

**MINUTES OF THE CSURMA AORMA  
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE  
MARCH 3, 2014**

**TELECONFERENCE MEETING  
11:00 AM**

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**MEMBERS PRESENT**

Arnecia Bryant, Loker University Student Union (CSU Dominguez Hills)  
Melinda Coil (Chair), SDSU Research Foundation (San Diego State University)  
Kristin Kelly, Student Union of San Jose State University (San Jose State University)  
Raven Tyson, Associated Students of San Diego State University (San Diego State University)

**MEMBERS ABSENT**

Debbie Adishian-Astone, CSU Fresno Association (CSU Fresno)  
Dwayne Brummett, Associated Students, Inc. (Cal Poly San Luis Obispo)  
Dennis Miller, Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)

**STAFF, GUESTS AND CONSULTANTS**

Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)  
Mike Simmons, Alliant Insurance Services, Inc.  
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: Kris Kelly**  
**SECOND: Arnecia Bryant**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett				<b>X</b>

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

**MOTION CARRIED**

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

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

**MOTION: Raven Tyson**

**SECOND: Kris Kelly**

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

**MOTION CARRIED**

Melinda asked Mimi to revisit the meeting dates, because May 26, 2014, falls on a holiday.

**C3. FY 14/15 Risk Reduction Matching Grant Program**

Mimi Long introduced Mike Simmons to the committee. Mike has worked with several JPAs over the past 30 years and has helped design and implement grant programs. Mike reviewed AORMA’s matching grant program and offered his recommendations. Mike thought that the program could be run more efficiently if AORMA’s Loss Control Consultant were more closely involved in the process of reviewing potential grant projects and awarding grant funds.

Mike noted that Policy and Procedure A-6 has been revised to include involvement by AORMA’s Loss Control Consultant. The grant program will continue to have the same purpose of funding specialized training, safety equipment, physical improvements or any other safety related item that will lead to a documentable reduction in claims costs. The only revision to the program is that the grant projects will be suggested by AORMA’s Loss Control Consultant,

Brent Escoubas. Alliant Risk Control Consulting (ARCC) already provides the loss control inspection services. ARCC’s role would be expanded to include recommendations to the MSLCTC of grant projects that may result in a reduction in future claims.

The committee recommended adding separate wording to Policy and Procedure A-6 regarding the maximum grant amount.

The committee reviewed the proposed addendum to the FY 13/14 Alliant Risk Control Consulting contract. ARCC proposed that the remaining FY 13/14 budgeted grant funds be used by ARCC as follows:

1. Completion of loss analysis to determine those members with the highest loss ratios
2. Selection of locations to be visited based on the results of the loss analysis
3. Physical inspections and completion of risk reports, including recommendations as well as benchmarking tools for monitoring improvements
4. Recommendations for risk reduction cost sharing projects

The addendum also states that, “the remaining Risk Reduction Matching Grant Program funds of \$36,267 may be used by Alliant Risk Control Consulting as additional Safety Days, or as recommended cost share Risk Reduction Matching Grant Projects.” The committee recommended that the additional funds to be used by ARCC be limited to \$15,000 and that the remaining \$21,267 is used for suggested grant projects.

A motion was made to recommend approval to the AORMA Committee of the following:

1. Approval of the revisions to Policy and Procedure A-6 as suggested with the addition of wording which indicates that a maximum grant amount will be approved annually by the MSLCTC.
2. Approval of the addendum to the Alliant Risk Control Consulting FY 13/14 contract, but to limit the funds used by ARCC to \$15,000.
3. Approval of the total Risk Reduction Matching Grant Program budget amount for FY 14/15 of \$40,000.

**MOTION: Raven Tyson**

**SECOND: Kris Kelly**

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

**MOTION CARRIED**

**C4. Procedures and Practices Audit of the Auxiliary Organization’s HR and Payroll Function**

This item was not discussed as Dennis Miller was not in attendance.

**D. INFORMATION ITEMS**

There were not information items to discuss.

**E. ADJOURNMENT**

A motion was made to adjourn the meeting at 12:33 PM.

**MOTION: Raven Tyson**

**SECOND: Kris Kelly**

<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>			
Arnechia Bryant	<b>X</b>			
Raven Tyson	<b>X</b>			
Debbie Adishian-Astone				<b>X</b>
Melinda Coil	<b>X</b>			

**MOTION CARRIED**