



Monterey Educational Risk Management Authority

P.O. Box 3320, Salinas, CA 93912

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

**EXECUTIVE COMMITTEE  
ZOOM/TELECONFERENCE  
MEETING MINUTES  
August 11, 2021**

The Executive Committee of the Monterey Educational Risk Management Authority held a Zoom/teleconference meeting on August 11, 2021, at 1:30 p.m.

**Executive Committee Members Present via Zoom/Teleconference**

Rory Livingston, President, King City Union School District  
Colleen Stanley, Vice-President, Monterey County Office of Education  
Veronica Flournoy, Spreckels Union School District  
Yvonne Perez, Carmel Unified School District

**Executive Committee Members Absent**

Ana Aguillon, Secretary, Salinas Union High School District

**Guests and Staff Present via Zoom/Teleconference**

Marcus Beverly, Alliant  
Matt Gowan, Alliant  
Connie Hampson, Intercare  
Karen Callahan, Intercare  
Marlene Richardson, 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, Veronica Flournoy, Yvonne Perez  
Absent: Ana Aguillon

**C. APPROVAL OF AGENDA AS POSTED**

Motion was made to approve the agenda as posted.

<b>MOTION:</b> Colleen Stanley	<b>SECONDED:</b> Veronica Flournoy	<b>MOTION CARRIED</b>	
<b>AYES: 4</b>	<b>NOES: 0</b>	<b>ABSTAIN: 0</b>	<b>ABSENT: 1</b>
AYES: Colleen Stanley, Veronica Flournoy, Yvonne Perez, Rory Livingston			
ABSENT: Ana Aguillon			

**D. PUBLIC COMMENTS**

None

**E. CONSENT CALENDAR**

The following items were presented:

1. Executive Committee Minutes – April 14, 2021
2. Payment Registers and Board Reports – April, May, June, and July 2021

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

<b>MOTION:</b> Veronica Flournoy	<b>SECONDED:</b> Colleen Stanley	<b>MOTION CARRIED</b>	
<b>AYES: 4</b>	<b>NOES: 0</b>	<b>ABSTAIN: 0</b>	<b>ABSENT: 1</b>
AYES: Veronica Flournoy, Colleen Stanley, Yvonne Perez, Rory Livingston			
ABSENT: Ana Aguillon			

**F. ADMINISTRATIVE REPORTS**

**1. President’s Report**

President Rory Livingston had nothing to report.

**2. Pool Administrator’s Report**

Marcus Beverly stated we are moving forward with the roof repairs and RFP’s for estimates. We should have a new roof and HVAC replaced before it starts raining.

Marcus stated Colleen Stanley, Maria Sandoval and Intercare will be attending the CAJPA conference in September.

Marcus also mentioned that we are in the process of setting up training on the Interactive Process with the law firm of Lozano Smith. He stated if the members would like training for their districts, please let us know.

**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 2021
- New Claim Analysis Received FYTD – as of 6/30/21 and 7/31/21
- Frequency & Severity Reports FYTD Claims Reported - 7/1/20 – 6/30/21 and 7/1/21 – 7/31/21
- Claim Closing Analysis FYTD – as of 6/30/21 and 7/31/21
- Net Reserve Changes – FYTD – as of 6/30/21 and 7/31/21
- MERMA Company Nurse Results – May, June and July 2021
- MERMA Bill Review Results – May, June and July 2021
- FY 2021 Program Summary & Covid Industry Impact

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

Maria Sandoval provided an update on Loss Control activities and stats on what types/causes of injuries are occurring. She has provided training to South Monterey County on reporting procedures on what to do in the event of an injury. She continues to provide ergonomic evaluations and updates on the IIPP in regard to Covid regulations.

Maria stated slips, trips, and falls are one of the top causes of injuries with highest cost of total incurred. She stated incident investigations are key to identifying the causes that led to the injury and implementing recommendations to prevent future injuries. The safety topic in the latest Loss Control Newsletter discusses preventing slips, trips, and falls. Maria stated she will be scheduling inspections at the different sites for those that are incurring the most incidents and looking at those areas that are incurring the injuries. She will be assisting the districts in identifying and providing recommendations to prevent injuries.

Maria stated all members used their Matching Safety Funds for this past fiscal year 2020-21.

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

Nothing to report.

### **G. FINANCIAL REPORTS**

#### **1. Net Position Review**

Marcus Beverly presented the estimated Net Position Review as of June 30, 2021, along with draft financials from accountant. He stated a more detailed overview will be presented at the Board of Directors meeting. He stated the good news is the Net Position has continued to increase by about \$2.5 million over the last fiscal year. The investment earnings are strong but not nearly what they were last year. Marcus stated we have not had a drop in Net Position in 8 years.

Lengthy discussion held.

No action was taken on this item. The Executive Committee gave direction to the Program Administrator to recommend the Board designate \$5M in reserve for Covid relief if needed and discuss with PFM of possibly adding funds to the investment account.

### **H. JPA BUSINESS**

### **1. Safety Award Program**

Marcus Beverly and Maria Sandoval presented a draft of a new incentive Safety Award Program, entitled Working Towards a Safety Culture.

Maria stated the idea of this incentive program is to promote a positive safety culture by recognizing and rewarding members and employees. This program will help create safety awareness for the members and employees to identify potential unsafe conditions and unsafe acts and come up with a solution to prevent injuries. The members would submit their ideas and solutions that would have a positive impact on the district's safety program. She stated the submissions would be submitted to MERMA and reviewed by the Executive Committee. Winners will be selected and awarded monetarily.

Maria stated employees would need training if they would like to participate in this program. Training would involve learning to identify unsafe acts and conditions through observation and what to do when they are conducting an inspection. This training would be provided by Maria.

No action was taken on this item. This will be brought back for discussion at the Board of Directors meeting.

### **2. Review Policies**

Marcus Beverly stated MERMA is in the process of reviewing policies. He presented the following updated three policies.

1. Teleconference/Videoconference Policy
2. Office Safety for Staff
3. MERMA Matching Safety Funds

He mentioned that more policies will be updated and will be on upcoming agendas for review and approval.

A motion was made to approve the three policies as presented with a single motion.

<b>MOTION:</b> Veronica Flournoy	<b>SECONDED:</b> Colleen Stanley	<b>MOTION CARRIED</b>
<b>AYES: 4</b>	<b>NOES: 0</b>	<b>ABSENT: 1</b>
<b>ABSTAIN: 0</b>		
<b>AYES:</b> Veronica Flournoy, Colleen Stanley, Yvonne Perez, Rory Livingston		
<b>ABSENT:</b> Ana Aguillon		

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

Marcus Beverly presented the draft agenda for the October Board of Directors meeting to be held at the Monterey Peninsula Yacht Club. Discussion held regarding topics for the legal update.

### **I. CLOSING COMMENTS**

None

**J. UPCOMING MEETINGS**

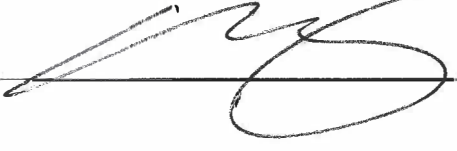
Board of Directors – October 13, 2021  
Executive Committee – November 10, 2021

**K. ADJOURNMENT**

Motion was made to adjourn the meeting at 3:26 p.m.

<b>MOTION:</b> Veronica Flournoy	<b>SECONDED:</b> Yvonne Perez	<b>MOTION CARRIED</b>
<b>AYES: 4</b> <b>NOES: 0</b>	<b>ABSTAIN: 0</b>	<b>ABSENT: 1</b>
AYES: Veronica Flournoy, Yvonne Perez, Colleen Stanley, Rory Livingston		
ABSENT: Ana Aguillon		

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Rory Livingston, President: 

Marcus Beverly, Executive Director:   
Date: 8/17/21