

**MINUTES OF THE CSURMA AORMA  
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE  
FEBRUARY 4, 2013**

**TELECONFERENCE MEETING  
11:00 AM**

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**MEMBERS PRESENT**

Dwayne Brummett (Chair), Associated Students, Inc. (Cal Poly San Luis Obispo) - *arrived at 11:40 AM*

Arnecia Bryant, Loker University Student Union (CSU Dominguez Hills)

Peter Neville, Sonoma Student Union Corporation (Sonoma State University) – *left at 12:25 PM*

Dennis Miller, Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)

**MEMBERS ABSENT**

Kristin Kelly, Student Union of San Jose State University (San Jose State University)

**STAFF, GUESTS AND CONSULTANTS**

Raven Tyson, Associated Students (San Diego State University)

Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)

Mimi Long, Alliant Insurance Services, Inc.

Brent Escoubas, Alliant Insurance Services, Inc.

Tevea Him, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

The meeting was called to order by Peter Neville at 11:10 AM.

**B. PUBLIC COMMENTS**

There were no public comments.

**C. GENERAL ADMINISTRATION**

**C1. Approval of the Agenda Order**

A motion was made to approve the agenda as presented.

**MOTION: Dennis Miller**

**SECOND: Arnecia Bryant**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett				<b>X</b>
Dennis Miller	<b>X</b>			
Kristin Kelly				<b>X</b>
Peter Neville	<b>X</b>			
Arnecia Bryant	<b>X</b>			

**C2. Approval of Meeting Minutes – November 5, 2012**

A motion was made to approve the November 5, 2012, MSLCTC meeting minutes with one correction. Dennis Miller abstained on Item C4.

**MOTION: Dennis Miller**  
**SECOND: Arnecia Bryant**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett				<b>X</b>
Dennis Miller	<b>X</b>			
Kristin Kelly				<b>X</b>
Peter Neville	<b>X</b>			
Arnecia Bryant	<b>X</b>			

**C3. Review and Approval of AORMA Recommended Facilities Use Agreement**

Mimi Long explained that the MSLCTC approved the AORMA Recommended Facilities Use Agreement and Handbook at its last meeting on November 5, 2012. The Agreement and Handbook were going to be presented to the AORMA Committee at its meeting on December 6, 2012; however, after the November 5<sup>th</sup> meeting, CSURMA’s general counsel Willy Hsu, reviewed the Agreement and Handbook and provided many recommended revisions. Rather than having the AORMA Committee review and approve the additional revisions, this item was brought back to the MSLCTC for approval.

Mimi let the committee know that Willy Hsu’s recommendations were incorporated into the agreement and are shown in blue and Staff’s additional revisions, based on Willy Hsu’s comments, are in green. Willy Hsu’s recommendations were reviewed by Staff (Mimi Long, Daniel Howell and Mike Simmons.)

It was suggested that the Handbook’s conclusion section be moved to the introduction section at the beginning of the Handbook.

A motion was made to recommend approval of the Facilities Use Agreement and Handbook, including the one change mentioned above, to the AROMA Committee.

**MOTION: Dennis Miller**  
**SECOND: Arnechia Bryant**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett				<b>X</b>
Dennis Miller	<b>X</b>			
Kristin Kelly				<b>X</b>
Peter Neville	<b>X</b>			
Arnechia Bryant	<b>X</b>			

**C4. Update Regarding the FY 12/13 Risk Reduction Incentive Program**

Brent updated the Committee on the FY 12/13 Risk Reduction Incentive Program recipients. The Cal Poly Pomona Foundation, Inc. used the grant money to help pay for the replacement of an excessively slippery floor. The project has been completed and Staff will process the \$10,000 reimbursement. The University Corporation, CSU Northridge has not determined their grant project yet. Brent will continue to work with them. Brent is helping Cal Poly Corporation implement employee training that can be viewed on a smart phone. The training will be task specific and will not be generic in nature.

**C5. Approval of Policy and Procedure A-6, Risk Reduction Matching Grant Program**

Mimi Long explained that Policy & Procedure A-6 – Risk Reduction Matching Grant Program was created to outline the purpose of the Program and also the procedures to be followed by the MSLCTC and the Members when seeking grants under this Program. The MSLCTC approved a “work plan” to be followed for the first year of the Program, which was not a “matching” grant Program. Policy & Procedure A-6 incorporates much of the “work plan” into the Matching Grant Program. It also specifies how the Members will be reimbursed for their Program expenses.

A motion was made to recommend approval of Policy and Procedure A-6 to the AORMA Committee.

**MOTION: Arnechia Bryant**  
**SECOND: Peter Neville**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly				X
Peter Neville	X			
Arnecia Bryant	X			

**C6. Review of Workers’ Compensation and Liability Claims Information at 12/31/12 and Determination of Criteria for FY 13/14 Risk Reduction Matching Grant Program**

The Committee reviewed several different loss exhibits in order to determine the loss reduction criteria for FY 13/14. Within the workers’ compensation program, class code 1006 (food service) is still the number one loss leader; the second loss leader is 1007 (manual labor). The Committee agreed that the workers’ compensation loss reduction criteria for FY 13/14 will be class code 1007 – manual labor, with a focus on lifting and carrying, and slip, trip & fall.

Within the liability program, employment practices liability claims are still the number one loss leader. Over the past five years, the total incurred for EPL is \$3,944,841. The total incurred for the next highest cause of loss (slip, trip & fall) is \$826,670. The committee decided the criteria within the liability program should be EPL loss reduction through specialized training. The committee felt that the EPL training needed to address the corporate culture within the auxiliary and should be appropriate for all supervisors. It was agreed that short training modules on a variety of management techniques should be explored. Dennis Miller agreed to work with other CSU Auxiliary HR staff to suggest a list of EPL training modules to create. These ideas will be discussed at the next MSLCTC meeting on June 3, 2013.

The Committee also discussed the idea of creating an AORMA requirement that all supervisors need to complete EPL training if the Auxiliary’s EPL loss ratio goes beyond a particular percentage, or that the Auxiliary may be required to pay a premium surcharge depending on its EPL loss history.

The Committee agreed that the EPL training would be a long-term project and that most likely it would not be available within FY 13/14.

A motion was made to approve the workers’ compensation loss reduction criteria for FY 13/14 as loss reduction within class code 1007 – manual labor, with a focus on lifting & carrying and slip, trip & fall.

**MOTION: Arnecia Bryant**  
**SECOND: Dennis Miller**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
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<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
Dwayne Brummett	<b>X</b>			
Dennis Miller	<b>X</b>			
Kristin Kelly				<b>X</b>
Peter Neville				<b>X</b>
Arnecia Bryant	<b>X</b>			

**D. INFORMATION ITEMS**

The following information items were reviewed by the Committee:

- D1. Alliant Loss Control – Utilization Report**
- D2. TargetSolutions – Utilization Report**
- D3. Employers Group – Utilization Report**
- D4. FY 12/13 Long Range Action Plan**
- D5. 2013 CSURMA AORMA Meeting Calendar**
- D6. AORMA Committee and Standing Committees – Roster**

**E. ADJOURNMENT**

The meeting was adjourned at 12:44 PM.