

**MERCER COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
MARCH 28, 2016**

**MERCER COUNTY
MCDADE ADMINISTRATION BUILDING
640 SOUTH BROAD STREET
ROOM 211
TRENTON, NJ 08650-8068
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: MARCH 28, 2016
640 S. BROAD STREET, ROOM 211
TRENTON, NJ 08650-8068
10:30 AM

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF COMMISSIONERS**
- APPROVAL OF MINUTES: March 3, 2016 Open Minutes.....Appendix I**
March 3, 2016 Closed MinutesHandout

- CORRESPONDENCE:**

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

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA Pages 3-16**

- TREASURER – David Miller**
Resolution **21-16** March Bill List - Motion Pages 17-18
January Monthly Treasurer Reports..... Pages 19-20

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

- CLAIMS SERVICE –Inservco Insurance Services, Inc. – Motion**
Resolution **22-16** Authorizing Disclosure of Liability Claims Check Register..... Pages 21-22
Liability Claims Payments 2-1-16 to 2-29-16 Pages 23-24

- MANAGED CARE – First MCO**
Monthly Summary Report – FebruaryPage 25

- CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
Monthly Report..... Pages 26-29

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

- OLD BUSINESS**
- NEW BUSINESS:**
- PUBLIC COMMENT:**
- CLOSED SESSION – Payment Authorization Requests (PARS)Pages 30-32**
Resolution **23-16** 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

APPROVAL OF PARS - Motion

MEETING ADJOURNMENT

NEXT SCHEDULED MEETING: **April 25, 2016** MERCER COUNTY, McDADE
ADMINISTRATION BUILDING, 640 S. BROAD STREET, TRENTON, NJ 08650-8068
10:30 AM

MERCER COUNTY INSURANCE FUND COMMISSION

9 Campus Drive, Suite 216
Parsippany, NJ 07054
Telephone (201) 881-7632

Date: March 28, 2016
Memo to: Commissioners of the Mercer County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: Executive Director's Report

- Certificate of Insurance Issuance Report (Pages 5-9)** – Attached on pages 5-9 is the certificate of insurance issuance reports from the CEL listing those certificates issued for the period of February 16, 2016 to March 16, 2016. There were 15 certificates of insurance issued during this period.
 - Motion to approve the certificate of insurance report**
- NJ Excess Counties Insurance Fund (CELJIF) (Pages 10-12)** – As discussed at our last meeting the CEL held its Re-Organization Meeting on February 25, 2016. A summary report of the meeting is included in the agenda on pages 10-12. The next meeting is scheduled for Tuesday, April 26, 2016 at 1:00 PM.
- MCIFC Property & Casualty Financial Fast Track (Page 13)** – Included in the agenda on page 13 is a copy of the Financial Fast Track as of **January 31, 2016**. The report indicates the Commission has a surplus of **\$3,196,835**. Line 9 of the report, “Investment in Joint Venture” is Mercer County Insurance Fund Commission’s share of equity in the CEL. MCIFC’s equity in the CEL as of January 31, 2016 is **\$435,787**. The total cash balance is **\$516,117**.
- NJ CEL Property and Casualty Financial Fast Track (Page 14)** – Included in the agenda on page 14 is a copy of the CEL Financial Fast Track for the month of January. As of **January 31, 2016** the Fund has a surplus of **\$6,222,795**. The cash balance is **\$8,592,052**.
- Claims Tracking Reports (Pages 15-16)** – Included in the agenda on pages 15-16 are copies of the Claim Activity Report and the Claims Management Report Expected Loss Ratio Analysis reports as of February 29, 2016. The Executive Director will review the reports with the Commission.
- Pollution Coverage** – The CEL Underwriting Manager is waiting for the completed application from the County to obtain a pollution quote.

- ❑ **Alternate Commissioner** – Chairman Mair advised the Fund Office the subject of an alternate Commissioner was introduced to the County Executive and a name was proposed however no decision has been made yet.

- ❑ **Mercer County Correction Facility** – The Fund office has requested a list of information from the County to perform an assessment analysis of the Correction Facility.

Mercer County Insurance Commission Certificate Of Insurance Monthly Report

Thursday, March 17, 2016

From 2/16/2016 To 3/16/16

Holder (H) / Insured Name (I) <u>MCIC</u>	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
H- NJ Transit I- County of Mercer	Local Programs and Minibus Support One Penn Plaza 927 East Newark, NJ 07105-2246 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068		Certificate holder is additional insured where obligated by virtue of a3/9/2016AU EX PHYS 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 NJT # V.I.N. # 16-1449 1FDFE4FS9BDB00570 16-1450 1FDFE4FS0BDB00571 16-1491 1FDFE4FS6DDA62881 16-1492 1FDFE4FS8DDA62882 16-1524 1FDFE4FS5DDB09799 16-1525 1FDFE4FS8DDB09800 16-1526 1FDFE4FSXDDB09801 16-1555 1FDFE4FSXDDB16214 16-1556 1FDFE4FS1DDB16247 16-1557 1FDFE4FS3DDB16248 16-1558 1FDFE4FS5DDB16249 16-1559 1FDFE4FS1DDB16250 16-1560 1FDFE4FS3DDB16251 16-1561 1FDFE4FS5DDB16252 16-1571 1FDFE4FS4DDA92992 16-1683 1FDFE4FS9EDA13532 18-111 1FDEE3FS9BDA72713 16-1385 1FDEE3FS8BDA72721 16-1372 1FDEE3FS8BDA63534 16-1659 57WMD1A69EM100513 16-1709 57WMD1A67EM101224		
H- Project Freedom @ 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 as respects Hamilton Districts 6 and 13 Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261 Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261	3/3/2016	GL EX AU WC

H- Trenton Board of Education
I- County of Mercer

108 North Clinton Avenue Trenton NJ 08609
McDade Administration Building 640 South Broad
Street, PO Box 8068 Trenton, NJ 08650-0068

1099

Evidence of insurance. All operations usual to County
Governmental Entity as respects (SEE PAGE 2)

3/3/2016 GL EX AU WC

N-5 Columbus School, 100 Brunswick Avenue
S-3,S-7,S-8 Grace Dunn School, Dayton Street
W-8 Gregory School, 500 Rutherford Avenue
E-4, E-6 Hedgepeth Williams School, South Olden Avenue Entrance
W-3,W-7 Joyce Kilmer School, 1300 Stuyvesant Ave, Door #1
N-4 Martin Luther King School, Evans Ave Entrance
W-15 Monmument School, Calhoun Street Entrance
S-9 Mott School, 45 Stokely Avenue
E-2 P J Hill School, 101 East State Street
W-2,W-4,W-5 Stokes School, Maple Ave Entrance
W-1 Trenton Central H.S. West, West State St & Parkside Avenue
S-1,S-4 Washington School, Calhoun Street Entrance
N-1 Woodrow Wilson School, 175 Houghton Avenue

Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate)

Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261

Company E: XS Worker Compensation Statutory x \$1,000,000
XS Employers Liability \$5,000,000 x \$1,000,000
Policy Term 1/1/16 to 1/1/17 Policy # SP4054261

H- Project Freedom @ Lawrence
I- County of Mercer

1 Freedom Boulevard Lawrenceville, NJ 08648
McDade Administration Building 640 South Broad
Street, PO Box 8068 Trenton, NJ 08650-0068

1102

Evidence of insurance. All operations usual to County
Governmental Entity as respects Lawrence District 6. (SEE PAGE 2)

3/3/2016 GL EX AU WC

Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate)
Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261

Company E: XS Worker Compensation Statutory x \$1,000,000
XS Employers Liability \$5,000,000 x \$1,000,000
Policy Term 1/1/16 to 1/1/17 Policy # SP4054261

H- Hopewell Township
I- County of Mercer

201 Washington Crossing-Pennington Road Titusville, 1233
NJ 08560
McDade Administration Building 640 South Broad
Street, PO Box 8068 Trenton, NJ 08650-0068

Evidence of insurance. All operations usual to County
Governmental Entity as respects the Annual Plant Expo at the
Mercer Educational Gardens (part of the Equestrian Center) on
May 14, 2016, from 9 am-2 pm. (see page 2)

2/25/2016 GL EX AU WC

Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate)

Term: 1/1/16 to 1/1/17 Policy # XCO0000261
Company E: XS Worker Compensation Statutory x \$1,000,000
XS Employers Liability \$5,000,000 x \$1,000,000
Policy Term 1/1/16 to 1/1/17 Policy # SP4054261

Policy

<p>H- Evidence of Insurance I- Mercer County Improvement Authority</p>	<p>80 Hamilton Avenue, 2nd Floor Trenton, NJ 08611</p>	<p>1332</p>	<p>Evidence of insurance with regard to 1609 North Olden Avenue, 3/11/2016 PR Trenton, NJ (Transfer Station) Building Value \$1,074,340, Contents Value, \$1,745,803</p>
<p>H- Robbinsville Board of Education I- County of Mercer</p>	<p>155 Robbinsville Edinburgh Road Robbinsville, NJ 08691 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068</p>	<p>1459</p>	<p>Evidence of insurance. All operations usual to County 3/3/2016 GL EX AU WC Governmental Entity as respects Robb Districts 1, 8 - Robbinsville High School, 155 Robbinsville-Edinburgh Rd, Robbinsville and Robb District 7 - Pond Road Middle School, 150 Pond Road, Robbinsville. (see page 2) Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261 Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>
<p>H- Princeton Academy of the Sacred Heart I- County of Mercer</p>	<p>1128 The Great Road Princeton, NJ 08540 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068</p>	<p>1478</p>	<p>Evidence of insurance. All operations usual to County 3/7/2016 GL EX AU WC Governmental Entity as respects to polling locations for the 2016 Presidential and General Election. District 4 - Princeton Academy Sacred Heart, Library, 1128 Great Rd Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261 Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>
<p>H- The Hun School I- County of Mercer</p>	<p>176 Edgerstoune Road Princeton, NJ 08540 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068</p>	<p>1479</p>	<p>Evidence of insurance. All operations usual to County 3/7/2016 GL EX AU WC Governmental Entity as respects to polling locations for the 2016 Presidential Primary and General Election. District 1 - Hun School Athletic Center Lobby, Winant Road Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261 Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>

<p>H- Princeton Board of Education I- County of Mercer</p>	<p>25 Valley Road Princeton, NJ 08540 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068</p>	<p>1480</p>	<p>Evidence of insurance. All operations usual to County 3/7/2016 GL EX AU WC Governmental Entity as respects to polling locations for the 2016 Presidential Primary and General Election. District 9, 11, 21 Community Park School, 372 Witherspoon Street, District 3, Johnson Park School, 285 Rosedale Road, District 15, 16, Littlebrook School, 39 Magnolia Lane, District 17, 19, Riverside School, 58 Riverside Drive West. (see page 2)</p>
			<p>Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261</p>
			<p>Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>
<p>H- Princeton United Methodist Church I- County of Mercer</p>	<p>7 Vandeventer Street Princeton, NJ 08542 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068</p>	<p>1481</p>	<p>Evidence of insurance. All operations usual to County 3/7/2016 GL EX AU WC Governmental Entity as respects to polling locations for the 2016 Presidential Primary and General Election. District 10, Princeton United Methodist Church, 7 Vandeventer & Nassau</p>
			<p>Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261</p>
			<p>Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>
<p>H- Colliers Mills Wildlife Management Area I- County of Mercer</p>	<p>N. Stump Tavern Rd Jackson, NJ, 08527 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068</p>	<p>1670</p>	<p>Evidence of insurance. All operations usual to County 2/26/2016 GL EX AU WC Governmental Entity as respects the 4-H Club is planning a Horseback trail ride as a fundraiser for their club. (see page 2)</p>
			<p>Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261</p>
			<p>Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>
<p>H- Colliers Mills Wildlife Management Area I- County of Mercer</p>	<p>N. Stump Tavern Rd Jackson, NJ, 08527 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068</p>	<p>1670</p>	<p>Evidence of insurance. All operations usual to County 2/26/2016 GL EX AU WC Governmental Entity as respects the 4-H Club is planning a Horseback trail ride as a fundraiser for their club. (see page 2) Company E: XS Worker</p>
<p>Compensation Statutory x \$1,000,000</p>			<p>XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>

<p>H- Princeton Charter School I- County of Mercer</p>	<p>100 Bunn Drive Princeton, NJ 08540 McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068</p>	<p>1673</p>	<p>Evidence of insurance. All operations usual to County 3/7/2016 GL EX AU WC Governmental Entity as respects to polling locations for th e 2016 Presidential Primary and General Election. Districts 14, 20, Princeton Charter School Gymnasium, 100 Bunn Drive.</p>
			<p>Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261</p>
			<p>Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>
<p>H- Wells Fargo Bank, National Association I- Mercer County Improvement Authority</p>	<p>625 Marquette Avenue, 11th Floor Minneapolis, Minnesota 55479 80 Hamilton Avenue, 2nd Floor Trenton, NJ 08611</p>	<p>1675</p>	<p>Evidence of insurance. All operations usual to County 3/11/2016 GL EX AU WC Governmental Entity as respects to the MCIA Series 2012 Bonds, Resolution dated 1/10/12, Section 813.4. (See page 2)</p>
			<p>Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/16 to 1/1/17 Policy # XCO0000261</p>
			<p>Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/16 to 1/1/17 Policy # SP4054261</p>

Total # of Holders = 15

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND

9 Campus Drive – Suite 216
Parsippany, NJ 07054-4412
Telephone (201) 881-7632 Fax (201) 881-7633

Date: February 25, 2016
To: Executive Committee
Mercer County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: New Jersey Counties Excess Meeting Report

2016 Reorganization: The NJCE conducted its 2016 Reorganization and adopted the respective resolutions to conduct the business of the Fund.

As per the NJCE Bylaws, the total number of commissioners exceeds seven and can meet as an Executive Committee with a Chair, Secretary, a five-member Executive Committee and up to four Alternate Commissioners. Below is a listing of the 2016 Executive Committee and alternates; however, the NJCE meets as a Board of Fund Commissioners.

2016 Officers & Executive Committee

Chairman	Ross Angilella	Camden County Insurance Commission
Secretary	John Kelly	Ocean County
Executive Committee	Janette Kessler	Atlantic County Insurance Commission
	Kendall Collins	Burlington County Insurance Commission
	Ken Mecouch	Cumberland County Insurance Commission
	Gerald White	Gloucester County Insurance Commission
	Edmund Shea	Hudson County
Alternates	Andrew Mair	Mercer County Insurance Fund Commission
	Jessica Foote Bishop	Salem County Insurance Commission
	Michael Yuska	Union County

Public Meeting Procedures: The Board of Fund Commissioners confirmed the following meeting schedule:

2016 Meeting Schedule & 2017 Reorganization

April 26, 2016	Camden County Emergency Training Center	1:00PM
June 23, 2016	Camden County Emergency Training Center	1:00PM
September 22, 2016	Camden County Emergency Training Center	1:00PM
October 27, 2016	Camden County Emergency Training Center	1:00PM
November 17, 2016	Camden County Emergency Training Center	1:00PM
February 23, 2017	2017 Reorganization Camden County Emergency Training Center	1:00PM

2016 Risk Management Plan: Included as part of the Reorganization was the 2016 Risk Management Plan with changes highlighted from the prior year.

Professional Contracts:

Award of Contracts Executive Director, Underwriting Manager and Safety Director- The fund released and advertised Request for Proposals for these vendors for a three-year period; responses were reviewed by the Fund Attorney, Chairman, Secretary and Treasurer. The Board adopted a resolution authorizing the award of contracts, pursuant to a publicly advertised request for proposal by and between the Fund and PERMA Risk Management Services as Executive Director, Conner Strong & Buckelew as Underwriting Manager and J.A. Montgomery as Safety Director. Contract term is from February 25, 2016 through reorganization of the Fund in February 2019.

Solicitation of Quotations Auditor: The fund's one-year contract for auditing services is set to expire in April. The Board authorized the fund office to solicit quotations for auditing services; results will be prepared by the next meeting for the board to review and award a contract so services can begin on the audit ending December 31, 2015.

Actuary: The fund awarded a contract to The Actuarial Advantage for a one-year period on 11/19/15 and their previous contract term expired on 6/30/15. In the interim, the firm provided actuarial services and submitted a request to approve payment for services rendered. The Board adopted a resolution to authorize payment in equity to The Actuarial Advantage.

2013 DOBI Examination: The State of New Jersey Department of Banking & Insurance performed an examination of the Fund for the 2013 Fund Year. The examination contained no negative findings or recommendations. The Board approved the Examination Report and would execute the necessary affidavits for the fund office to file with the DOBI.

NJCE Website: The Fund received correspondence from the Department of Banking & Insurance, which noted items that did not appear on the fund's website as per N.J.S.A. 40A:10-38.14 Internet Website Documentation. Executive Director reported the fund office responded by the deadline indicating where the documentation could be located.

NJCE Financials: The Financial Fast Track as of December 31, 2015 reflected the fund's statutory surplus of \$5.9 million.

2016 Excess & Ancillary Renewals: The Board previously approved authorization for the Underwriting Manager to bind coverage of the 2016 renewal program. Underwriting Manager provided a summary report on the renewal program, which detailed significant changes. The Extraordinary Unspecifiable Services (EUS) statements were included in the agenda and the Board of Fund Commissioners adopted a resolution memorializing the authorization of the purchase of insurances.

Claims Status Summary: AmeriHealth Casualty Services provided a summary report of any claims with large open reserves which were reviewed during Closed Session.

Risk Control: Safety Director's report included a report reflecting the risk control activities from November 2015-February 2016.

Next Meeting: The next meeting of the NJCE fund is scheduled for Tuesday April 26, 2016 at 1:00PM at the Camden County College Regional Emergency Training Center.

MERCER COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
AS OF January 31, 2016					
ALL YEARS COMBINED					
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE	
1.	UNDERWRITING INCOME	662,757	662,757	15,321,408	15,984,166
2.	CLAIM EXPENSES				
	Paid Claims	110,434	110,434	2,337,196	2,447,630
	Case Reserves	226,152	226,152	2,201,600	2,427,752
	IBNR	448,079	448,079	1,995,683	2,443,762
	Discounted Claim Value	(17,745)	(17,745)	(109,981)	(127,726)
	TOTAL CLAIMS	766,920	766,920	6,424,499	7,191,419
3.	EXPENSES				
	Excess Premiums	198,655	198,655	4,687,910	4,886,565
	Administrative	47,890	47,890	1,097,244	1,145,135
	TOTAL EXPENSES	246,545	246,545	5,785,154	6,031,699
4.	UNDERWRITING PROFIT (1-2-3)	(350,708)	(350,708)	3,111,756	2,761,048
5.	INVESTMENT INCOME	0	0	0	0
6.	PROFIT (4 + 5)	(350,708)	(350,708)	3,111,756	2,761,048
7.	CEL APPROPRIATION CANCELLATION	0	0	0	0
8.	DIVIDEND INCOME	0	0	0	0
9.	INVESTMENT IN JOINT VENTURE	66,931	66,931	368,857	435,787
10.	SURPLUS (6 + 7 + 8)	(283,777)	(283,777)	3,480,612	3,196,835
SURPLUS (DEFICITS) BY FUND YEAR					
	2014	(11,305)	(11,305)	1,863,521	1,852,216
	2015	(296,718)	(296,718)	1,617,091	1,320,373
	2016	24,246	24,246		24,246
	TOTAL SURPLUS (DEFICITS)	(283,777)	(283,777)	3,480,612	3,196,835
	TOTAL CASH				516,117
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2014					
	Paid Claims	9,012	9,012	1,489,439	1,498,452
	Case Reserves	8,427	8,427	854,019	862,446
	IBNR	(3,855)	(3,855)	771,021	767,166
	Discounted Claim Value	(185)	(185)	(43,681)	(43,866)
	TOTAL FY 2014 CLAIMS	13,399	13,399	3,070,798	3,084,197
FUND YEAR 2015					
	Paid Claims	96,638	96,638	847,757	944,395
	Case Reserves	147,658	147,658	1,347,581	1,495,239
	IBNR	42,746	42,746	1,224,662	1,267,409
	Discounted Claim Value	(5,386)	(5,386)	(66,300)	(71,685)
	TOTAL FY 2015 CLAIMS	281,657	281,657	3,353,701	3,635,357
FUND YEAR 2016					
	Paid Claims	4,783	4,783		4,783
	Case Reserves	70,067	70,067		70,067
	IBNR	409,188	409,188		409,188
	Discounted Claim Value	(12,174)	(12,174)		(12,174)
	TOTAL FY 2016 CLAIMS	471,864	471,864	0	471,864
	COMBINED TOTAL CLAIMS	766,920	766,920	6,424,499	7,191,419

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.

NEW JERSEY COUNTIES EXCESS JIF					
FINANCIAL FAST TRACK REPORT					
AS OF January 31, 2016					
ALL YEARS COMBINED					
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE	
1. UNDERWRITING INCOME	1,787,112	1,787,112	76,187,004	77,974,116	
2. CLAIM EXPENSES					
Paid Claims	254,592	254,592	1,089,800	1,344,392	
Case Reserves	(68,975)	(68,975)	2,413,317	2,344,342	
IBNR	335,418	335,418	9,188,910	9,524,329	
Discounted Claim Value	(28,911)	(28,911)	(651,074)	(679,985)	
TOTAL CLAIMS	492,124	492,124	12,040,954	12,533,078	
3. EXPENSES					
Excess Premiums	807,826	807,826	52,056,606	52,864,432	
Administrative	132,341	132,341	5,652,282	5,784,623	
TOTAL EXPENSES	940,167	940,167	57,708,888	58,649,055	
4. UNDERWRITING PROFIT (1-2-3)	354,821	354,821	6,437,162	6,791,983	
5. INVESTMENT INCOME	3,638	3,638	184,725	188,362	
6. PROFIT (4+5)	358,459	358,459	6,621,887	6,980,346	
7. Dividend	0	0	150,000	150,000	
8. Cancelled Appropriations	0	0	607,551	607,551	
9. SURPLUS (6-7-8)	358,459	358,459	5,864,336	6,222,795	
SURPLUS (DEFICITS) BY FUND YEAR					
2010	4,230	4,230	642,182	646,412	
2011	(225,620)	(225,620)	1,149,228	923,608	
2012	100,231	100,231	477,778	578,009	
2013	16,486	16,486	1,259,797	1,276,283	
2014	12,923	12,923	1,417,920	1,430,843	
2015	(99,309)	(99,309)	917,430	818,121	
2016	549,518	549,518		549,518	
TOTAL SURPLUS (DEFICITS)	358,459	358,459	5,864,335	6,222,794	
TOTAL CASH				8,592,052	
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2010					
Paid Claims	901	901	163,454	164,355	
Case Reserves	4,845	4,845	1	4,846	
IBNR	(9,796)	(9,796)	326,545	316,749	
Discounted Claim Value	54	54	(11,008)	(10,954)	
TOTAL FY 2010 CLAIMS	(3,996)	(3,996)	478,992	474,996	
FUND YEAR 2011					
Paid Claims	91,234	91,234	144,097	235,331	
Case Reserves	166,357	166,357	262,007	428,364	
IBNR	(18,717)	(18,717)	623,896	605,179	
Discounted Claim Value	(12,832)	(12,832)	(41,637)	(54,469)	
TOTAL FY 2011 CLAIMS	226,042	226,042	988,363	1,214,405	
FUND YEAR 2012					
Paid Claims	127,973	127,973	515,889	643,861	
Case Reserves	(203,092)	(203,092)	856,270	653,178	
IBNR	(33,601)	(33,601)	1,120,043	1,086,442	
Discounted Claim Value	8,992	8,992	(82,267)	(73,276)	
TOTAL FY 2012 CLAIMS	(99,729)	(99,729)	2,409,934	2,310,205	
FUND YEAR 2013					
Paid Claims	0	0	15,975	15,975	
Case Reserves	1	1	511,304	511,305	
IBNR	(16,577)	(16,577)	1,657,721	1,641,144	
Discounted Claim Value	792	792	(110,993)	(110,201)	
TOTAL FY 2013 CLAIMS	(15,784)	(15,784)	2,074,007	2,058,223	
FUND YEAR 2014					
Paid Claims	34,485	34,485	119,922	154,407	
Case Reserves	(37,896)	(37,896)	313,106	275,211	
IBNR	(12,059)	(12,059)	2,411,798	2,399,739	
Discounted Claim Value	3,388	3,388	(164,745)	(161,356)	
TOTAL FY 2014 CLAIMS	(12,081)	(12,081)	2,680,081	2,668,000	
FUND YEAR 2015					
Paid Claims	0	0	130,464	130,464	
Case Reserves	809	809	470,629	471,438	
IBNR	106,712	106,712	3,048,907	3,155,619	
Discounted Claim Value	(7,275)	(7,275)	(240,424)	(247,699)	
TOTAL FY 2015 CLAIMS	100,245	100,245	3,409,576	3,509,822	
FUND YEAR 2016					
Paid Claims	0	0		0	
Case Reserves	0	0		0	
IBNR	319,457	319,457		319,457	
Discounted Claim Value	(22,030)	(22,030)		(22,030)	
TOTAL FY 2016 CLAIMS	297,428	297,428	0	297,428	
COMBINED TOTAL CLAIMS	492,124	492,124	12,040,954	12,533,078	

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.

**Mercer County Insurance Fund Commission
CLAIM ACTIVITY REPORT**

AS OF	February 29, 2016								
COVERAGE LINE-PROPERTY									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	0	0	0	0	1	34	7		42
February-16	0	0	0	0	1	28	20		49
NET CHGE	0	0	0	0	0	-6	13		7
Limited Reserves									\$2,307
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	\$0	\$0	\$0	\$0	\$1,000	\$86,900	\$22,600		\$110,500
February-16	\$0	\$0	\$0	\$0	\$1,000	\$75,542	\$36,501		\$113,043
NET CHGE	\$0	\$0	\$0	\$0	\$0	(\$11,358)	\$13,901		\$2,543
Ltd Incurred	\$0	\$0	\$0	\$0	\$20,168	\$75,517	\$36,501		\$132,185
COVERAGE LINE-GENERAL LIABILITY									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	0	0	0	0	12	42	0		54
February-16	0	0	0	0	8	33	5		46
NET CHGE	0	0	0	0	-4	-9	5		-8
Limited Reserves									\$6,052
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	\$0	\$0	\$0	\$0	\$156,989	\$135,203	\$0		\$292,192
February-16	\$0	\$0	\$0	\$0	\$146,489	\$128,340	\$3,540		\$278,369
NET CHGE	\$0	\$0	\$0	\$0	(\$10,500)	(\$6,863)	\$3,540		(\$13,823)
Ltd Incurred	\$0	\$0	\$0	\$0	\$147,852	\$132,179	\$3,540		\$283,571
COVERAGE LINE-AUTO LIABILITY									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	0	0	0	0	0	7	0		7
February-16	0	0	0	0	0	6	3		9
NET CHGE	0	0	0	0	0	-1	3		2
Limited Reserves									\$3,260
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	\$0	\$0	\$0	\$0	\$0	\$21,984	\$0		\$21,984
February-16	\$0	\$0	\$0	\$0	\$0	\$21,484	\$7,860		\$29,344
NET CHGE	\$0	\$0	\$0	\$0	\$0	(\$500)	\$7,860		\$7,360
Ltd Incurred	\$0	\$0	\$0	\$0	\$10,891	\$26,920	\$7,860		\$45,671
COVERAGE LINE-WORKERS COMP.									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	0	0	0	0	26	48	5		79
February-16	0	0	0	0	24	40	13		77
NET CHGE	0	0	0	0	-2	-8	8		-2
Limited Reserves									\$25,126
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	\$0	\$0	\$0	\$0	\$704,457	\$1,251,153	\$47,467		\$2,003,076
February-16	\$0	\$0	\$0	\$0	\$690,767	\$1,132,791	\$111,134		\$1,934,691
NET CHGE	\$0	\$0	\$0	\$0	(\$13,690)	(\$118,362)	\$63,667		(\$68,385)
Ltd Incurred	\$0	\$0	\$0	\$0	\$2,174,932	\$2,205,350	\$131,715		\$4,511,997
TOTAL ALL LINES COMBINED									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	0	0	0	0	39	131	12		182
February-16	0	0	0	0	33	107	41		181
NET CHGE	0	0	0	0	-6	-24	29		-1
Limited Reserves									\$13,014
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
January-16	\$0	\$0	\$0	\$0	\$862,446	\$1,495,240	\$70,067		\$2,427,752
February-16	\$0	\$0	\$0	\$0	\$838,256	\$1,358,157	\$159,035		\$2,355,448
NET CHGE	\$0	\$0	\$0	\$0	(\$24,190)	(\$137,083)	\$88,968		(\$72,305)
Ltd Incurred	\$0	\$0	\$0	\$0	\$2,353,842	\$2,439,967	\$179,615		\$4,973,424

Mercer County Insurance Fund Commission
CLAIMS MANAGEMENT REPORT
EXPECTED LOSS RATIO ANALYSIS

AS OF February 29, 2016

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Current			MONTH TARGETED	Last Month			MONTH TARGETED	Last Year			MONTH TARGETED			
		Unlimited Incurred	Limited Incurred	26 Actual 29-Feb-16		Unlimited Incurred	Limited Incurred	25 Actual 01-Feb-16		Unlimited Incurred	Limited Incurred	14 Actual 28-Feb-15				
PROPERTY	62,322	20,168	20,168	32.36%	62,322	100.00%	20,168	20,168	32.36%	62,322	100.00%	166,957	166,957	267.89%	59,850	96.03%
GEN LIABILITY	124,157	147,852	147,852	119.08%	101,378	81.65%	158,352	158,352	127.54%	100,006	80.55%	75,095	75,095	60.48%	79,705	64.20%
AUTO LIABILITY	127,016	10,891	10,891	8.57%	100,242	78.92%	10,891	10,891	8.57%	98,723	77.72%	11,842	11,842	9.32%	72,353	56.96%
WORKER'S COMP	4,356,301	2,174,932	2,174,932	49.93%	4,129,587	94.80%	2,171,067	2,171,067	49.84%	4,103,524	94.20%	2,011,363	2,011,363	46.17%	3,262,170	74.88%
TOTAL ALL LINES	4,669,797	2,353,842	2,353,842	50.41%	4,393,528	94.08%	2,360,477	2,360,477	50.55%	4,364,574	93.46%	2,265,257	2,265,257	48.51%	3,474,078	74.39%
NET PAYOUT %	\$1,515,586			32.46%												

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Current			MONTH TARGETED	Last Month			MONTH TARGETED	Last Year			MONTH TARGETED			
		Unlimited Incurred	Limited Incurred	14 Actual 29-Feb-16		Unlimited Incurred	Limited Incurred	13 Actual 01-Feb-16		Unlimited Incurred	Limited Incurred	2 Actual 28-Feb-15				
PROPERTY	80,948	75,517	75,517	93.29%	77,737	96.03%	86,875	86,875	107.32%	77,410	95.63%	17,300	17,300	21.37%	10,523	13.00%
GEN LIABILITY	155,896	132,179	132,179	84.79%	100,081	64.20%	139,042	139,042	89.19%	97,029	62.24%	3,100	3,100	1.99%	3,897	2.50%
AUTO LIABILITY	131,580	26,920	26,920	20.46%	74,953	56.96%	26,681	26,681	20.28%	71,267	54.16%	2,250	2,250	1.71%	3,290	2.50%
WORKER'S COMP	4,449,750	2,205,350	2,205,350	49.56%	3,332,148	74.88%	2,187,037	2,187,037	49.15%	3,120,661	70.13%	168,471	168,471	3.79%	88,995	2.00%
TOTAL ALL LINES	4,818,174	2,439,967	2,439,967	50.64%	3,584,919	74.40%	2,439,634	2,439,634	50.63%	3,366,367	69.87%	191,121	191,121	3.97%	106,705	2.21%
NET PAYOUT %	\$1,081,810			22.45%												

FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION

	Budget	Current			MONTH TARGETED	Last Month			MONTH TARGETED	Last Year			MONTH TARGETED			
		Unlimited Incurred	Limited Incurred	2 Actual 29-Feb-16		Unlimited Incurred	Limited Incurred	1 Actual 01-Feb-16		Unlimited Incurred	Limited Incurred	-10 Actual 28-Feb-15				
PROPERTY	80,948	36,501	36,501	45.09%	10,523	13.00%	22,600	22,600	27.92%	4,857	6.00%	0	0	N/A	N/A	N/A
GEN LIABILITY	155,896	3,540	3,540	2.27%	3,897	2.50%	0	0	0.00%	1,559	1.00%	0	0	N/A	N/A	N/A
AUTO LIABILITY	131,580	7,860	7,860	5.97%	3,290	2.50%	0	0	0.00%	1,316	1.00%	0	0	N/A	N/A	N/A
WORKER'S COMP	4,616,644	131,715	131,715	2.85%	92,333	2.00%	52,250	52,250	1.13%	23,083	0.50%	0	0	N/A	N/A	N/A
TOTAL ALL LINES	4,985,068	179,615	179,615	3.60%	110,043	2.21%	74,850	74,850	1.50%	30,815	0.62%	0	0	N/A	N/A	N/A

**MERCER COUNTY INSURANCE FUND COMMISSION
BILLS LIST**

Resolution No. 21-16

MARCH 2016

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

<u>FUND YEAR 2016</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000196			
000196	BORDEN PERLMAN SALISBURY&KELLY	RMC FEE 03/2016	5,000.00
			5,000.00
000197			
000197	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 02/2016	2.52
000197	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 03/2016	13,096.83
			13,099.35
000198			
000198	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES - 03/2016	2,271.42
			2,271.42
000199			
000199	INSERVCO INSURANCE SERVICES	CLAIMS SERVICES - 03/2016	16,666.66
			16,666.66
000200			
000200	THE TRENTONIAN	ACCT: 896855 2/19/16 RESCHEDULE MEETING	14.04
000200	THE TRENTONIAN	ACCT: 896855 - 2/9/16 - CLOSED SESSION	12.60
			26.64
000201			
000201	SPARK CREATIVE GROUP LLC	SITE UPDATES - 03/2016	261.25
000201	SPARK CREATIVE GROUP LLC	WEBSITE HOSTING - 03/2016	350.00
			611.25
000202			
000202	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 03/2016	10,055.00
			10,055.00
000203			
000203	NJ ADVANCE MEDIA	ACCT: 1153600 - 02/23/2016 - REG'L MTG	36.89
000203	NJ ADVANCE MEDIA	ACCT: 1153600 - 2/11/16 MTG	35.73
			72.62
	TOTAL PAYMENTS FY 2016	47,802.94	

TOTAL PAYMENTS ALL FUND YEARS \$47,802.94

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 COMMISSION								
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED								
Current Fund Year: 2016 Month Ending: January		Property	Liability	Auto	Worker's Comp	NJ CEL	Admin	TOTAL
OPEN BALANCE	46,185.36	127,459.57	131,742.61	2,777,495.52	(2,087,497.85)	(432,813.50)	0.00	562,571.71
RECEIPTS								
Assessments	1,133.84	2,178.75	1,834.15	64,528.87	33,314.90	8,170.33	0.00	111,160.84
Refunds	0.00	0.00	0.00	283.55	0.00	0.00	0.00	283.55
Invest Pymnts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,133.84	2,178.75	1,834.15	64,812.42	33,314.90	8,170.33	0.00	111,444.39
EXPENSES								
Claims Transfers	0.00	0.00	0.00	110,717.20	0.00	0.00	0.00	110,717.20
Expenses	0.00	0.00	0.00	0.00	0.00	47,152.00	0.00	47,152.00
Other *	0.00	0.00	0.00	0.00	0.00	30.00	0.00	30.00
TOTAL	0.00	0.00	0.00	110,717.20	0.00	47,182.00	0.00	157,899.20
END BALANCE	47,319.20	129,638.32	133,576.76	2,731,590.74	(2,054,182.95)	(471,825.17)	0.00	516,116.90

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS				
MERCER COUNTY INSURANCE COMMISSION				
ALL FUND YEARS COMBINED				
CURRENT MONTH	January			
CURRENT FUND YEAR	2016			
		Description:	MCIFC General A/C	MCIFC Claims A/C
		ID Number:		
		Maturity (Yrs)		
		Purchase Yield:		
		TOTAL for All		
		Accts & instruments		
Opening Cash & Investment Balance	\$562,571.71	511,035.68	51,536.03	
Opening Interest Accrual Balance	\$0.00	-	-	
1	Interest Accrued and/or Interest Cost	\$0.00	\$0.00	\$0.00
2	Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00
3	(Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00
4	Accretion	\$0.00	\$0.00	\$0.00
5	Interest Paid - Cash Instr.s	\$0.00	\$0.00	\$0.00
6	Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00
7	Realized Gain (Loss)	\$0.00	\$0.00	\$0.00
8	Net Investment Income	\$0.00	\$0.00	\$0.00
9	Deposits - Purchases	\$111,444.39	\$0.00	\$111,444.39
10	(Withdrawals - Sales)	-\$157,899.20	-\$47,152.00	-\$110,747.20
	Ending Cash & Investment Balance	\$516,116.90	\$463,883.68	\$52,233.22
	Ending Interest Accrual Balance	\$0.00	\$0.00	\$0.00
	Plus Outstanding Checks	\$120,464.48	\$51,152.38	\$69,312.10
	(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$636,581.38	\$515,036.06	\$121,545.32

RESOLUTION NO. 22-16

**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 March 28, 2016 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 period February 1, 2016 to February 29, 2016 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 March 28, 2016.

ADOPTD:

ANDREW A. MAIR, CHAIRMAN

DATE

ATTEST:

K. MEGAN CLARK HUGHES, VICE CHAIR

DATE

Mercer County Ins Fund Comm - 396
Financial Transaction Log - Liability Claim Payments
Monthly / Detail / By Coverage / By Payment Type / By Check Number
02/01/2016 Thru 02/29/2016

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
02/01/2016 Thru 02/29/2016

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
Coverage: Auto Liability										
C	8885	3980001020	001 HAN, KWANGHOON	11/17/2015	11/17/2015	KWANGHOON HAN	2/22/2016	Full Final Settlement of All Claims	739.71	739.71
Total for Coverage: Auto Liability								Number of entries: 1	739.71	739.71
Total for Mercer County Ins Fund Comm - 396								Number of entries: 1	739.71	739.71



First Managed Care Option, Inc.

First MCO Bill Review Services
 MERCER CO INS COMM
 Medical Savings by Month
 NJ

Month of Reprice Service	Provider Billed Amount	First MCO Repriced	U & C / Fee Schedule	Savings	% of Savings	# of Bills	In Network	Out Of Network	% PPO Penetration	# of Appeals	FMCO Fee	Net Savings
Total 2014	\$822,559	\$509,923	\$814,817	\$312,636	38%	752	618	134	82%	6	\$61,563	\$251,073
Total 2015	\$718,860	\$435,127	\$706,183	\$283,733	39%	695	558	137	80%	18	\$56,661	\$227,072
Jan-16	\$155,061	\$83,394	\$153,004	\$71,667	46%	81	56	25	69%	2	\$14,333	\$57,333
Feb-16	\$88,857	\$55,542	\$86,730	\$33,315	37%	131	118	13	90%	0	\$6,566	\$26,749
Total 2016	\$243,918	\$138,937	\$239,734	\$104,982	43%	212	174	38	82%	2	\$20,899	\$84,083
Total to Date	\$1,785,337	\$1,083,987	\$1,760,734	\$701,351	39%	1,659	1,350	309	81%	26	\$139,123	\$562,228

Report Run Date:03/01/2016

MCC



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

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: March 18, 2016

**February - March 2016
RISK CONTROL ACTIVITIES**

MEETINGS ATTENDED / LOSS CONTROL VISITS CONDUCTED

- **February 17:** Attended the MCIFC Accident Review Panel meeting in Trenton.
- **March 3:** Attended the MCIFC meeting in Trenton.
- **March 3:** Attended the MCIFC Claims Committee meeting in Trenton.
- **March 16:** Attended the MCIFC Accident Review Panel meeting in Trenton.
- **March 16:** Conducted an Accident Investigation at MCBOSS.

UPCOMING MEETINGS / LOSS CONTROL VISITS PLANNED

- **February 17:** Plan to attend the MCIFC Accident Review Panel meeting in Trenton
- **March 28:** Plan to attend the MCIFC meeting in Trenton.
- **March 28:** Plan to attend the MCIFC Claims Committee meeting in Trenton.

TRAINING SCHEDULED (FEBRUARY)

DATE	LOCATION	TOPIC	TIME
2/12/16	MCIFC – TRADE	BBP	8:30 – 9:30 am
2/12/16	MCIFC – TRADE	Fire Safety	9:45 – 10:45 am
2/18/16	MCIFC - Parks	HazMat Awareness w/HazCom	9:00 - 12:00 pm
2/18/16	MCIFC - Parks	Shop and tool safety	12:30 - 1:30 pm
2/22/16	MCIFC - Parks	LOTO	8:00 - 10:00 am
2/22/16	MCIFC - Parks	PPE	10:15 - 12:15 pm
2/24/16	MCIFC - Parks	Ladder safety	8:00 - 10:00 am
2/24/16	MCIFC - Parks	Back Safety/Material Handling	10:15 - 11:15 am
2/26/16	MCIFC - DOT	Excavation/Trenching/Shoring	8:00 - 12:00 pm
2/26/16	MCIFC - DOT	Confined Space Awareness	12:30 - 1:30 pm
2/29/16	MCIFC - DOT	LOTO	8:00 - 10:00 am
2/29/16	MCIFC - DOT	HazCom w-GHS	10:15 - 11:45 am
2/29/16	MCIFC - DOT	Shop & Tool Safety	12:30 - 1:30 pm
2/29/16	MCIFC - DOT	Chain Saw Safety	1:45 - 2:45 pm

SAFETY DIRECTOR BULLETINS

- SD Bulletin - Fire Extinguisher Essentials

Fire Extinguisher Essentials

Small fires grow into big fires in seconds. There is only a small window of opportunity when a fire extinguisher is effective. Knowing how to select, inspect, and operate the extinguisher, is critical to saving property and potentially even lives.

When purchasing fire extinguishers, work with the vendor to select the proper class and size extinguishers for the hazards present in your work area. The type of fire fuel will determine the class of fire extinguisher to be chosen.



Class A – Ordinary Combustibles

The pictogram indicates a trash can and campfire on fire. A common way to remember this is ordinary combustibles leave ASHES when they burn.

Examples include paper, cardboard, wood, plastics, clothing, and vegetation.



Class B – Flammable and Combustible Liquids

The pictogram indicates an old-time gas can and a pool of liquid on fire. A common way to remember this is liquids have a BOILING point.

Examples include gasoline, kerosene, paints & thinners, and cooking grease.



Class C – Energized Electrical Equipment

The pictogram indicates an electric cord and plug on fire. Two common ways to remember this are ELECTRIC.

Examples include computers, televisions, electric stoves, and battery packs.

One strategy to match the fire extinguisher to multiple hazards, such as in many workplaces and homes, is to purchase an A-B-C (multi-class) fire extinguisher. In most office or home settings, select a 5 or 6 pound A-B-C extinguisher. For industrial settings or garages, consider a 10 pound extinguisher.

Inspection and maintenance is critical to ensure the extinguisher will work when needed. The following are some maintenance procedures necessary to insure that a portable fire extinguisher will operate as intended when needed:

Monthly Inspection

Every 30 days, each fire extinguisher should be given a visual inspection or "quick check" to be sure that it is accessible and will operate. Verify that the extinguisher is in its designated location and accessible, has not been operated or tampered with, and has not incurred any obvious physical damage. This does not require an engineer or fire inspector – it can be done by a building owner, occupant or a designated and educated representative.

This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.

Annual Maintenance

Every year extinguishers must be examined by a New Jersey certified fire extinguisher vendor. The examination should include weighing the extinguisher and checking for defects that would not be identified during the monthly quick check. For example, the pressurized extinguisher must be periodically pressure-tested (hydrostatic) to ensure the structural integrity of the shell. Or that the powder has not become caked from being under pressure for a number of years.

Most home fire extinguishers have a 10 year life. Manufacturers either stamp or label the date of manufacture on the body of the extinguisher. The label should also include the expiration date.

Recharging

If the extinguisher has been used, never return it to its position. Even a momentary blast of the extinguishing agent will allow the pressurizing gas to leak, rendering the extinguisher useless. The used unit should be turned in and a spare extinguisher put in its place under a certified vendor can recharge the extinguisher.

Operating a Fire Extinguisher

Most individuals will never have the need to operate a fire extinguisher during an emergency. However, if the need does arise, remember the word 'PASS'

P

Pull the pin

Pull the pin from the valve handle. There is a seal holding in the pin which must be broken. If the pin is difficult to pull straight out, use the finger hole on the pin to twist the pin, breaking the seal.

A

Aim at the base of the fire

Hold the extinguisher in one hand by the handle, and use the other hand to hold the nozzle of the hose. Aim the nozzle at the base of the flames, where the flames meet the fuel source. Do not aim at the top of the dancing flames.

S

Squeeze the handle / trigger of the extinguisher

Most extinguishers are discharged by squeezing the handles on the top of the extinguisher. If the extinguisher is too heavy, the user can rest the extinguisher on the floor and lean on the top handle of the extinguisher to start the discharge.

S

Sweep the extinguishing agent across the surface of the fuel

Move the hand holding the nozzle, back and forth across the width of the flames. Start at the edge of the flame closest to you and 'push' the flames off the fuel. This is similar to using a garden hose to wash down a driveway.

The MEL Media Library has several online, VHS, and DVD fire extinguisher videos to enhance your fire extinguisher training. Many fire extinguisher service companies offer live-fire extinguisher training at your facility.

RESOLUTION NO. 23-16

**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 March 28, 2016.

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 March 28, 2016 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 March 28, 2016.

ADOPTED:

ANDREW A. MAIR, CHAIRMAN

DATE

ATTEST:

K. MEGAN CLARK HUGHES, VICE CHAIR

DATE

PAYMENT AUTHORIZATION REQUESTS

Claim #	Claimant	Type of Claim	PAR/SAR	C.P or DO #
396000118	Layvonne Haugabook	Worker Compensation	PAR/SAR	
3960001125	Joe McClendon	Worker Compensation	PAR	
3960001065	Charles McCloskey	Worker Compensation	PAR	
3960001087	Thomas Drahuschak	Liability	PAR	

APPENDIX I

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – March 3, 2016
Mercer County
McDade Administration Building
640 South Broad Street
Trenton, NJ 08650-0068
10:00AM**

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
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Keith Platt Matthew Baron
Managed Care Services	Conner Strong & Buckelew Danielle Batchelor
Risk Management Consultant	First MCO Thea Isabella
Attorney	Borden Perlman Salisbury & Kelly Doug Borden
Treasurer	Arthur Sypek, Esq. Paul Adezio, Esq.
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Thomas J. Walls, Jr. Capehart Scatchard, PA
Susan Schaefer, Susan Schaefer, LLC
Rachel Chwastek, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JANUARY 25, 2016

**MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF
JANUARY 25, 2016**

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

CORRESPONDENCE: Executive Director advised there was no correspondence; however he wanted to introduce, Rachel Chwastek, of his Marlton office. Executive Director noted Ms. Chwastek worked on some of the southern Commission accounts.

SAFETY COMMITTEE: Mr. Prince reported there were two recent Safety Committee meetings. Mr. Prince advised his associate, Barry Sloane, attended the DOT Safety Committee meeting on January 20th and the Accident Review Committee met on February 17th. Mr. Prince noted the next Safety and Accident meeting was scheduled for March 16, 2016. Chairman Mair commented he noted there was a lot of activity for the DOT and Parks Department and would appreciate any suggestions that would benefit the other departments. Mr. Prince indicated he was meeting with Mr. Sloane to discuss opportunities for the other departments.

CLAIMS COMMITTEE: Ms. Batchelor reported the Claims Committee met prior to the Commission meeting and discussed five PARS that would be presented during closed session. Ms. Batchelor advised that concluded her report unless anyone had any questions.

EXECUTIVE DIRECTOR REPORT: Executive Director reported he had two action items for his report.

RISK MANAGEMENT PLAN: Executive Director referred to a copy of the 2016 Risk Management Plan which was included in Appendix II of the agenda. Executive Director advised the pertinent changes were highlighted in yellow. Executive Director noted the pertinent changes were the (1) increase in the worker compensation retention to \$300,000 from \$250,000, (2) the CEL authorized the purchase of a non owned aircraft policy, and (3) the flood limits were increased to \$75 million from \$50 million. In response to Chairman Mair's inquiry regarding the pollution coverage, Mr. Borden advised the County was still collecting information for the application. Commissioners Hughes advised she had some additional information and would send to Mr. Borden and Mr. Moraski. Executive Director asked if anyone had any questions regarding the Risk Management Plan and requested a motion to adopt Resolution 17-16.

MOTION TO ADOPT 17-16, PLAN OF RISK MANAGEMENT FOR 2016

Moved: Commissioner Walker
Second: Commissioner Hughes
Vote: 3 Ayes, 0 Nays

CERTIFICATE OF INSURANCE REQUEST FORM: Executive Director reported on the Certificate of Insurance Report for the period of January 19, 2016 to February 15, 2016. There were three (3) certificates of insurances issued during this period. Executive Director asked if there were any questions and requested a motion.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Walker
Second: Commissioner Hughes
Vote: 3 Ayes, 0 Nays

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL held its 2016 Reorganization meeting on February 25, 2016. Executive Director advised the Fund Commissioners adopted the respective reorganization resolutions. PERMA was re-appointed as Executive Director, J.A. Montgomery as the Safety Director and Conner Strong & Buckelew as the Underwriting Manager. Executive Director noted a summary report of the meeting would appear in the next agenda. Chairman Mair stated that he participated in the meeting by teleconference however, it was difficult to hear. Executive Director advised his office was aware of the difficulties and was working on a solution to improve the quality of the call. Chairman Mair noted the CEL instituted a penalty for any delinquent payments. Executive Director advised there was a recommendation to include an interest rate for delinquent assessments. In response to Chairman Mair’s inquiry, Executive Director advised the CEL Treasurer indicated the interest rate of 6% mirrored the percentage rate charged by Counties for late payments made by local municipalities and stated the statute number. Executive Director noted there was a call scheduled after the Commission meeting to discuss the matter and he had invited the CEL Executive Director, Mr. Kickham, to participate.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the December Financial Fast Track was included in the agenda. The Commission had a surplus of \$3,486,757 as of December 31, 2015. Executive Director also referred to line 9 of the report, “Investment in Joint Venture” and indicated \$375,218 of the surplus was the MCIFC’s share of the CEL JIF equity. Executive Director noted the total cash balance was \$562,572.

NJ CEL PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the December Financial Fast Track was included in the agenda. Executive Director advised as of December 31, 2015 the Fund had a surplus of \$5,906,279 and a total cash figure of \$17,194,034. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

CLAIMS TRACKING REPORTS: Executive Director reported the agenda included the claim monitoring reports as of January 31, 2016. Executive Director advised he reviewed the “Claims Activity Report” and noted there were 4 new property claims opened in 2015 and seven property claims in 2016. Executive Director advised there were twelve new liability claims opened and eight worker compensation claims for 2015 and five in 2016. Executive Director asked Inservco to review this information. Executive Director also reviewed the “Claims Management Report Expected Loss Ration Analysis” report. Executive Director advised this report was another method to determine how the Commission was operating. Executive Director advised the actual amount of claims for 2015 was 50.63% while the actuary projection was 69.87%. Executive Director asked if anyone had questions on the claim reports.

2016 ASSESSMENT BILLS: Executive Director advised the 2016 Assessment Bills were e-mailed to the member entities and the first payment was due on March 15, 2016.

INSERVCO STEWARDSHIP REPORT: Executive Director advised Inservco would present their stewardship report with their other reports.

Executive Director advised that concluded his report unless anyone had any questions on any of the items discussed.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman Mair advised the Treasurer was not present. Chairman Mair advised the February Bill List, Resolution 18-16, was included in the agenda.

**MOTION TO APPROVE RESOLUTION 18-16, FEBRUARY BILL LIST
IN THE AMOUNT OF \$1,477,645.91**

Moved:	Commissioner Walker
Second:	Commissioner Hughes
Vote:	3 Ayes, 0 Nays

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

ATTORNEY: Mr. Sypek advised he did not have anything to report but asked if there would be any discussions regarding possible concerns or changes involving the Correction Center. Chairman Mair advised the Executive Director had requested some data. Executive Director stated he would need loss data and the corresponding exposures to give to the actuary to determine the effect on the loss funds at the Commission and the CEL level. Executive Director advised the excess carriers needed to be engaged also.

CLAIMS SERVICE:

Executive Director reported Ms. Fowlkes would review the Stewardship Report with the Commission. Executive Director advised this was an annual report which provided an overview of

the pertinent claim information in order to better manage the Commission program. Ms. Fowlkes stated the report included an Executive Summary and advised the report was based on the 2014 and 2015 Fund Years. Ms. Fowlkes note the Correction Center had the most claims of any location with 128 claims. The Parks Commission had the second most claims with 64 however there had been an improvement with the start up of the light duty program. Ms. Fowlkes pointed out that the location with the highest net incurred to date was the Correction Center followed by the Parks Commission. Ms. Fowlkes indicated that the highest number of claims occurred on Wednesday and Thursday. Ms. Fowlkes thought this could be possible due to the shift work and thought the Safety Committee could evaluate this finding. Ms. Fowlkes noted the highest net incurred for part of body was "Multiple Body Parts" with 95 claims followed by the "Knee". Ms. Fowlkes advised she pointed out some of the highlights of the report and encouraged everyone to review the report and if anyone had any questions to reach out to her or Ms. Staci Ulp, Vice President-Client Services. In response to the Executive Director's inquiry, Mr. Sypek advised the Board of Social Services employs approximately 600 and many are out in the field.

Executive Director advised Resolution 19-16, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for the period of January 1, 2016 to January 31, 2016. Ms. Dodd noted there were no checks issued for this period.

**MOTION TO APPROVE RESOLUTION 19-16 AUTHORIZING
DISCLOSURE 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 January provider bills were received in the amount of \$155,061 and First MCO re-priced the bills to \$83,394 for a savings of \$71,667 or 46% with 69% PPO penetration. Ms. Isabella noted even though the penetration was lower there was still a substantial savings. Ms. Isabella advised that concluded her report unless anyone had any questions.

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 the Loss Control Report which was included in Appendix III of the agenda for the new Mercer County Prosecutor's Office at 240 W. State Street. Mr. Prince advised his office was revising one of the Safety Directors Bulletins to reflect the recent recall of certain airbags and the bulletin would send out electronically. Mr. Prince noted there was also a recent recall of child safety seats. Mr. Prince advised several sheriffs' department in the program might be using the seats for free distribution and or training programs. Mr. Prince indicated the bulletins would be revised and sent out electronically. In response to the Executive Director's comment, Mr. Prince advised the BRIT program previously provided a \$10,000 safety grant to be split between the ten members, however the amount had been increased to \$30,000 for the members to utilize. Mr. Prince said members should forward their requests for any safety related items to him for submission to the BRIT program for approval. Mr. Prince advised the County would make the purchase, then submit the bills to BRIT for approval, and if

approved there would be a 50% reimbursement of the purchase cost. Chairman Mair stated he would discuss the Active Shooting Training with Commissioner Walker. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGER CONSULTANT: Mr. Borden advised he did not have anything to report, however, wanted to mentioned his office was hosting an Active Shooter Training Program in the afternoon with the Philadelphia Insurance Company at Green Acres from 1:00 to 4:00. Mr. Borden advised there were 20 still seats available. Mr. Prince wanted to add that his office was following new State Legislature that would create a new category of police officers, “Class Three” designated to provide security at both public and private schools. Mr. Prince advised he would keep the Commission updated on the proposed legislature.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: In response to Executive Director’s inquiry, Chairman Mair advised he had not actively discussed the alternate Commissioner but would discuss further with Mr. Sypek. Executive Director advised the appointment would require a freeholder resolution.

PUBLIC COMMENT:

MOTION TO OPEN THE MEETING TO THE PUBLIC

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

CLOSED SESSION: Chairman Mair read and requested a motion to approve Resolution 20-16 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 20-16 FOR EXECUTIVE SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

MOTION TO APPROVE THE PARS/SARS DISCUSSED IN CLOSED SESSION

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:53 AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary