

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – JANUARY 26, 2015
Mercer County
McDade Administration Building
640 South Broad Street
Trenton, NJ 08611
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
K. Megan Clark Hughes	Present
Raissa Walker	Absent

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Terry Sheerin
	Conner Strong & Buckelew Robyn Walcoff
Managed Care Services	First MCO Thea Isabella
Risk Management Consultant	Borden Perlman Salisbury & Kelly Matt Moraski
Attorney	Arthur J. Sypek, Jr., Esq. Paul Adezio, Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Alma Ortiz, Mercer County Improvement Authority
Susan Schaefer, Susan Schaefer, LLC
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF DECEMBER 22, 2014

Chairman Mair indicated he had a few items to discuss before the minutes were approved. In response to Chairman Mair's inquiry regarding the cyber coverage listed on the budget, Executive Director indicated if Parks and Recreation were on the same computer system as the County, they would be included on the County's cyber policy. Chairman Mair advised they were on the same system.

Chairman Mair advised he had a scheduled vacation from June 6th through June 24th. Executive Director advised June, July, and August were typically slow months so as the June meeting date approached the Commission may want to consider cancelling the June meeting.

Chairman Mair noted the December minutes recognized the County was going to temporarily relocate some of the County functions to a rental property and inquired if anything had to be done if not already done regarding the coverage. Executive Director advised during that discussion last month he had asked Mr. Borden to collect the information and ensure the proper coverage was in place.

Chairman Mair advised the Freeholders were looking for an overview of the Commission and he had two tentative dates, February 10th and February 24th. Executive Director advised he would let Chairman Mair know his availability.

MOTION TO APPROVE THE OPEN MINUTES OF DECEMBER 22, 2014

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

MOTION TO APPROVE THE CLOSED MINUTES OF DECEMBER 22, 2014

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

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on January 21, 2015 and was pleased to announce in the five plus years of servicing the County the committee had the least amount of claims to review and hoped that the trend continued. Mr. Prince indicated the Commission members and Safety Committee members were doing a fabulous job in reducing the amount of claims. Chairman Mair also noted Commission Attorney advised the amount of tort claims were also down. Executive Director advised the number of reduced claims would be a part of his presentation for the Freeholders.

CLAIMS COMMITTEE: Ms. Walcoff reported the Claims Committee did not meet as there were no payment authority requests to review. Ms. Walcoff advised as noted in the Executive Director's report there was a need to discuss the Claims Committee representation.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had several action items for his report. In response to Chairman Mair's inquiry, Commission Attorney advised Resolutions 1-9 could be passed as a consent agenda.

REORGANIZATION RESOLUTIONS: Executive Director advised the MCIFC was required to reorganize in January per the Commission's By Laws. Executive Director referred to Resolutions 1-9 which were included in the agenda and advised he would review the documents with the Commission.

- Resolution 1-15 Appointing MCIFC Commissioners
- Resolution 2-15 Appointing CEL Commissioner
- Resolution 3-15 Appointing Treasurer
- Resolution 4-15 Appointing Commission Attorney
- Resolution 5-15 Designating Authorized Depositories for Fund Assets
- Resolution 6-15 Designating Authorized Signatures for Commission Bank Account
- Resolution 7-15 Designating Custodian of Records
- Resolution 8-15 Designating Official Newspapers
- Resolution 9-15 Establishing Cash Management Plan

MOTION APPROVE REORGANIZATION RESOLUTIONS NUMBER 1-15 THROUGH 9-15 ON BLOCK

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

Executive Director advised the CEL Underwriting Manager was in the process of updating the 2015 Risk Management Plan Resolution and would be ready for review and approval at the February meeting.

Chairman Mair suggested another designation be added to the Executive Committee as alternate Commissioner due to the small quorum of the Commission.

CERTIFICATE OF INSURANCE REQUEST FORM: Executive Director reported on the Certificate of Insurance Report for the period of December 19, 2014 to January 22, 2015. There were forty (40) certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

CLAIMS COMMITTEE REPRESENTATION: Executive Director advised as Ms. Walcoff mentioned earlier he wanted to have a discussion on the Claims Committee Representation. Executive Director explained with Ms. Scannella leaving, Commissioner Walker, was appointed as the Chairperson to the Claims Committee and Commissioner Hughes was appointed prior to her appointment as a Commissioner. Executive Director advised since there is a three person

Executive Committee only one Commissioner could serve as a voting member on a Commission sub-committee. Executive Director pointed out that more than one voting Commissioner would constitute a quorum making it a public meeting. Executive Director suggested having one voting member and one non voting member. Chairman Mair suggested discussing the issue when Ms. Walker returned.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL 2015 Re-Organization meeting was scheduled for February 26, 2015 at 1:00 PM at the Camden County College Regional Emergency Training Center.

MERCER COUNTY INSURANCE FUND COMMISSION & CEL PROPERTY & CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the December Financial Fast Tracks were not available for the meeting and the reports would appear in the next agenda.

TERRORISM RISK INSURANCE ACT: Executive Director referred to a copy of the Conner Strong & Buckelew announcement which was included in the agenda advising Congress had passed the extension of the Terrorism Insurance Act. Executive Director advised President Obama had signed into law legislation extending the federal terrorism insurance backstop through December 31, 2020.

2015 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director advised the CEL 2015 excess policies would be available in April electronically through a Conner Strong & Buckelew secure website for authorized representatives. Executive Director reported the CEL Underwriting Manager was in the process of reviewing the 2015 policies and would release an e-mail with instructions and login information to access the website. Executive Director indicated the policies as well as the limit/retention schematics and Plan of Risk Management would be available on the site.

RFP FOR COMMISSION AUDITOR & 2015 CONTRACTS: Executive Director advised he was hoping to obtain an update on the RFP for the Commission Auditor and the approval of the 2015 Contracts. Commission Attorney and Ms. Hughes advised the Freeholders did approve the contracts for PERMA, Borden & Perlman, Inservco, J.A. Montgomery, and the Actuary. Ms. Dodd requested copies of the signed agreements for her file. Mr. Adezio advised the Purchasing Department was working with Mr. Miller on acceptable language for the Auditor RFP before it was issued.

COMMISSION OVERVIEW: Executive Director reported he was working on an overview presentation of the Mercer County Insurance Fund Commission for a future Freeholder meeting.

Executive Director advised that concluded his report unless anyone had any questions.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman Mair advised the Treasurer was not present. Chairman Mair advised the January Bill List, Resolution 10-15, was included in the agenda.

MOTION TO APPROVE RESOLUTION 10-15, JANUARY BILL LIST

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

ATTORNEY: Commission Attorney advised he did not have anything to report except that the Freeholders were anxious to hear how the first year of the Commission went and noted a lack of the tort claims this past year.

CLAIMS SERVICE:

Executive Director advised Resolution 11-15, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for the period of December 1, 2014 to December 31, 2014.

MOTION TO APPROVE RESOLUTION 11-15 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER

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

MANAGED CARE: Thea Isabella of First MCO advised she would review the Managed Care Report which was included in the agenda. Ms. Isabella reported for the month of December provider bills were received in the amount of \$25,065 and First MCO re-priced the bills to \$18,622 for a savings of \$6,444 or 38%. Ms. Isabella asked if anyone had any questions and concluded her report. In response to Executive Director's inquiry, Ms. Isabella advised she liked to see the PPO penetration in the 90% range. Ms. Isabella indicated it was important to direct the care to the providers in the network. Executive Director asked Ms. Isabella to work with Inservco in an attempt to improve the penetration and try to determine why the penetration was low in some of the months.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the December– January Risk Control Activity Report which was included in the agenda. Mr. Prince advised he was pleased how the County was embracing the training program and referred to a copy of the training calendar which was included in the agenda. Mr. Prince also reviewed a copy of a loss control report which was included in the agenda for the Mercer County McDade Building.

RISK MANAGER CONSULTANT: Mr. Moraski advised he did not have anything to report.

Correspondence Made Part of Minutes.

OLD BUSINESS: In response to Chairman Mair's inquiry, Ms. Dodd advised the Commission website was updated on a monthly basis with the posting of the minutes, agendas, and resolutions.

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO THE PUBLIC

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

Seeing no 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 Hughes
Second:	Chairman Mair
Vote:	2 Ayes, 0 Nays

Executive Director advised there was no need for a Closed Session at the meeting.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 11:50 AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary