

**MERCER COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
FEBRUARY 24, 2014**

**MERCER COUNTY
MCCDADE ADMINISTRATION BUILDING
640 SOUTH BROAD STREET
ROOM 212
TRENTON, NJ 08650-0068
10:30 AM**

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

In accordance with the Open Public Meetings Act, notice of this meeting was given by:

- I. Advertising the notice in the Trenton Times, The Trentonian and the Princeton Packet**
- II. Filing advance written notice of this meeting with the Commissioners of the Mercer County Insurance Fund Commission; and**
- III. Posting notice on the Public Bulletin Board of the Office of the County Clerk**

**MERCER COUNTY INSURANCE FUND COMMISSION
AGENDA
OPEN PUBLIC MEETING: FEBRUARY 24, 2014
640 S. BROAD STREET, ROOM 212
TRENTON, NJ 08650-8068
10:30 AM**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
 - ROLL CALL OF COMMISSIONERS**
 - APPROVAL OF MINUTES: February 3, 2014 Open Minutes.....Appendix I**

 - COMMITTEE REPORTS**
 - Safety Committee:..... Verbal
 - Claims Committee: Verbal

 - EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA Pages 3-17**

 - TREASURER – David Miller**
 - Resolution 16-14 February Bill ListPage 18

 - ATTORNEY – Arthur R. Sypek, Jr., Esq. Verbal**

 - CLAIMS SERVICE –Inservco Insurance Services, Inc.**
 - Monthly Report..... Verbal

 - CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - Monthly Report.....Page 19

 - RISK MANAGER CONSULTANT – Borden Perlman Salisbury & Kelly**
 - Monthly Report..... Verbal

 - OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**

 - CLOSED SESSION – Payment Authorization Requests (PARS)Pages 20-22**
Resolution [17-14](#) Executive Session for purpose as permitted by the Open Public Meetings Act, more specifically to discuss PARS related to pending or anticipated litigation as identified in the list of claims prepared by third-party claim administrator Inservco Insurance Services, Inc. and attached to this agenda.

 - Motion for Executive Session
-
- MEETING ADJOURNMENT**
 - NEXT SCHEDULED MEETING: MARCH 24, 2014 MERCER COUNTY, McDADE ADMINISTRATION BUILDING 640 S. BROAD STREET, TRENTON, NJ 08650 10:30 AM**

MERCER COUNTY INSURANCE FUND COMMISSION

9 Campus Drive, Suite 16

Parsippany, NJ 07054

Telephone (201) 881-7632 Fax (201) 881-7633

Date: February 24, 2014

Memo to: Commissioners of the Mercer County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

Certificate of Insurance Request Form (Pages 6-7) - Attached on pages 6-7 is the certificate of insurance issuance reports from the CEL listing those certificates issued for the period of January 29, 2014 to February 14, 2014. There were 6 certificates of insurance issued during this period.

Motion to approve the certificate of insurance report

Claims Committee (Page 8) Attached on page 8 for your review is Resolution 15-14 which establishes a formal Claims Committee. We are requesting approval of the establishment of the Claims Committee including the Claims Committee representatives. The Claims Committee will develop a Claims Committee Charter which will be formalized by the Insurance Commission at a later date.

Motion to approve Resolution 15-14 establishing a Claims Committee including the Committee representatives

Inservco Liability Claim Check Register (Pages 9-13) Attached in the agenda on pages 9-11 is the Financial Transaction Log of Liability Claim Payments prepared by the Third Party Administrators, Inservco, for the period of 1/1/14 to 1/31/14. There were no payments made for this period. This will be a monthly report prepared by Inservco and included in the agenda. This report is also included in other Commission agendas where Inservco is the claims administrator. When this report is included in the agenda an accompanying Resolution is also included in the agenda which authorizes the disclosure of the Liability Claims Check Register. A sample copy of the Resolution is included in the agenda on pages 12-13 for your review. We are suggesting the Commissioners adopt the same procedure as used in the other Commissions to present the Liability Check Register.

Motion to adopt a procedure for presenting the Inservco Financial Transaction Log of Liability Claim Payments

Insurance Commission Websites (Appendix II) - Recent Legislation now requires Joint Insurance Funds and Insurance Commissions to have a website and it must include an extensive list of public documents. A copy of Chapter 167 is attached in Appendix II of the

agenda. Page 4 of the document refers to Joint Insurance Funds. The NJCEL and some of the member Commissions utilize Spark Creative Group as their website vendor. Spark Creative Group has prepared a proposal for the Mercer County Insurance Fund Commission. A copy of their proposal is included in the agenda on pages 14-16. The pricing fee is the same as the other Commissions that utilize Spark Creative Group. The cost for this expense could be paid out of the miscellaneous and expense contingency.

❑ Motion to accept the pricing proposal from Spark Creative Group to setup the Commission Website

- ❑ **2014 Assessment Bills** – In accordance with the Commission’s By Laws, the assessment bill was sent to the County via certified mail and also by e-mail. The first payment is due on March 15, 2014. The second installment is due on May 15th and the third installment on October 15th.
- ❑ **Ancillary Coverages** – The CEL Underwriting Manager has sent applications to Ms. Scannella to complete for Network Privacy & Security Liability and Employed Lawyers coverages as requested at the last meeting.
- ❑ **POL/EPL – Terrorism Coverage** – Ms. Scannella raised a question as to what Insurance Commissions purchase the TRIA coverage under the POL/EPL coverage. Camden, Gloucester, Union, Cumberland and Salem have all elected to purchase TRIA for POL/EPL. Burlington and Hudson do not purchase POL/EPL policies through the ancillary program, AIG.
- ❑ **2014 Excess Insurance and Ancillary Coverage Policies** – The CEL 2014 excess policies will be available electronically through a Conner Strong & Buckelew secure website for authorized representatives. The Executive Director’s office will work with Ms. Scannella to obtain a list of County representatives who should have access to the website. In addition to this, certain Commission professionals are granted access. The CEL Underwriting Manager is in the process of reviewing the 2014 policies and will release an e-mail with instructions and login information to access the website when the policies are available. The limit/retention schematics and Plan of Risk Management will also be available on the website prior to the March meeting.
- ❑ **Employee Dishonesty Crime Policy** – Joint Insurance Funds in the State of New Jersey are required by law to carry an employee dishonesty crime policy on their Executive Director, Third Party Administrator and Treasurer. The CEL JIF and its member Insurance Commissions purchased this coverage shortly after their formation. Although, an Insurance Commission is not subject to the same regulation, we feel it is prudent for the Mercer County Insurance Fund Commission to consider purchasing this coverage. The coverage can be purchased with Selective Insurance Company. We suggest that the MCIFC request Conner Strong & Buckelew to obtain a quote from Selective Insurance Company for a limit of \$1,000,000 and a \$10,000 per occurrence deductible. This is the limit and deductible the CEL and its member Commissions purchase. Selective is the leader in this line of coverage for Joint Insurance Funds and requires a minimum amount of underwriting information. The

cost of this coverage can be paid out of the miscellaneous and expense contingency. If the Commission agrees, Ms. Dodd will work with Ms. Scannella in completing an application to obtain a quote.

- ❑ **Notice for Executive Session (Page 17)** - Attached on page 17 of the agenda is a copy of the notice that was issued and advertised in the Commission's newspapers. A copy of the notice was also posted on the County Bulletin Board. We will use this format going forward unless anyone has any revisions or comments. Also we included in the agenda Resolution 17-14 to authorize a Closed Session to discuss Payment Authorization Requests and or Settlement Requests. Attached to the resolution is the pertinent information regarding the claim.

- ❑ **Reporting Procedures For New Claims** – Ms. Scannella inquired about the claims reporting procedure and what role Borden Perlman will have in reporting claims. There was a claims Kickoff meeting held after the February 3 Executive Committee meeting and there will be another claims committee meeting held prior to this meeting. Ms. Walcoff will give us an update.

**Mercer County Insurance Commission
Certificate Of Insurance Monthly Report**

Friday, February 14, 2014

From 1/29/14 to 2/14/14

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverag
MCIC H- Team Toyota of Princeton I- County of Mercer	2871 Route 1 South Lawrenceville, NJ 08648 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068	1069	Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement with respect to (SEE PAGE 2)	2/10/2014	GL EX AU WC
H- Project Freedom at Hamilton I- County of Mercer	715 Kuser Road Hamilton, NJ 08619 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068	1070	Evidence of insurance. All operations usual to County Governmental Entity for Human Services/Mental Health/CIACC training on April 10, 2014, 9:00-12:00 noon. (SEE PAGE 2)	2/10/2014	GL EX AU WC
H- Project Freedom at Hamilton I- County of Mercer	715 Kuser Road Hamilton, NJ 08619 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068	1070	Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement regarding the (SEE PAGE 2)	2/10/2014	GL EX AU WC
H- State of New Jersey I- County of Mercer	Division of Mental Health & Addiction 222 South Warren Street, Trenton, NJ 08611 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068	1072	Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement with respects to (SEE PAGE 2)	2/12/2014	GL EX AU WC
H- Borough of Hopewell I- County of Mercer	88 East Broad Street Hopewell, NJ 08525 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068	1073	Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement regarding (SEE PAGE 2)	2/12/2014	GL EX AU WC

H- Lawrence Twp.

2207 Lawrenceville Road Lawrenceville, NJ 08648 1074

Certificate holder is additional insured where obligated by virtue 2/12/2014 GL EX AU WC of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement as respect to (SEE PAGE 2)

I- County of Mercer

McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068

Total # of Holders = 6

RESOLUTION NO. 15-14

**MERCER COUNTY INSURANCE FUND COMMISSION
ESTABLISHING CLAIMS COMMITTEE**

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.
TBD

Affiliated Member Entity

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

Fund Professional

Joseph Hrubash
Robyn Walcoff
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.

ADOPTED:

ANDREW A. MAIR, CHAIRMAN

DATE

ATTEST:

ELIZABETH A. SCANNELLA, VICE-CHAIRMAN

DATE

Mercer County Ins Fund Comm - 396
Financial Transaction Log - Liability Claim Payments
Monthly / Detail / By Coverage / By Payment Type / By Check Number
01/01/2014 Thru 01/31/2014

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
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Inservco Report Terminology

Reporting Name	Business Name	Business Description
Amount/Amt Paid	Amount Paid	Amount actually paid or received
Amount/Amt Requested	Amount Requested	Amount requested to be paid
As Of Date/To Date	Report End Date	Ending date of transactions on report; usually month end
Payment Type	Type	Types of transactions—Computer, Manual, Refund, Recovery, Stop Pay, Void
Report Begin Date	Report Begin Date	Beginning date of transactions on report; usually beginning of month or inception
Trans Date	Transaction Date	Issue date for computer issued payments and add date for all other type entries

Mercer County Ins Fund Comm - 396
Financial Transaction Log - Liability Claim Payments
Monthly / Detail / By Coverage / By Payment Type / By Check Number
01/01/2014 Thru 01/31/2014

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
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* There are no records that match the reporting criteria.

Mercer County Ins Fund Comm - 396
Financial Transaction Log - Liability Claim Payments
Monthly / Detail / By Coverage / By Payment Type / By Check Number
01/01/2014 Thru 01/31/2014

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
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Total for Mercer County Ins Fund Comm - 396

Number of entries: 0

RESOLUTION _____-14 (SAMPLE)

**MERCER COUNTY INSURANCE FUND COMMISSION
AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

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

WHEREAS, the MCIFC is subject to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act requires all meetings of public bodies be open to the public; and

WHEREAS, the Open Public Meetings Act further provides a public body may permissibly exclude the public from a portion of a meeting at which the public body discusses items per the Open Public Meetings Act at N.J.S.A. 10:4-12.b.(1) thru (9) recognized as requiring confidentiality, and

WHEREAS, it is necessary and appropriate for the MCIFC to discuss certain matters in a meeting not open to the public consistent with N.J.S.A. 10:4-12.b.(7); and

WHEREAS, the MCIFC is a public agency which must comply with the Open Public Records Act (OPRA) N.J.S.A. 47: 1A-1 to -13; and

WHEREAS, the MCIFC must comply with OPRA and reported New Jersey Case Law interpreting same; and

WHEREAS, the MCIFC did hold a closed session from which the public was excluded on _____ 2014 at which time certain items were discussed as were referenced in a separate resolution authorizing said closed session and it being determined certain liability & property claim payment information can be made public at this time; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of said MERCER County Insurance Fund Commission pursuant to both the Open Public Meetings Act and the Open Public Records Act as follows:

The attached financial transaction logs generated by third party administrator Inservco Insurances Inc. for the periods _____ and related to all non-workers compensation payments are hereby approved for distribution to the listed claimants and for disclosure to the general public

ADOPTED by THE MERCER COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on _____, 2014.

ADOPTED:

ANDREW A. MAIR, CHAIRMAN

DATE

ATTEST:

ELIZABETH A. SCANNELLA, VICE CHAIRMAN

DATE



Spark Creative Group
647 Haddon Avenue / Floor Two
Collingswood, NJ 08108

T / 856 . 854 . 2647
F / 856 . 368 . 2051
www.spark-creative.net

Project Background

The Mercer County Insurance Fund Commission has been directed by new state legislation to create and maintain a web presence for commission members and the community. The website requested by the client needs to be a simple, user-friendly space with specific information to meet the state requirements, inform the community on Commission activities and suit any other needs related to the Commission.

With the scope of work dictated by the client, Spark Creative Group proposes the following low budget website for their use and to meet the requirements of new state laws.

Project Goals and Recommendations

Goal 1: Site Design and Development and Launch

Client requests a new website to meet state requirements that is easily updatable with minutes, announcements, and general information.

Recommendations: SCG recommends the use of a content managed system as the backend for the sites design SGG will work with.

Goal 2: System Upgrades and Security

To establish an annual budget for important system and security upgrades for both content managed sites.

Recommendations: Clients typically incur 24 hours a per year in billables for both planned and unplanned needs.



Spark Creative Group
647 Haddon Avenue / Floor Two
Collingswood, NJ 08108

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www.spark-creative.net

Development Process

For all our work, SCG employs our smArt Direction methodology—a brand analysis and a brand execution process that integrates all aspects of marketing to achieve a total brand experience for our clients. For web development projects, we embrace the same methodology but within the more technical stages shown below. Contact Reports and Creative Briefs will be used to summarize findings, propose courses of action and ensures clear communication between the Client and the Firm. These documents guide creative direction, responsibilities and approval processes and ensure desired results and clear client communication throughout the process. The following is a general outline of what to expect as the project progresses:

Stage 1: Definition, Research and Strategy *Timeline: 1-3 weeks*

This phase centers on information gathering to formulate an action plan for the scope of work. We assess goals, target audiences, competition and desired results. Activities generally include account documentation, information gathering meetings, technical assessments of client technology, responsibility definition and an analysis of all collected information and documents.

Stage 2: Conceptual & Design Development *Timeline: 3-4 weeks*

Creative thinking and problem-solving techniques are applied to the scope of work as we collaborate as a team to develop visual and messaging concepts for the site. Every detail in this process is tied to the communications goals of the client as we sketch and wireframe initial concepts. Only the most exceptional approaches and solutions are presented to the client to be further refined. Typically one core concept is presented with options for navigation, organization, color and other specific functions. Per client discussions and decisions, we come to a final design direction.

Stage 3: Production, Testing & Deployment *Timeline: 3-5 weeks*

The design and content truly comes to life as we create the site graphics, content graphics, page layouts and programming needed to execute all the features of the site. Our team previews and tests the site with your team to ensure all agreed upon outcomes are coming together as planned as we prepare the site for launch.

Stage 4: Assessment *Timeline: 1-2 weeks*

We want to know the end results of our work. What is the client's evaluation of the process? How has it been received by target audiences? This is an opportunity to gather feedback to incorporate into future projects and to make possible adjustments immediately.



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Project Estimate

The following estimates are preliminary projections based on the scope of work as outlined in this proposal. The costs cited below are best estimates of what actual expenses will be and do not include applicable taxes, freight, printing costs, or travel expenses unless otherwise noted. Where these costs are noted, they are for estimation purposes as actual costs may vary. Any time or expenses incurred beyond the work described herein would be billable at the Firm Rates and Service schedule for the current year. Engagements are subject to our Firm Services Agreement which would be forwarded along with final contracts. For web-specific items, where specific needs and functions are yet to be defined, we present typical technology and programming recommendations containing the most common elements to a site of this scale.

DESCRIPTION OF SERVICE	COST
Website Design, Programming and Layout	
SCG will create a website template with the following features for launch:	
<ul style="list-style-type: none"> • Main introduction page and 2-3 internal pages (as needed), designed with client and firm input. • Contact Us page. • Programming and layout design. • Installation and configuration of backend framework allowing for future plugins and expansion. • Please note that any programming security updates, upgrades, fixes that occur post launch of site that will be billed at SCG hourly rates. 	\$ 2,200
Website Hosting and Domain Services (yearly)	
SCG will provide hosting for the website on a yearly basis, and includes the following:	
<ul style="list-style-type: none"> • Server maintenance related to the web server itself (not including any site security, bugs, site updates, etc). • Provide email accounts and email instructional tools to client. 	\$ 350
<ul style="list-style-type: none"> • Domain name can be purchased on behalf of client if requested. 	\$ 25
Site Updates and File Uploads (monthly)	
SCG will assist in editing and developing site textual content, file uploads on a monthly basis on a monthly retainer. SCG will give 2 hours per month towards this project, charging only for 1 hour. Any work performed above the 2 hours per month will be billed at SCG hourly rate.	
	\$ 105

NOTICE

MERCER COUNTY INSURANCE FUND COMMISSION

EXECUTIVE SESSION

NOTICE is hereby given that the Mercer County Insurance Fund Commission will enter into **EXECUTIVE SESSION** during the regularly scheduled meeting on **MONDAY, FEBRUARY 24, 2014** at 10:30AM to be held in Room 212 of the Mercer County Administration Building, 640 South Broad Street, Trenton, NJ, for the express purpose of discussing the following:

PAYMENT AUTHORITY REQUESTS FOR:

CARLTON GITTENS # 3960000033

The above is the information known at the time of publication. Additions and or deletions may change without further notice.

**MERCER COUNTY INSURANCE FUND COMMISSION
BILLS LIST**

Resolution No. 16-14

FEBRUARY 2014

WHEREAS, the Treasurer has certified that funding is available to pay the following bills::

BE IT RESOLVED that the Mercer County Insurance Fund Commission, hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

FUND YEAR 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000001			
000001	NEW JERSEY COUNTIES EXCESS JIF	CEL 1ST 2014	1,298,971.50
			1,298,971.50
000002			
000002	BORDEN PERLMAN SALISBURY&KELLY	RMC FEE 02/2013	3,083.00
000002	BORDEN PERLMAN SALISBURY&KELLY	RMC FEE 01/2014	3,087.00
			6,170.00
000003			
000003	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 02/2014	12,210.67
000003	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 01/2014	12,210.67
			24,421.34
000004			
000004	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES FEE 02/2014	2,149.58
000004	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES FEE 01/2014	2,149.58
			4,299.16
000005			
000005	INSERVCO INSURANCE SERVICES	CLAIMS ADMIN - 02/2014	15,833.33
000005	INSERVCO INSURANCE SERVICES	CLAIMS ADMIN - 01/2014	15,833.33
			31,666.66
000006			
000006	THE PRINCETON PACKET	ACCT 1010437 - LEGAL AD 1248576 - 1/7/14	6.30
000006	THE PRINCETON PACKET	ACCT 1010437 - 1/21/14 - LEGAL AS	17.50
			23.80
000007			
000007	THE TIMES	ACCT 1153600 - 1/17/14 - PUBLIC NOTICE	40.08
000007	THE TIMES	ACCT 1153600 - 01/10/14 - JAN 3 MTG	29.64
000007	THE TIMES	ACCT 1153600 - 1/14/14 - JAN MTG	30.80
			100.52
		TOTAL PAYMENTS FY 2014	1,365,652.98
TOTAL PAYMENTS ALL FUND YEARS \$ 1,365,652.98			

Chairperson

Attest:

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

**MERCER COUNTY INSURANCE FUND COMMISSION
SAFETY DIRECTOR'S REPORT**

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: February 24, 2014

**February - March 2014
RISK CONTROL ACTIVITIES**

JIF MEETINGS ATTENDED / TRAINING PRESENTED

- **February 3:** Attended the MCIFC meeting in Trenton.
- **February 10:** Attended the Claims Committee meeting in Trenton.

UPCOMING JIF MEETINGS / TRAINING PLANNED

- **February 21:** Plan to attend the Accident Review Panel meeting in Trenton.
- **February 24:** Plan to attend the MCIFC meeting in Trenton

RESOLUTION 17-14

**MERCER COUNTY INSURANCE FUND COMMISSION
AUTHORIZING A CLOSED SESSION TO DISCUSS
PAYMENT AUTHORIZATION REQUESTS (PARS) & SETTLEMENT (SARS)
RELATED TO PENDING OR ANTICIPATED LITIGATION**

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

WHEREAS, the MCIFC is subject to the requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act requires all meetings of public bodies be open to the public; and

WHEREAS, the Open Public Meetings Act further provides a public body may permissibly exclude the public from a portion of a meeting at which the public body discusses items per the Open Public Meetings Act at N.J.S.A. 10:4-12.b.(1) thru (9) recognized as requiring confidentiality; and

WHEREAS, it is necessary and appropriate for the MCIFC to discuss certain matters in a meeting not open to the public consistent with N.J.S.A. 10:4-12.b.(7); and

NOW THEREFORE BE IT RESOLVED by the Commissioners of said MERCER County Insurance Fund Commission pursuant to the Open Public Meetings Act as follows:

The MCIFC shall hold a closed session from which the public shall be excluded on February 24, 2014.

The general nature of the items to be discussed at said closed session shall include the following: the appropriateness of payment of statutorily required workers’ compensation benefits, settlement authority if any or continuing defense of pending or anticipated litigation, discussion of litigation strategy, position the MCIFC will take in said litigation, strengths and weaknesses of MCIFC’s position in said litigation.

The specific litigation is identified by the claim number assigned by Inservco in its capacity as the third-party claims administrator, name of the claimant, date of loss, workers’ compensation petition number and/or court assigned docket number which is set forth in the attached list which list is also appended to the MCIFC monthly meeting agenda for February 24, 2014 which agenda has been timely posted per the Open Public Meetings Act.

The minutes of said closed session shall be made available for disclosure to the public consistent with N.J.S.A. 10:4-13 when the items which are the subject of the closed session discussions are resolved and the reasons for confidentiality as to both the MCIFC and the claimant no longer exist.

ADOPTED by THE MERCER COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on FEBRUARY 24, 2014.

ADOPTED:

ANDREW A. MAIR, CHAIRMAN

DATE

ATTEST:

ELIZABETH A. SCANNELLA, VICE CHAIRMAN

DATE

PAYMENT AUTHORIZIATION REQUESTS

<u>Claim #</u>	<u>Claimant</u>	<u>Type of Claim</u>	<u>PAR/SAR</u>	<u>C.P or DO #</u>
3960000033	Carlton Gittens	Worker Comp	PAR	

APPENDIX I

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – FEBRUARY 3, 2014
Mercer County
McDade Administration Building
640 South Broad Street
Trenton, NJ 08650-0068
10:30 AM**

Meeting was called to order by Chairman Mair. Ms. Dodd read the Open Public Meetings notice into record.

ROLL CALL OF COMMISSIONERS:

Andrew A. Mair	Present
Elizabeth A. Scannella	Present
Raissa Walker	Absent

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Debra Stout Nancy Fowlkes
	Conner Strong & Buckelew Michelle Leighton (<i>via teleconference</i>) Robyn Walcoff (<i>via teleconference</i>)
Risk Management Consultant	Borden Perlman Salisbury & Kelly Doug Borden (<i>via teleconference</i>) Courtney Cameron (<i>via teleconference</i>)
Attorney	
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince (<i>via teleconference</i>) Dave McHale (<i>via teleconference</i>)

ALSO PRESENT:

Sarah G. Crowley, Deputy County Counsel
Jim Kickham, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES OF JANUARY 10, 2014

Ms. Scannella advised she had a correction for the minutes. Ms. Scannella indicated when she made the motion to introduce the budget she did not include the budget amount as stated in the minutes but said as amended.

**MOTION TO APPROVE THE OPEN MINUTES OF JANUARY 10, 2014
AS AMENDED**

Moved:	Chairman Mair
Second:	Commissioner Scannella
Vote:	2 Ayes, 0 Nays

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince advised Mr. Barry Sloane attended the Accident Review Panel Meeting on January 14th. Mr. Prince also indicated at the next meeting Mr. Sloane would recommend establishing a stand alone Safety Committee for the Commission.

CLAIMS COMMITTEE: Ms. Walcoff reported the Claims Kick Off Meeting was scheduled to take place after the Commission meeting. Ms. Walcoff advised the goal was to establish the Claims Committee and discuss a Claims Committee Charter. Ms. Walcoff advised they were operating under the Interim Claims Reporting Procedures which was distributed earlier in the year. Ms. Walcoff also advised some property losses had been reported to Conner Strong & Buckelew and Inservco. In response to Executive Director's inquiry, Ms. Walcoff advised the losses were due to frozen pipes at the Airport and Youth Detention Center. Ms. Walcoff indicated Mr. Trump, the property adjuster from Vericclaim had already been in touch with the County. In response to Ms. Scannella's inquiry regarding the property deductible, Executive Director confirmed the property deductible was \$25,000, the same as they had in the past. Executive Director explained Mercer County Insurance Fund Commission's retention was \$100,000 less a \$25,000 member deductible. Executive Director noted that the Zurich American Insurance Company was in excess of the \$100,000 Commission retention.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had five action items for his report.

2014 PROPERTY & CASUALTY BUDGET ADOPTION: Executive Director advised the 2014 Property & Casualty Budget was introduced at the January 10th meeting and was advertised in the applicable newspapers. Executive Director explained the budget was amended since it was introduced. Executive Director noted the revised budget amount was \$7,340,951. Executive Director referred to line 9 of the budget and advised the figure was increased by \$181,766 as the primary excess liability program with BRIT now had higher limits and line 35 of the budget was decreased by \$213,470 as the limit on the Excess Liability Policy with National Casualty was reduced. This change in program structure resulted in a savings of approximately \$32,000. Executive Director also advised there were revisions to lines 16, 19, 20, and 29 to reflect the actual fees proposed by the vendors in their RFP responses. Executive Director noted lines 22 and 23 were amended to "0" since it was decided at the budget introduction meeting there would be no compensation to the Commission Attorney or Commission Treasurer. Lastly, Executive Director reported the POL/EPL premium was increased by \$10,000. Executive Director indicated the revised budget of \$7,340,951 was less than the budget which was introduced last month.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2014 BUDGET

Moved: Commissioner Scannella
Second: Chairman Mair
Vote: 2 Ayes, 0 Nays

Seeing no member of the Public, Chairman Mair requested a motion to close the Public Hearing.

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Scannella
Second: Chairman Mair
Vote: 2 Ayes, 0 Nays

MOTION TO ADOPT THE BUDGET AS AMENDED FOR THE MERCER COUNTY INSURANCE FUND COMMISSION AS PRESENTED FOR THE COMMISSION YEAR 2014

Moved: Commissioner Scannella
Second: Chairman Mair
Vote: 2 Ayes, 0 Nays

Executive Director advised the assessments were included in the agenda. Executive Director reported he would work with Pauline Kontomanolis of his office on a cash flow program with Mr. Miller.

MOTION TO CERTIFY THE ANNUAL ASSESSMENTS BASED UPON THE ADOPTED 2014 BUDGET

Moved: Commissioner Scannella
Second: Chairman Mair
Vote: 2 Ayes, 0 Nays

CASH MANAGEMENT PLAN: Executive Director referred to the Cash Management Plan and Resolution 13-14, Establishing the Cash Management Plan which were included in the agenda. Executive Director advised the Cash Management Plan was sent to the Commission Treasurer for his review and his suggested revisions were reflected in the Plan.

MOTION TO APPROVE RESOLUTION 13-14 ESTABLISHING THE CASH MANAGEMENT PLAN

Moved: Commissioner Scannella
Second: Chairman Mair
Vote: 2 Ayes, 0 Nays

RULES & REGULATIONS: Executive Director referred to Resolution 14-14 Adopting the Rules and Regulations. Executive Director advised the Commission's Rules and Regulations were included in Appendix II of the agenda. Executive Director reported the document was sent to the Commission Attorney for his review and did not believe any feedback was received. Executive Director noted the Rules and Regulations were standard and used in the other Insurance

Commissions. Ms. Crowley advised she and Mr. Sypek reviewed the document and found them to be in order.

MOTION TO APPROVE RESOLUTION 14-14 ADOPTING THE RULES AND REGULATIONS

Moved: Commissioner Scannella
Second: Chairman Mair
Vote: 2 Ayes, 0 Nays

CERTIFICATE OF INSURANCE REQUEST FORM: Executive Director advised the Certificate of Insurance Report was included in the agenda for the period of January 1, 2014 to January 29, 2014. There were 4 certificates issued during this period. Executive Director advised this would be a monthly report for the agenda which recapped the certificates issued for the month. Ms. Scannella noted to her memory the report was accurate.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Scannella
Second: Chairman Mair
Vote: 2 Ayes, 0 Nays

2014 MCIFC MEETING DATES: Executive Director reported the 2014 Annual Meeting Schedule was included in the agenda. Executive Director advised the meetings would be held on the fourth Monday of the month. Executive Director noted the May meeting fell on Memorial Day and asked the Commissioners to consider cancelling the meeting or rescheduling. Chairman Mair suggested cancelling the meeting for now and then see what the weight of business was as the date approached. Chairman Mair suggested the Commissioners post their vacation schedules internally to ensure there was a quorum for future meetings. If there is an issue the Executive Director will be notified of the need for a change in the meeting schedule.

MOTION TO ADOPT RESOLUTION 15-14, FIXING PUBLIC MEETING DATES FOR THE YEAR 2014

Moved: Commissioner Scannella
Second: Chairman Mair
Vote: 2 Ayes, 0 Nays

ORGANIZATIONAL RESOLUTIONS: Executive Director advised Organizational Resolutions 1-14 through 12-14 were approved at the last meeting subject to some revisions. The resolutions were revised to correct the Insurance Commission name to Mercer County Insurance Fund Commission and the term of one year was inserted on certain resolutions. Executive Director indicated he would have the revised resolutions signed after the meeting.

2014 PROPERTY & CASUALTY PLAN OF RISK MANAGEMENT: Executive Director reported he was in the process of drafting the 2014 Risk Management Plan. Executive Director advised he would send a copy of the plan to Ms. Scannella for her review. The objective is to have the Risk Management Plan ready for the March meeting.

PROPERTY AND BOILER MACHINERY: Executive Director reported the Property and Boiler Machinery coverage was written with Zurich American. Executive Director advised Zurich would handle the NJ State required inspection of the jurisdictional objects and the 800 number was included in the agenda to order any inspections. In response to Commissioner Scannella's inquiry about the inspections, Executive Director suggested she call Mr. Jim Timpanaro of Zurich or he would arrange the call to assist with her questions. Mr. Borden advised his office had a schedule of the items and when they were last inspected.

NJ EXCESS COUNTIES INSURANCE FUND: Executive Director advised the CELJIF scheduled their Re-Organization Meeting on Thursday, February 27, 2014 at 1:00 PM. Executive Director indicated the meeting would be held at the Camden County College Regional Training Center, 420 Woodbury-Turnersville Road, Blackwood, NJ. Executive Director noted the call in information was included in the agenda in the event anyone wanted to participate via teleconference. Chairman Mair advised he would call into the meeting.

MEDICARE SECONDARY PAYER: Executive Director reported a copy of the notification from Centers for Medicare and Medicaid Services was included in the agenda indicating the Mercer County Insurance Fund Commission had successfully registered. Executive Director advised his office would create an account to be in compliance with the Section 111 Mandatory Reporting Requirements.

MCIFC CLAIMS KICKOFF MEETING: Executive Director advised the Claims Kickoff Meeting was scheduled to take place after the Commission meeting.

Due to the weather conditions, Executive Director suggested setting up a weather telephone number and appreciated Chairman Mair's e-mail updating everyone on the status of the meeting. Chairman Mair indicated he had everyone's e-mail address and could send out a blast e-mail if there were any changes with a meeting.

In response to Commissioner Scannella's inquiry regarding the SERVE Training, Executive Director advised Mr. Prince would discuss the document during the CEL Safety Director report.

Executive Director's Report Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

TREASURER REPORT: None

ATTORNEY: Ms. Crowley advised Mr. Sypek was absent, however they did review the By Laws and there were no legal concerns.

CLAIMS SERVICE: Ms. Stout advised she had nothing to report at this time.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the January – February Risk Control Activity Report which was included in the agenda. Mr. Prince referred to a copy of a letter to Ms. Scannella which was included in the agenda regard the SERVE Emergency Responder Driver Training. Mr. Prince noted the program was made available by the excess workers' compensation carrier and was a free online training course. Mr. Prince indicated instructions for accessing the website were included in the agenda. Mr. Prince explained the course was beneficial for the law enforcement

community as 80% of all first responder accidents occur at intersections. Mr. Prince advised the program was designed to prevent and combat that type of scenario. In addition, Mr. Prince reported the program also included a distracted driving module. In response to Ms. Scannella's questions, Mr. Prince advised there was no cost for the training program and Mr. McHale noted the instructions to logon on to the website were included in the agenda. Mr. McHale advised there was no scheduling involved and the course could be taken individually or as a group. Mr. McHale noted the distracted driving module portion of the course would be available in approximately two weeks. In response to Ms. Scannella's concern about the Highway and T.R.A.D.E Departments, Mr. McHale advised he would contact the insurer, Safety National, to see if a stand alone course could be created for distracted driving. In response to Executive Director's inquiry regarding the HIPPA training, Chairman Mair indicated he did speak to Mr. McHale and there was a need for further conversations to better clarify their HIPPA training needs.

RISK MANAGER CONSULTANT: Mr. Borden advised he did not have anything to report for this meeting as they were waiting for the specimen policies to review and the Claims Committee meeting to establish criteria on claims reporting.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: Chairman Mair reported he had a few items to discuss. Chairman Mair wanted to confirm that there were some online discussions regarding the announcement and conduct of executive sessions. Executive Director advised the County's procedure would be followed for executive sessions. Chairman Mair advised there needed to be sufficient specificity in the meeting announcement. Ms. Crowley advised she would have the County Clerk send some samples of their notices to the Executive Director's office. Chairman Mair also wanted to confirm that the changes were made to the Cash Management Plan as recommended by Mr. Miller. Chairman Mair also indicated there was an issue regarding reporting requirements. Ms. Scannella advised some claims were still being reported to Borden Perlman's office, however they no longer have that role and wanted to make sure everyone at the County Counsels office understood how claims should be reported. Ms. Leighton advised the procedure could be discussed during the Claims Kick Off meeting but the reporting procedure in some of the other Commissions has the Risk Manager serving as a facilitator for the claims reporting. Ms. Scannella indicated that was in contrary to the Interim Claim Procedure she had received. Ms. Leighton noted when the procedure was prepared they did not have confirmation that Borden Perlman would be the Risk Manager. Ms. Leighton advised there was flexibility and the discussion would continue during the Claims Kick Off meeting.

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO THE PUBLIC

Moved:	Commissioner Scannella
Second:	Chairman Mair
Vote:	2 Ayes, 0 Nays

Seeing not members of the public wishing to speak Chairman Mair asked for a motion to close the public comment portion of the meeting.

MOTION TO CLOSE MEETING TO THE PUBLIC

Moved:	Commissioner Scannella
Second:	Chairman Mair
Vote:	2 Ayes, 0 Nays

Executive Director advised there was no need for a closed session.

MOTION TO ADJOURN:

Moved:	Chairman Mair
Second:	Commissioner Scannella
Vote:	2 Ayes, 0 Nays

MEETING ADJOURNED: 10:57AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary

APPENDIX II

CHAPTER 167

AN ACT requiring State, regional, and local authorities, boards, and commissions to establish a website, and amending and supplementing various sections of the Statutory Law.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

C.4:24-20.1 Soil conservation district to maintain Internet website or webpage; contents.

1. *The soil conservation district shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to district operations and activities. The following information, if applicable, shall be posted on the district's website or webpage:*

- a. a description of the district's mission and responsibilities;*
- b. the budget once adopted for the current and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website or webpage;*
- c. the most recent Comprehensive Annual Financial Report or other similar financial information;*
- d. the annual audit for the most recent and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website or webpage;*
- e. the district's rules, regulations, and official policy statements deemed relevant by the board of supervisors to the interests of the residents within the district;*
- f. notice, posted pursuant to the "Senator Byron M. Baer Open Public Meetings Act," P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the board of supervisors, setting forth the time, date, location, and agenda of the meeting;*
- g. the approved minutes of each meeting of the board including all resolutions of the board and its committees for the current fiscal year. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website or webpage;*
- h. the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the district; and*
- i. a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the soil conservation district.*

C.34:15C-15.1 Workforce investment board to maintain Internet website, webpage; contents.

2. *Each Workforce Investment Board shall maintain either an Internet website or a webpage on the county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the board's operations and activities. The following information, if applicable, shall be posted on the board's website or webpage:*

- a. a description of the board's mission and responsibilities;*
- b. the budget once adopted for the current and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website or webpage;*
- c. the most recent Comprehensive Annual Financial Report or similar financial information;*

d. the annual audit for the most recent and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website or webpage;

e. the board's rules, regulations, and official policy statements deemed relevant by the board to the interests of the residents within the county;

f. notice, posted pursuant to the "Senator Byron M. Baer Open Public Meetings Act," P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the Workforce Investment Board, setting forth the time, date, location, and agenda of the meeting;

g. the approved minutes including all resolutions of the board for each meeting of the Workforce Investment Board and its committees for the current fiscal year. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website or webpage;

h. the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Workforce Investment Board; and

i. a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Workforce Investment Board.

C.40:37-11.7 County park commission to maintain Internet website or webpage; contents.

3. Any county park commission established pursuant to chapter 37 of Title 40 of the Revised Statutes shall maintain either an Internet website or a webpage on the county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the county park commission's operations and activities. The following information, if applicable, shall be posted on the county park commission's website or webpage:

a. a description of the county park commission's mission and responsibilities;

b. the budget once adopted for the current and immediately prior fiscal years.

Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website or webpage;

c. the most recent Comprehensive Annual Financial Report or other similar financial information;

d. the annual audit for the most recent and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website or webpage;

e. the county park commission's rules, regulations, and official policy statements deemed relevant by the commissioners to the interests of the residents within the county;

f. notice, posted pursuant to the "Senator Byron M. Baer Open Public Meetings Act," P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the county park commission, setting forth the time, date, location, and agenda of the meeting;

g. the approved minutes of each meeting of the commission including all resolutions of the commission and its committees for the current fiscal year. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website or webpage;

h. the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the county park commission; and

i. a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the county park commission.

C.40A:10-38.14 Joint insurance fund to maintain Internet website; contents.

4. The joint insurance fund shall maintain an Internet website. The purpose of the website shall be to provide increased public access to the joint insurance fund's operations and activities. The following information, if applicable, shall be posted on the joint insurance fund's website:

a. a description of the joint insurance fund's mission and responsibilities;

b. the budget once adopted for the current and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website;

c. the most recent Comprehensive Annual Financial Report and the annual independent audit or other similar financial information;

d. the annual independent audit for the most recent fiscal year and the immediately prior fiscal year. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website;

e. the joint insurance fund's official policy statements, bylaws, risk management plan and cash investment policy plan that are deemed relevant by the commissioners to the interests of the residents within the jurisdiction of the fund members;

f. notice, posted pursuant to the "Senator Byron M. Baer Open Public Meetings Act," P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the insurance fund commissioners, setting forth the time, date, location, and agenda of the meeting;

g. the minutes of each meeting of the insurance fund commissioners including all resolutions of the commission and their committees for the current fiscal year. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website;

h. the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the joint insurance fund; and

i. a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered directly to the joint insurance fund. For the purposes of this section, "rendered directly to the joint insurance fund" shall not include claim payments to service providers for services rendered to third party claimants, individual joint insurance fund members, their employees, or eligible dependents arising out of claims made under the benefit plans provided through the joint insurance fund.

C.40A:14-70.2 Fire district to maintain Internet website, webpage; contents.

5. Any fire district established pursuant to N.J.S.40A:14-70 shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the fire district's operations and

activities. The following information, if applicable, shall be posted on the fire district's website or webpage:

- a. a description of the fire district's mission and responsibilities;
- b. the budget once adopted for the current and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website or webpage;
- c. the most recent Comprehensive Annual Financial Report or similar financial information;
- d. the annual audit for the most recent and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website or webpage;
- e. the fire district's rules, regulations, and official policy statements deemed relevant by the commissioners to the interests of the residents within the district;
- f. notice, posted pursuant to the "Senator Byron M. Baer Open Public Meetings Act," P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the board of fire commissioners, setting forth the time, date, location, and agenda of the meeting;
- g. the minutes of each meeting of the board of fire commissioners including all resolutions of the commission and their committees for the current fiscal year. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website;
- h. the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the fire district; and
- i. a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the fire district but shall not include volunteers receiving benefits under a length of service award program established pursuant to section 3 of P.L.1997, c.388 (C.40A:14-185).

6. Section 4 of P.L.1938, c.67 (C.26:3-86) is amended to read as follows:
C.26:3-86 Nature and amount of public health services of each board; report of activities, information.

4. a. A regional health commission shall arrange annually with each board of health participating therein as to the nature and amount of public health services, approved by the Commissioner of Health and Senior Services of New Jersey, to be furnished by the said commission to such board of health and the sum to be paid by the board of health to the commission for such services. It shall report annually to each board of health participating therein, and to the State Department of Health and Senior Services, regarding its activities for the year.

b. The regional health commission shall maintain an Internet website. The purpose of the website shall be to provide increased public access to the regional health commission's operations and activities. The following information shall be posted, if applicable, on the regional health commission's website:

- (1) a description of the regional health commission's mission and responsibilities;
- (2) the budget once adopted for the current and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website;
- (3) the most recent Comprehensive Annual Financial Report or other similar financial information;

(4) *the annual audit for the most recent and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website;*

(5) *the regional health commission's rules, regulations, and official policy statements deemed relevant by the commissioners to the interests of the residents within the jurisdiction of the commission;*

(6) *notice, posted pursuant to the "Senator Byron M. Baer Open Public Meetings Act," P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the commission, setting forth the time, date, location, and agenda of the meeting;*

(7) *the minutes of each meeting of the commission's board including all resolutions of the board and its committees for the current fiscal year. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website;*

(8) *the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the regional health commission; and*

(9) *a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the regional health commission.*

C.40A:5A-17.1 Authority, certain, maintenance of Internet website, webpage; contents.

7. Any authority subject to the provisions of chapter 5A of Title 40A of the New Jersey Statutes shall maintain *either an Internet website or a webpage on the municipality's or county's Internet website*. The purpose of the website *or webpage* shall be to provide increased public access to the authority's operations and activities. The following information, if applicable, shall be posted on the authority's website *or webpage*:

(1) *a description of the authority's mission and responsibilities;*

(2) *the budget once adopted for the current and immediately prior fiscal years.*

Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website or webpage;

(3) *the most recent Comprehensive Annual Financial Report or other similar financial information;*

(4) *the annual audit for the most recent and immediately prior fiscal years. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website or webpage;*

(5) *the authority's rules, regulations, and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction;*

(6) *notice, posted pursuant to the "Senator Byron M. Baer Open Public Meetings Act," P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the authority, setting forth the time, date, location, and agenda of the meeting;*

(7) *the minutes of each meeting of the authority, including all resolutions of the board, and its committees, for the current fiscal year. Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website;*

(8) *the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the authority; and*

(9) *a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the authority.*

8. Section 8 of P.L.1983, c.303 (C.52:27H-67) is amended to read as follows:

C.52:27H-67 Municipal zone development corporations, maintenance of Internet website, webpage; contents.

8. a. The governing body of any qualifying municipality may, by ordinance, create or designate a nonprofit corporation established pursuant to the provisions of Title 15 of the Revised Statutes or Title 15A of the New Jersey Statutes to act as the zone development corporation for the municipality. Any zone development corporation so created or so designated shall include on its board of directors representatives of the government of the qualifying municipality, members of the business community thereof, and representatives of community organizations in the municipality, and the total membership of the board of directors shall be broadly representative of businesses and communities within the municipality.

b. Notwithstanding the provisions of any other law to the contrary, a zone development corporation shall be considered to be a local development corporation for the purpose of receiving any State financial or technical assistance as may be available, and the creation of a zone development corporation shall not preclude a qualifying municipality from creating another local development corporation for the municipality with responsibilities not related to the enterprise zone, nor preclude that other corporation from receiving State financial or technical assistance.

c. The zone development corporation shall develop and maintain *either* an Internet website *or a webpage on the municipality's Internet website*. The purpose of the website *or webpage* shall be to provide increased public access to the zone development corporation's operations and activities. The following information, if applicable, shall be posted on the zone development corporation's website *or webpage*:

(1) a description of the zone development corporation's mission and responsibilities;

(2) the budget once adopted for the current and immediately prior fiscal years. *Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website or webpage;*

(3) The most recent Comprehensive Annual Financial Report or other similar financial information;

(4) the annual audit for the most recent and immediately prior fiscal years. *Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website or webpage;*

(5) the zone development corporation's bylaws, rules, regulations, and official policy statements *deemed relevant by the corporation's board to the interests of the residents within the zone;*

(6) notice, posted pursuant to the "*Senator Byron M. Baer Open Public Meetings Act,*" P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the zone development corporation, setting forth the time, date, location, and agenda of the meeting;

(7) the minutes of each meeting of the zone development corporation including all resolutions of the board and its committees for the current fiscal year. *Commencing with the*

fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website;

(8) the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the zone development corporation; and

(9) a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the zone development corporation.

C.40:56A-4.1 Definitions relative to authorities, boards, commissions.

9. a. As used in this section:

“Environmental authority, board, or commission” means an authority, board, commission, or other public body authorized by law to provide water, sewer, or other utility services, or to engage in the zoning of facilities for, or the planning for, the provision of such services.

“Member” of an authority, board, or commission means a member of the governing body of that authority, board, or commission, and includes a person appointed as a member by a State, county, local, or other governmental official or who holds membership ex officio.

“Regional authority” means:

- (1) The Passaic Valley Sewerage Commissioners;
- (2) The North Jersey District Water Supply Commission;
- (3) The New Jersey Meadowlands Commission;
- (4) The Passaic Valley Water Commission; and
- (5) Any environmental authority, board, or commission, not included among the foregoing, owning real property assets or providing services in more than one county, including, but not limited to, those subject to oversight pursuant to the “Local Authorities Fiscal Control Law,” P.L.1983, c.313 (C.40A:5A-1 et seq.) or appointed pursuant to R.S.40:62-109 regarding joint water commissions.

“State authority, board, or commission” means an independent State authority; any board, commission, or agency that is organized in but not of a principal department of State government; and any State authority that is required to submit its minutes, resolutions, or actions for gubernatorial approval or veto.

b. Any State authority, board, or commission, regional authority, or environmental authority, board, or commission shall develop and maintain *either* an Internet website *or* a webpage on the State's, municipality's, or county's Internet website, as applicable. The purpose of the website *or* webpage shall be to provide increased public access to the authority, board, or commission's operations and activities. The following information, if applicable, shall be posted on the website *or* webpage:

- (1) a description of the authority, board, or commission's mission and responsibilities;
- (2) the budget once adopted for the current and immediately prior fiscal years. *Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the budgets of at least three consecutive fiscal years shall be available on the website or webpage;*

- (3) the most recent Comprehensive Annual Financial Report or other similar financial information;

- (4) the annual audit for the most recent and immediately prior fiscal years. *Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the annual audits of at least three consecutive fiscal years shall be available on the website or webpage;*

- (5) the authority, board, or commission's rules, regulations, and official policy statements *deemed relevant by the governing body of the authority, board, or commission to the interests of the residents within the service area;*

(6) notice, posted pursuant to the “*Senator Byron M. Baer Open Public Meetings Act*,” P.L.1975, c.231 (C.10:4-6 et seq.), of a meeting of the authority, board, or commission, setting forth the time, date, location, and agenda of the meeting;

(7) the minutes of each meeting of the authority, board, or commission including all resolutions of the board and its committees for the current fiscal year. *Commencing with the fiscal year next following the effective date of P.L.2011, c.167 (C.4:24-20.1 et al.), the approved minutes of meetings for at least three consecutive fiscal years shall be available on the website;*

(8) the name, mailing address, electronic mail address, if available, and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the authority, board, or commission; and

(9) a list of attorneys, advisors, consultants, and any other person, firm, business, partnership, corporation, or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the authority, board, or commission.

10. This act shall take effect on the first day of the thirteenth month next following enactment.

Approved January 5, 2012.

