

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – JUNE 22, 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	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
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Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Matt Baron Keith Platt
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	Conner Strong & Buckelew Robyn Walcoff Danielle Batchelor
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Managed Care Services	First MCO Thea Isabella
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Risk Management Consultant	Borden Perlman Salisbury & Kelly Doug Borden
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Attorney	Arthur J. Sypek, Jr., Esq. Paul Adezio, Esq.
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Treasurer

Safety Director	J.A. Montgomery Risk Control Glenn Prince
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ALSO PRESENT:

Alma Ortiz, Mercer County Improvement Authority
Susan Schaefer, Susan Schaefer, LLC

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MAY 28, 2015

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF MAY 28, 2015

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

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on June 17th and would discuss some other safety items during his CEL Safety Director report.

CLAIMS COMMITTEE: Ms. Walcoff reported the Claims Committee met prior to the Commission meeting to discuss and review the PARS that would be presented during closed session. Ms. Walcoff advised she introduced Danielle Batchelor at the Claims Committee meeting.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he wanted to welcome Danielle Batchelor and since that was his first agenda item would he begin the Executive Director's report.

WELCOME DANIELLE BATCHELOR: Executive Director reported Ms. Walcoff had accepted a position at the PERMA operation as Vice President of Claims replacing Mary Lou Doner who was retiring after 30 years of service. Executive Director advised Ms. Batchelor would succeed Ms. Walcoff at Conner Strong & Buckelew as the Commission's Claim Consultant. Executive Director explained Ms. Walcoff would work closely with Ms. Batchelor as she transitioned into her new role. Executive Director noted Ms. Batchelor's contact information was included in the agenda.

CERTIFICATE OF INSURANCE REQUEST FORM: Executive Director reported on the Certificate of Insurance Report for the period of May 20, 2015 to June 15, 2015. There were four (4) certificate of insurances issued during this period. In response to Chairman Mair's inquiry, Ms. Dodd advised the description should be included in the report and advised she would review once she returned to the office. Chairman Mair noted he was particular interested in the certificate issued to the Holiday Trenton, Inc.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Chairman Mair
Second:	Commissioner Hughes
Vote:	3 Ayes, 0 Nays

NJ Excess Counties Insurance Fund (CELJIF): Executive Director advised the CEL was scheduled to meet again on Thursday, June 25, 2015 at 1:00 PM. A summary report of that meeting would appear in the next agenda.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the April 2015 monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,683,245 as of April 30, 2015. Executive Director also referred to line 8 of the report, "Investment in Joint Venture" and indicated \$301,599 of the surplus was the MCIFC's share of the CEL JIF equity.

NJ CEL PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the March and April Financial Fast Tracks were included in the agenda. Executive Director advised as of April 30th the Fund had a surplus of \$5,676.232. Executive Director noted there was some new claim activity at the CEL level which would be discussed at the CEL meeting on Thursday.

NEW CLAIMS TRACKING REPORTS: Executive Director reported the agenda included the claim monitoring reports as of May 30, 2015. Executive Director noted there were nine new claims opened in May under General Liability in the "Claims Activity Report". Mr. Platt advised he would review Inservco's records for an explanation. Executive Director also reviewed the "Claims Management Report Expected Loss Ratio Analysis" report and indicated the 2015 year was running higher than the Actuary projected. However, Executive Director pointed out that it was still early in the year and the 2014 fund year started out even higher, however was turning out to be an exceptional year. Executive Director explained typically there are more claims during the winter months.

2016 RENEWAL: Executive Director advised the CEL Fund office was implementing a new data collection procedure for the 2016 renewal. Mr. Borden advised he would like to see the information sent electronically. Ms. Walcoff reported Conner Strong & Buckelew's Claim's Department would work with Mr. Borden regarding loss information and historical loss data.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICES WORKSHOP: Executive Director asked Ms. Walcoff to discuss the Best Practices Workshop. Ms. Walcoff advised they were coordinating a joint meeting of the Member Insurance Commissions of the NJCE JIF. The tentative date was scheduled for October 6, 2015. Ms. Walcoff reported there would be a planning committee to discuss the agenda and format.

ZURICH ENVIRONMENTAL EMERGENCY RESPONSE: Executive Director advised it was not necessary to discuss the next agenda item as Mercer did not participate in the Pollution Program.

2014 AUDITOR POSITION: Executive Director advised after a recent meeting it was agreed that Bowman & Company, LLP would be awarded the Auditor Position for the 2014 fund Year. In response to Executive Director's inquiry, Mr. Sypek advised the matter would be presented to the Freeholders on Thursday of the current week.

PPO PENETRATION: Executive Director reported he would be participating in a meeting with Ms. Isabella and County representatives to discuss improving and controlling the PPO penetration after today's Commission 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 June Bill List, Resolution 27-15, was included in the agenda.

MOTION TO APPROVE RESOLUTION 27-15, JUNE BILL LIST IN THE AMOUNT OF \$ 46,031.57

Moved:	Chairman Mair
Second:	Commissioner Hughes
Vote:	3 Ayes, 0 Nays

Executive Director advised the monthly Treasurer Reports were included in the agenda.

ATTORNEY: Mr. Sypek stated he did not have anything to report.

CLAIMS SERVICE:

Ms. Dodd advised Resolution 28-15, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for the period of May 1, 2015 to May 30, 2015.

MOTION TO APPROVE RESOLUTION 28-15 AUTHORIZING DISCLOURE OF LIABILITY CLAIMS CHECK REGISTER

Moved:	Chairman Mair
Second:	Commissioner Hughes
Vote:	3 Ayes, 0 Nays

MANAGED CARE: Ms. Isabella advised she would review the Managed Care Report which was included in the agenda. Ms. Isabella reported for the month of May provider bills were received in the amount of \$37,753 and First MCO re-priced the bills to \$25,364 for a savings of \$12,390 or 33% with 82% PPO penetration. Ms. Isabella advised that concluded her report unless anyone had any questions.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the May - June Risk Control Activity Report which was included in the agenda. Mr. Prince added he has communicated with the Parks Department regarding their Right to Know and Compliance Issues. Mr. Prince noted a representative was responding today to assist and going forward it would be including as part of their service plan. Mr. Prince also reported last month he was asked to do some research on the airbag issues everyone is experiencing. Mr. Prince advised his office was going to issue a Safety Director Report advising individuals where to look for recall information. In response to Commission Attorney's inquiry, Mr. Prince advised his associate, Mr. Sloane, conducted a loss

control visit at the Mercer County Board of Social Services building on June 17, 2015. Mr. Prince advised a written report would be sent to Commissioner Hughes and a copy of the report would appear in the next agenda.

RISK MANAGER CONSULTANT: Mr. Borden stated he did not have anything to report.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: Chairman Mair advised Commissioner Walker was rolling out an Anti Harassment Program and asked her to comment on the program. Commissioner Walker reported the program was an on-line module and the Parks Department was tested first. Commissioner Walker explained the program would be rolled out within the next few weeks and was County wide. The program would require employees to sign in to the computer and take a thirty minute on line test. In response to Mr. Borden and Executive Director's inquiry, Commissioner Walker indicated she would advise the name of the vendor used for the program.

PUBLIC COMMENT:

MOTION TO OPEN THE MEETING TO THE PUBLIC

Moved:	Chairman Mair
Second:	Commission Walker
Vote:	3Ayes, 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 Walker
Second:	Chairman Mair
Vote:	3Ayes, 0 Nays

CLOSED SESSION: Chairman Mair read and requested a motion to approve Resolution 29-15 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 29-15 FOR EXECUTIVE SESSION

Moved:	Chairman Mair
Second:	Commissioner Hughes
Vote:	3 Ayes, 0 Nays

MOTION TO RETURN TO OPEN SESSION

Moved:	Chairman Mair
Second:	Commissioner Hughes

Vote: 3 Ayes, 0 Nays

**MOTION TO APPROVE PAYMENT AUTHORITY FOR PARS
DISCUSSED IN CLOSED SESSION**

Moved: Chairman Mair
Second: Commissioner Walker
Vote: 3 Ayes, 0 Nays

MOTION TO ADJOURN:

Moved: Chairman Mair
Second: Commissioner Walker
Vote: 3 Ayes, 0 Nays

MEETING ADJOURNED: 10:40 AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary