

MERCER COUNTY INSURANCE FUND COMMISSION
ESTABLISHING CLAIMS COMMITTEE AND CLAIMS COMMITTEE CHARTER

WHEREAS, the MERCER COUNTY INSURANCE FUND COMMISSION (hereinafter "Commission") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the Commission has deemed it necessary and appropriate to form advisory committees as permitted by the duly adopted Commission Rules and Regulations; and

WHEREAS, the Commission has resolved to establish a "Claims Committee", comprised of representatives from Mercer County agencies and authorities;

NOW THEREFORE BE IT RESOLVED by the Mercer County Insurance Fund Commission that a Claims Committee is hereby established and its initial members shall be:

Representative

Elizabeth A. Scannella
Sarah Crowley, Esq.
Lillian Nazzaro, Esq.
Delores Smith

Affiliated Member Entity

Mercer County
Mercer County
Mercer County
Mercer County Board of Social Services

Fund Professional

Joseph Hrubash
Robyn Walcott
Michelle Leighton
Glenn Prince
Doug Borden
Courtney Cameron
Nancy Fowlkes
Susan Irvine
Arthur R. Sypek, Jr.

Fund Position

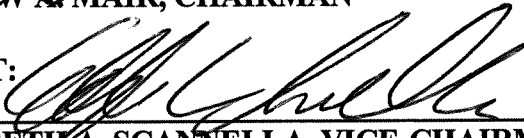
Executive Director, PERMA
Claims Consultant, Conner Strong & Buckelew
Claims Consultant, Conner Strong & Buckelew
CEL Safety Director, J. A. Montgomery
Risk Manager, Borden Perlman Salisbury & Kelly
Borden Perlman Salisbury & Kelly
Inservco Insurance Services, Inc.
Inservco Insurance Services, Inc.
Commission Attorney

BE IT FURTHER RESOLVED that the members of the claims committee shall serve pursuant to the Rules and Regulations of the Mercer County Insurance Fund Commission, Article III, Organization, Advisory Committees and the Claims Committee Charter which is attached to this resolution.

ADOPTED: 

ANDREW A. MAIR, CHAIRMAN

3/24/14
DATE

ATTEST: 

ELIZABETH A. SCANNELLA, VICE-CHAIRMAN

3/24/14
DATE

**MERCER COUNTY INSURANCE FUND COMMISSION
CLAIMS COMMITTEE MEETING SCHEDULE,
ASSIGNMENTS AND CLAIMS CHARTER**

The Claims Committee will conduct meetings on the following schedule:

Claims Committee Meetings will be held on the second Tuesday of each month at 2 pm.

2014 CLAIMS COMMITTEE ASSIGNMENTS

Committee Members

Name		Affiliation
Elizabeth Scannella,	(Chair)	Mercer County Insurance Fund Commission
Sarah Crowley, Esq.		Mercer County
Lillian Nazarro, Esq.		Mercer County
Delores Smith		Mercer County Board of Social Services

Fund Professionals

Arthur R. Sypek, Jr.	Commission Attorney
Joseph Hrubash	Executive Director, PERMA
Robyn Walcoff	Conner Strong & Buckelew
Michelle Leighton	Conner Strong & Buckelew
Glenn Prince	CEL Safety Director, J.A. Montgomery
Susan Irvine	Inservco Insurance Services
Nancy Fowlkes	Inservco Insurance Services
Doug Borden	Risk Manager, Borden Perlman Salisbury & Kelly
Courtney Cameron	Risk Manager, Borden Perlman Salisbury & Kelly

**MERCER COUNTY INSURANCE FUND COMMISSION
CLAIMS COMMITTEE MEETING SCHEDULE,
ASSIGNMENTS AND CLAIMS CHARTER**

CLAIMS COMMITTEE CHARTER

The Mercer County Insurance Fund Commission hereby constitutes and establishes a Claims Committee, an advisory committee authorized by the Commission's rules and regulations:

Composition

The Claims Committee shall be comprised of at least one representative from each member of the Mercer County Insurance Fund Commission and one Mercer County Insurance Fund Commissioner. Each representative shall have one vote. As additional members join the Mercer County Insurance Fund Commission, a representative from the new member entity shall be appointed to the Claims Committee.

Also serving on the Committee, with no voting privileges, shall be a representative from the Executive Director's office, the Fund Attorney, a representative from the Risk Management Consultant's office, a representative from the Third Party Administrator's office, and a representative from the CEL's Safety Director's office.

Authority and Responsibility

1. The Claims Committee shall review and recommend for approval or denial all payment authority requests which are subject to any combination of payments that exceed seven thousand five hundred dollars (\$7,500) for Property, including Boiler & Machinery, Auto Liability, General Liability including Law Enforcement Legal Liability, and twenty thousand dollars (\$20,000) for Workers' Compensation Claims, inclusive of legal fees, expenses, and such other items to be charged to the Mercer County Insurance Fund Commission. This notification also includes any prior claim where a request for additional payment authority is needed beyond an amount previously approved, any requests for lien compromises, and any subrogation abandonment requests.
2. The Claims Committee shall develop and recommend claims cost containment programs.

Claims Committee Bylaws

The Claims Committee of the Mercer County Insurance Fund Commission was established in February 2014, where the Mercer County Insurance Fund Commission adopted a resolution appointing certain employees of member entities to the Claims Committee, an advisory committee authorized by the Commission's rules and

MERCER COUNTY INSURANCE FUND COMMISSION CLAIMS COMMITTEE MEETING SCHEDULE, ASSIGNMENTS AND CLAIMS CHARTER

regulations. The Committee's operational guidelines are set down herein and may be amended by the Commissioners of the Mercer County Insurance Fund Commission.

Meetings

In 2014, the Claims Committee shall meet at least monthly, on the second Tuesday of the month, and as many times as the Committee Chairman deems necessary; provided, however, if there are five or less payment authority requests to review in one month, the Claims Committee may conduct the review of the payment authority requests electronically or telephonically in lieu of an in-person meeting.

Attendance

A majority of members of the Claims Committee shall be present at all meetings. In addition, a representative from the Executive Director's office, the Fund Attorney, a representative from the Risk Management Consultant's office, a representative from the Third Party Administrator's Office, and a representative from the CEL's Safety Director's office shall attend such meetings. As necessary or desirable, the Chairman may request other professionals and/or member representatives to also attend in order to exchange views on any issue that may be at hand.

Specific Duties

In undertaking its responsibilities as outlined above, the Claims Committee is to:

1. Apprise the Commissioners of the Mercer County Insurance Fund Commission, through special presentations as necessary, of significant developments in the course of performing its responsibility.
2. Review and recommend for approval or denial all payment authority requests which are subject to any combination of payments that exceeds seven thousand five hundred dollars (\$7,500) for Property, including Boiler & Machinery, Auto Liability, General Liability including Law Enforcement Legal Liability, and twenty thousand dollars (\$20,000) for Workers' Compensation inclusive of legal fees, expenses, and such other items to be charged to the Mercer County Insurance Fund Commission. This notification also includes any prior claim where a request for additional payment authority is needed beyond an amount previously approved, any requests for lien compromises, and any subrogation abandonment requests.
3. Recommend to Commissioners of the Mercer County Insurance Fund Commission any appropriated changes or extensions in the duties of the Committee.

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CLAIMS COMMITTEE MEETING SCHEDULE,
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4. Report annually to the Commissioners of the Mercer County Insurance Fund Commission on the discharge of these responsibilities.