

# **NEW MEXICO PUBLIC SCHOOLS INSURANCE AUTHORITY**



**Board Meeting  
July 29, 2021**



# **New Mexico Public Schools Insurance Authority**

## **Board of Directors Special Meeting**

### **Board of Directors**

**Al Park, President, Governor Appointee**  
**Chris Parrino, Vice President, NM Association of School Business Officials**  
**Pauline Jaramillo, Secretary, NM School Boards Association**  
**Denise Balderas, Governor Appointee**  
**Sammy J. Quintana, Governor Appointee**  
**Bethany Jarrell, National Education Association NM**  
**David Martinez, Jr., National Education Association NM**  
**Tim Crone, American Federation of Teachers NM**  
**Daniel Benavidez, NM Superintendents Association**  
**K. T. Manis, Public Education Commission**  
**Trish Ruiz, Educational Entities at Large**

### **In Person:**

**La Posada de Santa Fe**  
**330 East Palace Avenue**  
**Santa Fe, NM 87501**  
**Montana Ballroom**

### **Virtual:**

**Please join the meeting from your computer, tablet or smartphone.**

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**Thursday, July 29, 2021**  
**9:00 A.M.**

**Draft**

### **Agenda**

- |                                  |                   |
|----------------------------------|-------------------|
| <b>1. Call to Order</b>          | <b>A. Park</b>    |
| <b>2. Roll Call</b>              | <b>P. Vigil</b>   |
| <b>3. Introduction of Guests</b> | <b>R. Valerio</b> |

<b>4. Citizens to Address the Board</b> (Five-Minute Limit)	<b>A. Park</b>
<b>5. Approval of Agenda</b> (Action Item)	<b>A. Park</b>
<b>6. Approval of June 3, 2021 Minutes</b> (Action Item)	<b>A. Park</b>
<b>7. Administrative Matters</b>	
<b>A. Recognition of Ricky Williams for His Dedicated Service to the NMPSIA Board</b>	<b>R. Valerio</b>
<b>B. Board Member Update</b>	<b>R. Valerio</b>
<b>C. Staff Update</b>	<b>R. Valerio</b>
<b>D. COVID-19 Update</b>	<b>R. Valerio</b>
<b>E. COVID-19 Telework and Return-to-Work Policies Update</b>	<b>R. Valerio</b>
<b>F. 2021-2022 Open Meetings Act Resolution</b> (Action Item)	<b>R. Valerio/ M. Esquivel</b>
<b>8. Financial Matters</b>	
<b>A. Financial Reports for May 2021</b> (Action Item)	<b>P. Sandoval</b>
<b>B. Fiscal Year 2023 Appropriation Request</b> (Action Item)	<b>P. Sandoval</b>
<b>C. Investment Performance Review for the Quarter Ended June 30, 2021</b>	<b>E. Clark</b>
<b>9. Benefits Matters</b>	
<b>A. Temporary Waiver of Premium Payment Penalties and Interest</b> (Action Item)	<b>P. Sandoval</b>
<b>B. Amendment to Professional Services Agreement for Benefits and Actuarial Consulting</b> (Action Item)	<b>R. Valerio</b>
<b>C. Approval to Issue RFP for Pharmaceutical Benefit Manager Services</b> (Action Item)	<b>R. Valerio</b>
<b>D. 2021-2022 Part-Time Employee Resolutions</b> (Action Item)	<b>R. Valerio</b>
<b>E. School Contractor Access to Online Benefits System</b> (Action Item)	<b>R. Valerio</b>
<b>F. Technology Leadership High School Domestic Partner Petition</b> (Action Item)	<b>R. Valerio</b>
<b>G. EVERFI Wellness Center – A BCBSNM Mental Health Initiative</b>	<b>L. Guevara</b>
<b>H. Catapult Health Update</b>	<b>L. Guevara</b>
<b>I. Delta Dental Network Update</b>	<b>R. Bolstad</b>
<b>J. Interagency Benefits Advisory Committee Update</b>	<b>R. Valerio</b>
<b>K. Wellness Update</b>	<b>K. Chavez</b>

## **10. Risk Matters**

- |   |                                |
|---|--------------------------------|
| <b>A. Temporary Waiver of Premium Payment Penalties and Interest and Installment Plan (Action Item)</b> | <b>P. Sandoval</b>             |
| <b>B. Approval of Agreement for School Misconduct Training Videos (Action Item)</b>                     | <b>P. Sandoval</b>             |
| <b>C. TPA Reports</b>   |                                |
| 1. Workers' Compensation Review   | <b>R. Cangiolosi</b>           |
| 2. Property & Liability Monthly Claims Report   | <b>S. Vanetsky</b>             |
| 3. Property & Liability Large Losses  | <b>S. Vanetsky</b>             |
| 4. Workers' Compensation Monthly Claims Report  | <b>J. Mayo</b>                 |
| 5. Workers' Compensation Large Losses   | <b>J. Mayo</b>                 |
| <b>D. HB128 School Personnel Background and Training</b>  | <b>J. Garcia</b>               |
| <b>E. Loss Prevention Update</b>  | <b>J. Garcia/<br/>L. Vigil</b> |
- 11. Executive Session to Discuss Threatened or Pending Litigation Pursuant to §10-15-1 H (7) NMSA 1978**
- A. Espanola Public Schools**
  - B. Los Lunas Schools**
  - C. Pecos Independent School District**
  - D. Rio Rancho Public Schools**
  - E. Santa Fe Public Schools**
  - F. Southwest Learning Center**
- |   |                |
|---|----------------|
| <b>12. General Discussion</b>                                 | <b>A. Park</b> |
| <b>13. Next Meeting Date and Location</b>                     | <b>A. Park</b> |
| <b>August Meeting – August 19, 2021, Location GoToMeeting</b> |                |
| <b>14. Adjournment (Action Item)</b>                          | <b>A. Park</b> |

**NEW MEXICO PUBLIC SCHOOLS INSURANCE AUTHORITY  
BOARD OF DIRECTORS VIRTUAL MEETING MINUTES**

**Virtual Meeting: <https://global.gotomeeting.com/join/577677165>**

**Dial in: + 1 (872) 240-3212**

**Access Code: 577677165**

**Thursday, June 3, 2021**

**1. Call to Order**

**DRAFT**

Mr. Chris Parrino, NMPSIA Board Vice President, called the NMPSIA Board Meeting to order at 9:00 a.m. on Thursday, June 3, 2021.

**2. Roll Call**

Ms. Pamela M. Vigil called roll.

**Present via virtual meeting/telephonic meeting:**

Denise Balderas  
Tim Crone  
Pauline Jaramillo, Secretary  
Bethany Jarrell  
David Martinez Jr.  
Sammy Quintana  
Trish Ruiz  
Ricky Williams  
Chris Parrino, Vice President

**Absent:**

Alfred Park, President  
K.T. Manis

**Staff Members Present via virtual/telephonic meeting:**

Richard Valerio, Executive Director  
Patrick Sandoval, Deputy Director  
Martha Quintana, Chief Financial Officer  
Melissa Rael, Human Resource/Finance Manager  
Dion Romero, Accountant/Auditor  
Pamela Vigil, Risk Program Coordinator  
Claudette Roybal, Chief Procurement Officer  
Katherine Chavez, Benefits/Wellness Operations Manager  
Jessica Brand, Benefits/Wellness Operations Coordinator

J. Andrew Arellano, Benefits Management Analyst

**Audience present via virtual/telephonic meeting:**

Martin Esquivel	Esquivel & Howington
Connor Jorgensen	LFC
Joseph Simon	LESC
David Chavez	CES
David Poms	Poms & Assoc.
Julie Garcia	Poms & Assoc.
Larry Vigil	Poms & Assoc.
Tammy Pargas	Poms & Assoc.
Richard Cangioli	CCMSI
Louise Carpenter	CCMSI
Kim Trimble	CCMSI
Kevin Sovereign	CCMSI
Jerry Mayo	CCMSI
Steve Vanetsky	CCMSI
Dr. Nura Patani	Segal
Melissa Krumholz	Segal
Daniel Warner	Cigna
Sam Garcia	Davis Vision
Cathy Fenner	Davis Vision
Rich Bolstad	Delta Dental
JoLou Trujillo-Ottino	Delta Dental
Stephanie Anthony	United Concordia
Steve Valdez	Presbyterian
Lia Gainey	Presbyterian
Kathy Payanes	Erisa
CS Hwa	Erisa
Michelle Alarid	Erisa
Magdiel Barrios	Erisa
Lourdes Rael	Erisa
Lisa Guevara	BCBS
Michele Blackwell	BCBS
Jon Molberg	Express Scripts
Greg Archuleta	The Standard
Jennifer Oswald	The Standard

**3. Introduction of Guests**

Mr. Richard Valerio, Executive Director, NMPSIA introduced Mr. David Chavez, Executive Director, Cooperative Educational Services.

**4. Citizens to Address the Board (five- minute time limit)**

There were no citizens to address the Board.

## **5. Approval of the Agenda (Action Item)**

Mr. Valerio requested that item 10.A “Tap End of Year Report” be moved before item 7. on the agenda.

Mr. Valerio requested that items 10.F and 10.G be tabled.

A motion was made to approve the agenda as amended.

**MOTION:** T. Ruiz

**SECONDED:** S. Quintana

A roll call vote was taken.

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

## **6. Approval of May 6, 2021, Virtual Board Minutes (Action Item)**

A motion was made to approve the May 6, 2021 Virtual Board Minutes as presented.

**MOTION:** P. Jaramillo

**SECONDED:** T. Ruiz

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

## **7. Administrative Matters**

### **7. A Tap 2020-2021 End of Year Report**

Mr. Chavez presented the Technical Assistance Program (TAP) 2020-2021 end of year report to the NMPSIA Board. He provided some background history and explained how the program was established. Mr. Chavez stated this program was created to address a high incidence in litigation with respect to special education.

Mr. Chavez reported that this year due to the pandemic, staff had to adjust to a virtual environment, and put together 36 modules for instruction. He reported there have been a total of 96 workshops, with a total of 7,442 attendees. Mr. Chavez stated that due to the COVID-19 pandemic and the school closures in March of 2020, 12 TAP in person workshops and consultations with districts were cancelled.

Mr. Chavez reported on the ongoing TAP topic series presentations; Social Emotional Learning (SEL) based on CASEL Competencies, Applied Behavior Analysis (ABA), Autism Resources for Individuals with Autism Spectrum Disorders and Other Needs, Behavior Strategies for Virtual and Classroom Setting, Structured Literacy Approached to Teaching Reading. Mr. Chavez reported the TAP Hot Topics Library On-Demand has 27 recordings and is growing. He stated there have been 28,418 hits for the TAP Hot Topics Library On-Demand to date.

Mr. Chavez reported he is excited to hold live face to face professional development for the 2021/2022 school year.

### **7. B July Special Meeting**

Mr. Valerio reported that plans are still on track to meet in person on July 28<sup>th</sup> and July 29<sup>th</sup>. He stated plans to hold the meeting at Tamaya and Inn of The Mountain Gods both fell through. Mr. Valerio reported staff is looking at two locations in Santa Fe: La Posada de Santa Fe and the Drury Inn. Staff is looking at rates and this should be finalized in the upcoming week.

Mr. Valerio stated the meeting will be set up for in-person and virtual access.

### **7. C COVID-19 Update**

Mr. Valerio reported through the end of April 2021 the COVID-19 costs were \$14.9 million dollars for testing, treatment, and vaccinations. Mr. Valerio stated he is involved in conversations with FEMA attempting to receive some federal funding. Mr. Valerio stated he will update the Board if the funding is successful. Mr. Valerio reported in addition to this, the updated projection from Segal is anticipating that costs for the year will rise to \$24.5 million dollars.



## **7. D General Legal Counsel Services Agreement Amendment (Action Item)**

Mr. Valerio reported staff is seeking to amend the General Legal Counsel Services Agreement to increase the contract maximum from \$300,000 to \$350,000. Mr. Valerio stated Mr. Esquivel has been doing a lot of work that was not originally anticipated, such as overseeing claims files and litigation panel. Mr. Valerio explained Mr. Esquivel has been instrumental in settlement negotiations which saved the agency over \$350,000.

Mr. Valerio stated staff is recommending the amendment as outlined.

A motion was made to approve the General Legal Counsel Services Agreement Amendment as presented.

**MOTION:** T. Ruiz

**SECONDED:** P. Jaramillo

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes

Tim Crone - Yes

Pauline Jaramillo, Secretary- Yes

Bethany Jarrell - Yes

David Martinez Jr.- Yes

Sammy Quintana - Yes

Trish Ruiz -Yes

Ricky Williams - Yes

Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

## **8. FINANCIAL MATTERS**

### **8. A Financial Reports for April 2021 (Action Item)**

Mr. Sandoval reviewed the statement of revenues and expenditures for the Employee Benefits Fund for the period 4/1/2021 through 4/30/2021. The Benefits Fund had revenues in the amount of \$27,677,821.90; expenditures in the amount of \$27,518,045.81; resulting in a gain of \$159,776.09. Current year actual revenue \$271,762,995.84; expenditures in the amount of \$264,778,361.27; resulting in a gain of \$6,984,634.57.

Mr. Sandoval reviewed the statement of revenues and expenditures for the Risk Fund for the period 4/1/2021 through 4/30/2021. The Risk Fund had revenues in the amount of \$7,252,656.93; expenditures in the amount of \$ 6,224,005.74; resulting in a gain of \$1,028,651.19. Current year actual revenue \$71,531,630.60; expenditures in the amount of \$81,120,743.61; resulting in a loss of \$9,589,113.01.

Mr. Sandoval reviewed the statement of revenues and expenditures for the Program Support Fund for the period 4/1/2021 through 4/30/2021. The Program Support Fund had revenues in the amount of \$116,750.00; expenditures in the amount of \$106,044.83; resulting in a gain of \$10,705.17. Current year actual revenue \$1,167,500.00; expenditures in the amount of \$1,024,199.92; resulting in a gain of \$143,300.08.

Mr. Sandoval reviewed the balance sheet for the period 4/1/2021 through 4/30/2021. Program Support had total assets of \$962,952.74, total liabilities of \$107,159.77, and fund equity of \$855,792.97. Employee Benefits had total assets of \$69,173,666.82, total liabilities of \$30,585,393.09, and fund equity of \$38,588,273.73. Risk had assets of \$112,316,041.88, total liabilities of \$114,782,783.18, and a fund equity deficit of \$2,466,741.30. Total assets for the agency were \$182,452,661.44, and total liabilities of \$145,475,336.04. Combined fund equity for the agency was \$36,977,325.40.

A motion was made to approve the Financial Reports for April 2021 as presented.

**MOTION:**D. Martinez Jr.

**SECONDED:** T. Ruiz

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes

Tim Crone - Yes

Pauline Jaramillo, Secretary- Yes

Bethany Jarrell - Yes

David Martinez Jr.- Yes

Sammy Quintana - Yes

Trish Ruiz -Yes

Ricky Williams - Yes

Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

#### **8. B FY21 Audit Contract (Action Item)**

Mr. Sandoval presented the FY21 Audit Contract. He explained that NMPSIA is in the second year of a three-year price agreement with Kubiak Melton & Associates. Mr. Sandoval stated this is the fifth year that Kubiak has audited the agency. There is no change to compensation due to a flat three-year price agreement.

Mr. Sandoval stated it is the recommendation of the Internal Fiscal Review Committee to approve the FY21 Audit Contract.

A motion was made to approve the FY21 Audit Contract as presented.

**MOTION:** D. Martinez Jr.

**SECONDED:** T. Ruiz

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

#### **8. C Certification of Capital Assets (Action Item)**

Mr. Sandoval presented an outline of the FY21 Capital Asset Inventory. He reported the inventory was completed on May 20, 2021, by Ms. Melissa Rael, Finance Manager, NMPSIA. There are no changes, additions, or deletions to the Capital Assets for FY21.

Mr. Sandoval stated it is the recommendation of the Internal Fiscal Review Committee to approve the Certification of Capital Assets for FY21.

A motion was made to approve the Certification of Capital Assets as presented.

**MOTION:** P. Jaramillo

**SECONDED:** T. Ruiz

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

## **9. Benefits Matters**

### **9. A 2021 Part-Time Employee Resolutions**

Mr. Valerio presented the 2021 Part-Time Employee Resolutions for review and approval. He reviewed all standard and non-standard resolutions in detail.

A motion was made to approve the 2021 Part-Time Employee Resolutions as presented.

**MOTION:** D. Martinez Jr.

**SECONDED:** T. Ruiz

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

### **9. B Pharmaceutical Benefits Management Services Agreement Amendment (Action Item)**

Mr. Valerio reported this is an amendment to the contract with Express Scripts increasing the cap from \$40 million dollars to \$45 million dollars to pay out claims for the remainder of the year. He explained there are no changes to the ASO Fees.

A motion was made to approve the amendment to the Pharmaceutical Benefits Management Services Agreement as presented.

**MOTION:** P. Jaramillo

**SECONDED:** S. Quintana

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes

David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

### **9. C Group Basic Life and AD&D, Group Voluntary Life and AD&D, and Group Long Term Disability Coverage Agreement Amendment (Action Item)**

Mr. Valerio reported this amendment will increase the contract cap from \$9,000,000 to \$9,050,000. He stated it is the recommendation of the Benefits Advisory Committee to approve this amendment.

A motion was made to approve the Group Basic Life and AD&D, Group Voluntary Life and AD&D, and Group Long Term Disability Coverage Agreement Amendment as presented.

**MOTION:** T. Ruiz

**SECONDED:** T. Crone

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

### **9. D No Surprises Act/Transparency Rule Compliance Update**

Dr. Nura Patani, Segal, reported on the No Surprises Act/Transparency Rule Compliance Update. She reported this item was covered in detail at the BAC. Dr. Patani reported the goal of this act is to protect patients from surprise medical bills. There are a variety of provisions that are used to do this. She explained the situations that this act would apply to and puts the burden of the surprise between the provider and the plan, and it requires an independent dispute resolution process be followed if negotiations cannot be resolved within 30 days. Dr. Patani stated the recommendation for clients is to develop a compliance plan, because this is going to be a way that plans can demonstrate a good faith effort act to comply before all the final guidance comes out.

Dr. Patani reviewed a template compliance plan that can be used to establish who the responsible party is for each of the required activities as well any plan actions that need to be undertaken to complete that. She also reviewed a timeline with respect to this Act.

## **9. E Wellness Update**

Ms. Katherine Chavez, Benefits and Wellness Operations Manager, NMPSIA reviewed the monthly newsletters that are sent out to members. She reported the information that is presented is not carrier specific and every member could take advantage of the programs that are offered.

Ms. Chavez reported this month Cigna is offering a vitamin reference guide for stocking the pantry. She also reported on several informative webinars aimed at improving health and wellbeing.

Ms. Chavez stated the newly designed newsletter will be distributed next month.

Ms. Chavez reported next month staff will be hosting annual benefits training geared towards benefits specialist.

## **10. Risk Matters**

### **10. A – Moved to item 7.A**

### **10. B CES Inter-Governmental Services Agreement (Action Item)**

Mr. Valerio reported this agreement is between NMPSIA and CES for the TAP Program that Mr. Chavez reported on today. He explained this a new agreement for the next four-years beginning July 1, 2021. The compensation will remain the same at \$300,000.00 per year. Mr. Valerio stated there is new language which will allow for CES to purchase equipment such as laptops, etc. He stated the equipment will be paid for by NMPSIA and will remain the property of NMPSIA while CES has it in their possession.

Mr. Valerio stated it is the recommendation of the RAC to approve this agreement.

A motion was made to approve the CES Inter-Governmental Services Agreement as presented.

**MOTION:** T. Ruiz

**SECONDED:** P. Jaramillo

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes

Tim Crone - Yes

Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

#### **10. C Student Athletic and Vocational Accident Insurance Services Agreement Extension (Action Item)**

Mr. Valerio presented an extension to the agreement with Myers Stevens & Toohey for Student Athletic and Vocational Accident Insurance Coverages. He explained there are no changes in rates or compensation.

Mr. Valerio stated it is the recommendation of the RAC to approve this extension.

A motion was made to approve the Student Athletic and Vocational Accident Insurance Services Agreement Extension as presented.

**MOTION:** D. Martinez Jr.

**SECONDED:** T. Ruiz

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

#### **10. D 2021-2022 Property & Liability Claims Procedures (Action Item)**

Mr. Valerio presented the 2021-2022 Property & Liability Claims Procedures that CCMSI utilizes to manage the claims on behalf of NMPSIA as the Third-Party Administrator. He explained these procedures are reviewed every year by general council, staff, and Poms & Associates. Mr. Valerio indicated there were a few changes with respect to requirements for reporting. He explained these procedures are used during the annual claims audit.

Mr. Valerio stated it is the recommendation of the RAC to approve the 2021-2022 Property & Liability Claims Procedures.

A motion was made to approve the 2021-2022 Property & Liability Claims Procedures as presented.

**MOTION:** T. Crone

**SECONDED:** S. Quintana

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes

Tim Crone - Yes

Pauline Jaramillo, Secretary- Yes

Bethany Jarrell - Yes

David Martinez Jr.- Yes

Sammy Quintana - Yes

Trish Ruiz -Yes

Ricky Williams - Yes

Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

#### **10. E 2021-2022 Workers' Compensation Claims Procedures (Action Item)**

Mr. Valerio presented the 2021-2022 Workers' Compensation Claims Procedures for review. He stated there are no changes to the procedures.

Mr. Valerio stated it is the recommendation of the RAC to approve the 2021-2022 Workers' Compensation Claims Procedures as presented.

A motion was made to approve the 2021-2022 Workers' Compensation Claims Procedures as presented.

**MOTION:** P. Jaramillo

**SECONDED:** D. Martinez Jr.

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes

Tim Crone - Yes

Pauline Jaramillo, Secretary- Yes

Bethany Jarrell - Yes

David Martinez Jr.- Yes



Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

**10. F 2021-2022 MOCL024 General & Automobile Liability Memorandum of Coverage (Action Item)**

This item was tabled.

**10. G 2021-2022 MOCP024 Property, Automobile Physical Damage, Crime & Cyber Coverages Memorandum of Coverage (Action Item)**

This item was tabled.

**10. H Market Update**

Mr. David Poms, Poms & Associates, presented an Insurance Market Place Update to the NMPSIA Board. He stated the insurance marketplace is going through a “hard market”. This is the first hard market in over 20 years and every coverage has been affected. Mr. Poms stated workers’ compensation has been greatly affected because of COVID-19 and many carriers have been forced to pay claims related to COVID-19 injuries. Mr. Poms reported various property coverages that have been impacted due to business interruption deriving from government closures. He explained there are a lot of litigation costs and large payouts. 2020 has been one of the largest property years in terms of catastrophic losses. In the last fifteen years we have had the top ten highest paid property losses in its history. Climate change has greatly affected storms.

Mr. Poms also discussed general liability which includes sexual molestation. These claims have become extremely costly, and the payouts are in record numbers.

Mr. Poms stated it has been a difficult renewal season and premiums are increasing in double and sometimes triple digits with deductibles doubling and tripling. He stated the marketplace will not see any changes for at least two years.

**10. I Property, Liability, Equipment Breakdown, Crime, and Workers’ Compensation Excess Coverage Renewal (Action Item)**

Mr. Poms reviewed the Property, Liability, Equipment Breakdown, Crime, and Workers’ Compensation Excess Coverage Renewal. He explained this is the time of year that all the excess insurance is renewed.

Mr. Poms reported on the property insurance side, there is a \$750,000 per occurrence limit and there are some sub-limits that are provided. There is a \$100 million dollar limit for flood and earthquake and a \$50 million dollar deductible for those entities an asset located in 100-

year flood zones. He explained it is remarkable how many entities are in this zone. Mr. Poms reported the deductibles are expiring, and currently there is a \$1 million deductible except for wind, hail, and catastrophic losses at \$1.5 million last year, which is increasing to \$2.5 million dollars.

Mr. Poms explained cyber liability has been greatly impacted during COVID-19. Individuals are hacking into companies' computers in record numbers over the last five years. He reviewed the policy in detail. Mr. Poms stated crime limits are \$2.25 million dollar crime limit and NMPSIA provides the first \$250,000.00 and the carrier provides the \$2 million dollar excess of \$250,000.

Mr. Poms reported the terrorism coverage is over a billion dollars. Mr. Poms reported that premiums went up approximately 12%, however with the addition of Eastern New Mexico University the increase is a net effect of 4.49% increase.

Mr. Poms requested that the Executive Director be allowed to bind coverage and negotiate during the month of June and if there are any changes, they will be reported at the next Board Meeting.

Mr. Poms reported on liability coverage. He explained there is currently a \$1 million self-insured retention for general liability, which includes sexual molestation. This has now increased to \$2 million dollars.

Mr. Poms reported there is a combined lines aggregate program that goes into a basket aggregate. He reported last year it was \$33.5 million dollars and was increased to \$37.5 million dollars this year. Mr. Poms reported there are several carriers that are on the liability program and Great American is lead carrier and the rest of the \$35 million dollar limit is spread between other carriers.

Mr. Poms reported premiums did go up about 18%, he explained if you take into consideration exposures, the true rate increase is approximately 8.4%, which is phenomenal in this market.

Mr. Poms reported on criminal defense, which is in the MOC, and limited IDEA coverage in the MOC which are both being renewed.

Mr. Poms reported the workers compensation has been greatly impacted due to COVID-19 and the market has gone up substantially. Mr. Poms stated after discussions with staff the recommendation is the self-insured retention go from \$1 million to \$2.5 million dollars which will make a reduction from 593 to 466.

Mr. Poms reported on the equipment breakdown coverage, the deductible is \$2500.00 with a high limit of \$200 million dollars each accident. The premium increased about 7.8%.

Mr. Poms stated all the carriers are over best rating of A8 which is a requirement.

Mr. Parrino asked about cyber crime and if there have been many incidents in school districts and charters.

Mr. Poms stated there have been cyber claims and districts that have been hacked into and held for ransom. He explained there have been approximately four in the last two years. Mr. Poms explained the types of cyber crimes that have taken place.

Mr. Parrino asked if the incidents of molestation have gone down during COVID-19.

Mr. Poms stated that were not any new incidents that have occurred during the second half of 2020 and the first half of 2021.

Mr. Parrino asked if inflation is playing a factor in the cost increases.

Mr. Poms stated he has not heard of inflation playing a role in inflation.

Mr. David Martinez Jr. asked if increases of costs in all the insurance coverages are possible when schools resume.

Mr. Poms stated he does not see any greater exposures due to schools going back to greater capacity. He explained sexual abuse claims continue to be the biggest problem and something must be done to reduce these claims. Mr. Poms stated there are discussions about creating a sub-committee to address the sexual abuse issue. He stated HB-128 is a great victory and Ms. Julie Garcia, Poms & Associates plans to give an in-depth presentation on this at the next meeting.

After discussion, the Board approved the following rates:

Coverage	Property	Liability	Work. Comp.	Equipment Breakdown
Premiums	\$28,499,682	\$19,475,000	\$466,735	\$360,020

A motion was made to approve the Property, Liability, Equipment Breakdown, Crime, and Workers' Compensation Excess Coverage Renewal and allow the Executive Director flexibility to bind coverage and negotiate during the month of June.

**MOTION:** D. Martinez Jr.

**SECONDED:** T. Ruiz

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes

Tim Crone - Yes

Pauline Jaramillo, Secretary- not present for vote

Bethany Jarrell - Yes

David Martinez Jr.- Yes

Sammy Quintana - Yes

Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President – Yes

**Vote carried unanimously.**

## **J. TPA Reports**

### **10.J.1 Property & Liability Monthly Claims Report**

Mr. Steve Vanetsky, CCMSI, reported on the Property & Liability Monthly Claims Report. He stated for the month of April 2021 there were 307 open claims, 44 new claims and 44 claims were closed. Mr. Vanetsky reported reserves were at \$69,838,001.05, payments were \$21,405,064.53 for a total of \$91,243,065.58.

### **10.J.2 Property & Liability Large Losses**

Mr. Vanetsky reported there is one claim along the lines of a sexual molestation issue. He explained this large loss involves a school security guard in Rio Rancho targeting one individual over a period of years with 15 to 20 separate incidents over this time.

Mr. Vanetsky explained that most of the sexual molestation claims that staff is dealing with occurred in previous policy years. He stated there have not been any new claims.

### **10.J.3 Workers' Compensation Monthly Claims Report**

Mr. Jerry Mayo, CCMSI, provided the Workers' Compensation Monthly Claims Report for Districts as of April 30, 2021. He reported during the month of April there were 814 open claims, 188 new claims, 8 claims were re-opened, and 137 claims were closed. Mr. Mayo reported reserves were at \$14,417,171.69, payments were \$49,978,005.34: for a total of \$64,395,177.03.

Mr. Mayo reported on the Workers' Compensation Monthly Claims Report for Charter Schools as of April 30, 2021. Mr. Mayo reported during the month of April, there were 25 open claims, and 8 claims were closed. Mr. Mayo reported reserves were at \$837,151.09; payments were \$1,346,168.99, for a total of \$2,183,320.08.

### **10.J.4 Workers' Compensation Large Losses**

Mr. Mayo reported there was one claim in April over \$50,000.00 at Farmington schools. He explained this was a person with a left ankle injury requiring surgery. The total amount of increased reserves was a little over \$71,000.00.

## **10. K Loss Prevention Update**

Mr. Larry Vigil, Poms & Associates, shared numerous concerns regarding the condition of maintenance and custodian building at the Las Vegas City School district discovered at the

recent loss control audit of the facility. Mr. Vigil explained these conditions constitute a critical hazard which require immediate attention. Pictures of the hazards were shown to the Board. He explained the electrical hazards and chemical hazards are of great concern. Mr. Vigil stated there are no safety data sheets present at this facility. He explained staff is issuing a critical hazard letter to give them time to respond and discuss how they will abate these hazards. Mr. Vigil stated staff is recommending the district not use this facility until the hazards have been corrected.

Mr. Parrino asked if staff is having to double up inspections now because they could not be done during COVID-19 restrictions.

Mr. Vigil stated staff is seeing an increase in presence out on the field now that the pandemic is easing.

Ms. Julie Garcia, Poms & Associates reported there have been a lot of requests for in-person training with respect to civil rights and sexual molestation now that schools are going back to in-person. She stated she is also giving a presentation tomorrow on HB-128 for the School Law Conference for the School Board Association.

## **11. General Discussion**

Mr. Parrino asked if there is any items to be discussed.

Mr. Parrino asked if everyone agrees, rather than having the NMPSIA staff create binders for everyone, the Board could bring laptops. If anyone needs a paper packet, they can request one from Ms. Vigil.

Mr. Parrino shared some great news that he and his wife are expecting a child in September.

Staff and Board congratulated Mr. Parrino on this exciting news.

## **12. Next Meeting Date and Location**

The next regular meeting will be held on July 29, 2021, in-person in Santa Fe. This meeting will also be accessible virtually for those that do not attend in-person.

Mr. Valerio stated he will be sending details with respect to the meeting in the upcoming weeks.

## **13. Adjournment (Action Item)**

A motion was made to adjourn The NMPSIA Board Meeting at 10:44 a.m.

**MOTION:** T. Ruiz

**SECONDED:** S. Quintana

A roll call vote was taken.

Ms. Vigil called roll:

Denise Balderas - Yes  
Tim Crone - Yes  
Pauline Jaramillo, Secretary- Yes  
Bethany Jarrell - Yes  
David Martinez Jr.- Yes  
Sammy Quintana - Yes  
Trish Ruiz -Yes  
Ricky Williams - Yes  
Chris Parrino, Vice President - Yes

**Vote carried unanimously.**

**APPROVED:**

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Mr. Chris Parrino, Vice President



# LOGAN MUNICIPAL SCHOOLS

P.O. Box 67  
Logan, New Mexico 88426  
Phone: (575) 487-2252  
Fax: (575) 487-9479

June 12, 2021

Richard Valerio, Executive Director  
NM Public Schools Insurance Authority  
410 Old Taos Highway  
Santa Fe, NM 87501

Dear Mr. Valerio:

As you know, the New Mexico School Superintendents Association (NMSSA) has long been privileged to have a representative on the board of directors for the New Mexico Public School Insurance Authority (NMPSIA).

While Hagerman Schools Superintendent Ricky Williams has been capably serving as the NMSSA representative on the NMPSIA board, he has now announced his imminent retirement from public education.

In order to ensure that NMSSA enjoys uninterrupted representation on your board, I am therefore appointing Central Schools Superintendent Daniel Benavidez to assume the NMSSA board seat, effective immediately.

Thank you, as always, for your organization's strong partnership with us as we work together to protect New Mexico's public schools and their stakeholders.

Yours,

Supt. Dennis J. Roch, President  
NM School Superintendents Association



## Non-Mandatory Telework Policy

Policy Number: 160.0	Issued Date: 07/29/2021 Effective Date: 07/29/2021 Revised Date: Next Review Due Date:	
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### 1. PURPOSE

- 1.1 The purpose of this policy is to establish a process for non-mandatory telework, providing employees and New Mexico Public Schools Insurance Authority (NMPSIA) alternatives in employee work locations, while adhering to Federal and State statutes and regulations. Telework is a work alternative that may be appropriate for some employees and some jobs. It is not a right, it is not an entitlement, and it is not a State benefit.
- 1.2 This policy is only for employees who desire to telework and request a change to their worksite location. It changes no other terms and conditions of employment with NMPSIA.
- 1.3 This policy shall not govern telework arrangements under emergency conditions. During any period of time the Governor has declared an emergency, telework requests shall be made pursuant to NMPSIA's Telework During Emergencies Policy.
- 1.4 This policy shall not govern telework arrangements for future employees, if any, who may be hired directly into telework positions with no other worksite designated, whose positions may be converted to permanent telework status, or for whom telework is mandatory.
- 1.5 If any provision of this policy conflicts with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.

### 2. REFERENCES

The Fair Labor Standards Act, 29 U.S.C. § 201, *et seq.*, as amended.

### 3. DEFINITIONS

- 3.1 **"HR" or "Human Resources"** means NMPSIA's Human Resources Division.
- 3.2 **"Personally Identifiable Information" (or "PII")** means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or



identifying information which is linked or linkable to a specific individual such as date and place of birth, mother's maiden name, etc.

- 3.3 **“Sensitive Agency Information”** means any confidential information, information system resources, data, records, PII, proprietary information, and other sensitive information handled by NMPSIA and protected by applicable laws, regulations or policies.
- 3.4 **“Telework”** means a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position from an approved worksite other than the location from which the employee's assigned position location, during any part of regular, paid hours, including from an employee's residence.

#### **4. POLICY**

- 4.1 Either an employee, a supervisor, or a manager may suggest telework as a possible work arrangement. Employees cannot be mandated to telework under this policy.
- 4.2 Unless otherwise authorized, telework employees shall maintain a normal 40-hour work schedule (8:00 a.m. to 5:00 p.m. Monday-Friday). NMPSIA retains the right to approve or deny any alternative telework schedule requests.
- 4.3 Unless otherwise agreed to, telework employees shall telework from home. NMPSIA retains the right to approve or deny any alternative telework location requests. No employee's telework location shall be outside of New Mexico, unless the employee would regularly commute across the New Mexico border to travel to and from the normal worksite daily, in which case the employee may telework from his or her home outside of New Mexico with NMPSIA approval, provided that such approval must be specifically given by the Executive Director.
- 4.4 Telework employees shall perform all duties and responsibilities of their position and maintain an “Achieves” performance rating or better on all evaluation criteria in any performance appraisal permitted by State Personnel Board Rule 1.7.9 NMAC. Failure to do so may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.
- 4.5 Telework employees shall be accessible by phone, text, and email during their scheduled work hours and must report to their normal worksite no later than three (3) hours after receiving the request to report in person. Failure to be accessible and/or to report to their normal worksite may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.
- 4.6 Telework employees shall communicate with their supervisors and managers as needed to fulfill their job responsibilities successfully and shall maintain contact with their supervisor as directed. Failure to do so may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.

- 4.7 Telework employees shall adhere to all NMPSIA policies and procedures, including but not limited to: accurately recording their actual work time and attendance in the Employee timesheet and SHARE system, requesting leave in advance, not working overtime or extra hours for which additional compensation or compensatory time might be due without prior authorization, and submitting to all required drug and alcohol testing, including testing based on reasonable suspicion. Failure to do so may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.
- 4.8 NMPSIA will determine the appropriate equipment needs (including, but not limited to, hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework arrangement on a case-by-case basis. The telework employee's supervisor, HR and information technology divisions will serve as resources in this matter. Equipment supplied by NMPSIA will be maintained by NMPSIA and remain the sole and exclusive property of NMPSIA. Equipment supplied by the telework employee, if deemed appropriate by NMPSIA, will be maintained by the employee. NMPSIA accepts no responsibility for damage or repairs to employee-owned equipment. NMPSIA reserves the right to determine whether any equipment is appropriate, subject to change at any time. Equipment supplied by NMPSIA shall be used for business purposes only. The telework employee shall sign an inventory acknowledging receipt of all NMPSIA equipment and agrees to take all NMPSIA-directed and otherwise appropriate action to protect NMPSIA equipment from damage, loss or theft. Neither family members nor other non-State employed individuals are authorized to access, handle or use any NMPSIA equipment. The telework employee shall immediately notify employee's supervisor of any damage, loss or theft of NMPSIA equipment. Supervisors are responsible for immediately notifying the Agency Head and/or Agency CFO of any damage, loss or theft of NMPSIA equipment. Damage, loss or theft of NMPSIA equipment may result in revocation of the telework arrangement and/or discipline, up to and including dismissal, as permitted by NMPSIA policy. Upon termination of employment all NMPSIA equipment shall be returned to NMPSIA.
- 4.9 NMPSIA equipment and remote access to NMPSIA's networks shall be provided in accordance with Department of Information Technology regulations. All sessions performed remotely are subject to periodic and random monitoring by NMPSIA.
- 4.10 Telework employees shall ensure the protection of all Sensitive Agency Information as required by privacy and confidentiality laws and regulations and by NMPSIA policy, procedures and practice regarding information security for employees working at the normal worksite. Steps include following all agency information and data security policies, guidelines and protocols; use of encryption; use of locked cabinets and desks; regular password maintenance and

any other steps directed by NMPSIA or appropriate for the job and the environment. Neither family members nor other non-State employed individuals are authorized to handle or view any Sensitive Agency Information. Telework employees shall immediately notify employee's supervisor of any potential or confirmed breach in security or disclosure of Sensitive Agency Information in violation of privacy or confidentiality laws or regulations or NMPSIA policy, procedure or practice. Supervisors are responsible for immediately notifying the Agency Head and/or Agency CFO of any potential or confirmed breach in security or disclosure of Sensitive Agency Information. Telework employees shall be liable for disclosure of any Sensitive Agency Information protected by state or federal privacy or confidentiality laws, regulations, rules, policies, or procedures to the same extent as employees working at the normal worksite. Improper, unlawful, unauthorized, or negligent disclosure of Sensitive Agency Information may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.

- 4.11 NMPSIA will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. NMPSIA is not responsible for any operating costs associated with an employee's use of his or her personal residence as an alternative worksite, including but not limited to home maintenance, insurance and/or home utilities, including phone and data lines and service.
- 4.12 Mileage reimbursement will not be available for an employee's travel between a telework location and a normal worksite/duty location. Mileage reimbursement for the employee's other pre-approved business travel, if any, will be based on the employee's telework location.
- 4.13 In the event that more than one employee requests telework, and NMPSIA determines that granting all the telework requests is not in the best interest of NMPSIA, the Executive Director may in his or her sole discretion deny all requests, deny some requests, modify requests, implement alternative telework schedules, or take other action. If two bargaining unit employees request telework, and NMPSIA determines that telework would be suitable for both employees (as determined in Section 5.3 below) but also determines it is in the best interest of NMPSIA to approve only one of the bargaining unit employee's telework requests, then Agency Seniority, as defined in the applicable collective bargaining agreement, shall be used to determine which bargaining unit employee's telework request shall be approved.
- 4.14 Requests for leave under the Family and Medical Leave Act (FMLA) or reasonable accommodations under the Americans with Disabilities Act, as amended, (ADA) are not governed by this policy. Such requests are governed by NMPSIA's FMLA policy and ADA policy, respectively.
- 4.15 Telework employees shall be responsible for ensuring they have a clean, professional, and safe workspace at their telework location. It is the responsibility

of the employee to ensure that a proper work environment is maintained.

- 4.16 Telework employees shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity, pursuant to NMPSIA policy.
- 4.17 It is solely the employee's responsibility to comply with any personal tax or other personal legal obligations arising from a telework arrangement pursuant to this policy.

## **5. PROCEDURES**

- 5.1 To perform telework under this policy, employees shall utilize the NMPSIA's attached Telework Arrangement form.
- 5.2 Employees requesting to telework must present a draft Telework Arrangement to their immediate supervisor for review. Employees must complete the employee information, telework schedule and location, and equipment sections of the Telework Arrangement. If the requested location is outside of New Mexico as specified by Subsection 4.3 herein, the employee must secure the approval of the Executive Director as required by that provision.
- 5.3 Supervisors will evaluate the suitability of the proposed telework arrangement, paying particular attention to the following areas:
  - 5.3.1 Job responsibilities. The supervisor will assess the employee's job responsibilities and determine if the position is appropriate for a telework arrangement, including, but not limited to, any scheduling issues particular to the employee's position and the importance of having the employee present at the normal worksite to interface with supervisors, colleagues, and the public. Some positions are not generally suitable for telework, including, but not limited to: positions that require the employee to have daily, in-person contact with co-workers, supervisory officials, customers, or the general public in order to be effective; positions where operational requirements dictate the employee's presence at a specific location; positions that require routine access to protected information which cannot be accessed remotely or NMPSIA is unable or unwilling to allow to be accessed remotely
  - 5.3.2 Employee performance and suitability. The supervisor will assess the needs and work habits of the employee, including, but not limited to, the employee's demonstrated ability to work independently and fulfill the responsibilities of the job without direct, in-person supervision. NMPSIA may refuse to grant telework for any employee with less than an "Achieves" performance rating on all evaluation criteria in any performance appraisal permitted by State Personnel Board Rule 1.7.9 NMAC or any employee

currently on a performance development plan (PDP).

- 5.3.3 Ability to monitor. The supervisor will assess the ability to monitor the employee's productivity and quality of work under the telework arrangement.
  - 5.3.4 Equipment and service needs. The supervisor will assess NMPSIA's ability to meet the employee's equipment needs under the telework arrangement and employee's access to phone and data lines or other necessary services.
  - 5.3.5 Best interest. The supervisor will assess the business and operational needs of NMPSIA and consider any other factors in the best interest of NMPSIA.
- 5.4 The supervisor may approve, amend, or deny the telework request if it is in the best interest of NMPSIA. All denied requests shall state the reason for the denial on the Telework Arrangement and be discussed with the employee. If the supervisor approves the proposed telework arrangement or a modified version of the proposed telework arrangement, and HR concurs, then the supervisor will modify the Telework Arrangement as needed, complete the job duties and telework review sections of the Telework Arrangement, and present a finalized Telework Arrangement to the employee for discussion.
  - 5.5 After the employee and the supervisor have signed the Telework Arrangement, the supervisor will send the Telework Arrangement to the Executive Director or designee, with the supervisor's recommendation whether to approve the telework request.
  - 5.6 The Executive Director or designee shall review the Telework Arrangement and approve, amend, or deny the telework request. All denied requests shall state a reason for the denial on the Telework Arrangement and be explained to the employee by the employee's supervisor.
  - 5.7 Once approved, amended, or denied by the Executive Director or designee and discussed with the employee, the employee's supervisor shall forward the Telework Arrangement to HR to be placed in the employee's personnel file. Any additional changes to the employee's work schedule requiring approvals must be completed on the required forms and forwarded to HR to be placed in the employee's personnel file.
  - 5.8 HR shall maintain the original request and Telework Arrangement whether approved, amended, or denied. HR will provide the employee with a copy of the signed Telework Arrangement. The employee shall use the TELWK timecode in SHARE to code any time spent teleworking under an approved Telework Arrangement. HR will provide a copy of any approved Telework Arrangement to the supervisor, who is responsible for employee compliance with this Telework Policy and the Telework Arrangement and for ensuring that a forty (40) hour work week is completed.

- 5.9 In the event that an employee is unable to perform telework at his or her telework site due to circumstances beyond his or her control (e.g., power failure or loss of internet connectivity), administrative leave may be provided on a case-by-case basis pursuant to State Personnel Board Rule 1.7.7.14 NMAC. If administrative leave is not granted to an employee, he or she may request to use accrued annual leave or other appropriate paid time off (i.e., earned compensatory time).
- 5.10 During inclement weather, telework employees shall be governed by the current version of SPO General Memorandum 2011-006 (Revised).
- 5.11 Cancellation

Supervisors, with the approval of the Executive Director or designee, may permanently or temporarily cancel, suspend, or modify telework arrangements for any reason if it is in the best interest of the agency, including but not limited to: workload issues; special projects; special assignments; training; failure to safeguard NMPSIA equipment from damage, loss or theft; failure to safeguard NMPSIA Sensitive Agency Information from improper, unlawful, or negligent disclosure; any violation of this policy or the Telework Arrangement; or employee discipline. Employees shall be given as much advance notice as possible, and, where appropriate, NMPSIA shall make every effort to give no less than two (2) weeks' notice when canceling, suspending, or modifying telework arrangements. Employees shall have the right to cancel their telework arrangements for any reason and will give their supervisor as much advance notice as possible, and no less than two (2) weeks' notice.

## **6. ACKNOWLEDGMENTS**

All employees shall receive a copy of this Policy and Procedure in paper or electronic form and acknowledge its receipt.

## **7. ATTACHMENT**

- NMPSIA Non-Mandatory Telework Policy Acknowledgment Form
- NMPSIA Non-Mandatory Telework Arrangement Form

## **8. APPROVAL**

**Approved by:**

\_\_\_\_\_  
NMPSIA Board President

Date: \_\_\_\_\_

# New Mexico Public Schools Insurance

## **NON-MANDATORY TELEWORK POLICY** **ACKNOWLEDGMENT**

I, \_\_\_\_\_, acknowledge that I have received, reviewed, and understand NMPSIA's Non-Mandatory Telework Policy.

I further acknowledge that it is my responsibility to understand and adhere to the terms of the Non-Mandatory Telework Policy and that if I violate any of its provisions or requirements I may be subject to disciplinary action, up to and including dismissal.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# New Mexico Public Schools Insurance

## Non-Mandatory Telework Arrangement Form

1. The purpose of this document is for both the supervisor and the employee to have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the Agency, supervisor, employee, and employee's position.
2. This telework arrangement is not a contract of employment and does not provide any contractual rights to continued employment or in any other regard. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all NMPSIA rules, policies, practices, and instructions that would apply if the employee were working at the normal worksite.
3. If any provision of this arrangement is in conflict with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.

## Employee Telework Information

Employee Name:	
Job Title:	
Position Number:	
Division:	
Division Director:	
Supervisor:	
Location where telework will be performed within State of New Mexico:	
Telework arrangement effective dates:	—

## Job Duties

1. The general expectation for a telework arrangement is that employees will efficiently and effectively accomplish their regular job duties, regardless of work location. In addition, teleworking employees will:
  - a. remain accessible during the telework schedule by phone, text, email, and other forms of communication regularly used by NMPSIA;
  - b. check in with their supervisor as directed to ask questions, gather information, discuss status of work tasks, and identify open issues;
  - c. be available for meetings, teleconferences, and trainings, on an as-needed basis;
  - d. be available to report to the normal worksite no later than three (3) hours after receiving the request to report in person;
  - e. request supervisor approval in advance of working any overtime hours;
  - f. request supervisor approval in advance to use annual, sick, or other leave in the same manner as when working at employee's normal worksite; and
  - g. make themselves available for any required drug or alcohol testing, including testing on the basis of reasonable suspicion.



2. Employee's duties, obligations, responsibilities, and conditions of employment with NMPSIA remain unchanged except those obligations and responsibilities specifically addressed in this Non-Mandatory Telework Arrangement Form. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normal worksite.
3. The parties acknowledge that this arrangement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, productivity, and NMPSIA's best interest are not compromised by the telework arrangement described herein.

### Employee Telework Location and Schedule

1. Telework employees are expected to telework from home. NMPSIA retains the right to approve or deny any alternative telework location requests. No employee's telework location shall be outside of New Mexico, unless the employee would regularly commute across the New Mexico border to travel to and from the normal worksite daily, in which case the employee may telework from his or her home outside of New Mexico with NMPSIA approval. Such approval to telework from a location outside of New Mexico must be specifically given by Executive Director.
2. Unless otherwise authorized, telework employees are expected to maintain a normal 40-hour work schedule (8:00 a.m. to 5:00 p.m. Monday-Friday). NMPSIA retains the right to approve, amend, or deny any alternative telework schedule requests.

Day of Week	Telework Hours	Telework Location
<b>Example</b>	<b>8:00 a.m. – 5:00 p.m. (1 hr. lunch)</b>	<b>home</b>
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

### Telework Arrangement Modification

1. Unless a CBA states otherwise, NMPSIA may cancel, suspend, or modify an employee's telework arrangement. This does not apply to telework arrangements made through the Americans with Disabilities Act accommodation process. Employees shall be given as much advance notice as possible when canceling, suspending, or modifying a telework arrangement.
2. Employees may cancel their telework arrangement for any reason and will give their supervisor no less than two weeks' notice of such cancellation.
3. Ad-hoc modifications to this arrangement shall be documented in writing between the employee and supervisor. Long-term or substantive modifications must be documented by revising this Non-Mandatory Telework Arrangement.

### Telework Review

Specify a date to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

Telework review date:	
-----------------------	--

## Equipment, Technology, and Records -- Access and Protection

1. NMPSIA will determine appropriate and suitable equipment for employee. Internet access at the employee's telework location must be via DSL, Cable Modem, or an equivalent bandwidth network, with a secure password-protected router. In the spaces below, specify any additional equipment or technology access the employee will need to telework, whether it will be provided by NMPSIA or employee, and what steps the employee is directed to take to protect the equipment. In the event of equipment failure or service interruption, the employee must notify NMPSIA immediately to discuss potential remedies, alternate assignments, or other options.
2. In keeping with NMPSIA policy, procedures, and practice, and the directions on this Non-Mandatory Telework Arrangement Form, employee shall take all NMPSIA-directed and otherwise appropriate action to protect NMPSIA equipment. Employee shall immediately notify employee's supervisor of any damage, loss or theft of NMPSIA equipment.
3. Telework employees shall ensure the protection of all Sensitive Agency Information as required by privacy and confidentiality laws and regulations and by NMPSIA policy, procedures and practice regarding information security for employees working at the normal worksite.
4. Employee shall immediately notify employee's supervisor of any improper, unlawful, unauthorized, accidental, or negligent access, use, modification, destruction, or disclosure of Sensitive Agency Information.
5. Employee understands and acknowledges that remote access NMPSIA's network shall be provided in accordance with Department of Information Technology regulations, and all sessions performed remotely are subject to periodic and random monitoring by NMPSIA.
6. Employee understands that all equipment, information, and materials provided by NMPSIA shall remain the property of the NMPSIA.

Equipment/Information	Provided by	Protection Required
<i>Ex.: Laptop Computer</i>	<i>NMPSIA</i>	<i>Locked desk, strong password</i>

## Taxes

Employee understands that employee is responsible for personal tax and other personal legal consequences, if any, of this telework arrangement.

## Attendance, Leave, Testing, and Travel

Telework employees shall adhere to the same policies and procedures as non-telework employees. The telework employee shall record time and attendance accurately in the timesheet and SHARE system. The telework employee shall obtain supervisory approval before taking leave, in accordance with established NMPSIA procedures. The telework employee shall follow established NMPSIA procedures for requesting and obtaining approval of leave. The telework employee shall not work overtime or extra hours for which additional compensation or compensatory time might be due without NMPSIA approval in advance. The telework employee shall make themselves available for any required drug or alcohol testing, including testing

on the basis of reasonable suspicion. Mileage reimbursement will not be available for an employee's travel between a telework location and a normal worksite. Mileage reimbursement for the telework employee's other business travel, if any, will be based on the employee's telework location.

### Incident Reports

The employee shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity, pursuant to NMPSIA policy.

### Policies and Procedure Acknowledgements

**Initials**

I have read and understand NMPSIA's Non-Mandatory Telework Policy.	
I have read and understand NMPSIA's policies regarding telework location and personal use of state computers and equipment.	

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved ☐ Denied ☐

If Denied, provide reason(s): \_\_\_\_\_

Executive Director or designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved ☐ Denied ☐

If Denied, provide reason(s): \_\_\_\_\_

Executive Director or designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rescinded ☐

If Rescinded, provide reason(s): \_\_\_\_\_

Distribution:

Original: Personnel File

Copies: Employee, Supervisor, Executive Director



# COVID-19 MITIGATION, SELF-SCREENING, AND REPORTING POLICY AND PROCEDURE

Policy Number: 170.0	Issued Date: 07/29/2021 Effective Date: 07/29/2021 Revised Date: Next Review Due Date:	
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## 1. PURPOSE

- 1.1 The New Mexico Public Schools Insurance Authority (NMPISIA)'s goal is to return its employees to their designated workplace safely while minimizing the risk of its employees contracting COVID-19. This Policy and Procedure provides direction and guidance to employees accordingly.
- 1.2 The NMPSIA is requiring its employees to follow a COVID-19 Symptoms and Exposure Self-Screening Procedure and COVID-19 Safe Practices to reduce the possibility of COVID-19 transmission in our buildings and facilities. The COVID-19 Symptoms and Exposure Self-Screening Procedure and COVID-19 Safe Practices are set out below.
- 1.3 If any provision of this Policy and Procedure is in conflict with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.

## 2. REFERENCES

- New Mexico Department of Health (NMDOH), *Policies for the Prevention and Control of COVID-19 in New Mexico* (July 1, 2021): <https://cv.nmhealth.org/wp-content/uploads/2021/07/EPI-COVID19-Containment-Policies-7.1.2021.pdf>
- NMDOH COVID-19 website: <https://cv.nmhealth.org>
- Centers for Disease Control and Prevention (CDC), *Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings*, Interim Guidance (updated February 18, 2021): <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- CDC, *How to Protect Yourself & Others* (updated March 8, 2021): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- CDC, *Interim Public Health Recommendations for Fully Vaccinated People* (updated May 28, 2021): <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

- CDC, *Interim Guidance on Management of Coronavirus Disease 2019 (COVID-19) in Correctional and Detention Facilities* (revised June 9, 2021): [https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidance-correctional-detention.html#PPE\\_table](https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidance-correctional-detention.html#PPE_table)
- U.S. Equal Employment Opportunity Commission (EEOC), *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws* (updated December 16, 2020): <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- EEOC, *Pandemic Preparedness In the Workplace and the Americans With Disabilities Act* (updated March 21, 2020): <https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

### 3. DEFINITIONS

- 3.1 **“Close Contact”**: Within six feet for a cumulative total of 15 minutes or more over a 24-hour period. Wearing a mask or cloth face-covering does not affect the definition for Close Contact.
- 3.2 **“COVID-19 Infectious Period”**: For people COVID-19 positive with COVID-19 Symptoms, the Infectious Period starts two days before symptoms begin and extends 10 days after symptoms begin, provided there has been no fever for at least 24 hours without using fever-reducing medicines and symptoms have resolved or improved; for people COVID-19 positive without COVID-19 Symptoms, the Infectious Period starts two days before the date of their test and extends 10 days after the date of their test.
- 3.3 **“COVID-19 Symptoms”**: Fever (temperature of 100.4 degrees Fahrenheit or more), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose (not related to known seasonal allergies), nausea or vomiting, or diarrhea.
- 3.4 **“Exposure” or “Exposed”**: Close Contact with a person with laboratory-confirmed COVID-19 during their COVID-19 Infectious Period, without the employee wearing Personal Protective Equipment.
- 3.5 **“Fully Vaccinated”**: Two weeks or more have elapsed following the receipt of one dose of a single-dose vaccine or following the receipt of the second dose of a two-dose vaccine.
- 3.6 **“Human Resources”**: NMPSIA Human Resources.
- 3.7 **“Isolation” and “Quarantine”**: Both Isolation and Quarantine are public health terms that refer to someone being physically separated from other people to prevent the spread of COVID-19. “Isolation” separates people who have tested positive for COVID-19 (with or without symptoms) from people who are not sick or COVID-19 positive. “Quarantine” separates and restricts the movement of people who were exposed or had Close Contact with someone who tested positive to COVID-19 to monitor if they become sick.
- 3.8 **“Personal Protective Equipment”**: At minimum, a mask, eye protection, gloves, and isolation gown. The NMPSIA has discretion to require employees providing direct care to COVID-19 positive persons to wear additional forms of personal protective equipment. The NMPSIA will provide training in the proper use of Personal Protective Equipment it requires its employees to use.

- 3.9 **“Proof of Vaccination”**: Proof of COVID-19 vaccination in the form of a CDC vaccine card or a vaccine record from the New Mexico Statewide Immunization Information System ([https://nmsiis.health.state.nm.us/webiznet\\_nm\\_public/Application/PublicPortal](https://nmsiis.health.state.nm.us/webiznet_nm_public/Application/PublicPortal)), which indicates the name of the vaccine recipient, the date(s) the vaccine was received, and which COVID-19 vaccine was received.
- 3.10 **“Social Distancing”**: Maintaining a distance of at least six feet between individuals to limit the spread of COVID-19. Wearing a mask or cloth face-covering does not affect the definition for Social Distancing.
- 3.11 **“Telework”**: means a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the employee's assigned position location, during any part of regular, paid hours, including from an employee's residence.

#### 4. POLICY

- 4.1 The NMPSIA will take proactive steps to protect its employees and minimize the spread of COVID-19.
- 4.2 Completing the COVID-19 Symptoms and Exposure Self-Screening is mandatory for NMPSIA employees each day they plan to enter a NMPSIA or State building or facility.
- 4.3 Following COVID-19 Safe Practices is mandatory for NMPSIA employees when they are in a NMPSIA or State building or facility.
- 4.4 Any employee who fails to adhere to the COVID-19 Symptoms and Exposure Self-Screening Procedure, the COVID-19 Safe Practices, or any other provision of the Policy or Procedure set forth herein may be subject to disciplinary action, up to and including dismissal.
- 4.5 Any employee who harasses or discriminates against another employee due to the employee's mask-wearing or vaccination status in violation of NMPSIA's ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICIES may be subject to disciplinary action, up to and including dismissal.
- 4.6 NMPSIA shall work toward adopting applicable COVID safe building guidance and procedures as recommended by the New Mexico Environment Department (NMED), Occupational Health and Safety Bureau (NM OSHA) found here: [https://www.env.nm.gov/occupational\\_health\\_safety/wp-content/uploads/sites/18/2020/03/OSHA-COVID19-publication.pdf](https://www.env.nm.gov/occupational_health_safety/wp-content/uploads/sites/18/2020/03/OSHA-COVID19-publication.pdf). NMPSIA shall publish measures that ensure air ventilation standards are maintained.

#### 5. PROCEDURES

##### 5.1 Mandatory COVID-19 Symptoms and Exposure Self-Screening.

Prior to coming to work or entering State buildings, all employees shall complete the COVID-19 Symptoms and Exposure Self-Screening (“Self-Screening”). The Self-Screening consists of three questions about an employee's COVID-19 status, COVID-19 Symptoms, and COVID-19 Exposure, which are based on recommendations from the CDC and the NMDOH with the goal of preventing infection in the workplace and minimizing the spread of COVID-19. Employees are not required to submit their answers to NMPSIA, but are required to be accurate and truthful in their self-assessment.

##### A. *Self-Screening Questions.*

1. Have you tested positive for COVID-19 in the last 10 days?
2. Have you experienced any COVID-19 Symptoms in the past 48 hours?
3. Have you been Exposed to COVID-19 in the last 14 days?

**B. *Analysis of Self-Screening Results.***

1. **Employees may not come to work or enter any State building** if they answer yes to questions 1 or 2 (Section 5.1(A)), i.e.:
  - Yes, positive COVID-19 test in the last 10 days, or
  - Yes, COVID-19 Symptoms in the last 48 hours.
2. **Employees may not come to work or enter any State building** if they answer yes to question 3 (Section 5.1(A)) and are not Fully Vaccinated, i.e.:
  - Yes, COVID-19 Exposure in the last 14 days, and
  - Not Fully Vaccinated.
3. **Employees may come to work and enter State buildings** if they answer ‘no’ to questions 1, 2, and 3 (Section 5.1(A)), i.e.:
  - No positive COVID-19 test in the last 10 days,
  - No COVID-19 Symptoms in the past 48 hours, and
  - No COVID-19 Exposure in the last 14 days.
4. **Employees may come to work and enter State buildings** if they answer no to question 2 and yes to question 3 (Section 5.1(A)) and are Fully Vaccinated, i.e.:
  - No COVID-19 Symptoms in the last 48 hours,
  - Yes, COVID-19 Exposure in the last 14 days, and
  - Yes, Fully Vaccinated.

**C. *When Employee May Not Enter State Building.***

1. When an employee’s Self-Screening indicates they may not come to work or enter a State building:
  - The employee shall contact their supervisor immediately to indicate they did not pass their Self-Screening. The employee shall also follow the NMPSIA’s established call-in procedure.
  - The employee shall follow the *Isolation and Quarantine Instructions* in Section 6 below.
  - The employee should request permission to Telework (unless they are too sick to do so). An employee who is unable to Telework or too ill to Telework may contact Human Resources to ask if they are eligible for COVID-19-Related Conditions Leave.
  - The employee should contact NMDOH at 1-855-600-3453 or their healthcare provider to discuss your Screening responses and testing for COVID-19. If an employee does not pass their Self-Screening, the NMPSIA strongly recommends they get tested for COVID-19.

Test sites can be found at: <https://cv.nmhealth.org/public-health-screening-and-testing>. The at-home test (through Vault Health) can be ordered at: <https://learn.vaulthealth.com/nm>.

2. Any employee who comes to work or enters a State building knowing they are COVID-19 positive, within 10 days of testing COVID-19 positive, while experiencing COVID-19 Symptoms, or within 48 hours of experiencing COVID-19 Symptoms shall be sent home immediately and may be subject to discipline, up to and including dismissal.
3. Any employee who is not Fully Vaccinated and comes to work or enters a State building within 14 days of a known COVID-19 Exposure without having completed the Quarantine requirements in Section 6.1 below shall be sent home immediately and may be subject to discipline, up to and including dismissal.

*D. Additional NMPSIA Screening*

1. It is within NMPSIA's discretion to require its employees to record and submit their answers to the COVID-19 Symptoms and Exposure Self-Screening questions. If NMPSIA collects employees' COVID-19 Symptoms and Exposure Screening responses and results, the Americans with Disabilities Act (ADA) requires that NMPSIA treat such Screening responses and results as confidential medical information and maintain them separately from the employees' personnel files.
2. NMPSIA is permitted to administer COVID-19 Symptoms and Exposure Screening to clients, customers, and other members of the public who seek to enter the NMPSIA's buildings. It is recommended that NMPSIA maintain any Screening responses and results from members of the public for contact-tracing purposes for 20 days. During any period of time NMPSIA maintains Screening responses and results from members of the public, it shall treat those responses and results as confidential medical information. NMPSIA should not ask clients, customers, or other members of the public seeking to enter NMPSIA's buildings if they are vaccinated.

**5.2 COVID-19 Safe Practices.**

All employees shall take the following steps to reduce the transmission of COVID-19 in the workplace:

- A. *COVID-19 positive or COVID-19 Symptoms.* **DO NOT** report to work or request to come to work if you are COVID-19 positive, if you received a COVID-19 positive test in the last 10 days, if you are experiencing COVID-19 Symptoms, or if you have experienced COVID-19 Symptoms in the last 48 hours. Call your supervisor and follow the *Isolation and Quarantine Instructions* in Section 6 below.
- B. *COVID-19 Exposure.* **DO NOT** report to work or request to come to work if you have been Exposed to COVID-19 and are not Fully Vaccinated. Call your supervisor and follow the *Isolation and Quarantine Instructions* in Section 6 below.
- C. *Wearing Masks.* Employees who are not Fully Vaccinated must wear face masks or cloth face-coverings in all common areas while in a NMPSIA building. Masks must be well-fitted and cover both your mouth and nose. The NMPSIA will provide disposable masks to employees as necessary. Fully Vaccinated employees may choose not to wear face masks or cloth face-coverings while in NMPSIA buildings, including in common areas and while sitting with other Fully Vaccinated employees in an enclosed space, provided they have submitted Proof of Vaccination to Human Resources and have received confirmation that Human Resources accepted their Proof of Vaccination. Any employee who fails to wear a face mask or cloth face-covering without first submitting Proof of Vaccination shall be



directed to put on a face mask or cloth face-covering immediately and may be subject to discipline, up to and including dismissal. All employees may remove masks when sitting alone inside an office or a cubicle that allows for Social Distancing.

- D. *Social Distancing.* Employees who are not Fully Vaccinated must maintain 6 feet distance from other employees, clients, and customers at all times while inside a NMPSIA building, except when less distance is required for an employee to perform documented job duties. Fully Vaccinated employees may choose not to follow the Social Distancing requirement, provided they have submitted Proof of Vaccination to Human Resources and have received confirmation that Human Resources accepted their Proof of Vaccination. Any employee who fails to maintain Social Distancing without first submitting Proof of Vaccination shall be directed to follow the Social Distancing requirement immediately and may be subject to discipline, up to and including dismissal.
- E. *Avoid Using Others' Equipment.* Employees must avoid using other employees' phones, desks, offices, keyboards, mice, or other work tools and equipment, whenever possible, except when sharing equipment is required for an employee to perform documented job duties. Clean and disinfect hands and the equipment before and after use. The NMPSIA will supply hand sanitizer, soap, and appropriate cleaning materials to employees as necessary.

### 5.3 COVID-19 Best Practices.

It is strongly recommended that all employees take the following additional steps to reduce the transmission of COVID-19 in the workplace:

- A. *Clean Hands.* Employees should wash their hands often with soap and water for at least 20 seconds, especially after they have been in a public place, or after blowing their nose, coughing, or sneezing. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol to cover all surfaces of their hands and rub them together until they feel dry. The NMPSIA will supply hand sanitizer to employees as necessary.
- B. *Cover Mouth and Nose.* Employees should cover their mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow.
- C. *Avoid Touching Face.* Employees should avoid touching their face, nose, mouth, and eyes.
- D. *Clean and Disinfect.* Employees should clean and disinfect frequently touched objects and surfaces in their office or workstation, including phones, keyboards, mice, doorknobs, and handrails. The NMPSIA will supply appropriate cleaning materials to employees as necessary.

## 6. ISOLATION AND QUARANTINE INSTRUCTIONS

### 6.1 If Not Fully Vaccinated.

- A. If an employee has not been Fully Vaccinated and does not pass the COVID-19 Symptoms and Exposure Self-Screening, they must follow the Isolation and Quarantine Instructions provided in the chart below.

**PLEASE READ EACH QUESTION CAREFULLY.**

If an employee has not been vaccinated and answers **YES**, they *must* follow the instructions in **red**.

**1. DID YOU RECEIVE A COVID-19 POSITIVE TEST IN THE LAST 10 DAYS?**

If you answered **YES** to Question #1:

- **IF COVID-19 POSITIVE AND NO COVID-19 SYMPTOMS**, Isolate 10 days from test date;
- **IF COVID-19 POSITIVE AND EXPERIENCING COVID-19 SYMPTOMS**, Isolate 10 days from symptom onset and until at least one day has passed without a fever and without fever-reducing medications and your symptoms have improved;

**2. HAVE YOU EXPERIENCED ANY OF THE FOLLOWING COVID-19 SYMPTOMS IN THE PAST 48 HOURS THAT ARE INCONSISTENT WITH AN EXISTING DIAGNOSIS?**

If you answered **YES** to Question #2:

- **YOU ARE ENCOURAGED TO GET TESTED.** Contact Human Resources to discuss leave options for COVID-19 testing. Test sites can be found at: <https://cv.nmhealth.org/public-health-screening-and-testing>. The at-home test (through Vault Health) can be ordered at: <https://learn.vaulthealth.com/nm>.
- **IF YOU DO NOT TEST**, Isolate for 10 days from symptom onset and until at least one day has passed without a fever and without fever-reducing medications and your symptoms have improved.
- **IF YOU DO TEST**, Isolate while awaiting test results, then:
  - **IF POSITIVE TEST**, Isolate for 10 days from symptom onset and until at least one day has passed without a fever and without fever-reducing medications and your symptoms have improved;
  - **IF NEGATIVE TEST AND NOT EXPOSED** to anyone with COVID-19, return to work or take personal leave if too sick to work; or
  - **IF NEGATIVE TEST AND EXPOSED** to someone with COVID-19, follow instructions for Question #3 below.
- **IF YOU CAN TELEWORK, YOU MUST TELEWORK** while you Quarantine or Isolate. If you are unable or too ill to Telework, you may be eligible for COVID-19-Related Conditions Leave.

- ✓ Fever (100.4 degrees Fahrenheit or more)
- ✓ Chills
- ✓ Cough
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ New loss of taste or smell
- ✓ Congestion or runny nose (not related to your known seasonal allergies)
- ✓ Muscle or body aches
- ✓ Headache
- ✓ Sore Throat
- ✓ Nausea or vomiting
- ✓ Diarrhea

**3. HAVE YOU BEEN EXPOSED TO COVID-19 IN THE LAST 14 DAYS?**

**If you answered YES to Question #3:**

- **YOU ARE ENCOURAGED TO GET TESTED.** Contact Human Resources to discuss leave options for COVID-19 testing. Test sites can be found at: <https://cv.nmhealth.org/public-health-screening-and-testing>. The at-home test (through Vault Health) can be ordered at: <https://learn.vaulthealth.com/nm>.
- **IF YOU DO NOT TEST,** Quarantine 10 days from date of your first Close Contact with COVID positive person. If you develop COVID-19 Symptoms, follow instructions for Questions #1 and #2 above.
- **IF YOU DO TEST,** Quarantine while awaiting test results, then:
  - **IF POSITIVE TEST AND NO COVID-19 SYMPTOMS,** Quarantine 10 days from test date;
  - **IF POSITIVE TEST AND EXPERIENCING COVID-19 SYMPTOMS,** Isolate 10 days from symptom onset and until at least one day has passed without a fever and without fever-reducing medications and your symptoms have improved; or
  - **IF NEGATIVE TEST,** Quarantine 10 days from date of your first Close Contact with COVID positive person.
- **IF YOU CAN TELEWORK, YOU MUST TELEWORK** while you Quarantine or Isolate. If you are unable or too ill to Telework, you may be eligible for COVID-19-Related Conditions Leave.

B. Any employee who is not Fully Vaccinated and works in a congregate setting, such as a long-term care facility, an assisted living facility, a detention center, or a shelter, or works for the New Mexico Corrections Department must follow the Isolation and Quarantine Instructions above, except that those employees must Quarantine for 14 days following an Exposure to a person with COVID-19.

**6.2 If Fully Vaccinated.**

For employees who are vaccinated against COVID-19 and who were Exposed to COVID-19, Quarantine is NOT required, if they meet the following criteria:

A. They are Fully Vaccinated; **and**

B. They have remained asymptomatic since the current COVID-19 Exposure.

If both of the above criteria have not been met, the employee needs to Quarantine as directed in Sections 6.1(A) and (B).

**7. PROOF OF VACCINATION**

7.1 NMPSIA may require an employee to provide Proof of Vaccination if the inquiry is job-related and consistent with business necessity. For example, NMPSIA may require Proof of Vaccination to determine an employee's appropriate Quarantine practice following a COVID-19 Exposure, to determine whether an employee may travel out-of-State for work, or to

determine whether an employee can carpool with other employees in a State vehicle. NMPSIA may also accept submissions of Proof of Vaccination from Fully Vaccinated employees who choose not to wear masks or maintain Social Distancing in NMPSIA buildings as permitted by Sections 5.2(C) and 5.2(D) above.

- 7.2 NMPSIA requests for Proof of Vaccination: (1) shall not elicit information about an employee's disability, (2) shall not ask why an employee did not receive a vaccination, and (3) shall warn the employee not to provide any medical information beyond the requested Proof of Vaccination.
- 7.3 An employee's Proof of Vaccination shall be treated as confidential medical information and will be maintained by Human Resources separately from the employee's personnel file. An employee's vaccination status (but not the actual Proof of Vaccination) can be shared with the employee's supervisors to determine compliance with this Policy and Procedure.
- 7.4 Any employee who provides inaccurate information or is untruthful about their vaccination status may be subject to discipline, up to and including dismissal.
- 7.5 For purposes of Section 6.1 above, any employee who declines to provide vaccination status or Proof of Vaccination shall be treated as not Fully Vaccinated under this policy, shall not be eligible for COVID-19-Related Conditions Leave, and shall be required to utilize accrued annual or sick leave for any required Quarantine period.

## **8. COVID-19 POSITIVE - REPORTING INSTRUCTIONS**

- 8.1 If an employee becomes aware that they are COVID-19 positive, they must report the positive test to their supervisor as soon as possible. This includes employees who are Teleworking.
- 8.2 Within 30 minutes of learning of a COVID-19 positive employee, the supervisor shall notify the Executive Director or designee by email at 410 Old Taos Hwy. Santa Fe, NM 87501. This reporting requirement must be met even if the report is made after normal working hours or on a weekend.
- 8.3 The supervisor shall include the following information in the notification to the Executive Director or designee:
  - Name of employee that tested positive.
  - The date the employee took the COVID-19 test.
  - The date the employee tested positive.
  - The last day the employee reported to the office, and what office or building area(s) the employee occupied or spent time in that day.
  - The names of all employees that may have had Close Contact with the COVID-19 positive employee when they last reported to the office.

The information in the notice should be based on conversations with the COVID-19 positive employee.

An employee's COVID-19 positive status is confidential medical information, and the name of any COVID-19 positive employee shall be disclosed to the minimum extent necessary to maintain business operations and comply with reporting requirements.

- 8.4 The Executive Director or designee will report the case to the New Mexico Environment Department (NMED) within four hours of notification as described below.
- 8.5 The Executive Director or designee will notify employees who may have been Exposed.

The notification will include the following:

- A. A report that the employees may have been Exposed to a COVID-19 positive employee. The report shall not include the name of the COVID-19 positive employee.
  - B. A request that employees who occupy exposed office space vacate or remain Teleworking until further notice to allow for cleaning.
  - C. A note encouraging the employees to get a COVID-19 test and instructing the employees not to report to the office if they develop COVID-19 Symptoms or test COVID-19 positive.
- 8.6 NMPSIA will coordinate a thorough cleaning of the exposed space before employees are allowed to return to the office.
- 8.7 Executive Director will notify employees when they may return to the office.
- 8.8 Required NMED Protocol:  
On August 5, 2020, NMED filed an emergency amendment requiring employers to report COVID-19 positive cases in the workplace to the NMED Occupational Health and Safety Bureau within four hours of being notified of the case. The initial notification must be sent to NMENV-OSHA@state.nm.us and shall include:
- Establishment name and address,
  - Employer representative name and contact information (phone and email),
  - Number of people employed at the location,
  - Number of employees who tested COVID-19 positive,
  - Date each COVID-19 positive employee was tested,
  - Date and time employer was notified of the COVID-19 positive test(s),
  - Last date each COVID-19 positive employee was in the establishment, and
  - Date each COVID-19 positive employee began Quarantine.

## **9. ADA REASONABLE ACCOMMODATION RELATED TO COVID-19**

If an employee with a disability or medical condition needs a reasonable accommodation related to COVID-19, including, but not limited to, related to COVID-19 risk, COVID-19 Safe Practices required herein, or COVID-19 long-haul syndrome, the employee shall contact their supervisor or Human Resources to initiate the reasonable accommodation process. An employee may request an accommodation verbally or in writing and should indicate that a workplace barrier removal is needed related to a medical condition. A reasonable accommodation can be requested at any time; however, the employee should initiate the reasonable accommodation process as soon as possible so that barrier removal solutions can be explored in a timely manner. (See also Attachment A, Disability Resources.)

## **10. FAMILY AND MEDICAL LEAVE ACT LEAVE RELATED TO COVID-19**

Pursuant to the federal Family and Medical Leave Act (FMLA) of 1993, 29 U.S.C. Section 2601 *et seq.*, as amended, and State Personnel Board Rule 1.7.7.12 NMAC, eligible State employees are entitled to a total of 12 weeks of unpaid, job-protected leave for serious health conditions that make the employee unable to perform the essential functions of the employee's job, and to care for the employee's spouse, domestic partner, child, or parent who has a serious health condition. COVID-19-related health conditions may qualify as serious health conditions under the FMLA. Employees with COVID-19-related health conditions should contact Human Resources to determine if FMLA leave may be available.

## **11. UPDATES**

This Policy and Procedure may be updated and supplemented by additional guidance as circumstances require. Executive Director will provide up-to-date information as it becomes available and encourage

all supervisors to communicate regularly with their teams so that information is distributed and that questions are elevated, and can be answered, quickly.

## **12. ACKNOWLEDGMENTS**

All employees shall receive a copy of this Policy and Procedure in paper or electronic form and acknowledge its receipt.

## **13. ATTACHMENTS**

- Disability Resources
- NMPSIA Covid-19 Mitigation, Self-Screening, and Reporting Policy and Procedure Acknowledgement Form

## **14. APPROVAL**

Approved by:

\_\_\_\_\_  
NMPSIA Board President

Date: \_\_\_\_\_

## **Attachments:**

### **Disability Resources**

COVID-19 and the pandemic has had a unique impact on people with disabilities. To help employers, employees with disabilities, and Human Resources managers understand their rights and obligations, the following State agencies and organizations are available to provide technical assistance, resources, assistive technology, and information.

In addition, the U.S. Equal Employment Opportunity Commission offers answers to frequently asked questions about the workplace, COVID-19, and the rights of people with disabilities. The EEOC's guidance can be found here - <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>.

#### **Southwest ADA Center**

**Toll-Free:** 1-800-949-4232

**Fax:** 713-520-5785

**Email:** [swdbtac@ilru.org](mailto:swdbtac@ilru.org)

[www.southwestada.org](http://www.southwestada.org)

\*The Center is part of the [ADA National Network](#) funded by NIDILRR at the U.S. Department of Health & Human Services

#### **NM Governor's Commission on Disability**

491 Old Santa Fe Trail

Santa Fe, NM 87501-2753

**Phone:** 505-476-0412

**Toll-free (in State only):** 877-696-1470

**Fax:** 505-827-6328

**Email:** [gcd@state.nm.us](mailto:gcd@state.nm.us)

<http://gcd.state.nm.us/>

\*Serves NM with local offices in Albuquerque, Santa Fe

#### **NM Commission for the Deaf and Hard of Hearing**

505 Marquette Ave. NW, Suite 1550

Albuquerque, NM 87102

**Direct Phone:** 505-228-7710

**Video Phone:** 505-435-9319

**Toll-free:** 800-489-8536

**Fax:** 505-383-6533

<https://www.cdhh.state.nm.us/>

\*Serves NM with local office in Albuquerque, Las Cruces

#### **NM Commission for the Blind**

2200 Yale Blvd. SE

Albuquerque, NM 87106

**Phone:** 505-841-8844

**Toll-Free:** 888-513-7958

<https://www.cfb.state.nm.us/>

\*Serves NM with local offices in Alamogordo, Albuquerque, Farmington, Las Cruces, Las Vegas, Roswell, Santa Fe

#### **NM Human Rights Bureau**

The Bureau investigates claims of discrimination, including those based on disability, and provides mediation and training.

**Toll Free (in NM):** 1-800-566-9471

**Phone:** 505-827-6838

<https://www.dws.state.nm.us/Human-Rights-Information>

#### **NM Developmental Disabilities Planning Council**

**625 Silver Avenue SW, Suite 100**

**Albuquerque, New Mexico 87102**

**Office: 505-841-4519**

**DDPC**

**Fax: 505-841-4590**

**OOG Fax: 505-841-4455**

<https://www.nmddpc.com/>

**Job Accommodation Network (JAN)**

**Toll-Free:** 800-526-7234

**TTY:** 877-781-9403

**Text:** 304-216-8189

[www.askjan.org](http://www.askjan.org)

#### **U.S. Equal Employment Opportunity Commission**

Coronavirus and COVID-19 Information

<https://www.eeoc.gov/coronavirus>

# **New Mexico Public Schools Insurance**

## **COVID-19 MITIGATION, SELF-SCREENING, AND REPORTING POLICY AND PROCEDURE ACKNOWLEDGMENT**

I, \_\_\_\_\_, acknowledge that I have received, reviewed, and understand NMPSIA's COVID-19 Mitigation, Self-Screening, and Reporting Policy and Procedure.

I further acknowledge that it is my responsibility to understand and adhere to the terms of the COVID-19 Mitigation, Self-Screening, and Reporting Policy and Procedure and that if I violate any of its provisions or requirements I may be subject to disciplinary action, up to and including dismissal.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## OPEN MEETINGS ACT RESOLUTION 2021-2022

Approved July 29, 2021

WHEREAS the Board of the New Mexico Public Insurance Authority (the “Board”) met in regular session on July 29, 2021, as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, including the development of personnel policy, rules or regulations, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS Section 10-15-1(D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE NEW MEXICO PUBLIC SCHOOLS INSURANCE AUTHORITY:

A. Time and Place of Meetings.

1. All meetings shall be held as indicated in the meeting notice unless the meeting is changed pursuant the provisions of the Open Meetings Act.

B. Notice to the Public Concerning Meetings

1. Regular Meetings - The notice of regular meetings of the Board, Risk Advisory, Benefits Advisory, and Internal Fiscal Review Committee shall be given at least (3) calendar days in advance of the meeting date by the Executive Director. The notice of regular meetings shall specify the date, time and place of the meeting and shall provide information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public and posted on the New Mexico Public School Insurance Authority’s (“NMSPIA”) website.

2. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if the notice is furnished to any person requesting such notice and published on NMPSIA’s website. Copies of the written notice shall also be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

3. Emergency Meetings - Emergency meetings may be called only under unforeseen circumstances which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The Board shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members of the Board upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include the date, time, place, and agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Board shall report to the state Attorney General's office the action taken and the circumstances creating the emergency; however, the requirement to report to the Attorney General is waived upon declaration of a state or national emergency.

4. For the purposes of emergency meetings described in paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda of the emergency meeting is furnished to anyone requesting such notice and posted on NMPSIA's website. Telephone notice shall also be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

5. The Chair or most of a quorum of the Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

- (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
- (b) If the decision to hold a closed meeting is made when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
- (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure. This statement shall be approved by the public body under Section 10-15-1(G) as a part of the minutes.

- (d) Where required by Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board in an open public meeting.

6. Telephonic Participation in Board Meetings by Board Members.

One or more Board Members may participate in any meeting, by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the Board Member(s) to attend the meeting in person, provided each Board Member participating by conference telephone or similar communications equipment can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any Board Member who speaks during the meeting.

7. The Board will review and determine, at least annually, what notice for a public meeting is reasonable.

C. Agenda for Meetings

The Office of the Executive Director will post the agenda on NMPSIA's website and make the agenda available to those requesting it at least three days prior to a regular meeting of the Board.

The written agenda will normally be followed. Except for emergency matters, the Board shall take action only on items appearing on the agenda.

D. Minutes of Meetings

Minutes of all open meetings will be kept and are open to public inspection. The minutes will include as a minimum the date, time and place of the meeting, the names of members present and absent, the substance of all proposals considered, and record of any decisions and votes taken which show how each member voted. Draft minutes will be prepared by the Office of the Executive Director within ten (10) working days of the meeting. Minutes will become official only after approval at the next meeting at which a quorum of the members of the Board are present and will be placed on the New Mexico Public Insurance Authority website.

\_\_\_\_\_  
President  
New Mexico Public School Insurance Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary  
New Mexico Public School Insurance Authority

\_\_\_\_\_  
Date

# Public Schools Insurance Authority



**Board Meeting**

**Fiscal Year 2021**

**May 2021 Financial Reports**

**July 29, 2021**

**NM Public Schools Insurance Authority**  
**Statement of Revenues and Expenditures - Employee Benefits Fund**  
**From 5/1/2021 Through 5/31/2021**

	Prior Year Current Period Actual	Current Period Actual	Current Period % Change	Prior Year Actual	Current Year Actual	Current Year % Change
<b>Revenue</b>						
Premiums (Health Insurance Assessments)	26,334,863.76	26,859,467.92	1.99	283,855,488.44	293,468,229.08	3.39
Interest Income (Wells Fargo, LGIP)	13,770.16	4,998.20	(63.70)	422,010.76	75,589.59	(82.09)
Investment Income (SIC)	682,403.31	279,695.63	(59.01)	279,230.77	5,363,338.92	1,820.75
Miscellaneous Income (Rx Rebates, Penalties, Subros, Etc)	1,183.01	0.00	(100.00)	285,360.89	0.00	(100.00)
<b>Total Revenue</b>	<u>27,032,220.24</u>	<u>27,144,161.75</u>	<u>0.41</u>	<u>284,842,090.86</u>	<u>298,907,157.59</u>	<u>4.94</u>
<b>Expenditures</b>						
Medical Claims Expense	14,627,341.98	20,513,988.03	40.24	208,976,161.25	211,307,362.16	1.12
Prescription Claims Expense	3,207,519.58	3,009,768.55	(6.17)	38,903,410.14	38,256,227.63	(1.66)
Dental Claims Expense	446,126.27	1,020,386.59	128.72	11,070,622.79	12,472,553.35	12.66
Premiums (Life, Vision)	1,049,295.95	1,061,308.13	1.14	10,650,706.54	11,457,426.01	7.57
Claims Administration Fees (Medical, Dental, Rx)	1,222,770.23	1,516,694.84	24.04	13,411,284.34	15,716,907.53	17.19
Contractual Services (Erisa, Segal, Legal, Etc)	203,207.03	207,731.47	2.23	2,032,710.12	2,313,571.74	13.82
Other Expenses	0.00	0.00	0.00	62,230.59	440.46	(99.29)
Transfer to Program Support	55,091.00	58,375.00	5.96	606,009.00	642,125.00	5.96
<b>Total Expenditures</b>	<u>20,811,352.04</u>	<u>27,388,252.61</u>	<u>31.60</u>	<u>285,713,134.77</u>	<u>292,166,613.88</u>	<u>2.26</u>
<b>Net Revenue &amp; Expenditures</b>	<u>6,220,868.20</u>	<u>(244,090.86)</u>	<u>(103.92)</u>	<u>(871,043.91)</u>	<u>6,740,543.71</u>	<u>(873.85)</u>

**NM Public Schools Insurance Authority**  
**Statement of Revenues and Expenditures - Risk Fund**  
**From 5/1/2021 Through 5/31/2021**

	Prior Year Current Period Actual	Current Period Actual	Current Period % Change	Prior Year Actual	Current Year Actual	Current Year % Change
<b>Revenue</b>						
Premiums (Risk Insurance Assessments)	6,902,429.00	6,922,434.00	0.29	75,926,752.19	76,146,796.00	0.29
Interest Income (Wells Fargo, LGIP)	25,004.51	8,467.58	(66.14)	1,122,478.40	151,040.19	(86.54)
Investment Income (SIC)	291,503.37	119,303.93	(59.07)	118,178.67	2,283,999.92	1,832.67
Miscellaneous Income (Penalties, Subros, Etc)	10,000,000.00	0.00	(100.00)	10,000,002.00	0.00	(100.00)
<b>Total Revenue</b>	<u>17,218,936.88</u>	<u>7,050,205.51</u>	<u>(59.06)</u>	<u>87,167,411.26</u>	<u>78,581,836.11</u>	<u>(9.85)</u>
<b>Expenditures</b>						
Property - Liability Claims Expense						
Property Claims	1,021,088.13	1,725,315.17	68.97	8,655,955.86	8,923,105.23	3.09
Liability Claims	1,442,255.37	1,008,404.77	(30.08)	25,551,250.60	9,178,709.43	(64.08)
P-L Provisions for Losses	(1,007,750.40)	(3,380,167.97)	235.42	12,340,462.15	13,861,340.36	12.32
P-L Excess Recoveries	(169,899.89)	(520,245.10)	206.21	(9,060,864.97)	(1,179,195.36)	(86.99)
Total Property - Liability Claims Expense	1,285,693.21	(1,166,693.13)	(190.74)	37,486,803.64	30,783,959.66	(17.88)
Workers' Compensation Claims Expense	657,912.76	315,608.44	(52.03)	8,735,302.90	7,254,153.15	(16.96)
Property Excess Coverage Premium	2,074,416.00	2,114,445.00	1.93	22,815,316.13	23,258,902.00	1.94
Liability Excess Coverage Premium	1,324,838.00	1,437,243.00	8.48	14,573,220.00	15,809,673.00	8.48
Workers' Compensation Excess Coverage Premium	48,903.00	49,432.00	1.08	537,941.00	543,762.00	1.08
Student Catastrophic Insurance Premium	20,789.00	19,949.00	(4.04)	207,899.26	199,491.77	(4.04)
Equipment Breakdown Insurance Premium	26,413.00	27,585.00	4.44	305,184.82	303,449.60	(0.57)
Property - Liability Claims Administration Fees	85,147.50	88,095.73	3.46	934,821.22	969,052.97	3.66
Workers' Compensation Claims Administration Fees	94,047.19	97,306.90	3.47	1,032,717.81	1,070,375.91	3.65
Contractual Services (Erisa, Poms, CCMSI, Legal, Etc)	207,983.59	222,004.49	6.74	3,443,848.39	3,549,059.28	3.06
Other Expenses (Training, Etc.)	0.00	0.00	0.00	0.00	90.70	100.00
Transfer to Program Support	55,091.00	58,375.00	5.96	606,009.00	642,125.00	5.96
<b>Total Expenditures</b>	<u>5,881,234.25</u>	<u>3,263,351.43</u>	<u>(44.51)</u>	<u>90,679,064.17</u>	<u>84,384,095.04</u>	<u>(6.94)</u>
<b>Net Revenue &amp; Expenditures</b>	<u>11,337,702.63</u>	<u>3,786,854.08</u>	<u>(66.60)</u>	<u>(3,511,652.91)</u>	<u>(5,802,258.93)</u>	<u>65.23</u>

**NM Public Schools Insurance Authority**  
**Statement of Revenues and Expenditures - Program Support Fund**  
**From 5/1/2021 Through 5/31/2021**

	Prior Year Current Period Actual	Current Period Actual	Current Period % Change	Prior Year Actual	Current Year Actual	Current Year % Change
Revenue						
Transfers from Other Funds (Benefits, Risk)	110,182.00	116,750.00	5.96	1,212,018.00	1,284,250.00	5.96
<b>Total Revenue</b>	<u>110,182.00</u>	<u>116,750.00</u>	<u>5.96</u>	<u>1,212,018.00</u>	<u>1,284,250.00</u>	<u>5.96</u>
Expenditures						
Contractual Services (Professional, Audit, Legal, Etc)	2,692.87	2,787.61	3.52	71,288.94	67,141.11	(5.82)
Other Expenses (Travel, Maint., Supplies, Utilities, Etc.)	9,424.63	7,588.55	(19.48)	109,171.78	100,117.44	(8.29)
Per Svc/Ben (Salaries, Fringe Benefits)	75,465.71	92,648.51	22.77	848,061.99	959,966.04	13.20
<b>Total Expenditures</b>	<u>87,583.21</u>	<u>103,024.67</u>	<u>17.63</u>	<u>1,028,522.71</u>	<u>1,127,224.59</u>	<u>9.60</u>
<b>Net Revenue &amp; Expenditures</b>	<u>22,598.79</u>	<u>13,725.33</u>	<u>(39.27)</u>	<u>183,495.29</u>	<u>157,025.41</u>	<u>(14.43)</u>

**NM Public Schools Insurance Authority**

**Balance Sheet**

**As of 5/31/2021**

	<b>Program Support</b>	<b>Employee Benefits</b>	<b>Risk</b>	<b>Total</b>
<b>ASSETS</b>				
Cash (Wells Fargo/State Treasurer)	723,756.37	1,839,620.78	1,494,577.30	4,057,954.45
Short-term Investments (LGIP)	0.00	42,259,804.09	83,632,803.72	125,892,607.81
Long-term Investments (SIC)	0.00	26,285,266.17	11,207,582.84	37,492,849.01
Receivables (LGIP Int., W/C Excess Carrier)	0.00	4,342.50	5,414,490.52	5,418,833.02
Prepaid Premiums (Risk Excess Coverage)	0.00	0.00	3,648,654.00	3,648,654.00
Other Assets (Deposits, Furniture, Fxtures, Equip., Etc)	262,774.69	0.00	256,000.00	518,774.69
<b>Total ASSETS</b>	<b>986,531.06</b>	<b>70,389,033.54</b>	<b>105,654,108.38</b>	<b>177,029,672.98</b>
<b>LIABILITIES</b>				
Accounts Payable (Admin Fees)	4,156.00	1,716,561.27	403,781.15	2,124,498.42
Case Reserves (P/L, W/C)	0.00	0.00	47,098,539.54	47,098,539.54
IBNR (Incurred But Not Reported)	0.00	19,575,106.00	49,356,311.00	68,931,417.00
Claims Payable (Medical, Dental, P/L, W/C)	0.00	10,676,652.48	552,929.91	11,229,582.39
Deferred Revenue (Self-Pays, P/L, W/C Premiums)	0.00	76,530.92	6,922,434.00	6,998,964.92
Other (Payroll Taxes, Benefits, Compensated Absences Payable)	112,856.76	0.00	0.00	112,856.76
<b>Total LIABILITIES</b>	<b>117,012.76</b>	<b>32,044,850.67</b>	<b>104,333,995.60</b>	<b>136,495,859.03</b>
<b>FUND EQUITY</b>				
Beginning Fund Equity	712,492.89	31,603,639.16	7,122,371.71	39,438,503.76
Net Revenue & Expenditures (Year-to-Date)	157,025.41	6,740,543.71	(5,802,258.93)	1,095,310.19
<b>Total FUND EQUITY</b>	<b>869,518.30</b>	<b>38,344,182.87</b>	<b>1,320,112.78</b>	<b>40,533,813.95</b>



**New Mexico Public Schools Insurance Authority**  
**Fiscal Year 2023 Appropriation Request**

	<b>FY22 Operating Budget</b>	<b>FY23 Appropriation Request</b>	<b>Percentage Difference</b>
<b>Program Support - Fund 34900</b>			
200 - Personnel Services & Employee Benefits	\$1,139,400	\$1,180,853	3.64%
300 - Contractual Services	\$91,900	\$90,380	-1.65%
400 - Other Costs	\$188,600	\$185,300	-1.75%
<b>Program Support Total</b>	<b>\$1,419,900</b>	<b>\$1,456,533</b>	<b>2.58%</b>
<b>Employees Benefits - Fund 35000</b>			
300 - Contractual Services	\$343,164,900	\$377,927,305	10.13%
500 - Other Transfers	\$710,000	\$728,267	2.57%
<b>Employees Benefits Total</b>	<b>\$343,874,900</b>	<b>\$378,655,572</b>	<b>10.11%</b>
<b>Risk - Fund 35100</b>			
300 - Contractual Services	\$82,370,500	\$95,579,406	16.04%
500 - Other Transfers	\$709,900	\$728,266	2.59%
<b>Risk Total</b>	<b>\$83,080,400</b>	<b>\$96,307,672</b>	<b>15.92%</b>
<b>Agency</b>			
200 - Personnel Services & Employee Benefits	\$1,139,400	\$1,180,853	3.64%
300 - Contractual Services	\$425,627,300	\$473,597,091	11.27%
400 - Other Costs	\$188,600	\$185,300	-1.75%
500 - Other Transfers	\$1,419,900	\$1,456,533	2.58%
<b>Agency Total</b>	<b>\$428,375,200</b>	<b>\$476,419,777</b>	<b>11.22%</b>

FY23 Appropriation Request Notes:

**Program Support**

An Increase of 3.64% for Personnel Services. NMPSIA is currently fully staffed, a budget vacancy rate of 2.5% is included in the request.

In Contractual Services and Other an average decrease of 1.72% is being requested which will be used to help fund our increase in Personnel Services.

**Risk**

Request is an increase of 15.92% to FY22 Operating Budget.

Percentage increase in Contractual Services = 6.29%.

Percentage increase in Excess Insurance = 14.93%.

Percentage increase in Claims = 19.43%.

Claims expense is projected off of the actuarial reports.

Other Transfers increased 2.59% to fund requested increase in Program Support.

**Benefits**

Request is an increase of 10.11% to FY22 Operating Budget.

Increase due to:

Medical Trend of 6.5%, claims account for 91% of Request.

Prescription Drug Trend of 9.0%.

Dental Trend of 4.0%.

Other Transfers increased 2.58% to fund requested increase in Program Support.



# New Mexico Public Schools Insurance Authority

## Investment Performance Review For the Quarter Ended June 30, 2021

### Client Management Team

Paulina Woo, Managing Director  
Ellen Clark, Director  
Joseph Federico, Senior Managing Consultant  
Chrystal Thomas, Analyst

### PFM Asset Management LLC

1820 East Ray Road  
Chandler, AZ 85225  
855-885-9621

1735 Market Street  
43rd Floor  
Philadelphia, PA 19103  
215-567-6100



# **Markets and Economy**



## QUARTERLY MARKET SUMMARY

### Market Index Performance

As of June 30, 2021

	QTD	YTD	1 Year	3 Years	5 Years	7 Years	10 Years
<b>DOMESTIC EQUITY</b>							
S&P 500	8.55%	15.25%	40.79%	18.67%	17.65%	14.10%	14.84%
Russell 3000 Index	8.24%	15.11%	44.16%	18.73%	17.89%	13.95%	14.70%
Russell 1000 Value Index	5.21%	17.05%	43.68%	12.42%	11.87%	9.41%	11.61%
Russell 1000 Growth Index	11.93%	12.99%	42.50%	25.14%	23.66%	18.56%	17.87%
Russell Midcap Index	7.50%	16.25%	49.80%	16.45%	15.62%	12.03%	13.24%
Russell 2500 Index	5.44%	16.97%	57.79%	15.24%	16.35%	11.74%	12.86%
Russell 2000 Value Index	4.56%	26.69%	73.28%	10.27%	13.62%	9.26%	10.85%
Russell 2000 Index	4.29%	17.54%	62.03%	13.52%	16.47%	11.39%	12.34%
Russell 2000 Growth Index	3.92%	8.98%	51.36%	15.94%	18.76%	13.11%	13.52%
<b>INTERNATIONAL EQUITY</b>							
MSCI EAFE (net)	5.17%	8.83%	32.35%	8.27%	10.28%	4.96%	5.89%
MSCI AC World Index (Net)	7.39%	12.30%	39.26%	14.57%	14.61%	9.75%	9.90%
MSCI AC World ex USA (Net)	5.48%	9.16%	35.72%	9.38%	11.08%	5.33%	5.45%
MSCI AC World ex USA Small Cap (Net)	6.35%	12.24%	47.04%	9.78%	11.97%	7.07%	7.02%
MSCI EM (Net)	5.05%	7.45%	40.90%	11.27%	13.03%	6.35%	4.29%
<b>ALTERNATIVES</b>							
FTSE NAREIT Equity REIT Index	12.02%	21.96%	38.02%	10.10%	6.31%	8.39%	9.41%
FTSE EPRA/NAREIT Developed Index	9.42%	16.11%	34.83%	7.39%	5.97%	6.07%	7.29%
Bloomberg Commodity Index Total Return	13.30%	21.15%	45.61%	3.90%	2.40%	-4.13%	-4.44%
<b>FIXED INCOME</b>							
Blmbg. Barc. U.S. Aggregate	1.83%	-1.61%	-0.34%	5.34%	3.03%	3.28%	3.39%
Blmbg. Barc. U.S. Government/Credit	2.42%	-1.96%	-0.39%	5.95%	3.31%	3.56%	3.71%
Blmbg. Barc. Intermed. U.S. Government/Credit	0.98%	-0.90%	0.19%	4.70%	2.63%	2.73%	2.76%
Blmbg. Barc. U.S. Treasury: 1-3 Year	-0.04%	-0.09%	0.05%	2.72%	1.60%	1.46%	1.21%
Blmbg. Barc. U.S. Corp: High Yield	2.74%	3.62%	15.37%	7.45%	7.48%	5.47%	6.66%
Credit Suisse Leveraged Loan index	1.44%	3.48%	11.67%	4.36%	5.04%	4.03%	4.52%
ICE BofAML Global High Yield Constrained (USD)	2.56%	2.49%	15.53%	7.27%	7.21%	4.82%	6.24%
Blmbg. Barc. Global Aggregate Ex USD	0.92%	-4.43%	4.59%	3.12%	1.63%	0.66%	0.99%
JPM EMBI Global Diversified	4.06%	-0.66%	7.53%	6.71%	4.86%	4.91%	5.66%
<b>CASH EQUIVALENT</b>							
90 Day U.S. Treasury Bill	0.00%	0.02%	0.09%	1.34%	1.16%	0.85%	0.61%

Source: Investment Metrics. Returns are expressed as percentages. Please refer to the last page of this document for important disclosures relating to this material.

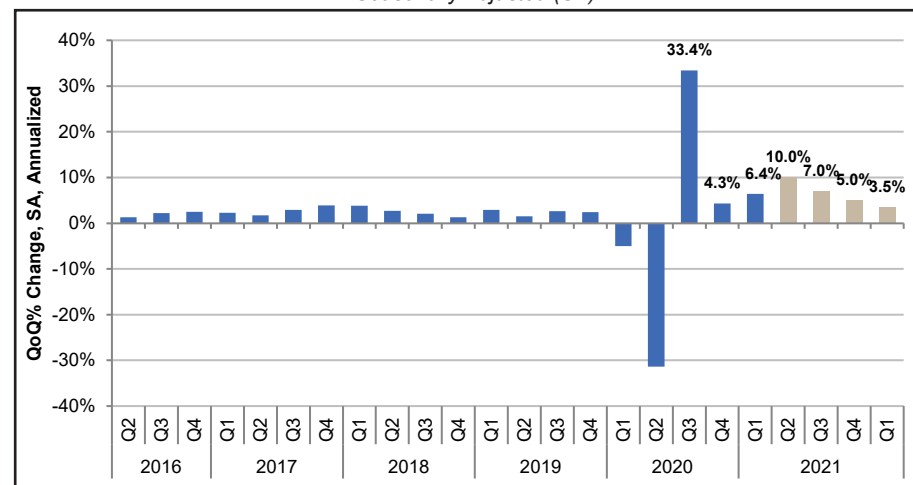


## QUARTERLY MARKET SUMMARY

### THE ECONOMY

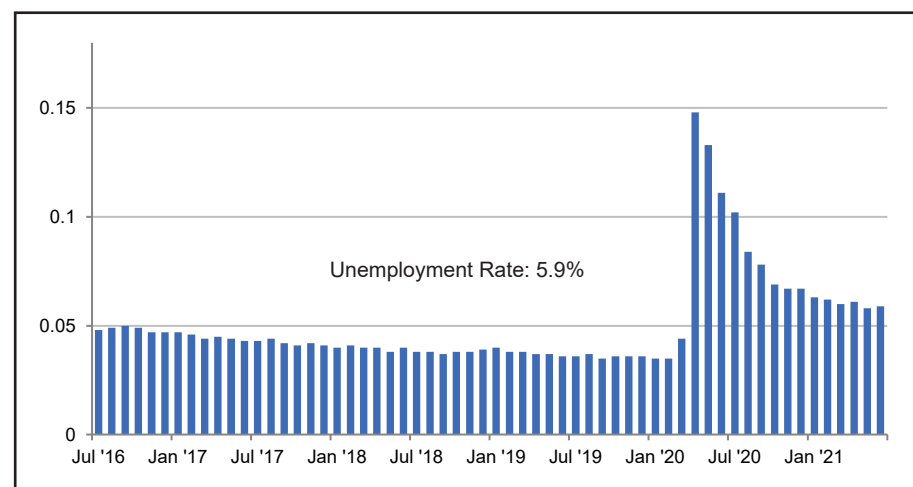
- Over the quarter, equities rose as vaccination campaigns accelerated in most developed economies, especially in Europe. Europe is now catching up with the UK and the U.S. governments, as most developed markets continued to ease COVID-related mobility restrictions and activity levels picked up. Economic data over the last three months has generally been very strong, especially in the U.S.
- The U.S. trade deficit widened in May as American consumers and businesses stepped up purchases of imported products and materials amid a continued economic recovery. The foreign-trade gap in goods and services expanded 3.1% from the prior month to a seasonally adjusted \$71.2 billion in May. Imports rose 1.3% to \$277.3 billion, while exports increased 0.6% to \$206 billion. The gains in imports were fueled by purchases of industrial supplies as the U.S. economy opened further. The growth followed a drop in April when disruptions to supply chains caused shipments into the U.S. to slow from a record pace set in March.
- A recent downward trend in worker filings for jobless benefits stalled in mid-June amid other signs the labor market continues to gradually recover. Employers report increased demand for workers as Americans have increased activities such as traveling and dining out because restrictions on businesses have phased out. The pace of hiring has lagged the broader economic bounce back, which many economists have attributed to a variety of factors that they expect will ease over the summer and into the fall. Those factors include lingering health and childcare concerns and states discontinuing enhanced unemployment benefits. What hasn't been discussed by some is the wave of early retirements and increased geographic movements, along with changing preferences and job switching.
- The June Federal Open Market Committee (FOMC) tapped the brakes on the reflation trade as the dot plot unveiled two unexpected rate hike projections in 2023, along with increased inflation and economic projections for 2021. Chairman Jerome Powell attempted to dampen the committee's hawkish forecasts by noting the recovery needs substantial future progress while stressing any future changes to the asset purchase program will be "orderly, methodical and transparent."
- The initial public offering (IPO) business, which had taken a back seat to Special Purpose Acquisition Company (SPACs) for a good part of 2020 and 2021, has returned big time. The first half of the year was a monster for the IPO market, which saw 213 IPOs raise over \$70 billion. After slowing somewhat in May, June was also the busiest single month since August 2000. These numbers are more remarkable, considering that SPACs continue to compete with IPOs for listings. The SPAC business, however, has slowed considerably.

U.S. Real GDP Growth  
Seasonally Adjusted (SA)



Source: Bloomberg. Blue bars indicate actual numbers; taupe bars indicate forecasted estimates.

Monthly Unemployment Rate



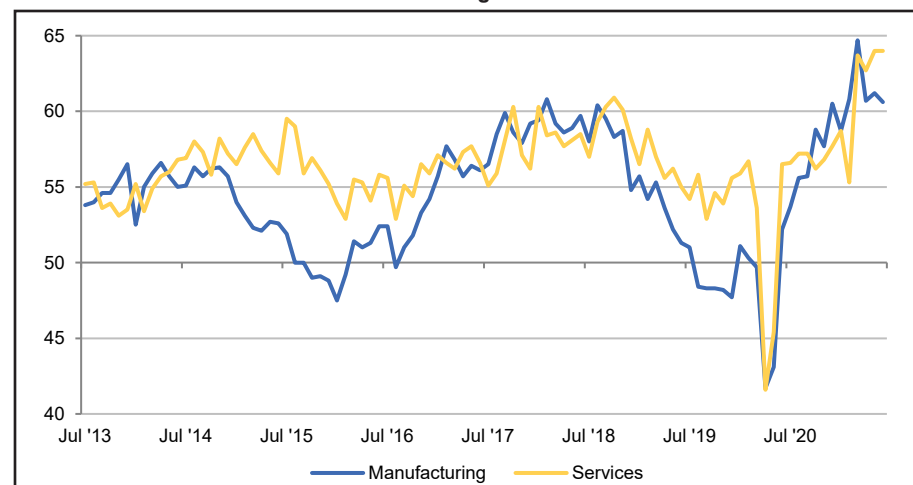
Source: Bloomberg.



## WHAT WE'RE WATCHING

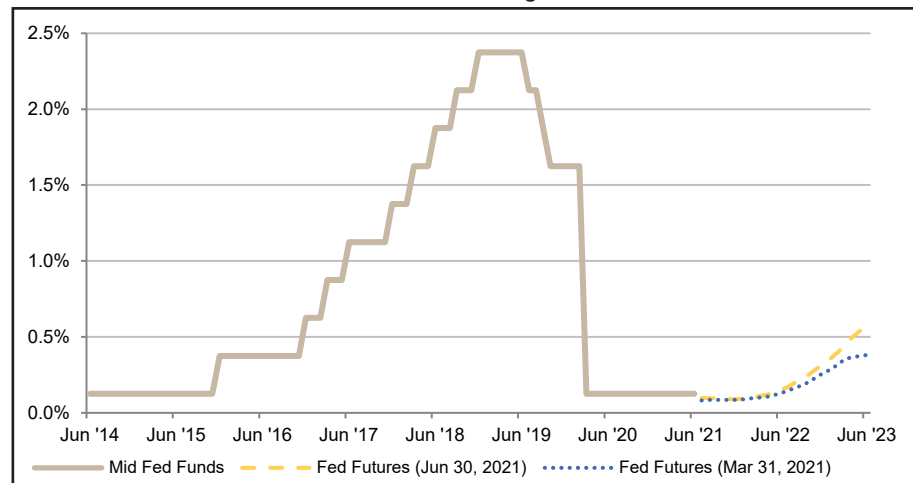
- The world economy is transitioning from the COVID-19 pandemic's shadow into a multi-speed economic recovery and expansion. Improving vaccination growth in the U.S. drives our domestic rebound, while challenges from continued outbreaks mean Europe, UK and Japan are just now entering their recovery. China, which dealt with COVID-19 shutdowns in early 2020, has struggled this year as supply chain issues have started to mount, decreasing exports. The pace of global growth is likely to moderate late this year as many economies settle into "steady state" economic expansions with the end of the pandemic. Risks to this recovery arise from policy missteps, which could include pre-emptive monetary policy actions to limit inflation pressures and further challenges to global trade policy.
- The world's central banks are carefully monitoring how the U.S. Federal Reserve (Fed) will respond to a rise in inflation, wary of being caught in the crosscurrents of an extraordinary U.S. economic expansion. A global march toward higher interest rates, with the Fed at the center, risks stifling the economic recovery in some places, especially at a time when emerging market (EM) debt has risen.
- The U.S. has won international backing for a global minimum tax rate as part of a wider overhaul of the rules for taxing international companies, a major step toward securing a final agreement on a key element of the Biden administration's domestic plans for revenue raising and spending. Officials from 130 countries that met virtually agreed to the broad outlines of what would be the most sweeping change in international taxation in a century. Among them were 20 major economies, including China and India, which previously had reservations about the proposed overhaul. These governments now will seek to pass laws ensuring that companies headquartered in their countries pay a minimum tax rate of at least 15% in each of the nations in which they operate, reducing opportunities for tax avoidance.
- Chinese domestic companies, particularly of the tech and data-rich variety, will be more likely to shun Western capital markets and adhere to the Chinese Communist Party (CCP) preferences. Foreign investors, only too happy to accept risk for the long-proven upside of Chinese stocks, now must factor in a growing risk premium as Chinese President Xi Jinping tightens the screws. The story that triggered this was the \$4.4 billion U.S. IPO of Didi, the world's largest ride-hailing and food delivery service.

ISM Manufacturing & Services PMI



Source: Bloomberg.

Federal Funds Target Rate



Source: Bloomberg.

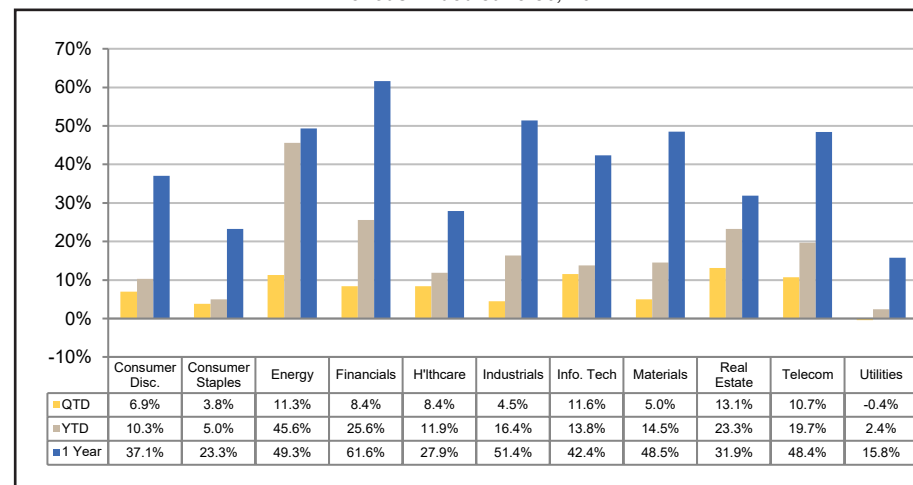


## DOMESTIC EQUITY

- The S&P 500 Index (S&P) posted a return of 8.5% for the quarter, benefiting from increased COVID-19 vaccinations, continued economic opening, no changes at the fed meeting and a \$1 trillion infrastructure deal.
- Within the S&P, 10 out of 11 sectors produced positive returns, with Real Estate (+13.1%), Information Technology (+11.6%), and Energy (+11.3%) leading the way. Utilities (-0.4%) was the worst-performing sector during the quarter.
- Value stocks, as represented by the Russell 1000 Value Index, returned 5.2% lagging growth stocks, as represented by the Russell 1000 Growth Index, which returned 11.9%. The Russell 1000 Growth Index was the strongest performing index during the quarter.
- Small-caps, as represented by the Russell 2000 Index, returned 4.3% during the quarter, lagging mid- and large-caps. The Russell Midcap and Russell 1000 indices returned 7.5% and 8.5%, respectively.

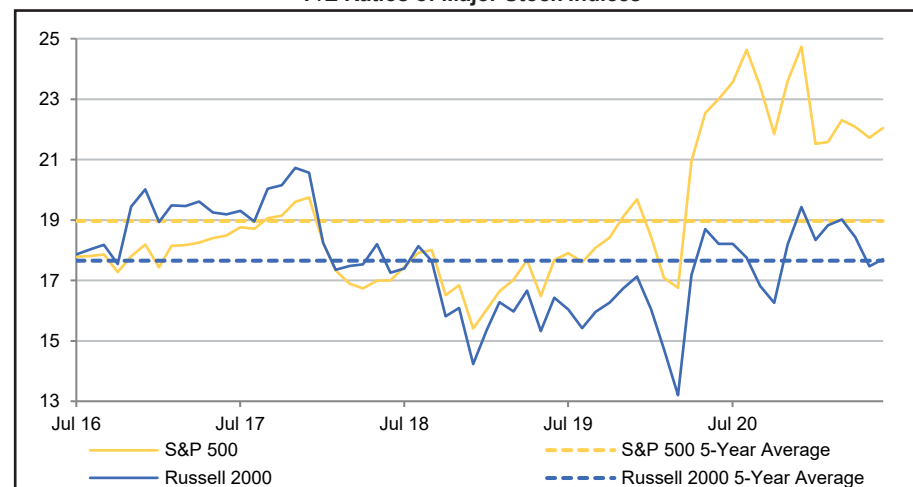
S&P 500 Index Performance by Sector

Periods Ended June 30, 2021



Source: Bloomberg.

P/E Ratios of Major Stock Indices\*



Source: Bloomberg.

\*P/E ratios are calculated based on one-year forward estimates and adjusted to include only positive earnings results for consistency.

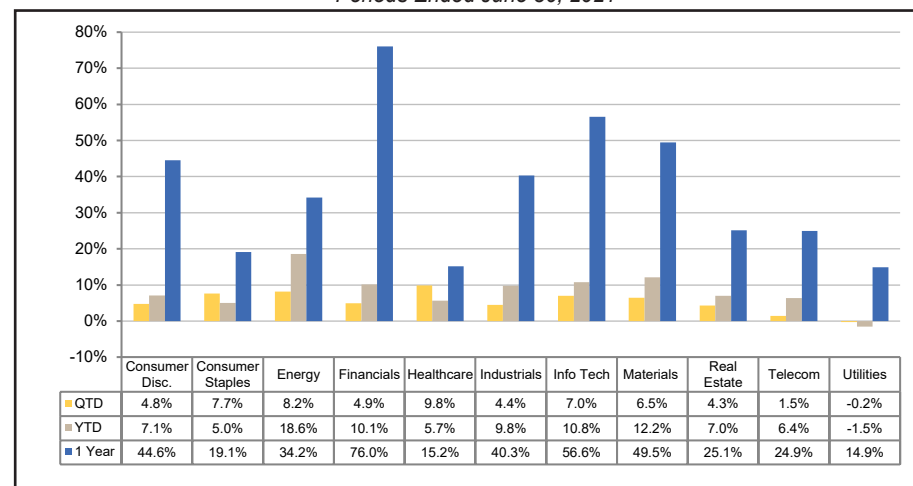


## NON-U.S. EQUITY

- Markets outside of the United States, as measured by the MSCI ACWI ex-U.S. Index, underperformed their U.S. counterparts, returning 5.4% for the quarter. Ten of the 11 sectors posted positive returns for the quarter. Healthcare was the best-performing sector returning 9.8%, while Utilities was the worst-performing sector returning -0.2%.
- EM, as represented by MSCI Emerging Market Index, slightly lagged Developed ex-U.S. Markets, represented by the MSCI EAFE Index, returning 5.0% versus 5.1% for the quarter. MSCI Japan (USD) was a detractor returning -0.2% for the quarter, as the late vaccine rollout paired with extended emergency measures continue to impact the economy's return to normalcy.
- Growth outperformed value for the quarter across the International Markets (MSCI AC World ex-USA Growth 6.7% versus MSCI AC World ex-USA Value 4.5%), a reversal from the first quarter of 2021.
- Small-caps outperformed within the international equity markets, returning 6.3% for the quarter, as represented by MSCI ACWI ex-U.S. Small Cap Index.

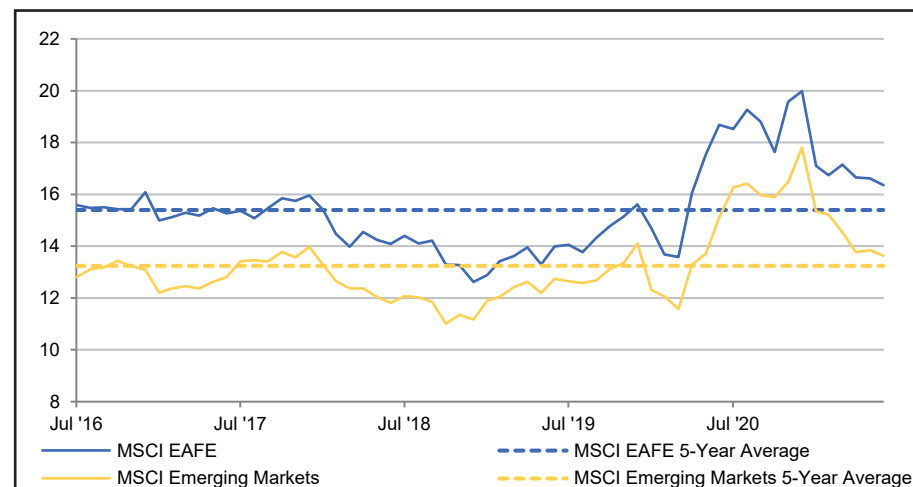
### MSCI ACWI ex-U.S. Sectors

Periods Ended June 30, 2021



Source: Bloomberg.

### P/E Ratios of MSCI Equity Indices\*



Source: Bloomberg.

\*P/E ratios are calculated based on one-year forward estimates and adjusted to include only positive earnings results for consistency.

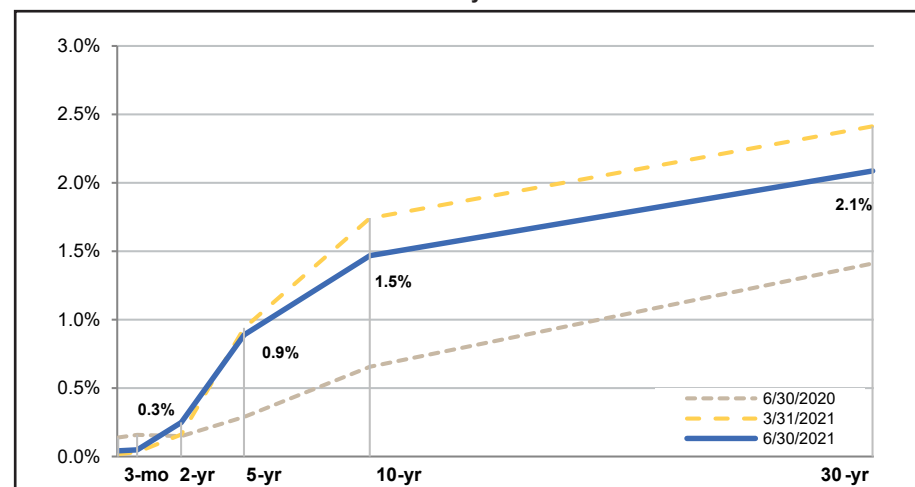




## FIXED INCOME

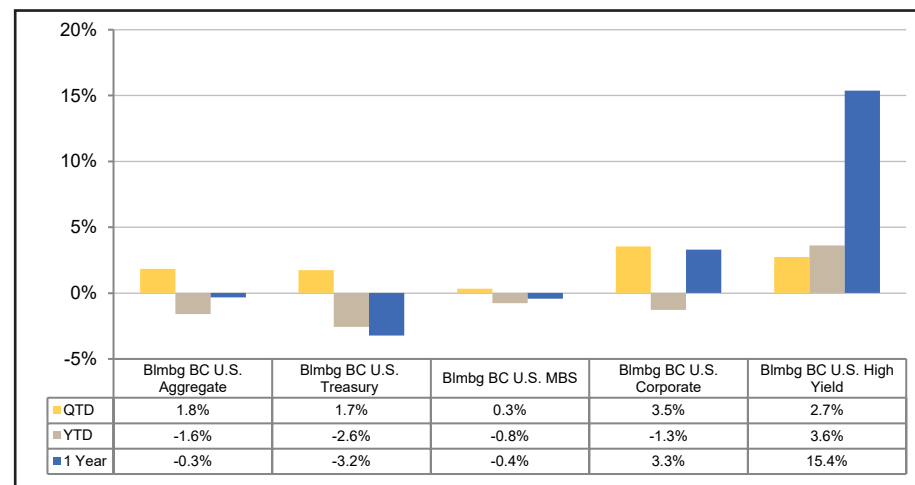
- The U.S. bond market represented by the Bloomberg Barclays U.S. Aggregate (Aggregate) Index gained 1.8% in the second quarter.
- Long-term rates fell in the quarter despite the strong economic news and higher inflationary measures. The 10- and 30-year rates declined by 29 and 35 basis points (bps), respectively, while the 5-year had a minor drop of 5 bps. The Bloomberg Barclays U.S. Treasury Index gained 1.7%.
- Corporate credit had strong results, with the Bloomberg Barclays U.S. Corporate Index gaining 3.5%, led by longer maturities. High yield bonds, as represented by the Bloomberg Barclays U.S. Corporate High Yield (HY) Index, posted a return of 2.7%. Within HY, results were strongest in the CCC-rated area, followed by BBs.
- The fixed-rate mortgage market, as measured by the Bloomberg Barclays U.S. Mortgage-Backed Securities (MBS) Index, had the weakest returns of the major sub-sectors, gaining 0.3%. Meanwhile, the Bloomberg Barclays U.S. Agency CMBS Index (measuring commercial MBS) was up 1.9%.
- EM USD sovereign bonds, as represented by the JP Morgan EMBI Global Diversified Index, gained 4.0%. By region, Africa had the strongest returns.

U.S. Treasury Yield Curve



Source: Bloomberg.

Returns for Fixed-Income Segments  
Periods Ended June 30, 2021



Source: Bloomberg. "Blmbg BC" is Bloomberg Barclays.

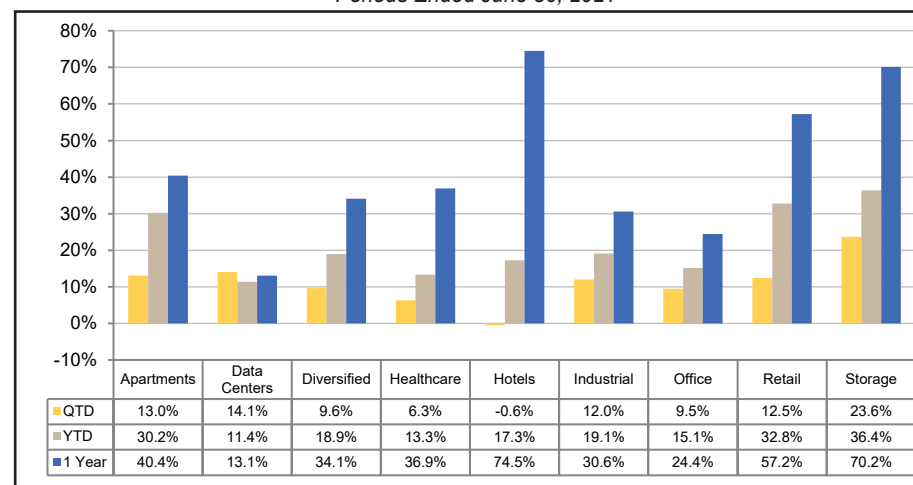


## ALTERNATIVES

- REITs, as measured by the FTSE NAREIT Equity REITs Index, returned 12.02% in the second quarter of 2021, compared to an 8.9% return in the prior quarter. Ten out of 11 major sectors posted gains over the quarter as real estate continues to benefit from the re-opening of the economy. The gains were led by the Self-Storage and Data Center sectors, which posted returns of 23.6% and 14.1%, respectively. Lodging & Resorts fell 0.6% and was the worst-performing sector during the second quarter.
- Private real estate, as measured by the NCREIF Property Index, gained 1.7% in the first quarter of 2021, resulting in a 2.6% return over the last twelve-month period. Industrial Properties continued to be the top-performing sector, with a total return of 4.7% in the first quarter, comprised of 1.1% in income return and 3.6% in appreciation return. Hotel properties were again the worst-performing sector in the first quarter with a total return of -1.6%, comprised of -1.1% in income return and -0.5% in appreciation return.
- Hedge funds generated positive returns in the second quarter of 2021, with the HFRI Fund Weighted Composite Index returning 4.0%. During the same period, the HFRI Macro (Total) Index returned 3.6%. The HFRI Equity Hedge (Total) Index and the HFRI Fund of Funds Index returned 5.5% and 2.7%, respectively.
- In the first quarter of 2021, private capital fundraising was led by private equity funds, which closed on \$228 billion, followed by \$29 billion raised by private debt funds, \$27 billion raised by private real estate funds and \$26 billion raised by infrastructure funds. Private equity dry powder, which accounts for the bulk of private capital dry powder, reached \$1.72 trillion as of December 2020. According to Cambridge Associates, U.S. private equity generated a return of 15.3% for the five years ended Q4 2020. According to Cliffwater Direct Lending Index, U.S. middle-market loans, a proxy for private debt, generated a return of 8.8% for the five years ended Q1 2021.
- Commodity futures, represented by the Bloomberg Commodity Total Return Index, returned 13.3% in the second quarter of 2021. The U.S. Dollar Index (DXY) fell 0.9% over the same period. Gold spot price finished the quarter at \$1,770.11 per ounce, a 3.7% gain over the period. The West Texas Intermediate (WTI) Crude Oil spot price increased 24.2% from \$59.16 to \$73.47 per barrel during the second quarter of 2021.

### FTSE NAREIT Sectors

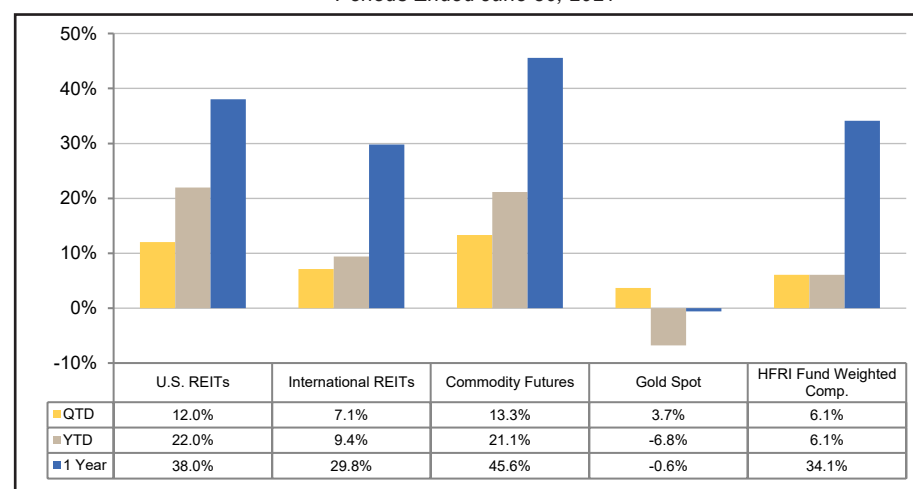
Periods Ended June 30, 2021



Source: Bloomberg.

### Returns for Alternative Assets

Periods Ended June 30, 2021



Sources: Bloomberg and Hedge Fund Research, Inc.



## **Benefits Fund - Performance Review**



## Asset Allocation &amp; Performance

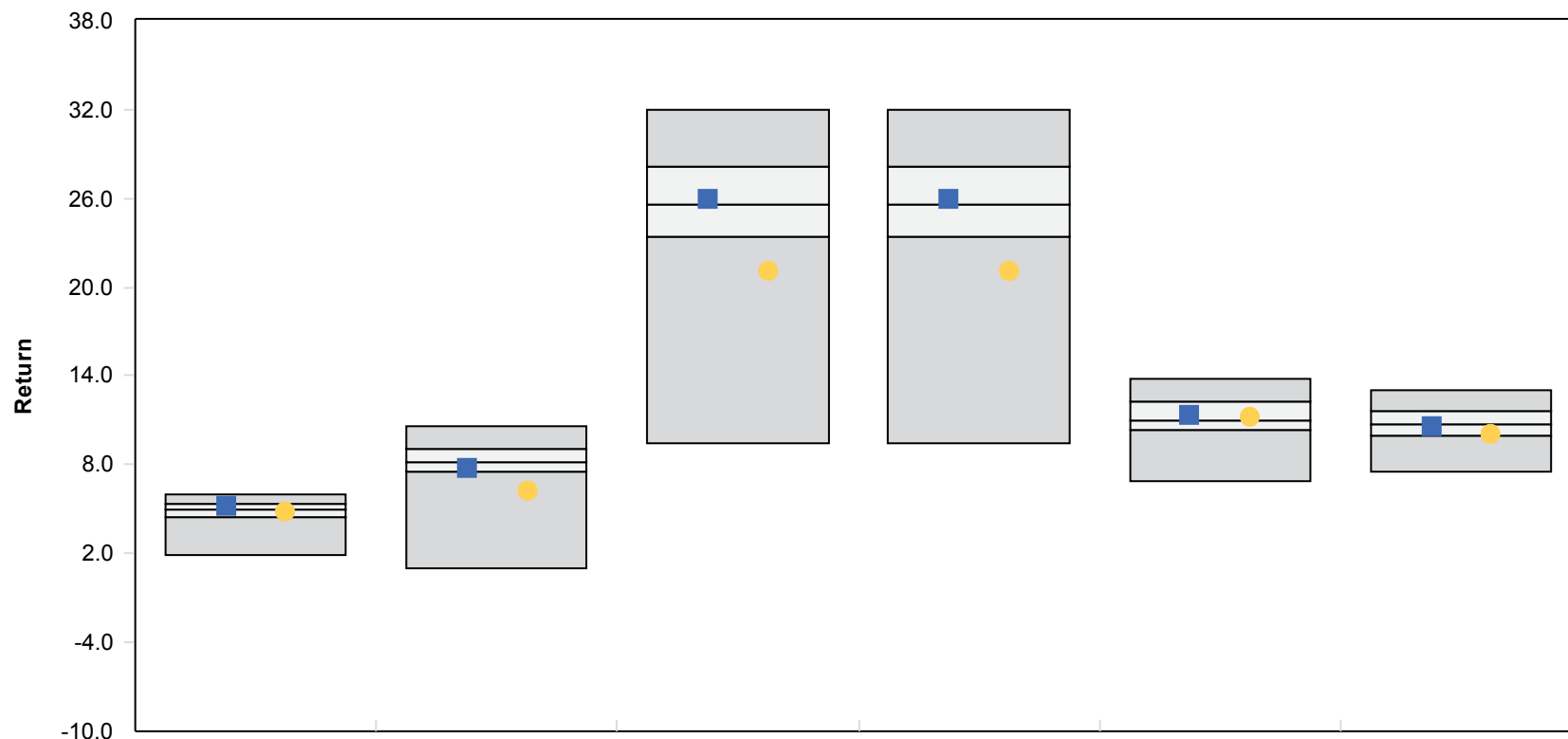
	Allocation		Performance(%)							
	Market Value (\$)	%	1 Quarter	Year To Date	Fiscal YTD	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund</b>	<b>26,569,965</b>	<b>100.00</b>	<b>5.19</b>	<b>7.82</b>	<b>25.96</b>	<b>25.96</b>	<b>11.39</b>	<b>10.59</b>	<b>8.16</b>	<b>07/01/2014</b>
<i>Blended Benchmark</i>			4.82	6.27	21.13	21.13	11.29	10.07	7.91	07/01/2014
<b>Domestic Equity</b>										
Large Cap Index	8,205,900	30.88	8.45	14.62	42.45	42.45	17.64	17.05	13.65	07/01/2014
<i>Russell 1000 Index</i>			8.54	14.95	43.07	43.07	19.16	17.99	14.16	07/01/2014
Small Mid Cap	2,441,044	9.19	4.33	16.57	63.08	63.08	15.16	15.44	16.67	02/01/2016
<i>Russell 2500 Index</i>			5.44	16.97	57.79	57.79	15.24	16.35	17.62	02/01/2016
<b>International Equity</b>										
Non US Developed	4,560,374	17.16	5.57	9.99	34.75	34.75	8.92	11.04	5.61	07/01/2014
<i>MSCI AC World ex USA (Net)</i>			5.48	9.16	35.72	35.72	9.38	11.08	5.33	07/01/2014
Non US Emerging	1,236,166	4.65	4.71	10.72	46.67	46.67	12.61	N/A	13.68	12/01/2016
<i>MSCI Emerging Markets Index</i>			5.12	7.58	41.36	41.36	11.67	13.43	13.66	12/01/2016
<b>Fixed Income</b>										
Core Plus Bonds	10,126,482	38.11	2.75	-0.51	4.07	4.07	6.70	4.97	4.52	07/01/2014
<i>Blmbg. Barc. U.S. Aggregate</i>			1.83	-1.61	-0.34	-0.34	5.34	3.03	3.28	07/01/2014

Returns are net of fees.  
Returns are expressed as percentages.



## Plan Sponsor Peer Group Analysis

All Public Plans-Total Fund



■ Total Fund  
● Blended Benchmark

5th Percentile

5.99

10.59

31.99

31.99

13.77

13.05

1st Quartile

5.40

9.10

28.21

28.21

12.28

11.69

Median

4.99

8.23

25.57

25.57

10.99

10.71

3rd Quartile

4.50

7.48

23.37

23.37

10.29

9.95

95th Percentile

1.88

0.95

9.40

9.40

6.90

7.57

Population

201

201

199

199

184

177

Parentheses contain percentile rankings.

Calculation based on monthly periodicity.

Returns are net of fees and are expressed as percentages.



## Financial Reconciliation

	Market Value As of 04/01/2021	Net Transfers	Contributions	Distributions	Fees	Income	Capital Apprec./ Deprec.	Market Value As of 06/30/2021
Total Fund	25,258,006	-	250,000	(250,000)	(17,398)	149,364	1,179,994	26,569,965
Large Cap Index	7,751,228	-	-	(200,000)	(364)	26,847	628,188	8,205,900
Small Mid Cap	2,387,614	-	-	(50,000)	(4,738)	6,269	101,899	2,441,044
Non US Developed	4,130,427	-	200,000	-	(961)	32,654	198,254	4,560,374
Non US Emerging	1,132,863	-	50,000	-	(3,459)	10,043	46,719	1,236,166
Core Plus Bonds	9,855,873	-	-	-	(7,876)	73,552	204,933	10,126,482



## Financial Reconciliation

	Market Value As of 01/01/2021	Net Transfers	Contributions	Distributions	Fees	Income	Capital Apprec./ Deprec.	Market Value As of 06/30/2021
Total Fund	24,641,813	-	750,000	(750,000)	(23,480)	284,572	1,667,060	26,569,965
Large Cap Index	7,807,088	-	-	(700,000)	(535)	54,907	1,044,441	8,205,900
Small Mid Cap	2,136,859	-	-	(50,000)	(6,792)	12,145	348,832	2,441,044
Non US Developed	3,964,363	-	200,000	-	(1,329)	60,167	337,173	4,560,374
Non US Emerging	1,071,288	-	50,000	-	(3,741)	17,095	101,524	1,236,166
Core Plus Bonds	9,662,216	-	500,000	-	(11,082)	140,258	(164,910)	10,126,482



## Financial Reconciliation

	Market Value As of 07/01/2020	Net Transfers	Contributions	Distributions	Fees	Income	Capital Apprec./ Deprec.	Market Value As of 06/30/2021
Total Fund	20,942,611	-	906,985	(750,000)	(29,612)	550,794	4,949,187	26,569,965
Large Cap Index	6,133,411	-	156,985	(700,000)	(611)	111,556	2,504,560	8,205,900
Small Mid Cap	1,527,543	-	-	(50,000)	(8,496)	24,671	947,325	2,441,044
Non US Developed	3,235,794	-	200,000	-	(1,660)	93,299	1,032,942	4,560,374
Non US Emerging	808,706	-	50,000	-	(3,993)	27,102	354,350	1,236,166
Core Plus Bonds	9,237,157	-	500,000	-	(14,852)	294,167	110,010	10,126,482





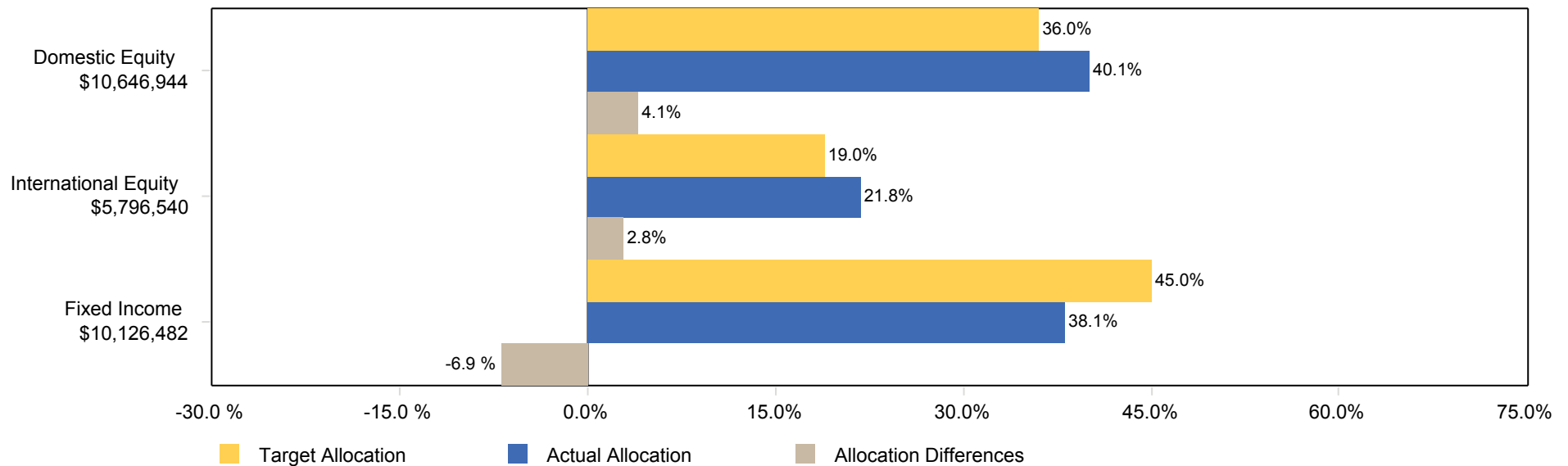
## Financial Reconciliation

	Market Value As of 07/01/2020	Net Transfers	Contributions	Distributions	Fees	Income	Capital Apprec./ Deprec.	Market Value As of 06/30/2021
Total Fund	20,942,611	-	906,985	(750,000)	(29,612)	550,794	4,949,187	26,569,965
Large Cap Index	6,133,411	-	156,985	(700,000)	(611)	111,556	2,504,560	8,205,900
Small Mid Cap	1,527,543	-	-	(50,000)	(8,496)	24,671	947,325	2,441,044
Non US Developed	3,235,794	-	200,000	-	(1,660)	93,299	1,032,942	4,560,374
Non US Emerging	808,706	-	50,000	-	(3,993)	27,102	354,350	1,236,166
Core Plus Bonds	9,237,157	-	500,000	-	(14,852)	294,167	110,010	10,126,482



## Asset Allocation Compliance - Total Fund

	Asset Allocation (%)	Target Allocation (%)	Minimum Allocation (%)	Maximum Allocation (%)	Differences (%)
<b>Total Fund</b>	<b>100.0</b>	<b>100.0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
Domestic Equity	40.1	36.0	21.0	51.0	4.1
International Equity	21.8	19.0	4.0	34.0	2.8
Fixed Income	38.1	45.0	25.0	65.0	-6.9



## Historical Hybrid Composition - Blended Benchmark

Allocation Mandate	Weight (%)
<b>Jul-2014</b>	
Russell 1000 Growth Index	20.0
Russell 1000 Value Index	20.0
Russell 2500 Index	10.0
MSCI EAFE (net)	10.0
Blmbg. Barc. Intermed. U.S. Government/Credit	35.0
90 Day U.S. Treasury Bill	5.0
<b>Jul-2015</b>	
Russell 3000 Index	36.0
MSCI AC World ex USA (Net)	19.0
Blmbg. Barc. U.S. Aggregate	45.0



## **Risk Fund - Performance Review**



## Asset Allocation &amp; Performance

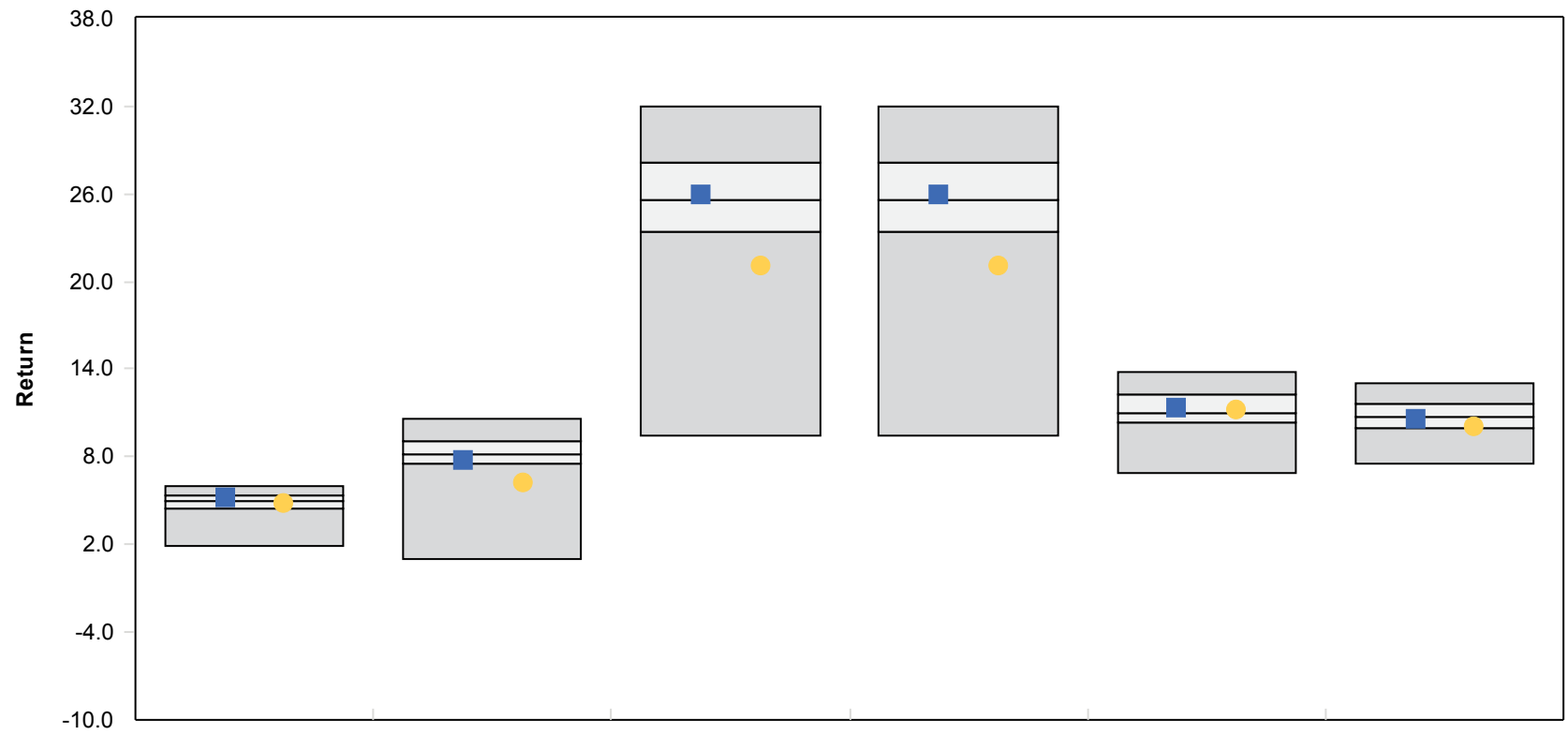
	Allocation		Performance(%)							
	Market Value (\$)	%	1 Quarter	Year To Date	Fiscal YTD	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund</b>	<b>11,330,306</b>	<b>100.00</b>	<b>5.19</b>	<b>7.80</b>	<b>25.94</b>	<b>25.94</b>	<b>11.36</b>	<b>10.63</b>	<b>8.18</b>	<b>07/01/2014</b>
<i>Blended Benchmark</i>			4.82	6.27	21.13	21.13	11.29	10.07	7.91	07/01/2014
<b>Domestic Equity</b>										
Large Cap Index	3,503,914	30.93	8.48	14.61	42.44	42.44	17.65	17.09	13.68	07/01/2014
<i>Russell 1000 Index</i>			8.54	14.95	43.07	43.07	19.16	17.99	14.16	07/01/2014
Small Mid Cap	1,048,341	9.25	4.34	16.59	63.09	63.09	15.16	15.47	16.70	02/01/2016
<i>Russell 2500 Index</i>			5.44	16.97	57.79	57.79	15.24	16.35	17.62	02/01/2016
<b>International Equity</b>										
Non US Developed	1,901,080	16.78	5.61	10.03	34.81	34.81	8.92	11.00	5.58	07/01/2014
<i>MSCI AC World ex USA (Net)</i>			5.48	9.16	35.72	35.72	9.38	11.08	5.33	07/01/2014
Non US Emerging	520,722	4.60	4.69	10.71	46.65	46.65	12.33	N/A	11.82	11/01/2016
<i>MSCI Emerging Markets Index</i>			5.12	7.58	41.36	41.36	11.67	13.43	12.27	11/01/2016
<b>Fixed Income</b>										
Core Plus Bonds	4,356,249	38.45	2.75	-0.52	4.06	4.06	6.70	4.98	4.52	07/01/2014
<i>Blmbg. Barc. U.S. Aggregate</i>			1.83	-1.61	-0.34	-0.34	5.34	3.03	3.28	07/01/2014

Returns are net of fees.  
Returns are expressed as percentages.



## Plan Sponsor Peer Group Analysis

All Public Plans-Total Fund



■ Total Fund  
● Blended Benchmark

5th Percentile	5.99	10.59	31.99	31.99	13.77	13.05
1st Quartile	5.40	9.10	28.21	28.21	12.28	11.69
Median	4.99	8.23	25.57	25.57	10.99	10.71
3rd Quartile	4.50	7.48	23.37	23.37	10.29	9.95
95th Percentile	1.88	0.95	9.40	9.40	6.90	7.57
Population	201	201	199	199	184	177

Parentheses contain percentile rankings.  
Calculation based on monthly periodicity.  
Returns are net of fees and are expressed as percentages.



## Financial Reconciliation

	Market Value As of 04/01/2021	Net Transfers	Contributions	Distributions	Fees	Income	Capital Apprec./ Deprec.	Market Value As of 06/30/2021
Total Fund	10,771,101	-	55,000	(55,000)	(7,442)	63,801	502,846	11,330,306
Large Cap Index	3,266,890	-	-	(40,000)	(154)	11,365	265,814	3,503,914
Small Mid Cap	1,019,093	-	-	(15,000)	(2,029)	2,682	43,594	1,048,341
Non US Developed	1,762,220	-	40,000	-	(405)	13,876	85,390	1,901,080
Non US Emerging	483,061	-	15,000	-	(1,466)	4,238	19,889	520,722
Core Plus Bonds	4,239,838	-	-	-	(3,388)	31,641	88,159	4,356,249



## Financial Reconciliation

	Market Value As of 01/01/2021	Net Transfers	Contributions	Distributions	Fees	Income	Capital Apprec./ Deprec.	Market Value As of 06/30/2021
Total Fund	10,510,029	-	305,000	(305,000)	(10,037)	121,512	708,801	11,330,306
Large Cap Index	3,328,907	-	-	(290,000)	(227)	23,282	441,953	3,503,914
Small Mid Cap	912,065	-	-	(15,000)	(2,905)	5,190	148,991	1,048,341
Non US Developed	1,691,369	-	40,000	-	(562)	25,615	144,658	1,901,080
Non US Emerging	456,805	-	15,000	-	(1,586)	7,245	43,258	520,722
Core Plus Bonds	4,120,884	-	250,000	-	(4,756)	60,181	(70,060)	4,356,249





## Financial Reconciliation

	Market Value As of 07/01/2020	Net Transfers	Contributions	Distributions	Fees	Income	Capital Apprec./ Deprec.	Market Value As of 06/30/2021
Total Fund	8,932,419	-	371,737	(305,000)	(12,652)	235,057	2,108,745	11,330,306
Large Cap Index	2,615,459	-	66,737	(290,000)	(260)	47,437	1,064,541	3,503,914
Small Mid Cap	651,994	-	-	(15,000)	(3,633)	10,537	404,443	1,048,341
Non US Developed	1,380,530	-	40,000	-	(703)	39,750	441,504	1,901,080
Non US Emerging	344,838	-	15,000	-	(1,693)	11,512	151,065	520,722
Core Plus Bonds	3,939,598	-	250,000	-	(6,363)	125,822	47,192	4,356,249



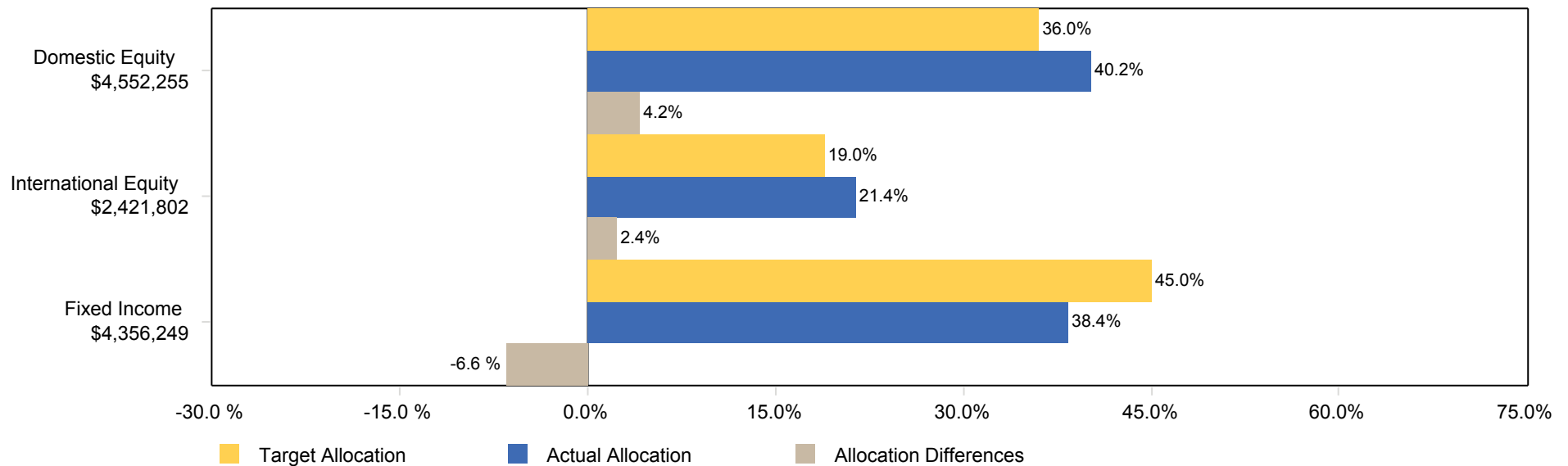
## Financial Reconciliation

	Market Value As of 07/01/2020	Net Transfers	Contributions	Distributions	Fees	Income	Capital Apprec./ Deprec.	Market Value As of 06/30/2021
Total Fund	8,932,419	-	371,737	(305,000)	(12,652)	235,057	2,108,745	11,330,306
Large Cap Index	2,615,459	-	66,737	(290,000)	(260)	47,437	1,064,541	3,503,914
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Core Plus Bonds	3,939,598	-	250,000	-	(6,363)	125,822	47,192	4,356,249



## Asset Allocation Compliance - Total Fund

	Asset Allocation (%)	Target Allocation (%)	Minimum Allocation (%)	Maximum Allocation (%)	Differences (%)
<b>Total Fund</b>	<b>100.0</b>	<b>100.0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
Domestic Equity	40.2	36.0	21.0	51.0	4.2
International Equity	21.4	19.0	4.0	34.0	2.4
Fixed Income	38.4	45.0	25.0	65.0	-6.6



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Historical Hybrid Composition - Blended Benchmark

Allocation Mandate	Weight (%)
<b>Jul-2014</b>	
Russell 1000 Growth Index	20.0
Russell 1000 Value Index	20.0
Russell 2500 Index	10.0
MSCI EAFE (net)	10.0
Blmbg. Barc. Intermed. U.S. Government/Credit	35.0
90 Day U.S. Treasury Bill	5.0
<b>Jul-2015</b>	
Russell 3000 Index	36.0
MSCI AC World ex USA (Net)	19.0
Blmbg. Barc. U.S. Aggregate	45.0



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