



P.O. Box 3320, Salinas, CA 93912

www.merma.org

**EXECUTIVE COMMITTEE
WebEx/TELECONFERENCE
MEETING MINUTES
August 12, 2020**

The Executive Committee of the Monterey Educational Risk Management Authority held a WebEx/teleconference meeting on August 12, 2020 at 1:30 p.m.

Executive Committee Members Present via WebEx/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

Guests and Staff Present via WebEx/Teleconference

Yvonne Perez, Carmel Unified School District
Marcus Beverly, Alliant
Matt Gowan, Alliant
Connie Hampson, Intercare
Marlene Richardson, Intercare
Maria Hernandez Sandoval, MERMA
Hallie Pacheco, MERMA

A. CALL TO ORDER

Rory Livingston called the meeting to order at 1:39 p.m.

B. ROLL CALL

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

C. APPROVAL OF AGENDA AS POSTED

Motion was made to approve the agenda as posted.

MOTION: Veronica Flournoy	SECONDED: Ana Aguillon	MOTION CARRIED
AYES: 4 NOES: 0	ABSTAIN: 0	ABSENT: 0
AYES: Veronica Flournoy, Ana Aguillon, Colleen Stanley, Rory Livingston		
ABSENT: 0		

D. PUBLIC COMMENTS

None

E. CONSENT CALENDAR

The following items were presented:

1. Executive Committee Minutes – July 15, 2020
2. Payment Register and Board Report – July 2020
3. North Bay Associates – Engagement Letter for Claims Audit
4. State National Insurance EWC Cancellation Endorsement
5. State National Reinsurance Agreement effective 7/1/2020

Veronica Flournoy asked for an explanation of the State National Insurance EWC Cancellation Endorsement. Marcus Beverly stated it is the prior insurance company that we had and the policy states effective until terminated. They need something in writing stating it is terminated.

Motion was made to approve items 1 through 5 as presented with a single motion.

MOTION: Veronica Flournoy	SECONDED: Ana Aguillon	MOTION CARRIED
AYES: 4 NOES: 0	ABSTAIN: 0	ABSENT: 0
AYES: Veronica Flournoy, Ana Aguillon, Colleen Stanley, Rory Livingston		
ABSENT: 0		

F. ADMINISTRATIVE REPORTS

1. President’s Report

Rory Livingston stated he doesn’t have anything to report other than they are open for business, but all of the employees are at home.

2. Pool Administrator’s Report

Marcus Beverly mentioned that Elizabeth Wilson is no longer with Soledad Unified and has created a vacancy on the Executive Committee. Yvonne Perez of Carmel Unified will be moving on to the Executive Committee officially after Board approval at the October 14th meeting.

Matt Gowan mentioned that CAJPA has cancelled their conference in Lake Tahoe this year, but they are having a virtual conference. Matt stated he has signed up to attend the conference. Invites will be sent out to the Executive Committee if they would like to sign up.

3. Claims Administrator's Report

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

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

4. Loss Control Report

Maria Hernandez Sandoval reported that she provided training on the Injury and Illness Prevention Program, Safety Culture and Team Building, and Incident Investigations to South Monterey County Joint Union High School District.

Maria stated she is unable to perform ergonomic evaluations in person at this time but can conduct these via Zoom. Employees working from home can contact Maria and schedule a Zoom meeting with her to help adjust their workstation. The Job Safety Analysis has been added to MERMA's website under Loss Control and this provides procedures on how to set up the desk appropriately at home.

Maria sent the COVID-19 supplement template for the IIPP to all members. She stated this document spearheads the whole program under COVID which includes CDC recommendations and the Health Department's recommendations. All of the guidelines that fall under COVID would fall under this supplemental document. All employees need to be trained on the content of the supplement, so they are aware of what the procedures are and what the district is doing to ensure the safety of employees. Providing an overview of the plan to employees is fine and if there is any specific information for certain employees like PPE that needs to be worn that needs to be emphasized. She stated to identify the key points with all employees.

Maria has created a newsletter that is being sent out monthly. One of the highlights this month is the slip, trip and fall incidents that all school districts are incurring. She stated for the most part every injury is preventable. One of the tools to use is housekeeping audits to identify hazards before they occur. The housekeeping audit is provided in the newsletter. If there are any suggestions for future topics, please let her know and she will include those in the newsletter.

Maria stated she sent out some information on HVAC systems and filters. One of the districts contacted her and asked if there was a vendor for the MERV-16 filters. She stated that Grainger has those filters. Grainger is here locally but these can also be ordered online through Grainger.

Ana Aguillon stated that Maria's newsletters are very helpful, and she likes the way it is organized and easy to follow. She stated that she really appreciates everything that Maria has been providing and especially the support. She has been an extreme asset to the district in helping through COVID and with the IIPP.

Maria reported on the Matching Safety Fund usage for FY 2019-20 and stated she will be sending out the allocation chart for the new fiscal year 2020-21.

Maria is now a Red Cross certified trainer in first aid, CPR and AED. She is already scheduling training with some of the districts and will be sending the criteria on the training to all members.

5. Executive Committee Report

Nothing to report.

G. FINANCIAL REPORTS

1. Net Position Review

Marcus Beverly provided an update on the Net Position. He stated MERMA's net position has increased \$3.3 million over the last fiscal year to a total of \$29 million due to a decrease in claims liabilities and continued strong investment income with an increase of almost \$500,000 from last year. Marcus stated MERMA is in a position to declare a dividend.

Lengthy discussion. May have unknown and unfunded expenses from pandemic. Wait to see impact before deciding on details.

Motion was made to recommend to the Board of Directors to designate \$2.5 million for unrealized COVID related expenses.

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED
AYES: 4	NOES: 0	ABSENT: 0
ABSTAIN: 0		
AYES: Veronica Flournoy, Colleen Stanley, Ana Aguillon, Rory Livingston		
ABSENT: 0		

H. JPA BUSINESS

1. Conflict of Interest Code

Marcus Beverly presented the revised Conflict of Interest Code. He stated the revisions include to require members and consultants to file the Form 700 directly with the County through their electronic filing system and removing the requirement for alternates to file. He stated we are required to review the Conflict of Interest Code every two years.

A motion was made to pass Resolution No. 20-02 to approve the Conflict of Interest Code as presented.

MOTION: Veronica Flournoy	SECONDED: Ana Aguillon	MOTION CARRIED
AYES: 4	NOES: 0	ABSENT: 0
ABSTAIN: 0		
AYES: Veronica Flournoy, Ana Aguillon, Colleen Stanley, Rory Livingston		
ABSENT: 0		

2. October Board of Directors Meeting Agenda

Marcus Beverly presented the draft Board of Directors agenda for the October 14th meeting that will be held via WebEx. Discussion held regarding topics and time schedule for the meeting. It was decided to schedule the meeting in the afternoon at 1:00 p.m. – 4:00 p.m.

I. CLOSING COMMENTS

None

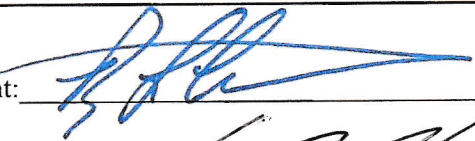
J. UPCOMING MEETINGS

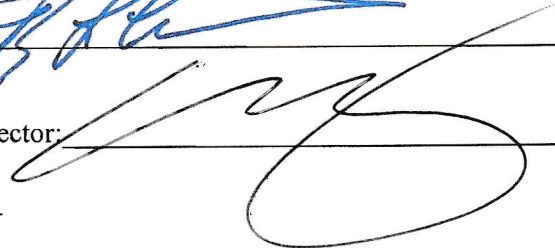
Board of Directors Meeting – October 14, 2020, 1:00 p.m.
Executive Committee Meeting – November 18, 2020, 1:30 p.m.

K. ADJOURNMENT

Motion was made to adjourn the meeting at 2:40 p.m.

MOTION: Veronica Flournoy	SECONDED: Colleen Stanley	MOTION CARRIED
AYES: 4	NOES: 0	ABSTAIN: 0
ABSENT: 0		
AYES: Veronica Flournoy, Colleen Stanley, Ana Aguillon, Rory Livingston		
ABSENT: 0		

Rory Livingston, President: 

Marcus Beverly, Executive Director: 

Date: 10/17/20