

JPA ADMINISTRATION GUIDE

2019-2020

MERCED COUNTY SCHOOLS INSURANCE GROUP I

Workers' Compensation

Administered by: Intercare Holdings Insurance Services, Inc. - California

Corporate Office
6020 West Oaks Blvd., Suite 100
Rocklin, CA 95765 (916) 677-2500 (800) 771-5454
Fax (916) 677-2610

Mailing Address:

P.O. Box 579
Roseville, CA 95661

Loss Control Services Provided by: Prichard Safety and Health

13434 Jefferson St.
Le Grand, CA 95333-9769

Terri Prichard CSP, CET, CPSI (209) 389-4054 Office/Fax (209) 564-7421 Mobile terri@PrichardSH.org

CURRENT JPA EXECUTIVE BOARD

Each member serves a 3-year Term.

Representative	Description	Member District	Term Expires
Janet Riley	County Office of Education	Merced County Office of Education	5/2020
Ted Walstrom	High School District	Merced Union High School District	5/2020
Randy Heller	At-Large	Winton School District	5/2021
Don Laursen	Unified School District	Los Banos Unified School District	5/2020
David Perkins	Elementary: Over 5000 ADA	Merced City School District	5/2020
Steve Rosa	Elementary: Below 5000 ADA	McSwain Union Elementary	5/2020
Vicky Banaga	Elementary: Below 5000 ADA	Le Grand Union Elementary	5/2022

CURRENT JPA EXECUTIVE BOARD OFFICERS

The term for the Officers of MCSIG is one year. The Election is held in April of each year.

Executive Board Officers

Position

Member District

Randy Heller

President

Winton School District

David Perkins

Vice President

Merced City School District

Janet Riley

Treasurer

Merced County Office of Education

Vicky Banaga

Secretary

Le Grand Union Elementary

MEMBER INFORMATION

BALLICO-CRESSEY ELEMENTARY

11818 W. Gregg Street
Ballico, CA 95303
209/632-5371 (FAX – 632-8929)
REP: Bliss Propes, Superintendent
Email: bpropes@ballicocressey.com
ALT: Becky Valdez
Email: bvaldez@ballicocressey.com

DELHI UNIFIED SCHOOL DISTRICT

9716 Hinton Avenue
Delhi, CA 95315
209/656-2000 x 1105 (FAX – 668-6133)
REP: Sharon Lampel, Director, Human Resources
Email: slampel@delhiusd.org
ALT: Tiffini Dhanota, Administrative Assistant
Email: tdhanota@delhiusd.org

DOS PALOS-ORO LOMA JT. UNIFIED

2041 Almond Street
Dos Palos, CA 93620
209/392-6101 (FAX – 392-3347)
REP: Allison Davis, Director-Human Resources
Email: adavis@dpol.net
ALT: May Yang, Business Manager
Email: myang@dpol.net

LE GRAND UNION ELEMENTARY

P.O. Box 27
Le Grand, CA 95333
209/389-4515 (FAX – 389-4041)
REP: Scott Borba
Email: sborba@lgelm.org
ALT: Vicky Banaga
Chief Business Official
Email: vbanaga@lgelm.org
209-389-1036

EL NIDO ELEMENTARY

161 E. El Nido Road
El Nido, CA 95317
209/385-8420 (FAX – 723-9169)
REP: Rae Ann Jimenez
rjimenez@elnido.k12.ca.us
ALT: Lee Vang
Email: lvang@elnido.k12.ca.us

GUSTINE UNIFIED

1500 Meredith Avenue
Gustine, CA 95322
209/854-3784 (FAX – 854-9164)
REP: Bryan Ballenger
Email: bballenger@gustineusd.org
ALT: Lizett Aguilar
Email: laguilar@gustineusd.org

HILMAR UNIFIED

7807 N. Lander Avenue
Hilmar, CA 95324
209/667-5701 (FAX – 667-1721)
REP: Connie Lourenco, Business Mgr
Email: cplourenco@hilmar.k12.ca.us
ALT: Maria Sousa
Email: msousa@hilmar.k12.ca.us

MERCED CITY SCHOOL DISTRICT

444 W. 23rd Street
Merced, CA 95340
209/385-6645 (FAX – 385-6746)
REP: David Perkins
Risk and Safety Supervisor
Email: dperkins@mcsd.k12.ca.us
ALT: Diana M. Meraz
Email: dmeraz@mcsd.k12.ca.us

LE GRAND UNION HIGH

12961 E. Le Grand Road
Le Grand, CA 95333
209/389-9403 (FAX – 389-9414)
REP: Donna Alley, Superintendent
Email: dalley@lghs.us
ALT: Olivia Cerna
Email: ocerna@lghs.us

LIVINGSTON UNION ELEMENTARY

922 “B” Street
Livingston, CA 95334
209/394-5400 (FAX – 394-5402)
REP: Sara Crawley
Chief Business Official
Email: scrawley@livingstonusd.org
ALT: Veronica Jensen
Email: vjensen@livingstonusd.org

LOS BANOS UNIFIED

1717 S. 11th Street
Los Banos, CA 93635
209/826-3801 (FAX – 826-6810)
REP: TBA,
Email:
ALT: Amer Iqbal
Email: aiqbal@losbanosusd.k12.ca.us

McSWAIN UNION ELEMENTARY

926 N. Scott Road
Merced, CA 95340
209/354-2700 (FAX – 723-2267)
REP: Steve Rosa, Superintendent
Email: srosa@mcswain.k12.ca.us
ALT: Veda Jones, Human Resources
Email: vjones@mcswain.k12.ca.us
Email: ddaley@muhsd.org

MERCED COUNTY OFFICE OF EDUCATION

632 W. 13th Street
Merced, CA 95341
209/381-6600 (FAX – 385-8402)
REP: Janet Riley, 381-6725
Assistant Superintendent, Business Services
Email: jriley@mcoe.org
ALT: Eva Chaves, Asst. Superintendent, HR
Email: echavez@mcoe.org
MCOE Staff: Susie Caliguri,
Safety and Loss Control Specialist
Email: scaliguri@mcoe.org
209- 381-6637 (FAX-381-6768)

MERCED RIVER UNION

4402 West Oakdale Road
Winton, CA 95388
209/358-5679 (FAX – 358-2855)
REP: Vacant
Email: @mercedriver.k12.ca.us
ALT: Vacant
Email: @mercedriver.k12.ca.us

MERCED UNION HIGH

P.O. Box 2147
Merced, CA 95344
209/385-6411 (FAX – 385-8911)
REP: Ted Walstrom, Director of Facilities,
New Construction, and Risk Management
Email: twalstrom@muhsd.org
ALT: Derek Daley

PLAINSBURG ELEMENTARY
3708 S. Plainsburg Road
Merced, CA 95340
209/389-4707 (FAX – 389-4817)
REP: Vacant
Joyner
Email: @plainsburg.k12.ca.us
ALT: Vacant
Email: @plainsburg.k12.ca.us

PLANADA SCHOOL DISTRICT
P.O. Box 236
9525 Broderick Street
Planada, CA 95365
209/382-0756 (FAX – 382-0113)
REP: Christine Murillo, Business Manager
Email: cmurillo@planada.org
ALT: Vacant
Email: @planada.org

SNELLING-MERCED FALLS UNION
P.O. Box 189
16099 N. Highway 59
Snelling, CA 95369
209/563-6414 (FAX – 563-6672)
REP: Allison Kahl, Superintendent/Principal
Email: akahl@mcoe.org
ALT: Terry Gasper, Administrative Assistant
Email: tgasper@mcoe.org

WEAVER UNION ELEMENTARY
3076 E. Childs Avenue
Merced, CA 95340
209/723-7606 (FAX – 725-7128)
REP: Michelle

Human Resource
Email: mjoyner@weaverusd.org
ALT: Linda Barbour, CBO
Email: lbarbour@weaverusd.org

WINTON SCHOOL DISTRICT
P.O. Box 8
7000 N. Center
Winton, CA 95388
209/357-6187 (FAX – 357-1994)
REP: Randall Heller, Superintendent
Email: rheller@winton.k12.ca.us
ALT: Sonya Terrazas
Email: sonyat@winton.k12.ca.us

JPA MEETING DATES

EXECUTIVE COMMITTEE: Fourth Tuesday of each month
(No Meetings in June, July and December)

BOARD OF DIRECTORS: Fourth Tuesday of April
(This is the annual Full Board Meeting. All member districts are encouraged to attend the above meeting)

PLACE OF MEETING

MERCED COUNTY OFFICE OF EDUCATION
632 W. 13th Street
Merced, CA 95341

OFFICIAL MAILING ADDRESS

MERCED COUNTY OFFICE OF EDUCATION
632 W. 13th Street
Merced, CA 95341

OFFICIAL POSTING ADDRESS

MERCED COUNTY OFFICE OF EDUCATION
632 W. 13th Street
Merced, CA 95341

AGENDAS AND MINUTES OF MEETINGS

Agendas and Minutes are prepared by Intercare Insurance Services in compliance with the Brown Act. Agendas are mailed to members 10 days prior to each meeting and a copy is posted at the designated posting location 72 hours in advance. Any member wishing to place an item on the Agenda may contact Intercare at any time prior to the preparation of the Agenda.

AUTHORIZATION OF SIGNATURES

All Officers are authorized to sign warrants and documents on behalf of the Authority.

JPA CONTRIBUTIONS

Estimated Payroll x Rate per \$100 of Payroll x Experience Modification Factor.

Pool contribution spreadsheets are distributed to members each year using actual Payrolls. Pool contributions are billed monthly.

2019/20 Rate – \$1.60 (Unmodified) per \$100 Payroll

TRUST ACCOUNT

Intercare Holdings Insurance Services, Inc. has established a Trust Account in the amount of \$600,000. This account is used by Intercare Holdings Insurance Services, Inc. for benefit payments and is funded by the JPA on a monthly basis.

EXCESS INSURANCE

CARRIER: Safety National Insurance Company

PREMIUM: \$0.1326 per \$100 payroll

Two year deposit premium - \$1,063,680

COVERAGE: Two Year policy – July 1, 2018 through June 30, 2020

\$500,000 SIR with \$50,000,000 Maximum Limit of Indemnity Per Occurrence

\$2,000,000 Employers Liability Maximum Limit of Indemnity Per Occurrence

Premium is adjusted based on payroll audit. Payroll audit occurs in May-June of each year.

PREPARATION OF STATE REPORTS

The Public Entities Annual Report to the State of California is prepared by Intercare Holdings Insurance Services, Inc., Jorge Cisneros of Kemper and Janet Riley, Treasurer – MCISIG on behalf of the JPA.

Information for the budget is prepared for the JPA and presented by May of each year.

Submission of a financial statement is required by the Department of Self-Insurance by December 31 of each year.

Claims Administered by:
Intercare Holdings Insurance Services, Inc. - California
Corporate Office
6020 West Oaks Blvd., Suite 100
Rocklin, CA 95765 (916) 677-2500 (800) 771-5454
Fax (916) 677-2610

PERSONNEL DIRECTORY

Danielle Buri
AVP, Client & Shared Services
dburi@intercareins.com

Responsible for coordination between all Intercare Departments, Contract and Performance oversight, MIS functions, preparation of Experience Modification and all other computer-generated reports. Assists in development and coordination of Agenda packets. Assists members with implementing cost containment programs, coverage questions, and risk management inquiries. Attends JPA meetings and provides assistance to clients as needed.

Connie Hampson
Account Mgr, Client Services
champson@intercareins.com

Responsible for the oversight of the Rocklin Claims Operation, compliance with the Client Service requirements and prompt and effective response to the member's needs. Attends JPA meetings and provides legislative updates.

Karen Callahan
AVP, Claims Operations
kcallahan@intercareins.com

LuAnn Koppel, Asst. Claims Manager
lkoppel@intercareins.com

Responsible for supervision of Workers' Compensation claims and technical staff questions.

Dennis Moranz, Supervisor
dmoranz@intercareins.com

Attends JPA meetings and provides Claims detail information and legislative updates.

Miguel Calderon, Claims Adjuster
mcalderson@intercareins.com
Candice Allen, Claims Adjuster
callen@intercareins.com
Shawna Seely, Adjuster
sseely@intercareins.com

Responsible for the day-to-day claims adjusting aspects of the Workers' Compensation JPA. Primary contact on those claims that involve lost time from work or result in litigation. These are dedicated /designated claims adjusters for Merced County Schools Insurance Group.

MERCED COUNTY SCHOOLS INSURANCE GROUP I

Workers' Compensation

TIMELINE OF JPA FUNCTIONS

	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	AS NEEDED
Quorum Calls	X	X	X	X	X			X	X	X	X		
Agendas	X	X	X	X	X			X	X	X	X		
Minutes	X	X	X	X	X			X	X	X	X		
Prepare Experience Modification				X									
Approval of Rates				X									
Request Estimated Payrolls		X											
Request Actual Payrolls		X						X				X	
Renew Errors & Omission Coverage				X	X								
Renew Excess Insurance		X	X	X	X								
Excess Insurance Adjustment								X					
Update Medical Panel													X
Update Secretary of State Form													X
Update Information Guides													X
Update Intercare Personnel Directory													X
Request Budget Data					X								
Submit Budget to OSIP								X					
Prepare Public Entities Annual Report										X			
Invoice Administration Fee	X			X			X			X			
Claims Administration Contract					X								
Present Claim Settlements													X
Prepare Claims Administration Survey								X					
Prepare Claims Administration Contract Proposal				X									
Program Review											X		

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Workers' Compensation

TIMELINE OF JPA FUNCTIONS

JPA FUNCTION	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	AS NEEDED
District Reorientation													X
New Member Orientation													X
Approval of Payments	X	X	X	X	X			X	X	X	X		
Approve Claim Settlements													X
Financial Report	X	X	X	X	X			X	X	X	X	X	
Prepare Warrants	X	X	X	X	X	X	X	X	X	X	X	X	
Post Agendas	X	X	X	X	X			X	X	X	X		
Solicit Financial Audit Bid												X	
Solicit Actuarial Bid												X	
Solicit Claims Audit Bid												X	
Election of Executive Board						X							
Election of Officers						X							
Establish JPA Meeting Schedule						X							
Designate Official Address						X							
Designate Correspondence Address						X							
Present Claims Administration Stewardship Report				X									