



PROGRAMS COMMITTEE MEETING

“This is an Open Public Meeting”

In accordance with the requirements of the Bagley-Keene Open Meeting Act, notice of this meeting must be posted in a publicly accessible place, including the internet, at least ten days in advance of the meeting. This meeting agenda shall also be posted at the address of the teleconference location with access for the public via phone/speaker phone.

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant at (415) 403-1400 twenty-four hours in advance of the meeting. Entrance to the meeting location may require routine provision of identification to building security. However, CSURMA AORMA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

1. Guy Dalpe: Cesar Chavez Student Center, SFSU, 1650 Holloway Avenue Room C-134, San Francisco
2. Gigi Kiama: University Corporation at CSUMB, 100 Campus Center, Bldg. 201, Seaside
3. Haleh Minakary: Cal Poly Pomona Foundation, CSU Pomona, 3801 W. Temple Ave., Bldg. 55, Pomona
4. Mark Day: Santos Manuel Student Union, CSU San Bernardino, 5500 University Parkway, San Bernardino

Meeting Date: July 2, 2014
Time: 1:00 p.m. (Teleconference)

Location: Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111

Legend: A – Action may be taken
I – Information Only

A. CALL TO ORDER

B. PUBLIC COMMENTS

C. GENERAL ADMINISTRATION

1. **Approval of the Agenda Order** **A** p. 3
The committee will be asked to approve today’s meeting agenda order
2. **Approval of the Meeting Minutes – June 5, 2014** **A** p. 4
The Committee will be asked to review and approve the minutes from the last Programs Committee meeting on June 5, 2014
3. **New Programs Committee Member(s)** **A** p. 14
The Committee will discuss prospective programs committee members
4. **Policy and Procedure W-1 – Workers’ Compensation Member Allocation Formula** **A** p. 15
The committee will be asked to recommend approval to the AORMA Committee of the revised version of Policy and Procedure W-1

D. INFORMATION ITEMS

- | | | |
|---|----------|--------------|
| 1. 2014 CSURMA AORMA Meeting Calendar | I | <i>p. 30</i> |
| 2. 2014 CSURMA Service Calendar and Long Range Action Plan | 1 | <i>p. 33</i> |

E. ADJOURNMENT

The next meeting date will be on Thursday, July 31, 2014, at 1:00 PM via teleconference

APPROVAL OF THE AGENDA ORDER

ISSUE: The Committee will be asked to approve the agenda order for today's meeting.

RECOMMENDATION: Staff recommends that the Committee approve the agenda as presented.

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S): None

APPROVAL OF MEETING MINUTES – JUNE 5, 2014

ISSUE: The Committee will be asked to review and approve the draft minutes from the June 5, 2014, Programs Committee meeting.

RECOMMENDATION: Staff recommends approving the minutes, with revisions as necessary.

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S):

- a. Meeting Minutes – June 5, 2014

**MINUTES OF THE CSURMA AORMA
PROGRAMS COMMITTEE MEETING
JUNE 5, 2014
TELECONFERENCE MEETING
1:00 PM**

MEMBERS PRESENT

Kurt Borsting, Associated Students, Inc. (CSU Fullerton)
Guy Dalpe, Cesar Chavez Student Center (San Francisco State University)
Gigi Kiama, University Corporation (CSU Monterey Bay)
Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona) - *left at 2:24 pm*

MEMBER ABSENT

Mark Day, Santos Manuel Student Union (CSU San Bernardino)

STAFF, GUESTS AND CONSULTANTS

Mimi Long, Alliant Insurance Services, Inc.
Tevea Him, 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 the agenda as presented.

First: Gigi Kiama
Second: Kurt Borsting

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

Mark Day				X
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MOTION CARRIED

C2. Approval of Minutes – May 1, 2014

A motion was made to approve the minutes of the May 1, 2014 meeting.

First: Kurt Borsting
Second: Gigi Kiama

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

MOTION CARRIED

C3. Actuarial Proposal for Additional Scope of Services for FY 15/16 Liability Program

Mimi explained that the proposed FY 15/16 Liability Program member allocation formula will require that two extra actuarial services be completed by Aon, the CSURMA actuary. The additional work will involve providing (1) four separate cost allocations for AORMA’s auto, EPL, premises liability, and “all other” exposures, and (2) experience modification factors for each member. The current cost for the AORMA Liability Program actuarial study is \$3,500. For the FY 15/16 report, Aon’s fee would increase to \$9,500, or an additional \$6,000. For all additional years, Aon’s fee would be \$5,000, or an additional \$1,500.

A motion was made to recommend approval to the AORMA Committee of Aon’s FY 15/16 liability actuarial agreement and proposal.

First: Kurt Borsting
Second: Gigi Kiama

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

MOTION CARRIED

C4. FY 15/16 Liability Program Member Allocation Formula – ISO Rating Comparison

The committee reviewed the rating comparison. The AORMA Liability Underwriter re-rated five members in the liability program using the member's current exposures and the current ISO rates. This was compared against the FY 14/15 liability allocation and the proposed FY 15/16 liability allocation.

The committee expressed concern with the potential premium difference between FY 14/15 and FY 15/16, but ultimately felt that each member should pay into the program premium consistent with its loss exposures even if it means incurring a significant increase for the first year.

No action was taken. Mimi recommended that the next steps would be to revise the current liability program application and to send it out early in order to obtain accurate exposure information for FY 15/16. Mimi stated that the total expenditures in the allocation should be modified to include only "operational expenditures" but not expenses such as taxes, interest, bank charges. Staff will finalize the guidelines for each member to use when calculating its expenditures. The premises liability exposure information must also be updated to include the total square footage for all property owned, leased or occupied or where the member is responsible for its maintenance and upkeep.

Once the FY 15/16 actuarial reports are completed in August, and the updated exposure information is received, the committee can then begin to fine tune the allocation. Mimi stated that the committee should review the proposed allocation formula again in late August or early September.

C5. AORMA Liability Program Memorandum of Coverage Revisions

Mimi explained the recommended changes the liability program memorandum of coverage.

The following was added to the **Limitations upon CSURMA AORMA's Liability** section within the MOC:

"Bodily injury or personal injury damages resulting from non-employment harassment will be deemed to have occurred at the time of the initial non-employment harassment and all such bodily injury or personal injury will be deemed to be a single occurrence whether committed by the same perpetrator or two or more perpetrators acting in concert and without regard to the number of (1) incidents of non-employment harassment taking place thereafter, (2) victims of non-employment harassment, or (3) locations where the non-employment harassment took place. Only the Memorandum of Coverage in effect during which such non-employment harassment last occurred will apply to such single occurrence of non-employment harassment. Coverage does not apply to any covered party who is found by a court of law to have committed a criminal act of non-employment harassment."

The policy section does three things:

1. It establishes the “occurrence” date for the non-employment harassment as the date of the last contact. It is important that the MOC establishes an occurrence date as the offenses can often occur over more than one policy period. The occurrence date was changed to the last contact so that it is consistent with the coverage wording within the excess liability program.
2. It establishes that all actions by the same perpetrator or multiple perpetrators working together will be deemed to be one occurrence; therefore, only one \$350,000 self-insured retention applies. This benefits AORMA as only one \$350,000 self-insured retention will apply to the occurrence as opposed to each action by the perpetrator(s) being considered separate occurrences and therefore resulting in multiple SIR’s being paid from the AORMA pooled layer.
3. It establishes that all actions by the same perpetrator or multiple perpetrators working together will be deemed to be one occurrence. This limits the coverage available for the actions of the perpetrator(s) to one limit. Because CSURMA AORMA has a liability program with total limits of \$200MM, this is not a concern.

The following definition of Non-Employment Harassment has been added to the Definitions section of the MOC:

***Non-employment harassment** means actual or alleged unwelcome or offensive;*

- a. Physical conduct, including sexual molestation; or*
- b. Verbal or written conduct or conduct using visual images, including such conduct by electronic means,*

*against anyone other than a present or former employee of, or an applicant for employment with, the **Member** and shall include any actual or alleged breach of duty by a **covered party** causing, contributing or leading to such **non-employment harassment**.*

The definition does not include offenses against present, former or prospective employees because they are specifically listed under the definition of unfair employment practices.

Coverage for Unmanned Aerial Vehicles (UAV)

The following amendment was made to the Aircraft Exclusion within the MOC in order to add back coverage for unmanned aerial vehicles:

*To any liability for **damages** arising out of the ownership, maintenance, loading or unloading, use or operation of any aircraft capable of flight, airfields, runways, hangers, buildings or other property in connection with aviation activities. This exclusion does not apply to static aircraft, or to an **unmanned aerial vehicle**. ~~property damage to (1) property owned by the **Member**, or (2)~~*

~~aircraft in the care, custody, or control of the Member, including aircraft over which the Member is exercising physical control.~~

The term UAV was deleted from the definition of aircraft. Aircraft liability is excluded within the MOC; therefore, by deleting UAV from the definition of aircraft, coverage is not automatically excluded for UAVs.

The following was added to the definitions section of the MOC:

Unmanned Aerial Vehicle means any vehicle without a human pilot aboard capable of flight principally in the air that is designed for the transport of equipment and weighing no more than 100 lbs. maximum take-off weight for the purpose of aerial surveillance.

100 lbs. was used in the definition because this is the FAA's standard weight for non-commercial use.

Exclusion of Cyber Liability

The following exclusion was added to the MOC:

Cyber Liability

“Damages, or loss, costs or expenses because of bodily injury, personal injury, property damage or errors and omissions arising directly or indirectly out of:

- 1. Any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information, health information or any other type of nonpublic information; or*
- 2. The loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate electronic data.*

This exclusion applies even if damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, costs or expenses incurred by any covered party or others arising out of that which is described in Paragraphs 1 and 2 above.”

This exclusion is for clarification only. The CSURMA AORMA Liability Program does not provide cyber liability coverage. CSURMA AORMA has a \$5,000,000 cyber liability coverage program. The first \$2,000,000 in coverage is provided within the property program and the excess \$3,000,000 is purchased through London.

Medical Malpractice

The medical malpractice exclusion was modified as follows:

*“Liability arising out of the operation of any hospital, clinic, or health care facility, owned or operated by any **Member** including individuals providing professional medical services (Professional Medical Services include anyone engaged in the practice of medicine and whose operations are not exempted elsewhere in this exclusion). This includes, but is not limited to:*

- 1. The rendering or failure to render:
 - a. Medical, surgical, dental, x-ray or nursing services or treatment, or the furnishing of food or beverages in connection therewith;*
 - b. Any service or treatment related to physical or mental health or of a professional nature; or*
 - c. Any cosmetic or tonsorial service or treatment.**
- 2. The furnishing of or dispensing of drugs or medical, dental or surgical supplies or appliances.*
- ~~3. Experiments performed on human beings, clinical trials and/or medical trials.~~*

This exclusion does not apply to any liability arising out of:

- 1. Ambulance operations, occupational physical examinations, student nursing programs, other student medical training programs, infirmaries, non-clinic nursing services or services of the **Member’s employees** who are nurses, paramedics, emergency medical technicians, speech therapists, speech pathologists, nutritionists, psychologists, audiologists, or physical therapists;*
- 2. **Unfair employment practices** liability;*
- 3. First Aid to any person;*
- 4. Any medical services clinic that does not perform invasive surgery of any kind; or*
- 5. Operations performed by coroners.”*

Genesis added the exclusion for “experiments performed on human beings, clinical trials and/or medical trials”. Staff was able to add back the exclusion exceptions 1 through 5 above; however,

effective July 1, 2014, Staff is requesting that Genesis remove the “experiments performed on human beings, clinical trials and/or medical trials” wording completely.

Exclusion of Fines and Penalties, et al.

The following wording has been added to the definition of Damages:

“Damages shall not include fines, penalties, sanctions, taxes or fees assessed against any covered party.”

The AORMA Liability Program agrees to pay on behalf of any Covered Party those sums for ultimate net loss which the Covered Party shall become obligated to pay as **damages**, by reason of liability imposed by law, because of bodily injury, property damage, errors and omissions, unfair employment practices liability, and personal injury, to which this Memorandum applies, caused by an occurrence.

The AORMA Liability Program is designed to cover tort liability caused by the insured, not civil or statutory fines and penalties. Fines and penalties are generally not considered to be **damages** because they arise (1) out of illegal or grossly negligent conduct, or (2) from the refusal to comply with a statutory directive. Covering fines and penalties would therefore be contrary to public policy. Also, the imposition of a statutory fine, rather than a claim for monetary compensation, does not seek compensation for damages to a third-party.

The MOC does not specifically exclude fines and penalty, but the MOC was never intended to cover fines and penalties. This additional MOC wording simply clarifies that fines and penalties are not considered damages and therefore are not covered.

Domestic Hired Automobile Physical Damage Endorsement

The AORMA Liability Program includes physical damage to hired autos, subject to a \$1,000 deductible and the terms of the endorsement. In most cases, the AORMA contract with Enterprise Rent-A-Car provides automatic physical damage coverage to hired vehicles; however, this endorsement was added to fill in those gaps in coverage when the collision damage waiver is not offered with the auto rental.

The exclusion section within the Domestic Hired Automobile Physical Damage endorsement has been modified as follows:

“CSURMA AORMA will not pay for loss to any expensive, exotic or ~~and~~ antique automobiles; 15- passenger vans; ~~vehicles that have an open cargo bed;~~ ~~semi-trailer~~ trucks; motorcycles, mopeds, or ~~and~~ motorbikes. ~~limousines; and recreational vehicles.~~ An Antique automobile is defined as any vehicle over twenty (20) years old or any vehicle that has not been manufactured for ten (10) years or more. ~~Excluded are:~~ Examples of excluded expensive or exotic automobiles include but are not limited to those manufactured by Aston Martin, Bentley, Bricklin, Daimler, DeLorean, Excalibur, Ferrari, Jensen, Lamborghini,

Lotus, Maaserati, Porsche and Rolls Royce. However, selected models of BMW, Mercedes-Benz, Cadillac and Lincoln are covered.”

Occasionally, an AORMA member will rent a limousine or recreational vehicle. Enterprise will not provide physical damage coverage for these vehicles. In response, these two types of vehicles have been removed for the excluded auto section.

A motion was made to approve a recommendation to the AORMA Committee to approval the changes.

First: Gigi Kiama
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

C6. New Programs Committee Members

Because Kurt Borsting will term out on June 30th, the committee discussed potential replacements. The following staff members were mentioned:

1. David Crandall, General Manager – Associated Students, CSU, Northridge, Inc.
2. Lynn Cacha, Aztec Student Union Director – Associated Students, San Diego State University
3. Dave Nakamura, Executive Director –Humboldt State University Center
4. Joe Illuminate, Associate Director, Finance and Business Services - University Student Union of CSU Northridge
5. Jun Reina, Chief Financial Officers, Capital Public Radio, Inc.
6. Cheryl Vargas, Executive Director, Associated Students, SJSU

Guy agreed to contact David Crandall, Joe Illuminate and Cheryl Vargas. Kurt will contact Lynn Cacha and Dave Nakamura. Gigi will contact Jun Reina. Gigi let the committee know that she contacted Georg Jahn, the chair of the AOA RAC (Research Administration Committee) to see if a representative from sponsored programs would be interested in joining the programs committee.

D. INFORMATION ITEMS

D1. CSURMA AORMA 2014 Meeting Calendar

The committee agreed to move the June 26th programs committee meeting to Wednesday, July 2 at 1pm.

D2. 2014 CSURMA Service Calendar and Long Range Action Plan

The committee reviewed the information items.

E. ADJOURNMENT

The meeting was adjourned at 2:53 PM.

NEW PROGRAMS COMMITTEE MEMBER(S)

ISSUE: The Committee will be asked to discuss candidates to join the Programs Committee effective July 1, 2014.

RECOMMENDATION: Staff recommends that the committee discuss the candidates and then approve an appointment.

FISCAL IMPACT: None

BACKGROUND: Policy and Procedure A-2 stipulates that the Programs Committee "...will have a minimum of five members, at least two of whom shall be AORMA Committee members".

Because Kurt Borsting "termed out" on June 30, 2014, the Programs Committee members contacted the following prospective replacements,

1. David Crandall, General Manager – Associated Students, CSU, Northridge, Inc.
2. Lynn Cacha, Aztec Student Union Director – Associated Students, San Diego State University
3. Dave Nakamura, Executive Director –Humboldt State University Center
4. Joe Illuminate, Associate Director, Finance and Business Services - University Student Union of CSU Northridge
5. Jun Reina, Chief Financial Officers, Capital Public Radio, Inc.
6. Cheryl Vargas, Executive Director, Associated Students, SJSU

PUBLICATION: An appointment letter will be sent to the new member and the AORMA roster will be updated with the new member. The roster is maintained on the CSURMA website.

ATTACHMENT(S): None

POLICY AND PROCEDURE W-1
WORKERS' COMPENSATION MEMBER ALLOCATION FORMULA

ISSUE: In compliance with the CSURMA requirement that all Policies and Procedures be reviewed every two years, Policy and Procedure W-1 – Workers' Compensation Member Allocation Formula was reviewed by Staff. Several changes are being recommended.

RECOMMENDATION: Staff recommends that the Programs Committee recommend approval of revised Policy and Procedure W-1 to the AORMA Committee with revisions as required.

FISCAL IMPACT: None.

BACKGROUND: Policy and Procedure W-1 has been revised as follows:

1. A detailed description of the allocation formula, along with examples, has been included. The prior version explained the allocation formula but in very general terms.
2. The WCIRB experience rating formula has been removed. It was removed because the experience modification factors are calculated by the actuary. The actuary uses the published WCIRB formula. A definition of Experience Modification Factor was added to the Policy and Procedure and it states that, "the actuary will determine each member's experience modification factor based on the most current published WCIRB method." If in the future, AORMA decides to follow an experience rating formula that deviates from the WCIRB, then the Policy and Procedure can be updated to include those formula factors.
3. The Plan Fund Adjustment section was removed because it is not standard practice for refunds to be applied to next year's premium. CSU Accounting will allow this on a one off basis, but their preference is to issue refund checks.
4. The entire ALLOCATION FORMULA and DEFINITIONS sections are new. Those sections were not entered in redline/strikeout for ease of reading.
5. The name of the Policy and Procedure was changed to be consistent with the new Policy and Procedure documents that describe the crime and property allocation formulas.

PUBLICATION: The Policy and Procedure will be uploaded onto the CSURMA website once it is finalized and approved.

ATTACHMENT(S):

- a. Policy and Procedure W-1 (Revised)
- b. WCIRB Experience Rating Formula



CSURMA AORMA

POLICY AND PROCEDURE NO. W - 1

SUBJECT:	WORKERS' COMPENSATION DEPOSIT DEVELOPMENT PLAN <u>MEMBER ALLOCATION</u> <u>FORMULA</u>
ADOPTED:	MAY 15, 2008
EFFECTIVE:	MAY 15, 2008
AMENDED:	DECEMBER 8, 2009 <u>SEPTEMBER 11, 2014</u>

PURPOSE:

It shall be the policy of the CSURMA Auxiliary Organizations Risk Management ~~Authority Alliance (AORMA)~~ to determine each member's allocation of the total workers' compensation costs ~~Deposit Development as outlined~~ in the method outlined in the following procedure ~~Workers' Compensation Member Allocation Formula~~ noted below:-

PROCEDURE:

Annually, in September, the AORMA Committee will approve the total workers' compensation costs for the upcoming fiscal year. The total costs will include (1) the pooled layer funding requirement, as recommended by the actuary, (2) administrative costs and (3) excess insurance costs.

Annually, in December, the Programs Committee will approve or accept the following allocation criteria with the Workers' Compensation Member Allocation Formula:

1. AORMA basic rates for each class code
2. Experience modification factors (as determined by the actuary)
3. Minimum collared rate percentage
4. Maximum collared rate percentage

ALLOCATION FORMULA:

1. Each member's estimated payroll, separated by class code, is multiplied by the **AORMA Basic Rates**. *Result - Unmodified uncollared premium.*

**** Example ****



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Auxiliary Organizations Risk Management Alliance

1.	Estimated payroll - per class code	*	AORMA basic rate (per \$100 in payroll)	=	Unmodified uncollared premium – per class code
	1001		.50	=	\$5,000
	1002		1.50	=	\$12,000
	1004		2.40	=	\$0
	1005		3.10	=	\$0
	1006		5.10	=	\$0
	1007		4.00	=	\$0
	Total unmodified uncollared premium				\$17,000

2. Total unmodified uncollared premium is multiplied by the experience modification factor. *Result – Modified uncollared premium.*
3. Total modified uncollared premium is divided by total payroll. *Result – Pure rate.*
4. Prior year’s final premium divided by prior year’s estimated payroll. *Result – Prior year’s pure rate.*

**** Example ****

2.	\$17,000	*	1.26	=	\$21,420
	Unmodified uncollared premium		Experience modification factor		Modified uncollared premium
3.	\$21,420	/	\$1,800,000	=	1.19
	Modified uncollared premium		Total estimated payroll		Pure rate (per \$100 in payroll)
4.	\$11,265	/	\$1,010,000	=	1.12
	Prior year’s final premium		Prior year’s total estimated payroll		Prior year’s pure rate (per \$100 in payroll)

5. Minimum premium percentage multiplied by prior year’s pure rate. *Result – Minimum collared rate.*
6. Maximum premium percentage multiplied by prior year’s pure rate. *Result – Maximum collared rate.*
7. If the pure rate is less than the minimum rate, use the minimum rate. If the pure rate is greater than the maximum rate, use the maximum rate. *Result – Collared rate.*

**** Example ****

5.	1.12	*	.50	=	.56
	Prior year’s pure rate		Minimum Collared Rate Percentage		Minimum Collared Rate
6.	1.12	*	1.30	=	1.46
	Prior year’s final rate		Maximum Collared Rate Percentage		Maximum Collared Rate



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Auxiliary Organizations Risk Management Alliance

7. $1.19 > .56$ and $1.19 < 1.46$ = **1.19**
If the pure rate is less than the minimum collared rate, use the minimum collared rate. If the pure rate is greater than the maximum collared rate, use the maximum collared rate. Collared rate (per \$100 in payroll)

8. Total estimated payroll is multiplied by collared rate. *Result – Final premium.*
9. If the member’s experience modified factor is 125% or higher, multiply the final premium by 1.25. *Result – Final premium with experience modification surcharge.*

**** Example ****

8.	\$1,800,000	*	1.19	=	\$21,420
	Total estimated payroll		Collared rate (per \$100 in payroll)		Final premium
9.	Experience modification factor			=	1.26
	\$21,420	*	1.25	=	\$26,775
	Final premium		Experience modification surcharge		Final premium with experience modification surcharge

10. The total unmodified uncollared premium is divided by the final premium (including the experience modification surcharge, if applicable). *Result – Rate adjustment factor.*
11. The AORMA basic rates are multiplied by the rate adjustment factor. *Result – Final Rate Including Rate Adjustment Factor.*

**** Example ****

10.	\$26,775	/	\$17,000	=	1.575
	Final premium (with experience modification surcharge, if applicable)		Total unmodified uncollared premium		Rate adjustment factor
11.	AORMA basic rates (per \$100 in payroll)		Rate adjustment factor		Final Rate Including Rate Adjustment Factor (per \$100 in payroll)
	1001	.50	*	1.58	= .79
	1002	1.50	*	1.58	= 2.37
	1004	2.40		1.58	= 3.79
	1005	3.10		1.58	= 4.90
	1006	5.10		1.58	= 8.06
	1007	4.00		1.58	= 6.32



ANNUAL PAYROLL AUDIT:

~~Deposit Audit Adjustment~~—The Member’s final payroll separated by AORMA class codeClassifications will be audited-requested at the end of each program year. The Member’s final workers’ compensation premium will be calculated by multiplying the Member’s actual payroll per class code by the **Final Rate Including Rate Adjustment Factor**. ~~and~~Members will receive either a refund or additional deposit billing based on how their audited contribution compares with their initial deposit.

DEFINITIONS:

1. **AORMA Basic Rates** – The AORMA Basic Rates will be approved annually by the Programs Committee. The WCIRB class code rates shown below will be utilized when determining the AORMA basic rates. A normalization factor will be added to the WCIRB class code rates in order to achieve the total program funding required as approved by the AORMA Committee.

Class Code Description	AORMA	WCIRB
Clerical	1001	8810
Off-site activities / professional / student activities	1002	8868
Retail	1004	8071
Sports / day care	1005	9053
Food service	1006	9079
Manual labor	1007	9101

2. **Minimum Collared Rate Percentage** – The Minimum Collared Rate Percentage will be approved annually by the Programs Committee. The Minimum Collared Rate Percentage is the maximum pure rate decrease percentage (compared to the member’s pure rate for the prior year) that any member can receive.
3. **Maximum Collared Rate Percentage** - The Maximum Collared Rate Percentage will be approved annually by the Programs Committee. The Maximum Collared Rate Percentage is the maximum pure rate increase percentage (compared to the member’s pure rate for the prior year) that any member can receive.
4. **Experience Modification Factor** (as determined by the actuary) – The actuary will determine each member’s experience modification factor based on the most current published WCIRB method.



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5. **Final Rate Including Rate Adjustment Factor** – The final rate including adjustment factor includes the member’s experience modification factor and, if applicable, the experience modification surcharge, and/or rate collaring factors.

~~Deposits: AORMA will collect a deposit from each member each year. The deposits will provide funds to pay claims, if necessary and also to pay excess insurance and administrative expenses. The deposits will be credited with investment income at the rate earned on the Authority's investments.~~

~~Deposits for each member for each year are determined by the Board. New deposits will be based upon the AORMA Classification Code Loss Rates adjusted to meet the overall claims funding determined by an actuarial study plus the cost of excess insurance, and adjusted by the Members’ experience modification factor. Administrative costs will be allocated based on each Members’ % of unmodified premium.~~

~~Each member's experience modification will be determined on the basis of the most recent California Workers’ Compensation Experience Rating Plan.~~

WORKERS' COMPENSATION DEPOSIT DEVELOPMENT PLAN

~~Each member's share of deposit will depend on its payroll per the selected AORMA Classification Codes and its Experience Modification.~~

~~A member's Experience Modification reflects its own loss experience to the extent it is credible. To the extent that the member's own experience is not credible (small size), the Experience Modification reflects the expected experience for the AORMA classification code.~~

Elements of the Plan:

- ~~1. **Reported Workers' Compensation Losses** – Member's share of past paid losses and case reserves incurred in the prior five full coverage years.~~
- ~~2. **Deposit Basis (Pure Premium)** – Member's deposit basis is determined using the AORMA Classification Codes payrolls divided by 100 and multiplied by the AORMA Pure Premium rates. Those pure premium rates are then modified to meet the actuarially determined funding at the selected confidence level plus excess insurance.~~
- ~~3. **Experience Modification** – Each Member’s deposit basis is then modified by the experience modification. AORMA currently uses the WCIRB Experience Rating Plan. The experience modification is determined from the following formula:

 - ~~a. If losses are below \$21,000 then the following formula applies:~~~~

~~H / I Where $H = (A + B + F / G + B)$ and $I = (A + B + F / E + B + F)$~~

~~b. If losses are above \$21,000 then the following formula applies:~~

~~J / K Where $J = (A + B + (C * D) + ((1 - C) * F)) / (G + B)$ and~~

~~$K = (A + B + (C * D) + ((1 - C) * F)) / (E + B + (C * F) + ((1 - C) * F))$~~

~~A = Actual Losses below \$21,000~~

~~B = The B Stabilizing Number from WCIRB Experience Rating Table III.~~

~~This number limits the effect of a single severe accident.~~

~~C = A specified % for each Member from the WCIRB Experience Rating~~

~~Table III. For losses excess of \$21,000, only a certain % of that loss is counted towards the experience modification. For example, if there is a loss of \$50,000, then only 11% of that loss is counted in the calculation.~~

~~D = Total actual losses less losses below \$21,000.~~

~~E = Primary expected losses determined from the WCIRB expected loss rate per AORMA classification code and adjusted by the primary adjustment factor per class code from the WCIRB Experience Rating Table II.~~

~~F = Expected losses less the primary expected losses.~~

~~G = Total Expected Losses.~~

- ~~4. Adjustments to reflect experience modification on funding. The deposit basis is finally adjusted to reflect the impact of the members' experience modifications so that total funding maintains the necessary approved actuarial funding and cost of excess insurance.~~
- ~~5. Administrative Costs. The Administrative Costs are allocated on the basis of the Members' % share of unmodified premium.~~
- ~~6. Deposit Adjustments. The Workers' Compensation Committee reserves the ability to apply a minimum and maximum % change from the prior year deposits.~~

~~**Plan Fund Adjustment** — In accordance with Policy and Procedure A 4 — AORMA Dividend/Assessment Policy, the plan fund adjustments are calculated annually and presented to the Board of Directors. Members eligible for a refund can apply the refund to the next year's Workers' Compensation Annual Deposit thereby reducing the amount due.~~



Published on *WCIRB California* (<http://www.wcirb.com>)

[Home](#) > [Learning Center](#) > [Online Guide to Workers' Comp](#) > [California's Experience Rating System](#)
> Experience Rating Form

California's Experience Rating System

- Experience Rating
- Unit Statistical Reports
- Experience Period
- Determining Eligibility
- Experience Modification
- Experience Rating Form
- Heading
- Payroll & Expected Losses
- Claims & Actual Losses
- Rating Procedure

Experience Rating Form

If a business is experience rated, a completed Experience Rating Form (also referred to as an Experience Rating Worksheet) is provided to its insurer when a policy is written. A completed Experience Rating Form provides detailed information about the classification codes assigned to a policy by the WCIRB, the payroll reported for each of those classifications, summaries of claims amounts, and the [experience modification](#) [1]. Typically, copies of this form are available by contacting your insurer or insurance professional. A policyholder may obtain a copy of its experience rating form once per year at no cost. (See [Experience Rating Worksheet Request](#) [2] for details.) Obtaining an Experience Rating Form is the best way for a company to see the data that the WCIRB has on file.

Click on a number in the image below to read more about that section of the Experience Rating Form.

Please note: The sample data in the form below is intended for demonstration purposes only and should not be deemed as accurate.



Workers' Compensation Experience Rating Form

ROBOTECH INC (A CORP), ECRU INDUSTRIES (A CORP),
AUTOPAINT INC (A CORP), CALIFORNIA AUTO BODY (DBA)

123456 PACIFIC COAST HWY, STE 300
NEW TOWN, CA 99999

1 *8393 AUTOMOBILE OR AUTOMOBILE TRUCK BODY
AND FENDER REPAIRING AND PAINTING

2 Bureau Number 3-45-67-89 Page 1 of 1
3 Effective Date **01/01/2012**
 Issue Date 12/01/2011
 Experience Modification **111%**
 Insurer California Workers' Comp Insurance Co.
 Insurer Group Workers' Comp Insurance Group of CA
4 Policy Number AB1234567 8
 Issuing Office Los Angeles
 Experience Period* 04/01/2007 to 04/01/2010

Summary of Payroll and Expected Losses

Class Code	Payroll	Expected Loss Rate per \$100 Payroll	Expected Losses	D-Ratio	Expected Primary Losses	Expected Excess Losses
Insurer: 12345 Policy Period: 01/01/2010 to 12/31/2010						
8393	1,956,852	1.71	33,462	0.17	5,689	27,774
8742	434,366	0.20	869	0.22	191	678
8810	258,384	0.19	491	0.23	113	378
Totals	2,649,602		34,822		5,993	28,829

Summary of Claims and Actual Losses

Claim Number	Injury Type*/# of Claims	Open/Closed	Actual Losses	Actual Primary Losses	Actual Excess Losses
Insurer: 12345 Policy Period: 01/01/2009 to 12/31/2009					
1148593	04	Closed	41,677	7,000	34,677
1213843	05	Open	7,147	7,000	147
1271125	05	Open	6,522	6,522	
Under \$2,001	2	Open	108	108	
Totals	5		55,454	20,630	34,824

Class Code	Payroll	Expected Loss Rate per \$100 Payroll	Expected Losses	D-Ratio	Expected Primary Losses	Expected Excess Losses
Insurer: 12345 Policy Period: 01/01/2008 to 12/31/2008						
8393	2,154,384	1.71	36,840	0.17	6,263	30,577
8742	433,976	0.20	868	0.22	191	677
8810	356,888	0.19	678	0.23	156	522
Totals	2,945,248		38,386		6,610	31,776

Claim Number	Injury Type*/# of Claims	Open/Closed	Actual Losses	Actual Primary Losses	Actual Excess Losses
Insurer: 12345 Policy Period: 01/01/2007 to 04/01/2010					
1026143	06	Closed	2,092	2,092	
SL185786	01	Open	2,500	2,500	
Totals	2		4,592	4,592	

Class Code	Payroll	Expected Loss Rate per \$100 Payroll	Expected Losses	D-Ratio	Expected Primary Losses	Expected Excess Losses
Insurer: 12345 Policy Period: 01/01/2007 to 04/01/2010						
8393	2,052,365	1.71	35,095	0.17	5,966	29,129
8742	433,052	0.20	866	0.22	191	676
8810	213,717	0.19	406	0.23	93	313
Totals	2,699,639		36,368		6,250	30,117

Claim Number	Injury Type*/# of Claims	Open/Closed	Actual Losses	Actual Primary Losses	Actual Excess Losses
Insurer: 12345 Policy Period: 01/01/2007 to 04/01/2010					
SA610554	02	Open	3,546	3,546	
SJ608042	05	Closed	29,654	7,000	22,654
SL187209	04	Open	2,000	2,000	
Totals	3		35,200	12,546	22,654

Experience Period Totals	Expected Losses (A)	Expected Primary Losses (B)	Expected Excess Losses (C)
19	109,575	18,852	90,723

# of Claims	Actual Losses (D)	Actual Primary Losses (E)	Actual Excess Losses (F)
10	95,246	37,768	57,478

Credible Primary Loss

$\frac{\text{Total Actual Primary Losses (D)}}{\text{Credibility Primary}}$	$\frac{\text{Total Expected Primary Losses (B)}}{\text{Credibility Primary}}$
21 37,768 / 1.00	18,852 / 0.00

Credible Excess Loss

$\frac{\text{Total Actual Excess Losses (F)}}{\text{Credibility Excess}}$	$\frac{\text{Total Expected Excess Losses (C)}}{\text{Credibility Excess}}$
22 57,478 / 0.19	90,723 / 0.81

Loss-Free Rating: 67% **24**

Total Adjusted Losses	Total Expected Losses (A)
122,174	109,575

= Experience Modification **23** **111%**

* Not physically inspected
(S) Subrogation; (J) Joint Claim; (P) Partially Fraudulent, if any

The worksheet is divided into the following sections:

- [Heading](#)
- [Summary of Payroll and Expected Losses](#)

- [Summary of Claims and Actual Losses](#)
- [Experience Rating Procedure](#)

Heading

This section of the Experience Rating Form contains the information necessary to identify the employer, the insurer and policy, and other information pertinent to the application of the experience modification.

1. Bureau Assigned Classifications

Appearing below the company name and address are the classifications (other than 8810, *Clerical Office Employees*, and 8742, *Salespersons-outside*) that have been assigned to the company by the WCIRB.

2. Effective Date

The effective date of the [experience modification](#) [1] will normally correspond with the effective date of the policy. If, however, the employer's policies have not incepted on the same day every year or if a correction to an experience modification has been issued, or the operations are covered by more than one policy with different coverage dates, the effective date may differ from the policy inception date.

3. Issue Date

This is the date that the worksheet was originally released by the WCIRB to the insurance company.

4. Insurer and Policy Information

The worksheet shows the insurer, insurer group, policy number and issuing office.

Summary of Payroll and Expected Losses

5. Policy Information

Payroll and loss information on the worksheet is grouped by policy. The insurer code for the insurer who wrote the policy and the policy year is shown above the payroll and claims information for that policy. For information about the insurer codes used by the WCIRB, see [WCIRB Insurer Codes](#) [3].

6. Classification Code(s)

The classifications listed on the Experience Rating Form represent the operations of the business during the experience period.

7. Payroll

The worksheet shows the payroll by classification code, reported for policies beginning within the experience period. Payroll is associated with the year in which your policy began, not necessarily the year in which it was paid. For example, for a policy that is in effect from December 31, 2011 to December 31, 2012, the payroll is reported for 2011, even though most of the payroll is earned in 2012.

8. Expected Loss Rate

The Expected Loss Rate reflects the anticipated average cost of benefits, per \$100 of payroll, for a classification during the experience period. Expected Loss Rates are subject to change yearly. For example, the 2011 Expected Loss Rate for Classification 3632, *Machine Shops*, is \$1.52. In other words, for every \$100 of payroll, the average cost of benefits resulting from workplace injuries assigned to Classification 3632 during the experience period was \$1.52. The Expected Loss Rates can be found in the [Publications and Filings](#) [4] section of the WCIRB website.

9. Expected Losses

Expected Losses are determined by multiplying total payroll (per \$100) for each classification by the Expected Loss Rate. This amount reflects an estimate of the cost of losses expected to arise during the experience period for your company based on the payroll reported for each classification.

10. D-Ratio

The Discount Ratio (D-Ratio) is the mechanism used to divide Expected Losses into Primary and Excess amounts. See "Expected Primary Losses" below. The difference between the D-Ratio for each classification reflects differences in the severity of claims by classification. In other words, the severity of the average claim for some classifications is significantly higher (indicating a more severe injury) than that of the average claim found in other classifications. The D-Ratios is subject to change yearly. D-Ratios can be found in the [Publications and Filings](#) [4] section of the WCIRB website.

11. Expected Primary Losses

Expected Primary Losses are determined by multiplying the Expected Losses for a classification by the D-Ratio for the classification. Primary Expected Losses are totaled for all classifications and the difference between the Total Expected Losses and the Primary Expected Losses is the Expected Excess amount.

12. Expected Excess

The Expected Excess is the difference between the total Expected Losses and the total Primary Expected Losses. This number represents average excess losses expected for similar-sized employers within your classification.

Summary of Claims and Actual Losses

13. Claim Number

This column shows the claim number(s) reported by the insurer. Claims under \$2,001 are usually grouped together to save space on the form. If claims are grouped, the number in the Injury Type/# of Claims column will show the number of claims that have been grouped.

14. Injury Type/# of Claims

This column shows the injury type codes assigned and reported by the insurer. This detail does not affect the experience modification calculation; it is for informational purposes only. Injury type codes are found in Part 4, Section V, B. *Loss Data Elements*, Rule 3 of the [California Workers' Compensation Uniform Statistical Reporting Plan - 1995](#) [5].

1. Death
2. Permanent Total Disability
3. Permanent Partial Disability (Permanent Disability Greater than 25%)
4. Permanent Partial Disability (Permanent Disability Less than 25%)
5. Temporary Total or Temporary Partial Disability
6. Medical Only Claim
7. Contract Medical or Hospital Allowances
8. Compromised Death or "S" Claim

15. Open/Closed

This column indicates whether or not the claim was reported as Open or Closed when the claim was last valued. This detail does not affect the calculation. It is for informational purposes only.

16. Actual Losses

Actual Losses shows the total claims value (medical and indemnity) as of the last valuation date. For information about claim valuation dates, see [Unit Statistical Reports](#) [6]. Actual Losses are totaled for all claims.

17. Actual Primary Losses

The first \$7,000 of a claim's value is the Actual Primary Loss amount. (Any remaining amount is Excess.) Claims under \$2,001 are grouped together to save space on the form. Actual Primary Losses are totaled and this figure is subtracted from the Actual Losses to determine the Actual Excess amount.

18. Actual Excess Losses

Actual Excess Losses is the difference between the Actual Losses and the Actual Primary Losses. Actual Excess amounts represent the portion of your claims that exceed the Actual Primary Losses.

19. Experience Period Totals

Various expected and actual loss columns are totaled. These amounts represent the totals for the experience period and will be used in the experience modification calculation.

20. Experience Rating Procedure

The bottom portion of the worksheet shows the experience rating formula with each of the values necessary to complete the calculation. For multi-page worksheets, the calculation is shown only on the final page.

21. Credibility Primary

The weight given to Actual Primary Losses in the experience modification calculation. It is a function of Total Expected Losses and is subject to change yearly. Credibility Primary values can be found in the [Publications and Filings](#) [4] section of the WCIRB website.

22. Credibility Excess

The weight given to Actual Excess Losses in the experience modification calculation. It is a function of Total Expected Losses and is subject to change yearly. Credibility Excess values can be found in the [Publications and Filings](#) [4] section of the WCIRB website.

23. Experience Modification

This is the experience modification that is the product of the experience rating calculation shown on the form. It is effective as of the Effective Date shown at the top of the worksheet.

24. Loss-Free Rating

The Loss-Free Rating is the experience modification that would have been calculated if \$0 (zero) actual losses were incurred during the experience period. This hypothetical rating calculation is provided for informational purposes only.

Source URL: <http://www.wcirb.com/guide-to-workers-compensation/experience-rating/experience-rating-wksheet>

Links:

- [1] <http://www.wcirb.com/guide-to-workers-compensation/experience-rating/experience-modification>
- [2] <http://www.wcirb.com/ratesheet>
- [3] <http://www.wcirb.com/document/474>
- [4] <http://www.wcirb.com/publications-and-filings/rate-filings>
- [5] <http://www.wcirb.com/document/123>
- [6] <http://www.wcirb.com/guide-to-workers-compensation/experience-rating/usr>

CSURMA AORMA 2014 MEETING CALENDAR

ISSUE: The Program Administrator includes a current copy of the CSURMA AORMA meeting calendar in every agenda

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA AORMA – 2014 Meeting Calendar



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2014 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2014	FEBRUARY, 2014	MARCH, 2014
12-15 AOA Conference: Sacramento	3 MSLCTC: Teleconference, 11:00 a.m. 6 PC: Teleconference, 2:00 p.m. 18 Liab claim review: Teleconference, 10:00 AM Only the AORMA Chair and Vice Chair attend the liab claim review	3 MSLCTC: Teleconference, 11:00 a.m. 6 PC: Teleconference, 1:00 p.m. 20 AORMA: Newport Beach, 10:00 a.m. 20 EC: Newport Beach: 2:30 p.m. 21 EC LRP: Newport Beach, 8:00 a.m. 21 AOA EC: Pasadena: 8:30 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings Only the AORMA Chair attends to AOA EC meeting
APRIL, 2014	MAY, 2014	JUNE, 2014
3 PC: Teleconference, 1:00 p.m. 7 MSLCTC: Teleconference, 11:00 a.m. 8 Liab claim review: Teleconference, 10:00 AM 10 PC: Teleconference, 2:00 p.m. Only the AORMA Chair and Vice Chair attend the liab claim review	1 PC: Teleconference, 1:00 p.m. 8 AORMA: Long Beach, 10:00 a.m. 9 EC: Long Beach, 8:00 a.m. 9 BOD: Long Beach, 10:30 a.m. 26 MSLCTC: Teleconference, 11:00 a.m. 27 MSLCTC: Teleconference, 11:00 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings All AORMA Committee members attend the BOD	5 PC: Teleconference, 1:00 p.m. 20 AOA EC: Long Beach 26 PC: Teleconference, 1:00 p.m.

AORMA = Auxiliary Organizations Risk Management Alliance Committee	PC = AORMA Programs Committee	EC = CSURMA Executive Committee
AOUI = Auxiliary Organizations Unemployment Insurance Trust	AORMA LRP = AORMA Long Range Planning Meeting	EC LRP = EC Long Range Planning Meeting
MSLCTC = AORMA Member Services, Loss Control & Training Committee	AOA = CSU Auxiliary Organizations Association	BOD = CSURMA Board of Directors

2014 CSURMA • AORMA MEETING CALENDAR

JULY, 2014	AUGUST, 2014	SEPTEMBER, 2014
<p>02 PC: Teleconference, 1:00 p.m. 15/16 AORMA Officers Retreat, Sonoma 28 MSLCTC: Teleconference, 11:00 a.m. 31 PC: Teleconference, 1:00 p.m.</p> <p>Only the AORMA Chair, Vice Chair, Past Chair and Ex Officio attend the AORMA Officers Retreat</p>	<p>13 Liab claim review: Telecon, 10:00 a.m. 15 AOA EC: San Diego</p> <p>Only the AORMA Chair and Vice Chair attend the liab claim review</p> <p>Only the AORMA Chair attends to AOA EC meeting</p>	<p>10 AORMA New Committee Member Orientation: Newport Beach, 9:00 a.m. 10 AORMA LRP: Newport Beach, 10:00 a.m. 11 AORMA: Newport Beach, 9:00 a.m. 12 EC: Newport Beach, 8:30 a.m. 29 MSLCTC: Teleconference, 11:00 a.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p>
OCTOBER, 2014	NOVEMBER, 2014	DECEMBER, 2014
<p>23 AORMA: Long Beach, 10:00 a.m. 24 EC: Long Beach, 9:00 a.m. 24 BOD: Long Beach, 10:30 a.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p> <p>All AORMA Committee members attend the BOD</p>	<p>12 Liab claim review: Teleconference, 10:00 AM 17 MSLCTC: Teleconference, 11:00 a.m. 21 AOA EC: Pasadena</p> <p>Only the AORMA Chair and Vice Chair attend the liab claim review</p> <p>Only the AORMA Chair attends to AOA EC meeting</p>	<p>4 AORMA: TBD, 10:00 a.m. 5 EC: TBD, 8:30 a.m. 11 PC: Teleconference, 1:00 p.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p>

AORMA = Auxiliary Organizations Risk Management Alliance Committee	PC = AORMA Programs Committee	EC = CSURMA Executive Committee
AOUIT = Auxiliary Organizations Unemployment Insurance Trust	AORMA LRP = AORMA Long Range Planning Meeting	EC LRP = EC Long Range Planning Meeting
MSLCTC = AORMA Member Services, Loss Control & Training Committee	AOA = CSU Auxiliary Organizations Association	BOD = CSURMA Board of Directors

**2014 CSURMA SERVICE CALENDAR AND
LONG RANGE ACTION PLAN**

ISSUE: The Program Administrator includes a copy of the current CSURMA Service Calendar and Long Range Action Plan in every agenda.

RECOMMENDATION: No action is requested; this item is for information only.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. 2014 CSURMA Service Calendar / Long Range Action Plan

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
JANUARY 2014				
01/01/14	MSLCTC: Announcement of AORMA Smartphone App at AoA Conference	AORMA Chair	Mimi Long	Terminated
01/01/14	MSLCTC: Discuss the idea of contracting with an outside vendor who could audit an auxiliary's human resources and payroll procedures and practices	AOA HR Committee	Mimi Long	On-Going
01/01/14	MSLCTC: Preview on-line training platform and provide recommendation to the MSLCTC for future utilization.	AORMA Members	Mimi Long	On-Going
01/01/14	MSLCTC: Review loss runs and recommend three to five risk reduction grant project for FY 14/15	Staff	Mimi Long	Completed
01/01/14	PC: Review all workers' compensation policies and procedures and recommend revisions as necessary.	Staff (Alliant)	Mimi Long	Completed
01/02/14	CSURMA EC 01/12/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
01/02/14	FORM 700 - JPA ADMIN finalizes current year member listing	Alliant Staff	Tevea Him	Completed
01/04/14	AORMA MSLCTC 02/03/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
01/05/14	AORMA MSLCTC 02/03/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
01/06/14	Statement of Facts – Roster of Public Agencies - file with State & County	Alliant Staff	Myron Leavell	Completed
01/07/14	Announce the new Vice Chair as well as open seats on the AORMA Committee	Nominations Committee	Mimi Long	Completed
01/07/14	AORMA PC 02/06/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
01/08/14	AORMA PC 02/06/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
01/10/14	Form 700 - mail to BOD and Committee members – return deadline 03/21/14	Alliant Staff	Tevea Him	Completed
01/12/14	CSURMA AOA CONFERENCE			Completed
01/12/14	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
01/13/14	AORMA MSLCTC 02/03/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
01/15/14	FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel	Alliant Staff	Tevea Him	Completed
01/16/14	AORMA PC 02/06/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
01/24/14	AORMA MSLCTC 02/03/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
01/26/14	CSURMA EC 01/12/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
01/27/14	AORMA PC 02/06/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
01/31/14	Final premium / rate letter to all AORMA members	Alliant Staff	Mimi Long	Completed
01/31/14	PC: Notify AO's of their new premium allocation	Staff (Alliant)	Mimi Long	Completed
01/12/14	<i>Exeuctive Committee Meeting - Agenda Items</i>	CSURMA Meeting	Alliant Staff	Completed
	<ul style="list-style-type: none"> CSU Trustee's Audit Update Underwriter Meetings Report Pollution Liability Insurance Coverage Program Administration Service Agreements Rating Plans Task Groups Adoption of Resolution No. 01-14-EC Amending CSURMA Conflict of Interest Code Schools Excess Liability Fund Excess Workers' Compensation Program Assessment Foreign Travel Software Training for Programs Involving Minors on Campus Executive Committee Nominations Service Provider Performance Survey Student Health Insurance Update on Concussive Injuries Initiatives Review of FY 2013/2014 CSURMA Long Range Planning Goals 2014 Long Range Planning Meeting Date, Location, and Agenda 			
FEBRUARY 2014				
02/01/14	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff		Completed

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
02/02/14	PC: Review all workers' compensation policies and procedures and recommend approval to the AORMA Committee, with revisions PC as appropriate.		Mimi Long	Completed
02/03/14	AORMA MSLCTC Meeting	Alliant Staff	Mimi Long	Completed
02/03/14	MSLCTC: Announce the formation of the Shoes for Crews program and distribute information to the AORMA members	Staff	Mimi Long	Completed
02/03/14	MSLCTC: Review grant project ideas for FY 14/15. Approve grant for FY 14/15	MSLCTC	Mimi Long	Project Revised
02/06/14	AORMA PC Meeting			Completed
02/06/14	PC: Review alternative Liability member allocation formula (first review)	PC	Mimi Long	Completed
02/06/14	PC: Review revisions to the FY 14/15 MOC for the Property and Crime Programs	PC	Mimi Long	Completed
02/14/14	Send out watch list for the liability claims review on February 18, 2014	Liability TPA		Completed
02/15/14	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff		Completed
02/17/14	AORMA MSLCTC 02/03/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
02/17/14	Reminder - Form 700s to Board and Alternate Members	Alliant Staff	Tevea	Completed
02/18/14	AORMA 03/20/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
02/18/14	AORMA liability claims review	Liability TPA		Completed
02/18/14	CSURMA EC 03/20/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
02/19/14	AORMA 03/20/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
02/19/14	CSURMA EC 03/20/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
02/19/14	CSURMA EC LRP 03/21/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
02/20/14	AORMA PC 02/06/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
02/20/14	CSURMA EC LRP 03/21/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
02/27/14	AORMA 03/20/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
02/27/14	CSURMA EC 03/20/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
02/28/14	CSURMA EC LRP 03/21/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
02/28/14	Schedule the AORMA liability claims audit (every odd year)	Alliant Staff	Mimi Long	N/A
02/28/14	Schedule the AORMA workers' compensation claims audit (every even year)	Alliant Staff	Mimi Long	Completed
02/28/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31	Alliant Staff	Tevea Him	Completed
02/03/14	MSLCT Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	Completed
	2014 MSLCTC Meeting Dates FY 14/15 Risk Reduction Matching Grant Projects AORMA Smart Phone Application Shoes for Crews Program Praesidium – Prevention and Management of Child Sexual Abuse in Higher Education On-Line Safety Training Approval to Reimburse Presenter, Elizabeth A. Larson, for her Travel Expenses to the AOA Conference Procedures and Practices Audit of the Auxiliary Organization's HR and Payroll Function			
02/06/14	Programs Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	Completed
	Property Program Memorandum of Coverage Crime Program Memorandum of Coverage Workers' Compensation Program – Volunteer Claims Programs Committee Meeting Dates FY 15/16 Liability Program Member Allocation Formula			
MARCH 2014				
03/01/14	Alliant begins contact with various contractors regarding renewal terms	Alliant Staff		
03/01/14	AORMA Excess Workers' Compensation Renewal Specs	Alliant Staff	Hsan	Completed

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
03/01/14	AORMA ID Fraud Renewal Specs	Alliant Staff	Van	
03/01/14	AORMA Re-Insurance Renewal Specs	Alliant Staff	Mimi	Completed
03/01/14	FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea	Completed
03/08/14	AORMA MSLCTC 04/07/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
03/09/14	AORMA MSLCTC 04/07/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
03/10/14	AORMA 03/20/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
03/10/14	CSURMA EC 03/20/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
03/11/14	AORMA PC 04/10/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
03/11/14	CSURMA EC LRP 03/21/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
03/11/14	Prepare AORMA summary for AOA Executive Committee meeting on March 21, 2014	AORMA Chair/Alliant Staff		Completed
03/12/14	AORMA PC 04/10/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
03/14/14	Completion of the claims audit of the Liability program (every odd-numbered year)	Liability Claims Auditor		N/A
03/15/14	FORM 700 - Follow up No. 4 - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	Alliant Staff	Tevea	Completed
03/17/14	AORMA MSLCTC 04/07/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
03/20/14	AORMA Committee Meeting			Completed
03/20/14	AORMA PC 04/10/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
03/20/14	CSURMA EC Meeting			Completed
03/20/14	Forward slate of nominees to fill the open seats on the AORMA Committee to the AOA Executive Committee for review and comment	Alliant Staff		Completed
03/21/14	CSURMA EC LRP Meeting			Completed
03/21/14	Form 700's - receive from Board Members and Alternates	Alliant Staff	Tevea	Completed
03/28/14	AORMA MSLCTC 04/07/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
03/31/14	AORMA PC 04/10/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
03/31/14	Begin the claims audit of the Workers' Compensation program (every even-numbered year)	WC Claims Consultant	Mimi	Completed
03/31/14	Completion of the Form 700 – Statement of Economic Interest	BOD and Alliant Staff	Tevea	Completed
03/03/14	MSLCT Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	Completed
	FY 13/14 Risk Reduction Matching Grant Projects Procedures and Practices Audit of the Auxiliary Organization's HR and Payroll Function			
03/06/14	Programs Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	Completed
	Revisions to Policy and Procedure W-2 – Contribution Payments Revisions to Policy and Procedure W-3 – Requirement to Maintain Experience Modification Factor of 1.25 or Less Revisions to Policy and Procedure W-4 – Claims Handling Procedures and Guidelines Revisions to Policy and Procedure W-5 – Claims Settlement Authority Deletion of Policy and Procedure W-7 – Workers' Compensation Safety Program Award – Safety Superstar Revisions to Policy and Procedure W-8 – Workers' Compensation Program Payroll Reporting Responsibilities			
03/20/14	AORMA Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	Completed
	Alliant Loss Control Services Contract Review and Approval of FY 13/14 CSURMA Budget – Midterm Adjustments Review and Approval of FY 14/15 CSURMA Budget Chancellor's Office Services Budget Proposal for FY 14/15 Property Program Memorandum of Coverage Crime Program Memorandum of Coverage Liability Insurance Program Auxiliaries Multiple Employer Veba Revisions to Policy and Procedure A-1 – Composition, Election and Term Limits			

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	<p>Revisions to Policy and Procedure A-5 –Calendar of Reports, Audits, Filings and Reviews Revisions to Policy and Procedure A-6 - Risk Reduction Matching Grant Incentive Program Revisions to Policy and Procedure W-2 – Contribution Payments Revisions to Policy and Procedure W-3 – Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less</p> <p>Revisions to Policy and Procedure W-4 – Claims Handling Procedures and Guidelines Revisions to Policy and Procedure W-5 – Workers’ Compensation Coverage Claims Settlement Authority Workers’ Compensation Program W-6 – Volunteer Claims Deletion of Policy and Procedure W-7 – Workers’ Compensation Safety Program Award – Safety Superstar Revisions to Policy and Procedure W-8 – Workers’ Compensation Program Payroll Reporting Responsibilities Review of the Slate of Nominees for the AORMA Committee Delegation of the Authority to Renew Insurance Programs Review of Auxiliary Service Provider Report</p>			
03/20/14	Exeuctive Committee Meeting - Agenda Items	CSURMA Meeting	Alliant Staff	Completed
	<p>Quarterly Financials (as of 12/31) - submit for approval Quarterly Investment Reports (as of 12/31) - submit for approval Claims Auditor - evaluate and consider RFP (Liability odd years / WC even years) Service Provider Performance Evaluations - submit responses for review Chancellor’s Office Services Budget Proposal for FY 2014/15 Appoint Campus Risk Pool Rating Plans Task Group every 3 years (2013, 2016, 2019) Annual review of data security policies Annual review of policies and procedures (Even & Odd Years) Appoint Nominating Committee Annual review of applicable ICSUAM policies Status of Form 700's to EC</p>		<p>Myron Myron Rob Daniel Rob Rob Daniel Myron Rob Tevea</p>	
03/21/14	CSURMA Executive Committee Long Range Planning Meeting	CSURMA Meeting	Alliant Staff	Completed
	<p>Review of CSURMA 2013/2014 Long Range Action Plan Campus Pooled Program Funding Status Annual Review of the Data security policies Annual Review of the Applicable ICSUAM policies Workers Compensation Program: Claims Audit Presentation Workers Compensation Program: Approval of Proposed Claims Closure Initiative Workers Compensation Program: Evaluation of Restarting Primary Reinsurance Program Rating Plans Task Groups: Campus Risk Pool Rating Plans Task Groups: Student Programs Review of Policies and Procedures No. 2. Resolution of Coverage and Claim Disputes Review of Policies and Procedures No. 4. Periodic Actuarial Studies Review of Policies and Procedures No. 6. Payment Terms Review of Policies and Procedures No. 8. Coverage Determination For Claims Designated “Systemwide Review of Policies and Procedures No. 10. Member Loans Review of Policies and Procedures No. 12. CSURMA Committee Members Attendance of Conferences Professional Development</p> <p>Review of Policies and Procedures No. 14. Campus Risk Pool Dividends & Assessments Review of Policies and Procedures No. 16. Use of CSURMA Equipment</p>			

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	Review of Policies and Procedures No. 18. Board of Directors Participation and Executive Committee Nominations and Elections Process Review of Policies and Procedures No. 20. OCIP & BRIP Emergency Services Consulting Presentation Development of New Programs and Services: Consideration of Student Tenant Insurance Program (STIP) Development of New Programs and Services: Student Health Insurance Program Development of New Programs and Services: Unemployment Insurance Aggregate Stop Loss Coverage Development of New Programs and Services: Coverage for Unmanned Aerial Vehicles CSURMA Rolling OCIP Status Report Service Provider Performance Evaluation of CSURMA Vendors Development of CSURMA Goals for next 1 to 3 years			
APRIL 2014				
04/01/14	Campus Risk Pool Administrator verifies Campus Primary and Alternate representative remain in place by contacting campus representatives (i.e. ensure no leave of absence, retirement, change in duties, etc.)	Alliant Staff	Mimi/Tevea	Completed
04/01/14	FORM 700 - JPA ADMIN sends all forms received to FPPC for processing	Alliant Staff	Tevea	Completed
04/01/14	Form 700's - file with FPPC	Alliant Staff	Tevea	Completed
04/01/14	Send out ballot for AORMA Committee term beginning on July 1, 2014	Alliant Staff	Tevea	Completed
04/03/14	AORMA 03/20/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
04/03/14	CSURMA EC 03/20/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
04/04/14	CSURMA EC LRP 03/21/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
04/04/14	Send out watch list for the liability claims review on April 8, 2014	Liability TPA	Tevea	Completed
04/07/14	AORMA MSLCTC Meeting	Alliant Staff	Mimi Long	Completed
04/08/14	AORMA 05/08/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
04/08/14	AORMA liability claims review (Every Odd Year)	Liability TPA	Mimi	Completed
04/08/14	CSURMA BOD NMO 05/08/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
04/09/14	AORMA 05/08/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
04/09/14	CSURMA BOD 05/09/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
04/09/14	CSURMA BOD NMO 05/08/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
04/09/14	CSURMA EC 05/09/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
04/10/14	AORMA PC Meeting	Alliant Staff	Mimi Long	Completed
04/10/14	CSURMA BOD 05/09/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
04/10/14	CSURMA EC 05/09/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
04/10/14	PC: Review alternative Liability member allocation formula (second review)	PC	Mimi Long	Completed
04/15/14	Send annual renewal certificate spreadsheet to members - due 1 month	Alliant Staff	Van	
04/17/14	AORMA 05/08/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
04/17/14	CSURMA BOD NMO 05/08/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
04/18/14	CSURMA BOD 05/09/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
04/18/14	CSURMA EC 05/09/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
04/21/14	AORMA MSLCTC 04/07/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
04/24/14	AORMA PC 04/10/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
04/28/14	AORMA 05/08/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
04/28/14	CSURMA BOD NMO 05/08/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
04/29/14	CSURMA BOD 05/09/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
04/29/14	CSURMA EC 05/09/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
04/30/14	Receive back all AORMA Committee ballots for the term beginning on July 1, 2014	Alliant Staff	Tevea	Completed

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
04/03/14	Programs Committee Meeting - Agenda Items FY 15/16 Liability Program Member Allocation Formula	AORMA Meeting	Alliant Staff	Completed
04/07/14	MSLCT Committee Meeting - Agenda Items Policy and Procedure A-6 – Risk Reduction Matching Grant Incentive Program Alliant Risk Control Consulting Contract – July 1, 2013 to June 30, 2014 FY 14/17 Alliant Risk Control Consulting – Renewal Contract Proposal Employers Group – Renewal Contract TargetSolutions Contract / SkillSoft Platform Praesidium, Inc. – Contract for Services Vendor Survey	AORMA Meeting	Alliant Staff	Completed
MAY 2014				
05/01/14	Campus Risk Pool Administrator confirms replacement appointees with campus president, reports changes to JPA ADMIN, JPA ADMIN sends entering and leaving office notices to FILER, Campus Risk Pool Administrator conducts BOD orientation	Alliant Staff	Mimi/Tevea	pending
05/06/14	AORMA PC 06/05/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
05/07/14	AORMA PC 06/05/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
05/08/14	AORMA Committee Meeting	Alliant Staff	Mimi Long	Completed
05/08/14	CSURMA BOD NMO Meeting	Alliant Staff	Mimi Long	Completed
05/09/14	CSURMA BOD Meeting	Alliant Staff	Mimi Long	Completed
05/09/14	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
05/15/14	AORMA PC 06/05/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
05/15/14	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea	pending
05/15/14	Send Member Vehicle Schedule/APD Proposal for review	Alliant Staff	Hsan	
05/22/14	AORMA 05/08/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
05/22/14	CSURMA BOD NMO 05/08/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
05/23/14	CSURMA BOD 05/09/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
05/23/14	CSURMA EC 05/09/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
05/26/14	AORMA PC 06/05/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
05/27/14	AORMA MSLCTC Teleconference	Alliant Staff	Mimi Long	Canceled
05/30/14	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2014	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/14	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2014	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/14	Alliant Staff	Tevea Him	Completed
05/30/14	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2014	Alliant Staff	Tevea Him	Completed
05/30/14	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2014	Alliant Staff	Mimi Long	Completed
05/01/14	Programs Committee Meeting - Agenda Items Discussion and Recommendation for New Programs Committee Chair for the Term of July 1, 2014 to July 1, 2015 FY 15/16 Liability Program Member Allocation Formula	AORMA Meeting	Alliant Staff	Completed
05/08/14	AORMA Committee Meeting - Agenda Items Alliant Risk Control Consulting Renewal Contract for FY 14/15 Employers Group Renewal Contract for FY 14/17 AORMA Committee Election Results Update of Excess Insurance Renewals	AORMA Meeting	Alliant Staff	Completed

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	Revisions to Policy and Procedure A-2 – Committee Roles and Responsibilities Revisions to Policy and Procedure UI-1 – Formula for Determining UIP Annual Deposit Vendor Survey Results			
05/09/14	Executive Committee Meeting - Agenda Items	CSURMA Meeting	Alliant Staff	Completed
	Quarterly Financials (as of 03/31) - submit for approval Quarterly Investment Reports (as of 03/31) - submit for approval Liability and WC Program Deposits - review 2014 revisions Program Administration Contract - submit for approval (as needed) Systemwide Risk Services Agreement WC Claims Administration Contract - submit for approval (as needed) Accounting Services MOU - submit for approval (as needed) Legal Services MOU - submit for approval (as needed) Conflict of Interest Code - submit for approval (even-numbered years) Insurance renewal delegation of authority Liability Memorandum of Coverage FY 2014/15 - submit for approval WC Memorandum of Coverage FY 2014/15 - submit for approval Annual Budget - submit for approval 2014 Nominating Committee - select and nominate			
05/09/14	Board of Directors Meeting - Agenda Items	CSURMA Meeting	Alliant Staff	Completed
	Annual Budget - submit for adoption Campus Risk Pool Final Funding Approval Elections to Board of Directors			
05/27/14	MSLCT Committee Meeting - Agenda Items	AORMA Meeting		Canceled
JUNE 2014				
06/01/14	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi	Completed
06/01/14	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea	Pending
06/02/14	AORMA PC 07/02/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
06/03/14	AORMA PC 07/02/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
06/05/14	AORMA PC Meeting	Alliant Staff	Mimi Long	
06/11/14	AORMA PC 07/02/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
06/15/14	AORMA Officers Retreat 07/15/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
06/15/14	Begin preparation of CAJPA Standards review (2014 and every 3 years thereafter)	Alliant Staff	Mimi	Pending
06/16/14	AORMA Officers Retreat 07/15/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
06/19/14	AORMA PC 06/05/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
06/20/14	AOA EC Meeting - Long Beach	AORMA Chair	AORMA Chair	
06/22/14	AORMA PC 07/02/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
06/24/14	AORMA Officers Retreat 07/15/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
06/28/14	AORMA MSLCTC 07/28/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
06/29/14	AORMA MSLCTC 07/28/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
06/30/14	PC: Code all losses on the workers' compensation loss run @12/31/13 using the new WCIRB class code and AORMA class code.	Staff (Alliant)	Mimi Long	
06/05/14	Programs Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	Completed

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	Actuarial Proposal for Additional Scope of Services for FY 15/16 Liability Program FY 15/16 Liability Program Member Allocation Formula – ISO Rating Comparison AORMA Liability Program Memorandum of Coverage Revisions			
JULY 2014				
07/01/14	AORMA PC 07/31/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
07/01/14	Financial audit prep with KPMG	Alliant Staff / RM	Van	
07/01/14	FORM 700 - JPA ADMIN sends entering and leaving office notices to AORMA FILERS who will be taking office on AORMA and Standing Committees	Alliant Staff	Tevea	
07/01/14	Send renewal binders, invoices and summaries to members	Alliant Staff	Van	
07/01/14	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff		
07/02/14	AORMA PC 07/31/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
07/02/14	AORMA PC Meeting	Alliant Staff	Mimi Long	
07/04/14	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff		
07/05/14	AORMA Officers Retreat 07/15/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
07/05/14	Request a review of the claims activity within the UIP – claims activity variations of more than 10% above or below pricing levels used will resulting in a pricing adjustment	Alliant Staff		
07/05/14	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff		
07/07/14	AORMA MSLCTC 07/28/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
07/07/14	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea	
07/10/14	AORMA PC 07/31/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
07/10/14	Submit June 30th claim data to actuaries	Alliant Staff	Rob	
07/14/14	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff		
07/15/14	AORMA Officers Retreat – Sonoma	AORMA Officers		
07/15/14	Final FY Payroll - request from Chancellor's Office	Alliant Staff	Rob	
07/15/14	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting		
07/16/14	AORMA PC 07/02/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
07/18/14	AORMA MSLCTC 07/28/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
07/21/14	AORMA PC 07/31/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
07/21/14	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff		
07/21/14	Upon receipt of loss data begin semi-annual loss charts for RM meeting in October and to be sent to members	Alliant Staff	Rob	
07/25/14	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long	
07/28/14	AORMA MSLCTC Meeting	Alliant Staff	Mimi Long	
07/28/14	FORM 700 - FORMS DUE TO FPCC ON THIS DATE [ASSUMING/LEAVING	Alliant Staff	Tevea	
07/29/14	AORMA Officers Retreat 07/15/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
07/31/14	Actuarial Study - receive draft and forward to RM	Alliant Staff	Rob	
07/31/14	AORMA PC Meeting	Alliant Staff	Mimi Long	
07/31/14	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff		
07/31/14	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff		
07/31/14	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate	Liability TPA		
07/02/14	Programs Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	
07/15/14	AORMA Officers Retreat - Agenda Items PC: Review alternative Liability member allocation formula	AORMA Meeting	Alliant Staff	
07/28/14	MSLCT Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
07/31/14	<i>Programs Committee Meeting - Agenda Items</i>	AORMA Meeting	Alliant Staff	
AUGUST 2014				
08/01/14	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary		
08/09/14	Send out watch list for the liability claims review	Liability TPA		
08/11/14	AORMA LRP 09/10/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
08/11/14	AORMA MSLCTC 07/28/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
08/11/14	AORMA NMO 09/10/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
08/12/14	AORMA 09/10/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
08/12/14	AORMA 09/11/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
08/12/14	AORMA NMO 09/10/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
08/13/14	AORMA 09/11/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
08/13/14	AORMA liability claims review	Liability TPA		
08/13/14	CSURMA EC 09/12/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
08/14/14	AORMA PC 07/31/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
08/14/14	CSURMA EC 09/12/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
08/15/14	AOA EC Meeting - San Diego	Alliant Staff	Mimi Long	
08/20/14	AORMA LRP 09/10/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
08/20/14	AORMA NMO 09/10/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
08/21/14	AORMA 09/11/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
08/22/14	CSURMA EC 09/12/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
08/30/14	AORMA MSLCTC 09/29/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
08/31/14	AORMA LRP 09/10/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
08/31/14	AORMA MNO 09/10/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
08/31/14	AORMA MSLCTC 09/29/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
08/31/14	AORMA NMO 09/10/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
08/31/14	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff		
08/31/14	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff		
08/31/14	Complete CSURMA's portion of the Public Self-Insurer's Annual Report for CSURMA – then forward to Sedgwick for TPA completion	Alliant Staff		
08/31/14	Complete Target Surplus Funding Report	Alliant Staff		
08/31/14	Completion of Financial Audit	CSU Accounting		
08/31/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Alliant Staff		
SEPTEMBER 2014				
09/01/14	Annual Report of Financial Transactions - start process	Alliant Staff / Accounting	Van	
09/01/14	AORMA 09/11/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
09/01/14	Stewardship Report	Alliant Staff	Rob	
09/02/14	CSURMA EC 09/12/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
09/08/14	AORMA MSLCTC 09/29/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
09/10/14	AORMA Long Range Plan meeting	Alliant Staff	Mimi Long	
09/10/14	AORMA New Committee Member Orientation meeting	Alliant Staff	Mimi Long	
09/10/14	Completion of the AORMA UIP Financial Statement	Alliant Staff		
09/11/14	AORMA Committee Meeting	Alliant Staff	Mimi Long	

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
09/12/14	CSURMA EC Meeting	Alliant Staff	Mimi Long	
09/15/14	Prepare invoices or checks for the Workers' Compensation payroll audit	CSU Accounting		
09/19/14	AORMA MSLCTC 09/29/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
09/23/14	AORMA 10/23/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
09/23/14	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.)	Sedgwick		
09/23/14	CSURMA BOD NMO 10/23/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
09/24/14	AORMA 09/10/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
09/24/14	AORMA 10/23/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
09/24/14	CSURMA BOD 10/24/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
09/24/14	CSURMA BOD NMO 10/23/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
09/24/14	CSURMA EC 10/24/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
09/25/14	AORMA 09/11/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
09/25/14	CSURMA BOD 10/24/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
09/25/14	CSURMA EC 10/24/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
09/26/14	CSURMA EC 09/12/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
09/29/14	AORMA MSLCTC Teleconference	Alliant Staff	Mimi Long	
09/30/14	Completion of the AORMA Committee (September Letter) updating all AORMA members on the funding and dividends approved for the upcoming fiscal year	Alliant Staff/AORMA Chair		
09/30/14	Completion of workers' compensation claims audit (every even year)	Alliant Staff	Mimi Long	
09/30/14	Completion of Workers' Compensation payroll desk audits	Alliant Staff		
09/30/14	Send out invoices or checks for the Workers' Compensation payroll audit	Alliant Staff		
09/11-13/14	CAJPA Fall Conference and Training Seminar			
N/A this year	Completion of Liability claims audit (every odd year)	Alliant Staff	Mimi Long	
09/10/14	AORMA Committee Long Range Planning Meeting	AORMA Meeting	Alliant Staff	
	Introduction of new committee members Review of current AORMA Long Range Action Plan Recap of AORMA Officers Retreat Review of loss ratio analysis (Liability and Workers' Compensation programs) Review of historical premium and dividends Review of Target Surplus Funding report Review of AOA Conference sessions AORMA Committee continuity plan Development of the new Long Range Action Plan Review of Estimated Fund Balance @ 6/30/13 – Workers' Compensation and Liability Programs Review of Campus / Auxiliary Visit Schedule Review Policy and Procedure review schedule			
09/11/14	AORMA Committee Meeting	AORMA Meeting	Alliant Staff	
	Review of Estimated Fund Balance @ 6/30 – Workers' Compensation and Liability Programs Review and Acceptance of Liability Actuarial Study Review and Acceptance of Workers' Compensation Actuarial Study Review of Target Surplus Funding Report Approval of Liability and Workers' Compensation dividend Approval of Liability Insurance Program – Total Funding Approval of Workers' Compensation Insurance Program – Total Funding Approval of Property Insurance Program – Total Funding Approval of Crime Insurance Program – Total Funding			

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
N/A this year	Review of AORMA's approved legal counsel list Approval of maximum allowable hourly rate for legal counsel Adoption of meeting calendar Approval of 2014 AOA Conference sponsorship Approval of AOA Conference attendees Approval of AORMA Annual Service Calendar Approval of liability claims audit (every odd year) Approval of Policy and Procedure Review Schedule Review and accept the workers' compensation claims audit (every even year) Discuss TargetSolutions (on-line safety training) contract – three year contract expiring on June 30, 2015 Announce the appointment of the PC and MSLCTC Chair for the one year term beginning on July 1, 2014			
09/12/14	Exeuctive Committee Meeting - Agenda Items	CSURMA Meeting	Alliant Staff	
	Quarterly Financials (as of 06/30) - submit for approval Quarterly Investment Reports (as of 06/30) - submit for approval Review Financial Audit or DRAFT Review and approve actuarial studies Campus Risk Pool Rates Investment Policy Begin preparation of CAJPA Standards review (2014 and every 3 years thereafter) PC: Review and approve modifications to the liability program member allocation formula.			
09/29/14	MSLCT Committee Meeting - Agenda Items	AORMA Meeting	Alliant Staff	
OCTOBER 2014				
10/01/14	Annual Report of Financial Transactions - File	Alliant Staff / Accounting	Van	
10/01/14	Request completion of the Liability application	Alliant Staff		
10/01/14	Request estimated Workers' Compensation payroll	Alliant Staff		
10/02/14	AORMA 10/23/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
10/02/14	CSURMA BOD NMO 10/23/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
10/03/14	CSURMA BOD 10/24/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
10/03/14	CSURMA EC 10/24/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
10/13/14	AORMA 10/23/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
10/13/14	AORMA MSLCTC 09/29/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
10/13/14	CSURMA BOD NMO 10/23/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
10/14/14	CSURMA BOD 10/24/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
10/14/14	CSURMA EC 10/24/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
10/15/14	Poll eligible AORMA Committee members to determine which members are willing to be nominated for the Vice Chair position	Nominations Committee		
10/18/14	AORMA MSLCTC 11/17/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
10/19/14	AORMA MSLCTC 11/17/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
10/23/14	AORMA Committee Meeting	Alliant Staff	Mimi Long	
10/23/14	CSURMA BOD NMO Meeting	Alliant Staff	Mimi Long	
10/24/14	CSURMA BOD Meeting	Alliant Staff	Mimi Long	
10/24/14	CSURMA EC Meeting	Alliant Staff	Mimi Long	
10/27/14	AORMA MSLCTC 11/17/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
10/31/14	Send out notification of minimum Employment Practices Liability deductibles	Alliant Staff/AORMA Chair		



CSURMA SERVICE CALENDAR

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DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
10/23/14	AORMA Committee Meeting Approval of long range action plan Vice Chair election will be held during the AORMA Committee meeting	AORMA Meeting	Alliant Staff	
10/24/14	Exeuctive Committee Meeting - Agenda Items Quarterly Financials (as of 09/30) - submit for approval Quarterly Investment Reports (as of 09/30) - submit for approval Financial Audit - review draft submission 2015 Meeting Calendar - submit for approval 2015 Service Calendar - submit for approval Student Travel Accident Insurance Renewal Claims Administration Audit (GL Odd years, WC even years) - submit for approval	CSURMA Meeting	Alliant Staff	
10/24/14	Board of Directors Meeting - Agenda Items Quarterly Financials (as of 06/30 and 09/30) - submit for adoption Quarterly Investment Reports (as of 06/30 and 09/30) - submit for adoption Financial Audit - submit for adoption 2015 Meeting Calendar - submit for adoption 2015 Service Calendar - submit for adoption CAJPA review report (2014 and every 3 years thereafter)	CSURMA Meeting	Alliant Staff	
NOVEMBER 2014				
11/01/14	AOA EC Meeting: Send out AORMA Summary	Alliant Staff		
11/01/14	FORM 700 - Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process)	Alliant Staff		
11/01/14	MSLCTC: Provide recommendation to the AORMA Committee regarding renewal of the current TargetSolutions contract or utilization of SkillSoft / LawRoom effective July 1, 2015.	MSLCTC	Mimi Long	
11/01/14	Prepare AORMA summary for AOA Executive Committee meeting on November 15, 2014	AORMA Chair/Alliant Staff		
11/04/14	AORMA 12/04/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
11/05/14	AORMA 12/04/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
11/05/14	CSURMA EC 12/05/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
11/06/14	AORMA 10/23/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
11/06/14	CSURMA BOD NMO 10/23/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
11/06/14	CSURMA EC 12/05/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
11/07/14	AORMA MSLCTC 11/17/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
11/07/14	CSURMA BOD 10/24/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
11/07/14	CSURMA EC 10/24/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
11/07/14	Send out watch list for the liability claims review on November 12, 2014	Liability TPA		
11/11/14	AORMA PC 12/11/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
11/12/14	AORMA liability claims review	Liability TPA		
11/12/14	AORMA PC 12/11/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
11/13/14	AORMA 12/04/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
11/14/14	CSURMA EC 12/05/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
11/15/14	Send out Program Manuals	Alliant Staff		
11/17/14	AORMA MSLCTC Meeting	Alliant Staff	Mimi Long	

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
11/20/14	AORMA PC 12/11/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
11/21/14	AOA EC Meeting - Pasadena	Alliant Staff		
11/24/14	AORMA 12/04/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
11/25/14	CSURMA EC 12/05/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
11/28/14	Campus Risk Pool Deductible - Confirm (every 3 years - 2014, 2017, 2020)	Alliant Staff	Rob	
11/28/14	Confirm BOD Member and Alternate on file	Alliant Staff	Myron	
11/28/14	Confirm holdres of Campus Claims Settlement Authorities	Alliant Staff	Myron	
11/28/14	Email program manual to members	Alliant Staff	Van	
11/28/14	Send campus risk pool renewal budget	Alliant Staff	Rob	
11/30/14	Completion of the Crime program member allocation for FY 14/15	Alliant Staff		
11/30/14	Completion of the Liability and Workers' Compensation dividend allocation for distribution in July, 2014	Alliant Staff		
11/30/14	Completion of the Liability program member allocation for FY 14/15	Alliant Staff		
11/30/14	Completion of the Property program member allocation for FY 14/15	Alliant Staff		
11/30/14	Completion of the Unemployment Insurance Program member allocation for FY 14/15	Alliant Staff		
11/30/14	Completion of the Workers' Compensation program member allocation for FY 14/15	Alliant Staff		
11/30/14	Review volunteer losses within the Workers' Compensation program	Alliant Staff		
11/30/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30/13	Alliant Staff		
11/17/14	MSLCT Committee Meeting (Teleconference)	AORMA Meeting	Alliant Staff	
	Approval of meeting dates			
	Approval of MSLCTC long range action plan			
DECEMBER 2014				
12/01/14	AORMA MSLCTC 11/17/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
12/01/14	AORMA PC 12/11/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
12/01/14	Send out member survey	Risk Management	Zachary	
12/04/14	AORMA Committee Meeting	Alliant Staff	Mimi Long	
12/05/14	CSURMA EC Meeting	Alliant Staff	Mimi Long	
12/11/14	AORMA PC Meeting	Alliant Staff	Mimi Long	
12/15/14	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	Alliant Staff		
12/15/14	Property Schedules to Members for review - deadline 30 days	Alliant Staff	Van	
12/18/14	AORMA 12/04/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
12/19/14	CSURMA EC 12/05/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
12/25/14	AORMA PC 12/11/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
12/27/14	Prepare AORMA summary for AOA Executive Committee meeting on January 11, 2014	AORMA Chair/Alliant Staff		
12/30/14	Financial Audit - mail to Secretary of State and County of Official Address	Alliant Staff/Accounting	Myron	
12/04/14	AORMA Committee Meeting	AORMA Meeting	Alliant Staff	
	Provide recommendation to the AORMA Committee regarding renewal of the current TargetSolutions contract or utilization of SkillSoft / LawRoom effective July 1, 2015.			
12/05/14	Executive Committee Meeting - Agenda Items	CSURMA Meeting	Alliant Staff	
	Quarterly Financials (as of 09/30) - submit for approval????? Are these reviewed at the October meeting?			
	Quarterly Investment Reports (as of 09/30) - submit for approval????? Would this be reviewed at Oct meeting?			
	Annual review of Conflict of Interest Code			
	Claims Audit Report (GL odd years, WC even years) - review and provide recommendations to BOD			



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DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
12/11/14	Program Committee Meeting (Teleconference)	AORMA Meeting	Alliant Staff	
	Review Workers' Compensation payroll desk audits Approval of meeting dates Approval of PC long range action plan Review of approved funding for the Liability, Workers' Compensation, Property and Crime programs Review of the Liability and Workers' Compensation actuarial studies Review of the Target Surplus Funding report Approval of the minimum Employment Practices Liability deductibles Approval of the Liability and Workers' Compensation dividend allocation Approval of the Workers' Compensation AORMA class codes rates Approval of the Unemployment Insurance Program member allocation Approval of the Liability program member allocation Approval of the Workers' Compensation program member allocation Approval of the Property program member allocation Approval of the Crime program member allocation Review of all Workers' Compensation member's experience modification factors			