

**MINUTES OF THE CSURMA AORMA  
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE  
APRIL 7, 2014**

**TELECONFERENCE MEETING  
11:00 AM**

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**MEMBERS PRESENT**

Debbie Adishian-Astone, CSU Fresno Association (CSU Fresno)  
 Arnecia Bryant, Loker University Student Union (CSU Dominguez Hills) – *Arrived at 11:35 AM*  
 Melinda Coil (Chair), SDSU Research Foundation (San Diego State University)  
 Dennis Miller, Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)  
 Raven Tyson, Associated Students of San Diego State University (San Diego State University)

**MEMBERS ABSENT**

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

**STAFF, GUESTS AND CONSULTANTS**

Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)  
 Mimi Long, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

The meeting was called to order by Melinda Coil, the MSLCTC Chair, at 11:04 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: Debbie Adishian-Astone**  
**SECOND: Dennis Miller**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Debbie Adishian-Astone	<b>X</b>			
Arnecia Bryant				<b>X</b>

NAME	AYES	ABSTAIN	NAYS	ABSENT
Melinda Coil	X			
Kristin Kelly				X
Dennis Miller	X			
Raven Tyson	X			

**MOTION CARRIED**

**C2. Approval of Meeting Minutes – March 3, 2014**

A motion was made to approve the March 3, 2014, MSLCTC meeting minutes as presented.

**MOTION: Dennis Miller**

**SECOND: Debbie Adishian-Astone**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Debbie Adishian-Astone	X			
Arnecia Bryant				X
Melinda Coil	X			
Kristin Kelly				X
Dennis Miller	X			
Raven Tyson	X			

The committee noted that Dwayne Brummett is still shown as the committee chair. The minutes will be revised to reflect that Melinda Coil is the MSLCTC chair.

**MOTION CARRIED**

Melinda asked Mimi to revisit the meeting dates, because May 26, 2014, falls on a holiday. The committee agreed to move the meeting to May 27, 2014 at the same time.

**C3. Policy and Procedure A-6 – Risk Reduction Matching Grant Incentive Program**

Mimi let the committee know that the AORMA Committee reviewed and approved the revisions to Policy and Procedure A-6 – Risk Reduction Matching Grant Incentive Program which were suggested by the MSLCTC with one minor change. The AORMA Committee recommended that the historical benchmarks be developed together by the AORMA Loss Control Consultant and the Member. The committee reviewed the revised policy and procedure.

**C4. Alliant Risk Control Consulting Contract - July 1, 2013 to June 30, 2014**

Mimi explained that at the March 21, 2014 meeting, the AORMA Committee approved the MSLCTC's recommendation that an additional \$15,000 be allocated to Alliant Risk Control

Consulting (ARCC) as compensation for the additional services outlined in Policy and Procedure A-6 – Risk Reduction Matching Grant Incentive Program.

Mimi pointed out that the FY 13/14 ARCC contract addendum stipulates that ARCC will complete the following tasks during the contract term:

- a. Conduct a loss analysis to determine the members with the highest loss ratios as related to workers' compensation and general liability.
- b. Based on the loss analysis, select locations to be visited. The onsite visit will include a physical walkthrough, policy file review, Cal/OSHA compliance and stakeholder interviews.
- c. Develop a risk report with recommendations based upon visit findings. The report will provide policy and training recommendations as well as the development of a benchmarking tool to help members monitor improvement.
- d. Recommend Risk Reduction Matching Grant Projects as appropriate.

The committee asked for a report from Brent Escoubas as to how the \$15,000 will be spent. Which members will be visited? Brent explained that he has reviewed the workers' compensation and liability loss runs and has targeted the following auxiliaries to visit and provide risk reduction assistance – Cal Poly Corporation, University Corporation, Northridge, SDSU Research Foundation, CSULB Research Foundation. The foundations tend to have more employees in the field which increases their exposure for auto liability losses. Brent will gather information on slips, trips and falls to see in any one auxiliary is having a problem in one particular location or building. He will review kitchen safety for losses that may appear on both the liability and workers' compensation losses runs, i.e., cuts, burns, struck by struck against, lifting / bending. He also noted that some claims within the kitchen safety have a high frequency but very low claim value. Brent will also look at those auxiliaries with the lowest losses to see if there are some best practices to be shared with the general membership. Reviewing those members with highest and lowest losses will help establish benchmarks.

The committee liked what Brent had to say with regard to his direction in managing the Risk Reduction Grant Program, but felt that a written report was needed. Brent agreed to provide a written action plan to be reviewed by the committee at its next meeting.

#### **C5. FY 14/17 Alliant Risk Control Consulting Renewal Contract Proposal**

Mimi explained that the current contract with Alliant Risk Control Consulting is due to expire on June 30, 2014. At its last meeting on March 20, 2014, the AORMA Committee approved a mid-term increase of \$15,000 to this contract due to the additional services required within Policy and Procedure A-6 – Risk Reduction Matching Grant Incentive Program. ARCC has proposed a three-year contract effective July 1, 2014 to June 30, 2017 with an annual fee of \$102,000. This will include approximately 70 annual safety days. The safety days may be used for any risk management or safety related topic as well as for the additional tasks outlined in Policy and Procedure A-6.

The committee was not comfortable approving the three year contract renewal without having a written action plan from Brent with regard to management of the Risk Reduction Grant Program.

A motion was made to recommend approval to the AORMA Committee of a one year contract with Alliant Risk Control Consulting at the proposed annual fee of \$102,000.

**MOTION: Debbie Adishian-Astone**

**SECOND: Dennis Miller**

The committee discussed the fact that Brent didn't present a documented work plan for FY 14/15 to justify the annual fee of \$102,000. The committee felt that it was necessary to get data before approving the increased contract amount for FY 14/15.

A revised motion was made to recommend approval to the AORMA Committee of a one year contract with Alliant Risk Control Consulting with an annual fee of \$87,000.

**MOTION: Debbie Adishian-Astone**

**SECOND: Dennis Miller**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Debbie Adishian-Astone	X			
Arnechia Bryant	X			
Melinda Coil	X			
Kristin Kelly				X
Dennis Miller	X			
Raven Tyson	X			

**MOTION CARRIED**

**C6. Employers Group – Renewal Contract**

Mimi explained that the current contract with the Employers Group for HR Consulting Services is due to expire on June 30, 2014 and the Employers Group has proposed two contract renewal options – a one-year contract and a three-year contract.

The Employers Group has proposed a 4.5% increase over the expiring pricing. The Employers Group offered a pricing reduction for year two and has maintained the same contract pricing since March 1, 2012. This is the first per auxiliary price increase proposed by the Employers Group. The committee questioned why the Employers Group reduced its pricing in the second year. Mimi explained that all of the CSU vendors were asked to provide a pricing reduction that year.

The committee reviewed the historical pricing and the proposed pricing.

Historical Pricing:

3/01/11 to 2/29/12 - \$497 per auxiliary  
 3/01/12 to 6/30/13 - \$485 per auxiliary  
 7/01/13 to 6/30/14 - \$485 per auxiliary

The committee reviewed the pricing for the one-year and three-year contract.

One-Year Contract Proposal:

7/01/14 to 6/30/15 - \$507 per auxiliary

Three-Year Contract Proposal:

7/01/14 to 6/30/15 - \$507 per auxiliary  
 7/01/15 to 6/30/16 - \$525 per auxiliary  
 7/01/16 to 6/30/17 - \$535 per auxiliary

Overall the committee was satisfied with the services provided by the Employers Group and provided these comments – good resource, helpful and efficient, helpful.

The committee didn't see the point of approving a three-year contract without there being a financial incentive. The committee directed staff to negotiate a three-year contract with the pricing of \$507 per member for all three years.

A motion was made to recommend approval of the three-year contract but only if the Employers Group agrees to the pricing of \$507 per member for all three years; if they won't agree, then a one-year contract.

**MOTION: Dennis Miller**  
**SECOND: Debbie Adishian-Astone**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Debbie Adishian-Astone	X			
Arnecia Bryant	X			
Melinda Coil	X			
Kristin Kelly				X
Dennis Miller	X			
Raven Tyson	X			

**MOTION CARRIED**

**C7. TargetSolutions Contract / SkillSoft Platform**

Mimi explained that the current AORMA contract with TargetSolutions for online safety training will expire on June 30, 2015. SkillPort has been proposed by the CSU Chancellors Office as a favorable alternative to TargetSolutions. Currently eighteen AORMA members are previewing

the SkillSoft platform with the goal of providing a recommendation to the MSLCTC with regard to future utilization. Campus IT staff has begun the process of loading all auxiliary employees onto the SkillPort platform and the process should be complete by the end of the year. The goal of the preview is to receive recommendations from the AORMA members with regard to future utilization of SkillPort by November, 2014. Therefore, if the MSLCTC and the AORMA Committee approve a change, an announcement can be made at the AOA Conference in January, 2015, which would be six months prior to the expiration of the TargetSolutions contract on June 30, 2015.

The committee thought it would be helpful to have a tool the previewers could use to rate SkillPort. Dennis Miller agreed to work on creating an analysis survey tool

#### **C8. Praesidium, Inc. – Contract for Services**

Mimi gave the committee an update regarding the execution of the Praesidium contract. At the January, 2014 meeting, the CSURMA Executive Committee delegated authority to the Secretary-Auditor to execute the Praesidium, Inc. Contract for Services contingent upon CABO support. A verbal report during the March 24<sup>th</sup> CSURMA EC meeting confirmed support of the Praesidium contract. The contract has been sent to the CSURMA Secretary-Auditor for signature. As of today, the contract has not been executed.

The committee stressed how important it would be to have a formal roll-out plan once the contract is finalized. Mimi agreed and will begin working on a plan.

#### **C9. Vendor Survey**

Mimi let the committee know that she was hoping the vendor survey would be available for the committee to review, but unfortunately it has not yet been received from the Chancellor's Office.

#### **D. INFORMATION ITEMS**

The committee reviewed the information items.

- D1. Alliant Risk Control Consulting – Utilization Report**
- D2. Employers Group – Utilization Report**
- D3. TargetSolutions – Utilization Report**
- D4. CSURMA AORMA 2014 Meeting Calendar**
- D5. CSURMA AORMA Program Administrator – Contact List**

#### **E. ADJOURNMENT**

The meeting was adjourned at 11:57 AM.