



**MINUTES**  
**EXECUTIVE MANAGEMENT**  
**TEAM**  
**February 6<sup>th</sup>, 2025- 11:00 A.M.**

**C**  
**R**  
**M**  
**A**

**I. OPENING BUSINESS**

**A. CALL PUBLIC SESSION TO ORDER**

The meeting was called to order at 11:10 a.m. by Janelle Bryson, President.

**B. ROLL CALL:**

**Executive Management Team:** Janelle Bryson, Justin Miller, Tera Napier, Kevin Hatch, Joseph Aiello, Eduardo Martinez, Jeffie Hickman, Amer Iqbal, Charlotte Wilson, Victor Martinez, and Roberto Gutierrez

**Administration:**

Alan Caeton, Jeff Pierce, Brett Caeton, Larry Chow, Nick Kovacevich, Lisa Perez, and Debbie Smith

**Members Absent:** None

**Others in attendance:** Ryan Kilby, Jerry Edmonds, and Melissa Kielpinski

**Guest in attendance:** Patrick Augustin and Jeff Trussler

- C.** Discussion and Approval of Agenda. The board moved to approve the agenda as presented.

**Motion:** Charlotte Wilson **Seconded:** Tera Napier

**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**

- D.** Discussion and Approval of Minutes of the October 24<sup>th</sup>, 2024 EMT Meeting. The board moved to approve the minutes of the previous meeting.

**Motion:** Charlotte Wilson **Seconded:** Amer Iqbal

**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**

**II. COMMUNICATIONS FROM THE PUBLIC:**

NONE

**III. INFORMATION ONLY ITEMS:**

- A.** Discussion of the 2023-2024 Stewardship Review was presented by Jeff Trussler and Patrick Augustin.
- B.** 10 Year Claims Review presented by Jeff Pierce JPA claims frequency is up.
- C.** Nick Kovacevich presented Claims Review/WC totals for the JPA.
- D.** Larry Chow discussed the BECS Pacific LTD to the members on the Opacity Testing. Smog Testing laws have changed and advise there is a 2 hour course online if members are interested in getting certified.

#### IV. DISCUSSION AND ACTION ITEMS:

- A. **Discussion and Approval of the Independent Auditors Report as of June 30<sup>th</sup>, 2024.** The board moved to approve the Independent Auditors Report as presented.  
**Motion:** Charlotte Wilson      **Seconded:** Amer Iqbal  
**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**
- B. **Discussion and Approval of CCSA assessment ending June 30<sup>th</sup>, 2024.** The board moved to approve the financial report as presented.  
**Motion:** Charlotte Wilson      **Seconded:** Victor Martinez  
**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**
- C. **Discussion and Approval of the Financial Report as of January 31<sup>st</sup>, 2025.** The board moved to approve the financial report as presented.  
**Motion:** Charlotte Wilson      **Seconded:** Tera Napier  
**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**
- D. **Discussion of Increasing CRMA's deductibles for all members.** The board moved to table for the next EMT meeting with additional data.  
**Motion:** Eduardo Martinez      **Seconded:** Tera Napier  
**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**

#### V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

- A. **ACTION ITEM:**  
**None**

#### VI. CLOSED SESSION

- A. **Open P & L claims activity report, presented by Jeff Pierce**
- B. **RMA-002335**
- C. **RMA-002303**

#### VII. RECONVENE IN OPEN SESSION

- A. **DISCUSSION Adjourn Closed Session and Reconvene Open Session - The Meeting was reconvened at 12:40 p.m.**
- B. **Report Action Taken in Closed Session**  
  
RMA-002335 -The board moved to approve the settlement authority as presented.  
**Motion:** Charlotte Wilson      **Seconded:** Amer Iqbal  
**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**  
  
RMA-002303 -The board moved to approve the settlement authority as presented.  
**Motion:** Amer Iqbal      **Seconded:** Tera Napier  
**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**

**VIII. ADVANCED PLANNING**

**A.** The next **EMT Meeting** is scheduled for:

Fort Washington C.C

Location

May 29<sup>th</sup>, 2025 at 11:00 a.m.

Date & Time

**B.**

**IX. ADJOURNMENT-** The meeting was adjourned at 12:40 p.m.

**Motion:** Victor Martinez      **Seconded:** Joe Aiello

**Vote: (Ayes 11, Noes 0, Absent 0, Abstain 0)**