



P.O. Box 3320, Salinas, CA 93912

[www.merma.org](http://www.merma.org)

**EXECUTIVE COMMITTEE  
TELECONFERENCE MEETING MINUTES  
April 8, 2020**

The Executive Committee of the Monterey Educational Risk Management Authority held a teleconference meeting on April 8, 2020 at 1:30 p.m.

**Executive Committee Members Present via Teleconference**

Rory Livingston, President, King City Union School District  
Colleen Stanley, Vice-President, Monterey County Office of Education  
Ana Aguillon, Secretary, Salinas Union High School District  
Veronica Flournoy, Spreckels Union School District  
Elizabeth Wilson, Soledad Unified School District

**Guests and Staff Present via Teleconference**

Marcus Beverly, Alliant  
Matt Gowan, Alliant  
Marlene Richardson, Intercare  
Connie Hampson, Intercare  
Karen Callahan, Intercare  
Maria Hernandez Sandoval, MERMA  
Hallie Pacheco, MERMA

**A. CALL TO ORDER**

Rory Livingston called the meeting to order at 1:40 p.m.

**B. ROLL CALL**

Present: Rory Livingston, Colleen Stanley, Ana Aguillon, Veronica Flournoy, Elizabeth Wilson

**C. APPROVAL OF AGENDA AS 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: 5 NOES: 0</b>	<b>ABSTAIN: 0</b>	<b>ABSENT: 0</b>
AYES: Veronica Flournoy, Colleen Stanley, Ana Aguillon, Elizabeth Wilson, Rory Livingston		
ABSENT: 0		

**D. PUBLIC COMMENTS**

None

**E. CONSENT CALENDAR**

The following items were presented:

1. Executive Committee Minutes – March 11, 2020
2. Payment Register and Board Report – March 2020

Motion was made to approve items 1 and 2 as presented with a single motion.

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

**F. ADMINISTRATIVE REPORTS**

**1. President’s Report**

Nothing to report.

**2. Pool Administrator’s Report**

Marcus Beverly wanted to thank the crew for keeping the office going, the workers’ compensation folks in particular are essential service. He stated he wished we were all together but one day we will be back to normal.

**3. Claims Administrator’s Report**

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

- Annual and Monthly Claim Results – March 2020
- New Claim Analysis Received FYTD – as of 3/31/2020
- Frequency & Severity Reports FYTD Claims Reported - 7/1/19 – 3/31/2020
- Claim Closing Analysis FYTD – as of 3/31/2020
- Net Reserve Changes – FYTD – as of 3/31/2020
- MERMA Company Nurse Results – March 2020
- MERMA Bill Review Results for March 2020

Marcus Beverly asked if doctors were still seeing workers' compensation patients with all the COVID-19 issues going on at this time and what impact this has had. Marlene Richardson stated that people are utilizing telemedicine or just rescheduling appointments. Connie Hampson stated InterMed has seen a slow down in bills.

Karen Callahan stated since she wasn't at last month's meeting when Intercare's contract was renewed, she wanted to convey that she really appreciates the continued business and relationship with MERMA and all the members.

#### **4. Loss Control Report**

Maria Hernandez Sandoval provided the Committee with an update of her activities for the month of March. She stated due to the COVID-19 social distancing mandate she was not able to meet her goal of meeting with every district. She has contacted Norm Peterson for information on the Return to Work Program. She stated not all districts are utilizing this program and she could help with the process as she is familiar with this type of program. .

Maria discussed various types of training and would highly recommend the Incident Investigation Training. The training provides tools to help identify unsafe acts, hazardous conditions and near misses before they occur. Maria stated that during the investigation process, investigators will not only identify the root cause of the incident, they will be trained on how to identify and recommend measures and corrective action to prevent a similar incident from occurring. She stated the trainings could be scheduled at a centralized location where employees from all districts could attend.

Colleen Stanley stated MCOE would be happy to host a training and work with Maria to set up this up. Veronica Flournoy stated if the Shelter in Place is lifted before the fiscal year ends, late May would be a good time to schedule some trainings as the students will still be out.

Discussion held regarding ergonomics for the home office. Maria stated she sent out a Job Safety Analysis to all districts a couple weeks ago with guidelines on how to set up their desk/workstation at home.

Maria presented 10-year data on cause of injury totals. Slips, Trips and Falls had the most number of injuries and incurred the most cost.

Maria wanted to remind all members to utilize their Matching Safety Funds. Only three members have used their funds this fiscal year.

#### **5. Executive Committee Report**

Nothing to report.

**G. JPA BUSINESS**

**1. Workers' Compensation Excess Insurance Update**

Matt Gowan provided the Committee with an update on Workers' Compensation Excess Insurance. He stated for the first layer, \$50,000 - \$500,000, he received a quote of a 100% flat renewal of no increase to the rate. He stated it needed to be bound quickly so he discussed this with Rory Livingston and bound the quote and will need to ratify today.

For the second layer Matt stated the quote from the incumbent, State National, was a 20% increase so additional markets were approached. A quote was received from Safety National for a relatively flat renewal and with statutory limits.

Ana Aguillon asked what the difference is between statutory limits and what we had before. Matt stated that statutory limits means there is not a maximum limit on what will be paid. The amount paid will be the statutory limit that is in the Labor Code. If the claim goes into hundreds of millions, they have to pay.

The Committee thanked Matt for doing a great job!

Motion was made to approve and ratify the bound Workers' Compensation Excess Insurance for FY 2020-21 with a Self-Insured Retention of \$50,000. The first layer of Excess \$50,000-\$500,00 with State National and the second layer \$500,000 – Statutory with Safety National.

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

**2. Risk Management Reserve Fund Options**

Marcus Beverly stated we are in the developing ideas stage at this time and information, suggestions and data are still being researched.

No action was taken on this item.

**3. Premium Contributions FY 2020-21**

Marcus Beverly presented the premium contributions for FY 2020-21. He stated these are the same as the previous estimate presented by the actuary and have not changed based on the excess insurance quotes coming in less than initially budgeted.

A motion was made to recommend the Premium Contributions as presented for FY 2020-21 to the Board of Directors.

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

#### **4. Preliminary Budget FY 2020-21**

Marcus Beverly presented the preliminary budget for FY 2020-21. He stated the big picture was the excess insurance and with the quotes coming in lower than expected the budget now has a surplus.

A motion was made to recommend the Preliminary Budget as presented for FY 2020-21 to the Board of Directors.

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

#### **5. Executive Committee Members Terms Ending June 30, 2020**

Marcus Beverly stated that MERMA put a call out for nominations for the three Executive Committee members whose terms expire June 30, 2020. MERMA staff received replies from Elizabeth Wilson of Soledad Unified who is interested in continuing to serve on the Executive Committee and Yvonne Perez of Carmel Unified expressed interest in serving on the Executive Committee. Both Rory Livingston and Ana Aguillon stated they would like to continue serving.

No action was taken on this item. Election of Executive Committee Members will be held at the May 13<sup>th</sup> Board of Directors Meeting.

#### **H. Closing Comments**

None

#### **I. Upcoming Meetings**

Board of Directors Meeting – May 13, 2020, 1:30 p.m.

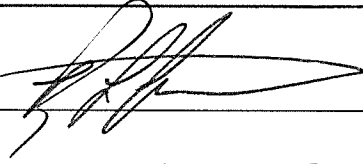
#### **J. ADJOURNMENT**

Motion was made to adjourn the meeting at 2:53 p.m.

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

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Rory Livingston, President:



Marcus Beverly, Executive Director:



Date: 8/24/20