

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – May 23, 2016
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
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Keith Platt Matthew Baron
	Conner Strong & Buckelew Danielle Batchelor
Managed Care Services	First MCO Thea Isabella
CEL Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Risk Management Consultant	Borden Perlman Salisbury & Kelly Doug Borden
Attorney	Arthur Sypek, Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Alma Ortiz, Mercer County Improvement Authority
Thomas J. Walls, Jr., Capehart Scatchard, PA
Paul Adezio, Esq., Mercer County
Lillian Nazzaro, Esq., Mercer County
Susan Schaefer, Susan Schaefer, LLC
Cathy Dodd, PERMA Risk Management Services

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

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

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

CORRESPONDENCE: NONE

SAFETY COMMITTEE: Mr. Prince reported the Safety & Accident Committee last met on May 18th and discussed 15 claims. Mr. Prince advised the Committee would meet again on June 15th. Chairman Mair noted they are well along with the project relating to the Cushman type vehicles installing the roll bars and seat belts. The Parks Commission was completed and the Building and Grounds Department was in the process of procuring the materials. Chairman Mair also indicated we discussed installing disclaimers at the parking lots advising the County was not responsible for vehicles or possessions while parked. Chairman Mair advised he expanded this information to the other member of the Commission, MCBoss and MCIA. Chairman Mair reported MCBoss was in the process of doing this and so was the County.

CLAIMS COMMITTEE: Ms. Batchelor reported the Claims Committee met prior to the Commission meeting today. Ms. Batchelor advised there was one SAR to present during closed session and an update on another previously discussed claim. Ms. Batchelor advised that concluded her report unless anyone had any questions.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had one action item for his report.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of April 21, 2016 to May 18, 2016. There were five (5) certificates of insurances issued during this period. Executive Director asked if there were any questions and requested a motion. Chairman Mair advised there would be a Freeholder Resolution this week amending by-laws of the CEL to permit autonomous agencies particular the Colleges.

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 CELJIF met on April 26, 2016. Executive Director advised the Board reappointed Bowman & Company, LLP as the auditor and the Firm of Citta, Holzapfel & Zabarsky for Litigation Management Services. Executive Director reported the Commission Attorney also discussed a specific amendment to the by-laws during closed session to allow for Community College membership which Chairman Mair just mentioned. Executive Director noted a summary report of the meeting was included in the agenda.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF) PROPOSED BYLAW AMENDMENT: Executive Director reported the CELJIF also held a public hearing on May 5, 2016 and approved the amendment to the by laws. Executive Director noted Chairman Mair advised the County was processing their resolution as requested by the CEL. Executive Director noted a summary report of the meeting was included in the agenda.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the March Financial Fast Track was included in the agenda. The Commission had a surplus of \$3,099,683 as of March 31, 2016. Executive Director also referred to line 9 of the report, "Investment in Joint Venture" and indicated \$450,364 of the surplus was the MCIFC's share of the CEL JIF equity. Executive Director noted the total cash balance was \$465,274.

NJ CEL PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the March Financial Fast Track was included in the agenda. Executive Director advised as of March 31, 2016 the Fund had a surplus of \$6,016,258 and a total cash figure of \$15,001,315. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

CLAIMS TRACKING REPORTS: Executive Director reported the Claims Activity report which was included in the agenda as of April 30, 2016 had some miscalculations. Executive Director advised Ms. Dodd distributed a revised report and he did not see any anomalies. Executive Director also reviewed the "Claims Management Report Expected Loss Ratio Analysis" report. Executive Director advised this report was another method to determine how the Commission was operating. Executive Director noted in conjunction with the Financial Fast Tracks the Commission was showing a surplus for the fund years of 2014 and 2015. Executive Director noted 2016 was off to a slow start but expected it would turn around as it did in 2015. Executive Director asked if anyone had questions on the claim reports.

POLLUTION COVERAGE: Executive Director reported the CEL Underwriting Manager advised the insurance company was reviewing the pollution application that was previously submitted. Executive Director introduced Mr. Ed Cooney, the new CEL Underwriting Manager. Executive Director advised Mr. Cooney was replacing Mr. Nolan who was retiring on July 1st.

DISCLAIMER SIGNS AT COUNTY PARK FACILITIES: Executive Director advised the Disclaimer Signs were already discussed.

2017 RENEWALS: Executive Director advised the fund office would start the data collection process for the 2016 renewal in order to provide relevant information to the underwriters. Executive Director indicated his office would work with the Commission Members and the Commission Risk Manager to collect the data.

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 29-16, was included in the agenda.

MOTION TO APPROVE RESOLUTION 29-16, MAY BILL LIST IN THE AMOUNT OF \$47,176.65

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.

CLAIMS SERVICE:

Executive Director advised Resolution 30-16, 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, 2016 to April 30, 2016.

MOTION TO APPROVE RESOLUTION 30-16 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER

Moved:	Commissioner Hughes
Second:	Commissioner Walker
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 April provider bills were received in the amount of \$353,592 and First MCO re-priced the bills to \$124,022 for a savings of \$229,569 or 65%. Ms. Isabella advised the PPO penetration for the month of April was 85%. Ms. Isabella advised that concluded her report unless anyone had any questions.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the April – May Risk Control Activity Report which was included in the agenda. Mr. Prince advised he spoke with Mr. Barry Sloane who indicated he had received positive feedback regarding the fire drill of June 18th. The Trenton Fire Department indicated the drill was well organized and executed. Mr. Prince noted Mr. Sloane planned on attending the DOT Safety Committee meeting in Trenton on May 25th. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGER CONSULTANT: Mr. Borden was not in attendance.

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: 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 31-16 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 31-16 FOR EXECUTIVE SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

MOTION TO NOT APPROVE THE SAR THAT WAS DISCUSSED IN CLOSED SESSION

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

MOTION TO AUTHORIZE PAYMENT AUTHORITY UP TO \$7500 AS AN ACCOMADATION FOR VEHICLE DAMAGE FOR THE ITEM DISCUSSED DURING CLOSED SESSION

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:31 AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary