

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – MAY 28, 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	Excused
Raissa Walker	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Matt Baron Keith Platt
Managed Care Services	Conner Strong & Buckelew Michelle Leighton
Risk Management Consultant	First MCO Thomas Mooney
Attorney	Borden Perlman Salisbury & Kelly Matt Moraski
Treasurer	Arthur J. Sypek, Jr., Esq. Paul Adezio, Esq.
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 APRIL 27, 2015

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF APRIL 27, 2015

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

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on May 20th. Mr. Prince stated a fire drill was conducted with an evacuation and the plan was reviewed. Mr. Prince noted the Committee would meet again on June 17th. Chairman Mair wanted to mention that the County had seen a decrease in Tort Claims as a result of the Safety Program. Chairman Mair congratulated and thanked Mr. Prince.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met prior to the Commission meeting at 10:00 and there would be four claims presented during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had one action item for his report along with some informational items.

CERTIFICATE OF INSURANCE REQUEST FORM: Executive Director reported on the Certificate of Insurance Report for the period of April 18, 2015 to May 19, 2015. There were eleven (11) certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL met on April 23, 2015 and a summary report of the meeting was included in the agenda. Executive Director reported the CEL was scheduled to meet again on June 25, 2015. Executive Director reported there was a change in leadership at the CEL. Executive Director indicated Ross Angillea of Camden County was elected as the Chairman as Michael Smith of Burlington County left to take a position with the State. Executive Director reported the CEL adopted a resolution authorizing the appointment of Citta, Holzapfel & Zabarsky, PA for Litigation Management Services. Executive Director also pointed out there would be a change in the collection of data

for the 2016 renewal. Executive Director advised more information on this would be forthcoming.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the March 2015 monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,783,850 as of March 31, 2015. Executive Director also referred to line 8 of the report, "Investment in Joint Venture" and indicated \$292,065 of the surplus was the MCIFC's share of the CEL JIF equity.

NJ CEL PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the CEL Financial Fast Track was not available for the meeting but would appear in next month's agenda.

NEW CLAIMS TRACKING REPORTS: Executive Director reported the agenda included the two new claim monitoring reports as of April 30, 2015 which was introduced recently. Executive Director noted he did not see any inconsistencies on the "Claims Activity Report" and did not have any questions for the TPA. 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 in the same manner. Typically if there was a bad winter there would be more claims in the beginning of the year which is what happened in 2014 and 2015 but has improved.

2014 AUDITOR POSITION: Executive Director advised the County issued the RFP for the 2014 Auditor Position and the responses were due on April 24, 2015. Executive Director noted he was scheduled to meet with County representatives to review and evaluate the responses. The results would be discussed at the next Commission meeting.

PPO PENETRATION: Executive Director reported he was scheduled to meet with Ms. Isabella of First MCO and County representatives to discuss improving and controlling the PPO penetration. Executive Director introduced Mr. Mooney of First MCO who referred to their report which was included in the agenda. Mr. Mooney pointed out that the penetration percentage for April increased to 82% and the savings increased. Mr. Mooney advised the key to success was to direct the care out of the hospitals as much as possible as it was the most expensive venue for care.

PERMA CHANGE OF ADDRESS: Executive Director advised the PERMA Parsippany office would be moving their office space to the second floor of the building they now occupy. Executive Director advised the only change in the address was the addition of Suite 216. Executive Director noted the telephone number and e-mail address would not change for Ms. Dodd or himself.

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 May Bill List, Resolution 24-15, was included in the agenda.

MOTION TO APPROVE RESOLUTION 24-15, MAY BILL LIST IN THE AMOUNT OF \$ 45,959.90

Moved: Commissioner Walker
Second: Chairman Mair
Vote: 2Ayes, 0 Naves

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

ATTORNEY: Mr. Sypek stated he did not have anything to report however mentioned that Paul Adezio would attend the meeting that was scheduled for discussion on the 2014 Auditor position for the Commission.

CLAIMS SERVICE:

Executive Director advised Resolution 25-15, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for the period of April 1, 2015 to April 30, 2015.

**MOTION TO APPROVE RESOLUTION 25-15 AUTHORIZING
DISCLOURE OF LIABILITY CLAIMS CHECK REGISTER**

Moved: Commissioner Walker
Second: Chairman Mair
Vote: 2 Ayes, 0 Naves

MANAGED CARE: Mr. Mooney advised he did not have anything further to report.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the April – June Risk Control Activity Report which was included in the agenda. Mr. Prince added last month he was requested to review and research the possibility of sexual harassment for the prosecutor’s office. Mr. Prince advised he was able to find a program which he forwarded to Commissioner Walker and Mr. Adezio for their review along with the prosecutor office. Mr. Prince noted it was a free program offered by the State. In response to Commission Attorney’s inquiry Mr. Prince advised the program would be appropriate for other departments within the County. In response to Executive Director’s inquiry regarding scheduling of the training, Commissioner Walker indicated her office was working on the scheduling. Mr. Prince also advised throughout the months of June and July his associate, Mr. Sloane would be providing loss control visits to the County Parks. Mr. Prince indicated there were some playgrounds he would accompany Mr. Sloane for certified playground safety inspections. In response to Chairman Mair’s comment regarding the airbag recall, Mr. Prince advised he could do some research and see if there was any relevant information he could provide.

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

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN THE MEETING TO THE PUBLIC

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

CLOSED SESSION: Chairman Mair read and requested a motion to approve Resolution 26-15 authorizing a Closed Session to discuss PARS.

RESOLUTION 26-15, EXECUTIVE SESSION FOR THE 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 TO APPROVE RESOLUTION 26-15 FOR EXECUTIVE SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

MOTION TO APPROVE PAYMENT AUTHORITY FOR PARS DISCUSSED IN CLOSED SESSION

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

MOTION TO ADJOURN:

Moved:
Second:
Vote:

Commission Walker
Chairman Mair
2 Ayes, 0 Nays

MEETING ADJOURNED: 11:01 AM

Minutes prepared by:

Cathy Dodd, Assisting Secretary