  
Executive Committee Meeting – November 14, 2018

**J. ADJOURNMENT**

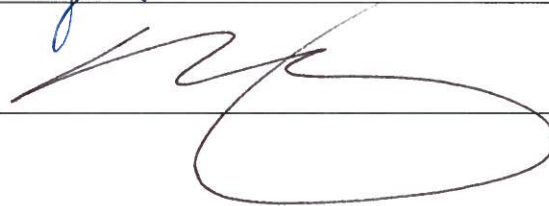
Motion was made to adjourn the meeting at 3:06 p.m.

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

Gerald Stratton, President:



Marcus Beverly, Executive Director:



Date:

11-14-18