

**MINUTES OF THE CSURMA AORMA  
PROGRAMS COMMITTEE MEETING  
MARCH 6, 2014  
TELECONFERENCE MEETING  
1:00 PM**

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**MEMBERS PRESENT**

Guy Dalpe, Cesar Chavez Student Center (San Francisco State University)  
Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)  
Kurt Borsting, Associated Students, Inc. (CSU Fullerton)  
Mark Day, Santos Manuel Student Union (CSU San Bernardino)

**MEMBERS ABSENT**

Gigi Kiama, University Corporation (CSU Monterey Bay)

**STAFF, GUESTS AND CONSULTANTS**

Mimi Long, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

The meeting was called to order by Guy Dalpe at 1:03 PM.

**B. PUBLIC COMMENTS**

There were no public comments.

**C. GENERAL ADMINISTRATION**

**C1. Approval of the Agenda Order**

A motion was made to approve the order of agenda as presented.

**First:** Haleh Minakary

**Second:** Kurt Borsting

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	<b>X</b>			
Guy Dalpe	<b>X</b>			
Gigi Kiama				<b>X</b>
Haleh Minakary	<b>X</b>			
Mark Day	<b>X</b>			

**MOTION CARRIED**

**C2. Approval of Minutes – February 6, 2014**

A motion was made to approve the minutes from the February 6, 2014 meeting.

**First:** Haleh Minakary  
**Second:** Kurt Borsting

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama				X
Haleh Minakary	X			
Mark Day	X			

**MOTION CARRIED**

**C3. Revisions to Policy and Procedure W-2 – Contribution Payments**

Mimi explained that Policy and Procedure W-2 had been revised (1) to be consistent with CSURMA Policy and Procedure No. 6 – Payment Policy, (2) to reflect the current AORMA Workers’ Compensation Program contribution practices and (3) to delete all references to the obsolete AO Comp Bylaws.

Guy Dalpe recommended that the Policy and Procedure include a statement that AORMA will adopt the procedures outlined in CSURMA’s Policy and Procedure #6.

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-2 – Contribution Payments along with the addition of a statement that the Policy and Procedure will adopt the procedures outlined in CSURMA’s Policy and Procedure #6.

**First:** Mark Day  
**Second:** Kurt Borsting

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama				X
Haleh Minakary	X			
Mark Day	X			

**MOTION CARRIED**

**C4. Revisions to Policy and Procedure W-3 – Requirement to Maintain Experience Modification Factor of 1.25 or Less**

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-3.

**First:** Kurt Borsting  
**Second:** Mark Day

Mimi explained that the current version of Policy and Procedure W-3 includes a termination penalty if a member has an experience modification factor in excess of 1.25 for two full years. This penalty has been deleted and replaced with notification to the member of its experience modification factor and assistance by the Program Administrator in designing a plan to reduce the member’s experience modification factor.

The committee asked how staff would help design a plan to reduce the member’s exp mod. Mimi let them know that the workers’ compensation losses would be reviewed for loss patterns and that Brent Escoubas would then complete a thorough loss assessment and provide recommendations to the member. Mimi noted that three of the five members with an exp mod in excess of 1.25 had only one to two large claims.

When Policy and Procedure W-1 – Deposit Development is reviewed, the committee asked Mimi to review the required 25% surcharge for those members with an exp mod in excess of 1.25.

Roll call was conducted.

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
Kurt Borsting	<b>X</b>			
Guy Dalpe	<b>X</b>			
Gigi Kiama				<b>X</b>
Haleh Minakary	<b>X</b>			
Mark Day	<b>X</b>			

**MOTION CARRIED**

**C5. Revisions to Policy and Procedure W-4 – Claims Handling Procedures and Guidelines**

Mimi noted that the current version of Policy and Procedure W-4 had been reviewed by the Sedgwick claims administration staff, Jacki Graf, CSURMA Workers’ Compensation Claims Consultant, and staff. A few changes were made to accurately reflect Sedgwick’s claims handling process and to consistently utilize the same verbiage throughout the document. Also, the claims administration and JPA administration contact information has been removed, because

this information is maintained in a different document. The historical policy information was deleted as well because it is informational only and not part of the claims administration procedures.

Guy Dalpe recommended that the Policy and Procedure be revised to be generic and not to apply specifically to Sedgwick. Therefore, Sedgwick CMS will be removed and replaced with Workers' Compensation Third Party Claims Administrator.

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-4, and to delete Sedgwick CMS and replace it with Workers' Compensation Third Party Claims Administrator.

**First:** Kurt Borsting

**Second:** Mark Day

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama				X
Haleh Minakary	X			
Mark Day	X			

**MOTION CARRIED**

**C6. Revisions to Policy and Procedure W-5 – Workers' Compensation Coverage Claims Settlement Authority**

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-5.

**First:** Kurt Borsting

**Second:** Mark Day

Mimi explained that Policy and Procedure W-5 had been revised to (1) delete all references to AOC, (2) to add the revised title of the CSURMA Secretary to CSURMA Secretary/Auditor, and (3) to amend/add the approved language for emergency meetings of the AORMA Committee Officers for claims settlement authorization.

Roll call was conducted.

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama				X
Haleh Minakary	X			

Mark Day	<b>X</b>			
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**MOTION CARRIED**

**C7. Deletion of Policy and Procedure W-7 – Workers’ Compensation Safety Award – Safety Superstar**

A motion was made to recommend deletion to the AORMA Committee of Policy and Procedure W-7.

**First:** Haleh Minakary  
**Second:** Kurt Borsting

Mimi explained that Policy and Procedure W-7 outlines the procedures required to determine which auxiliaries deserve the workers’ compensation annual safety award. The procedure is dated and doesn’t accurately acknowledge those auxiliaries that consistently maintain favorable loss ratios. The awards program is based on a single year’s claims information and doesn’t take into account the size difference between the auxiliaries.

Staff recommends that the committee consider deleting Policy and Procedure W-7 and to revisit an awards program in a few years, after the new workers’ compensation rating plan has been finalized.

Roll call was conducted.

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	<b>X</b>			
Guy Dalpe	<b>X</b>			
Gigi Kiama				<b>X</b>
Haleh Minakary	<b>X</b>			
Mark Day	<b>X</b>			

**MOTION CARRIED**

**C8. Revisions to Policy and Procedure W-8 – Workers’ Compensation Program Payroll Reporting Responsibilities**

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-8.

**First:** Kurt Borsting  
**Second:** Mark Day

Mimi explained that Policy and Procedure W-8 describes the Members final audit and estimated payroll reporting responsibilities. One minor change was made to document to show that the

Program Administer **MAY** increase a Member’s payroll by the percentage outlined in the Policy and Procedure if the Member does not report its payroll in a timely manner.

Staff has always been successful in obtaining the member’s actual and estimated payroll and the automatic payroll increase per the Policy and Procedure has never been used. Therefore, staff recommends keeping the Policy and Procedure, but replacing the word WILL with MAY.

Roll call was conducted.

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
Kurt Borsting	<b>X</b>			
Guy Dalpe	<b>X</b>			
Gigi Kiama				<b>X</b>
Haleh Minakary	<b>X</b>			
Mark Day	<b>X</b>			

**MOTION CARRIED**

**D. CSURMA AORMA 2014 Meeting Calendar**

Guy Dalpe let the committee know that he has a standing meeting every Thursday at 2:00 PM, so he has requested that the meeting times for the Programs Committee are changed to 1:00 PM. The rest of the committee members agreed to this time change.

**E. ADJOURNMENT**

The meeting was adjourned at 1:43 PM.