

**MERCER COUNTY INSURANCE FUND COMMISSION  
AGENDA AND REPORTS  
JUNE 27, 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: JUNE 27, 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: May 23, 2016 Open Minutes .....Appendix I  
 May 23, 2016 Closed Minutes .....Handout**
  
- CORRESPONDENCE:**
  
- COMMITTEE REPORTS**  
 Safety Committee:..... Verbal  
 Claims Committee: ..... Verbal
  
- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA ..... Pages 3-12**
  
- TREASURER – David Miller**  
 Resolution **32-16** June Bill List - Motion .....Page 13  
 April Monthly Treasurer Reports ..... Pages 14-15
  
- ATTORNEY – Arthur R. Sypek, Jr., Esq. .... Verbal**
  
- CLAIMS SERVICE –Inservco Insurance Services, Inc. – Motion**  
 Resolution **33-16** Authorizing Disclosure of Liability Claims Check Register..... Pages 16-17  
 Liability Claims Payments 5-1-16 to 5-31-16 ..... Pages 18-19
  
- MANAGED CARE – First MCO**  
 Monthly Summary Report – May .....Page 20
  
- CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
 Monthly Report.....Page 21  
 Loss Control Report – Mercer County Dot Complex .....Appendix II
  
- RISK MANAGER CONSULTANT – Borden Perlman Salisbury & Kelly**  
 Monthly Report ..... Verbal
  
- OLD BUSINESS**
- NEW BUSINESS:**
- PUBLIC COMMENT:**
- CLOSED SESSION – Payment Authorization Requests (PARS) .....Pages 22-24**  
**Resolution 34-16 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**

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- MEETING ADJOURNMENT**
  - NEXT SCHEDULED MEETING: July 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: June 27, 2016  
Memo to: Commissioners of the Mercer County Insurance Fund Commission  
From: PERMA Risk Management Services  
Subject: Executive Director's Report

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- Certificate of Insurance Issuance Report (Page 5)** – Attached on page 5 is the certificate of insurance issuance reports from the CEL listing those certificates issued for the period of May 19, 2016 to June 19, 2016. There were 2 certificates of insurance issued during this period.
- Motion to approve the certificate of insurance report**
- NJ Excess Counties Insurance Fund (CELJIF)** – The CELJIF met on June 23, 2016. Executive Director will provide a verbal summary of that meeting. The CEL is scheduled to meet again on September 22, 2016.
- MCIFC Property & Casualty Financial Fast Track (Page 6)** – Included in the agenda on page 6 is a copy of the Financial Fast Track as of **April 30, 2016**. The report indicates the Commission has a surplus of **\$2,876,511**. Line 10 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 April 30, 2016 is **\$433,857**. The total cash balance is **\$599,559**.
- NJ CEL Property and Casualty Financial Fast Track (Page 7)** – Included in the agenda on page 7 is a copy of the CEL Financial Fast Track for the month of April. As of **April 30, 2016** the Fund has a surplus of **\$5,647,549**. The cash balance is **\$17,556,245**.
- Claims Tracking Reports (Pages 8-9)** – Included in the agenda on pages 8-9 are copies of the Claim Activity Report and the Claims Management Report Expected Loss Ratio Analysis reports as of May 31, 2016. The Executive Director will review the reports with the Commission.
- Disclaimer Signs at County Park Facilities (Page 10)** – Attached on page 10 of the agenda is a copy of the “Park at your own risk” signage the County, MCIA and Arena are interested in posting. A discussion regarding the signage will take place at the meeting.

- ❑ **Request for Proposal – Auditor** – The County issued the RFP for the 2015 Auditor Position and the responses were due on June 23, 2016. We will ask the County to provide an update.
  
- ❑ **The School District of Philadelphia (Pages 11-12)** Attached on pages 11-12 is a copy of a letter from the School District of Philadelphia with regard to a request made by the Mercer County Park Commission for evidence of liability insurance in order for grade students to visit the Howell Living History Farm. Chairman Mair has asked that we discuss the letter at the Commission meeting.
  
- ❑ **Pollution Coverage** –The CEL Underwriting Manager advised the insurance company provided feedback with regard to the pollution application that was submitted. A list of the additional environment information needed by the insurance company was sent to Doug Borden for review and handling.

# Mercer County Insurance Commission Certificate Of Insurance Monthly Report

*Tuesday, June 21, 2016*

From 5/19/2016 To 6/19/2016

Holder (H) / Insured Name (I) <u>MCIC</u>	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
H- Joint Base I- County of Mercer	McGuire-Dix-Lakehurst Lakehurst, NJ 08733-6350  McDade Administration Building 640 South Broad Street, PO Box 8068 Trenton, NJ 08650-0068	1077	Certificate holder is additional insured where obligated by virtue of a6/2/2016GL EX AU WC 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 (see page 2)  as respects use of facilities for Police Academy Training.  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 to the Master Gardeners of Mercer County holding the Annual Insect Festival at the Mercer Education Gardens (part of the Mercer County Equestrian Center on September 10, 2016, from 1-4PM. (see page 2)	5/31/2016	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		

**Total # of Holders = 2**

MERCER COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
		AS OF	April 30, 2016		
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	662,091	2,650,363	15,321,408	17,971,771
2.	CLAIM EXPENSES				
	Paid Claims	228,199	715,220	2,337,196	3,052,416
	Case Reserves	205,269	1,011,623	2,201,600	3,213,222
	IBNR	200,361	651,486	1,995,683	2,647,170
	Discounted Claim Value	(11,244)	(47,985)	(109,981)	(157,965)
	<b>TOTAL CLAIMS</b>	<b>622,585</b>	<b>2,330,344</b>	<b>6,424,499</b>	<b>8,754,843</b>
3.	EXPENSES				
	Excess Premiums	198,219	794,184	4,687,910	5,482,094
	Administrative	47,952	194,937	1,097,244	1,292,181
	<b>TOTAL EXPENSES</b>	<b>246,171</b>	<b>989,121</b>	<b>5,785,154</b>	<b>6,774,275</b>
4.	UNDERWRITING PROFIT (1-2-3)	(206,666)	(669,102)	3,111,756	2,442,654
5.	INVESTMENT INCOME	0	0	0	0
6.	PROFIT (4 + 5)	(206,666)	(669,102)	3,111,756	2,442,654
7.	CEL APPROPRIATION CANCELLATION	0	0	0	0
8.	DIVIDEND INCOME	0	0	0	0
9.	DIVIDEND EXPENSE	0	0	0	0
10.	INVESTMENT IN JOINT VENTURE	(16,507)	65,001	368,857	433,857
11.	<b>SURPLUS (6 + 7 + 8)</b>	<b>(223,172)</b>	<b>(604,101)</b>	<b>3,480,612</b>	<b>2,876,511</b>
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	2014	63,523	188,121	1,863,521	2,051,642
	2015	(73,907)	(389,658)	1,617,091	1,227,433
	2016	(212,788)	(402,565)		(402,565)
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>(223,172)</b>	<b>(604,101)</b>	<b>3,480,612</b>	<b>2,876,511</b>
	<b>TOTAL CASH</b>				<b>599,559</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
<b>FUND YEAR 2014</b>					
	Paid Claims	86,908	120,735	1,489,439	1,610,175
	Case Reserves	(141,806)	(191,630)	854,019	662,390
	IBNR	(7,040)	(74,045)	771,021	696,976
	Discounted Claim Value	4,104	6,661	(43,681)	(37,021)
	<b>TOTAL FY 2014 CLAIMS</b>	<b>(57,835)</b>	<b>(138,278)</b>	<b>3,070,798</b>	<b>2,932,520</b>
<b>FUND YEAR 2015</b>					
	Paid Claims	49,769	429,787	847,757	1,277,544
	Case Reserves	(18,461)	3,676	1,347,581	1,351,256
	IBNR	5,677	(87,478)	1,224,662	1,137,185
	Discounted Claim Value	195	(531)	(66,300)	(66,830)
	<b>TOTAL FY 2015 CLAIMS</b>	<b>37,180</b>	<b>345,454</b>	<b>3,353,701</b>	<b>3,699,155</b>
<b>FUND YEAR 2016</b>					
	Paid Claims	91,523	164,698		164,698
	Case Reserves	365,536	1,199,577		1,199,577
	IBNR	201,724	813,009		813,009
	Discounted Claim Value	(15,542)	(54,115)		(54,115)
	<b>TOTAL FY 2016 CLAIMS</b>	<b>643,241</b>	<b>2,123,168</b>	<b>0</b>	<b>2,123,168</b>
	<b>COMBINED TOTAL CLAIMS</b>	<b>622,585</b>	<b>2,330,344</b>	<b>6,424,499</b>	<b>8,754,843</b>

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 April 30, 2016					
ALL YEARS COMBINED					
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE	
1. UNDERWRITING INCOME	1,736,503	7,063,418	76,187,004	83,250,422	
2. CLAIM EXPENSES					
Paid Claims	(10,115)	701,348	1,089,974	1,791,322	
Case Reserves	613,635	561,456	2,413,317	2,974,772	
IBNR	198,307	576,150	9,188,910	9,765,061	
Discounted Claim Value	(52,490)	(84,764)	(651,074)	(735,838)	
<b>TOTAL CLAIMS</b>	<b>749,337</b>	<b>1,754,190</b>	<b>12,041,128</b>	<b>13,795,317</b>	
3. EXPENSES					
Excess Premiums	1,239,089	5,022,046	52,056,606	57,078,652	
Administrative	120,128	516,591	5,652,271	6,168,862	
<b>TOTAL EXPENSES</b>	<b>1,359,217</b>	<b>5,538,637</b>	<b>57,708,877</b>	<b>63,247,514</b>	
4. UNDERWRITING PROFIT (1-2-3)	(372,052)	(229,409)	6,436,999	6,207,590	
5. INVESTMENT INCOME	3,342	12,785	184,725	197,509	
6. PROFIT (4+5)	(368,709)	(216,624)	6,621,724	6,405,100	
7. Dividend	0	0	150,000	150,000	
8. Cancelled Appropriations	0	0	607,551	607,551	
9. SURPLUS (6-7-8)	(368,709)	(216,624)	5,864,173	5,647,549	
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
2010	9,503	14,782	642,182	656,964	
2011	24,690	(197,485)	1,149,228	951,742	
2012	(83,021)	(330,239)	477,778	147,539	
2013	(212,714)	(128,245)	1,259,797	1,131,551	
2014	35,109	307,830	1,417,746	1,725,577	
2015	(240,643)	(289,950)	917,441	627,491	
2016	98,366	406,683		406,683	
<b>TOTAL SURPLUS (DEFICITS)</b>	<b>(368,709)</b>	<b>(216,624)</b>	<b>5,864,172</b>	<b>5,647,548</b>	
<b>TOTAL CASH</b>				<b>17,556,245</b>	
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
<b>FUND YEAR 2010</b>					
Paid Claims	0	901	163,454	164,355	
Case Reserves	0	(0)	1	1	
IBNR	(9,619)	(15,520)	326,545	311,025	
Discounted Claim Value	320	657	(11,008)	(10,351)	
<b>TOTAL FY 2010 CLAIMS</b>	<b>(9,299)</b>	<b>(13,963)</b>	<b>478,992</b>	<b>465,029</b>	
<b>FUND YEAR 2011</b>					
Paid Claims	0	91,234	144,097	235,331	
Case Reserves	(7,590)	158,768	262,007	420,775	
IBNR	(18,039)	(40,631)	623,896	583,265	
Discounted Claim Value	1,291	(10,456)	(41,637)	(52,093)	
<b>TOTAL FY 2011 CLAIMS</b>	<b>(24,338)</b>	<b>198,915</b>	<b>988,363</b>	<b>1,187,278</b>	
<b>FUND YEAR 2012</b>					
Paid Claims	1,512	511,019	515,889	1,026,908	
Case Reserves	123,723	(84,707)	856,270	771,563	
IBNR	(31,853)	(90,133)	1,120,043	1,029,911	
Discounted Claim Value	(9,985)	(4,333)	(82,267)	(86,600)	
<b>TOTAL FY 2012 CLAIMS</b>	<b>83,397</b>	<b>331,847</b>	<b>2,409,934</b>	<b>2,741,781</b>	
<b>FUND YEAR 2013</b>					
Paid Claims	0	0	15,975	15,975	
Case Reserves	250,000	249,200	511,304	760,504	
IBNR	(31,370)	(120,570)	1,657,721	1,537,151	
Discounted Claim Value	(5,302)	2,072	(110,993)	(108,921)	
<b>TOTAL FY 2013 CLAIMS</b>	<b>213,327</b>	<b>130,701</b>	<b>2,074,007</b>	<b>2,204,709</b>	
<b>FUND YEAR 2014</b>					
Paid Claims	(12,228)	25,431	120,096	145,272	
Case Reserves	(1,101)	(165,839)	313,106	147,267	
IBNR	(22,472)	(187,064)	2,411,798	2,224,734	
Discounted Claim Value	1,421	22,567	(164,745)	(142,177)	
<b>TOTAL FY 2014 CLAIMS</b>	<b>(34,380)</b>	<b>(304,905)</b>	<b>2,680,255</b>	<b>2,375,350</b>	
<b>FUND YEAR 2015</b>					
Paid Claims	601	72,763	130,464	203,227	
Case Reserves	248,598	404,026	470,629	874,655	
IBNR	14,332	(168,259)	3,048,907	2,880,648	
Discounted Claim Value	(19,836)	(13,057)	(240,424)	(253,481)	
<b>TOTAL FY 2015 CLAIMS</b>	<b>243,695</b>	<b>295,473</b>	<b>3,409,576</b>	<b>3,705,050</b>	
<b>FUND YEAR 2016</b>					
Paid Claims	0	0		0	
Case Reserves	5	7		7	
IBNR	297,329	1,198,327		1,198,327	
Discounted Claim Value	(20,399)	(82,214)		(82,214)	
<b>TOTAL FY 2016 CLAIMS</b>	<b>276,935</b>	<b>1,116,120</b>	<b>0</b>	<b>1,116,120</b>	
<b>COMBINED TOTAL CLAIMS</b>	<b>749,337</b>	<b>1,754,190</b>	<b>12,041,128</b>	<b>13,795,317</b>	

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	May 31, 2016								
<b>COVERAGE LINE-PROPERTY</b>									
<b>CLAIM COUNT - OPEN CLAIMS</b>									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	0	0	0	0	1	15	24		40
May-16	0	0	0	0	0	12	24		36
NET CHGE	0	0	0	0	-1	-3	0		-4
Limited Reserves									<b>\$1,703</b>
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	\$0	\$0	\$0	\$0	\$1,000	\$19,065	\$39,300		\$59,365
May-16	\$0	\$0	\$0	\$0	\$0	\$14,065	\$47,250		\$61,315
NET CHGE	\$0	\$0	\$0	\$0	(\$1,000)	(\$5,000)	\$7,950		\$1,950
Ltd Incurred	\$0	\$0	\$0	\$0	\$19,168	\$67,428	\$47,250		\$133,846
<b>COVERAGE LINE-GENERAL LIABILITY</b>									
<b>CLAIM COUNT - OPEN CLAIMS</b>									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	0	0	0	0	6	27	9		42
May-16	0	0	0	0	6	24	12		42
NET CHGE	0	0	0	0	0	-3	3		0
Limited Reserves									<b>\$6,557</b>
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	\$0	\$0	\$0	\$0	\$139,489	\$221,601	\$17,723		\$378,813
May-16	\$0	\$0	\$0	\$0	\$75,489	\$180,701	\$19,225		\$275,415
NET CHGE	\$0	\$0	\$0	\$0	(\$64,000)	(\$40,900)	\$1,501		(\$103,399)
Ltd Incurred	\$0	\$0	\$0	\$0	\$76,852	\$187,427	\$20,510		\$284,788
<b>COVERAGE LINE-AUTO LIABILITY</b>									
<b>CLAIM COUNT - OPEN CLAIMS</b>									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	0	0	0	0	0	7	2		9
May-16	0	0	0	0	0	7	2		9
NET CHGE	0	0	0	0	0	0	0		0
Limited Reserves									<b>\$2,776</b>
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	\$0	\$0	\$0	\$0	\$0	\$21,984	\$4,000		\$25,984
May-16	\$0	\$0	\$0	\$0	\$0	\$21,984	\$3,000		\$24,984
NET CHGE	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,000)		(\$1,000)
Ltd Incurred	\$0	\$0	\$0	\$0	\$10,891	\$27,420	\$15,162		\$53,473
<b>COVERAGE LINE-WORKERS COMP.</b>									
<b>CLAIM COUNT - OPEN CLAIMS</b>									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	0	0	0	0	18	34	40		92
May-16	0	0	0	0	18	34	40		92
NET CHGE	0	0	0	0	0	0	0		0
Limited Reserves									<b>\$25,872</b>
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	\$0	\$0	\$0	\$0	\$521,901	\$1,088,607	\$1,138,553		\$2,749,061
May-16	\$0	\$0	\$0	\$0	\$479,046	\$1,026,918	\$874,285		\$2,380,248
NET CHGE	\$0	\$0	\$0	\$0	(\$42,855)	(\$61,689)	(\$264,268)		(\$368,812)
Ltd Incurred	\$0	\$0	\$0	\$0	\$2,106,893	\$2,310,185	\$1,301,600		\$5,718,678
<b>TOTAL ALL LINES COMBINED</b>									
<b>CLAIM COUNT - OPEN CLAIMS</b>									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	0	0	0	0	25	83	75		183
May-16	0	0	0	0	24	77	78		179
NET CHGE	0	0	0	0	-1	-6	3		-4
Limited Reserves									<b>\$15,318</b>
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
April-16	\$0	\$0	\$0	\$0	\$662,390	\$1,351,257	\$1,199,577		\$3,213,223
May-16	\$0	\$0	\$0	\$0	\$554,535	\$1,243,668	\$943,760		\$2,741,962
NET CHGE	\$0	\$0	\$0	\$0	(\$107,855)	(\$107,589)	(\$255,816)		(\$471,261)
Ltd Incurred	\$0	\$0	\$0	\$0	\$2,213,803	\$2,592,460	\$1,384,522		\$6,190,785

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

AS OF May 31, 2016

**FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION**

	Budget	Current			MONTH TARGETED	Last Month			MONTH TARGETED	Last Year			MONTH TARGETED			
		Unlimited Incurred	Limited Incurred	Actual 31-May-16		Unlimited Incurred	Limited Incurred	Actual 30-Apr-16		Unlimited Incurred	Limited Incurred	Actual 31-May-15				
PROPERTY	62,322	19,168	19,168	30.76%	62,322	100.00%	20,168	20,168	32.36%	62,322	100.00%	117,218	117,218	188.09%	60,372	96.87%
GEN LIABILITY	124,157	76,852	76,852	61.90%	105,102	84.65%	140,852	140,852	113.45%	103,750	83.56%	158,890	158,890	127.98%	86,346	69.55%
AUTO LIABILITY	127,016	10,891	10,891	8.57%	104,180	82.02%	10,891	10,891	8.57%	102,956	81.06%	11,391	11,391	8.97%	81,683	64.31%
WORKER'S COMP	4,356,301	2,106,893	2,106,893	48.36%	4,191,169	96.21%	2,100,233	2,100,233	48.21%	4,173,102	95.79%	2,077,342	2,077,342	47.69%	3,669,391	84.23%
TOTAL ALL LINES	4,669,797	2,213,803	2,213,803	47.41%	4,462,773	95.57%	2,272,143	2,272,143	48.66%	4,442,129	95.12%	2,364,841	2,364,841	50.64%	3,897,792	83.47%
<b>NET PAYOUT %</b>	\$1,659,269					<b>35.53%</b>										

**FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION**

	Budget	Current			MONTH TARGETED	Last Month			MONTH TARGETED	Last Year			MONTH TARGETED			
		Unlimited Incurred	Limited Incurred	Actual 31-May-16		Unlimited Incurred	Limited Incurred	Actual 30-Apr-16		Unlimited Incurred	Limited Incurred	Actual 31-May-15				
PROPERTY	80,948	67,428	67,428	83.30%	78,415	96.87%	72,428	72,428	89.47%	78,233	96.65%	75,510	75,510	93.28%	29,951	37.00%
GEN LIABILITY	155,896	187,427	187,427	120.23%	108,419	69.55%	226,327	226,327	145.18%	105,771	67.85%	44,383	44,383	28.47%	21,825	14.00%
AUTO LIABILITY	131,580	27,420	27,420	20.84%	84,617	64.31%	27,420	27,420	20.84%	81,615	62.03%	9,650	9,650	7.33%	19,737	15.00%
WORKER'S COMP	4,449,750	2,310,185	2,310,185	51.92%	3,748,105	84.23%	2,302,625	2,302,625	51.75%	3,636,605	81.73%	612,332	612,332	13.76%	400,478	9.00%
TOTAL ALL LINES	4,818,174	2,592,460	2,592,460	53.81%	4,019,557	83.42%	2,628,800	2,628,800	54.56%	3,902,225	80.99%	741,875	741,875	15.40%	471,991	9.80%
<b>NET PAYOUT %</b>	\$1,348,792					<b>27.99%</b>										

**FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION**

	Budget	Current			MONTH TARGETED	Last Month			MONTH TARGETED	Last Year			MONTH TARGETED			
		Unlimited Incurred	Limited Incurred	Actual 31-May-16		Unlimited Incurred	Limited Incurred	Actual 30-Apr-16		Unlimited Incurred	Limited Incurred	Actual 31-May-15				
PROPERTY	80,948	47,250	47,250	58.37%	29,951	37.00%	39,300	39,300	48.55%	24,284	30.00%	0	0	N/A	N/A	N/A
GEN LIABILITY	155,896	20,510	20,510	13.16%	21,825	14.00%	17,751	17,751	11.39%	15,590	10.00%	0	0	N/A	N/A	N/A
AUTO LIABILITY	131,580	15,162	15,162	11.52%	19,737	15.00%	15,162	15,162	11.52%	13,158	10.00%	0	0	N/A	N/A	N/A
WORKER'S COMP	4,616,644	1,301,600	1,301,600	28.19%	415,498	9.00%	1,292,061	1,292,061	27.99%	276,999	6.00%	0	0	N/A	N/A	N/A
TOTAL ALL LINES	4,985,068	1,384,522	1,384,522	27.77%	487,011	9.77%	1,364,274	1,364,274	27.37%	330,031	6.62%	0	0	N/A	N/A	N/A
<b>NET PAYOUT %</b>	\$440,762					<b>8.84%</b>										

**Park at your  
own risk**

**County of Mercer  
is not responsible  
for theft, loss or  
damage to your  
vehicle or possessions**



**THE SCHOOL DISTRICT OF PHILADELPHIA**  
**OFFICE OF RISK MANAGEMENT & WORKERS' COMPENSATION**  
 440 NORTH BROAD STREET, SUITE 325  
 PHILADELPHIA, PENNSYLVANIA 19130  
 TELEPHONE (215) 400-4590  
 Fax (215) 400-4591

June 8, 2016

Ms. Alison Dolbier  
 Mercer County Park Commission  
 Howell Living History Farm  
 101 Hunter Road  
 Titusville, NJ 08530

Re: **E.M. Stanton Elementary School Visit To Howell Living History Farm**  
 Date(s) of Activity: **June 8, 2016 from 10:00 pm to 12:30 pm**

Dear Ms. Dolbier:

The School District's Office of Risk Management administers the insurance programs of The School District of Philadelphia (the "School District"). We acknowledge the request from the Mercer County Park Commission for evidence of liability insurance in order for School District's 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students from E.M. Stanton Elementary School to learn about the corn planting program at the Howell Living History Farm, located at 101 Hunter Road, Titusville, NJ on Wednesday, June 8, 2016 from 10:00 pm to 12:30 pm.

The School District self-insures for general liability, including personal injury, property damage and workers compensation.

Under the Political Subdivision Tort Claims Act ("Act") 42 Pa. C.S.A. §§8541 et seq., as amended, the School District may be held liable to third parties for personal injury or property damage in certain limited circumstances. Damages are limited under the statute in kind and in an amount not to exceed \$500,000.00 in the aggregate arising from the same or a series of causes of action, transactions or occurrences.


The School District arranges for parents and students to have the option to purchase student accident insurance covering injuries incurred at school or in school activities, however, it cannot require parents or students to obtain this insurance.

Ms. Alison Dolbier  
Mercer County Park Commission  
June 8, 2016  
Page 2

Regarding indemnity, the School District is not authorized to expand the scope of the liability imposed on it by law. Its entire liability for tort claims is as stated in the Pennsylvania Political Subdivision Tort Claims Act, 42 Pa. C.S.A. §§ 8541, et seq., as amended.

Should you need any additional information, please contact me at (215) 400-5029.

Yours truly,

  
Riccardo Zucaro  
Director, Insurance Risk Management

**MERCER COUNTY INSURANCE FUND COMMISSION  
BILLS LIST**

**Resolution No. 32-16**

**JUNE 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

**FUND YEAR 2016**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>000220</b>			
000220	BORDEN PERLMAN SALISBURY&KELLY	RMC FEE 06/2016	5,000.00
			<b>5,000.00</b>
<b>000221</b>			
000221	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 05/2016	1.99
000221	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 06/2016	13,096.83
			<b>13,098.82</b>
<b>000222</b>			
000222	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES FEE 06/2016	2,271.42
			<b>2,271.42</b>
<b>000223</b>			
000223	INSERVCO INSURANCE SERVICES	CLAIMS ADMIN - 06/2016	16,666.66
			<b>16,666.66</b>
<b>000224</b>			
000224	PACKET MEDIA LLC	ACCT: 1010437 - 6/14/16 - REGULAR MTG	34.95
			<b>34.95</b>
<b>000225</b>			
000225	21ST CENTURY MEDIA	ACCT: 884004 - 5/18/16 - MAY CLOSED SESS	15.48
			<b>15.48</b>
<b>000226</b>			
000226	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 06/2016	10,055.00
			<b>10,055.00</b>
<b>000227</b>			
000227	NJ ADVANCE MEDIA	ACCT: 1153600 5/19/16 MAY CLOSED SESSN	36.60
			<b>36.60</b>
		TOTAL PAYMENTS FY 2016	47,178.93

**TOTAL PAYMENTS ALL FUND YEARS \$ 47,178.93**

\_\_\_\_\_  
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: April		Property	Liability	Auto	Worker's Comp	NJ CEL	Admin	TOTAL
OPEN BALANCE	16,398.86	165,774.74	157,037.94	3,463,965.19	(2,907,091.54)	(430,811.37)		465,273.82
RECEIPTS								
Assessments	4,273.74	8,233.16	6,940.16	239,768.67	127,206.71	30,676.11		417,098.55
Refunds	0.00	0.00	0.00	2.20	0.00	0.00		2.20
Invest Pymnts	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
Subtotal Invest	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
TOTAL	4,273.74	8,233.16	6,940.16	239,770.87	127,206.71	30,676.11		417,100.75
EXPENSES								
Claims Transfers	3,388.34	176.26	4,227.18	220,409.22	0.00	0.00		228,201.00
Expenses	0.00	0.00	0.00	0.00	7,419.70	47,134.41		54,554.11
Other *	0.00	0.00	0.00	0.00	0.00	60.00		60.00
TOTAL	3,388.34	176.26	4,227.18	220,409.22	7,419.70	47,194.41		282,815.11
END BALANCE	17,284.26	173,831.64	159,750.92	3,483,326.84	(2,787,304.53)	(447,329.67)		599,559.46

<b>SUMMARY OF CASH AND INVESTMENT INSTRUMENTS</b>				
<b>MERCER COUNTY INSURANCE COMMISSION</b>				
<b>ALL FUND YEARS COMBINED</b>				
<b>CURRENT MONTH</b>	April			
<b>CURRENT FUND YEAR</b>	2016			
	<b>Description:</b>	<b>MCIFC General</b>	<b>MCIFC Claims</b>	
	<b>ID Number:</b>	<b>A/C</b>	<b>A/C</b>	
	<b>Maturity (Yrs)</b>			
	<b>Purchase Yield:</b>			
	<b>TOTAL for All</b>			
	<b>Accts &amp; instruments</b>			
<b>Opening Cash &amp; Investment Balance</b>	<b>\$465,273.82</b>	<b>463124.7</b>	<b>\$ 2,149.12</b>	
<b>Opening Interest Accrual Balance</b>	<b>\$0.00</b>	<b>0</b>	<b>\$ -</b>	
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	\$417,100.75	\$276,268.08	\$140,832.67
10	(Withdrawals - Sales)	-\$282,815.11	-\$54,569.11	-\$228,246.00
	Ending Cash & Investment Balance	\$599,559.46	\$684,823.67	-\$85,264.21
	Ending Interest Accrual Balance	\$0.00	\$0.00	\$0.00
	Plus Outstanding Checks	\$207,102.78	\$54,554.17	\$152,548.61
	(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$806,662.24	\$739,377.84	\$67,284.40



**RESOLUTION NO. 33-16**

**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 June 27, 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 May 1, 2016 to May 31, 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 June 27, 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**  
**05/01/2016 Thru 05/31/2016**

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**  
**05/01/2016 Thru 05/31/2016**

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
<b>Coverage: Auto Liability</b>										
C	8154	3960001167	001 FROST, JULIA	3/16/2016	3/16/2016	JULIA FROST	5/2/2016	Full & Final Settlement of All Claims	1,000.00	1,000.00
<b>Total for Coverage: Auto Liability</b>							<b>Number of entries: 1</b>		<b>1,000.00</b>	<b>1,000.00</b>
<b>Coverage: General Liability</b>										
C	8153	3960001008	001 STEFFENS, ALISON	11/28/2015	11/28/2015	ALISON	5/2/2016	Full & Final Settlement of All Claim	2,000.00	2,000.00
C	8609	3960001147	001 WORTHY, JERLENE	3/30/2016	5/4/2016	JERLENE WORTHY	5/31/2016	Rental Fees	1,257.56	1,257.56
<b>Total for Coverage: General Liability</b>							<b>Number of entries: 2</b>		<b>3,257.56</b>	<b>3,257.56</b>
<b>Total for Mercer County Ins Fund Comm - 396</b>							<b>Number of entries: 3</b>		<b>4,257.56</b>	<b>4,257.56</b>





*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
<b>Total 2014</b>	<b>\$822,559</b>	<b>\$509,923</b>	<b>\$814,817</b>	<b>\$312,636</b>	<b>38%</b>	<b>752</b>	<b>618</b>	<b>134</b>	<b>82%</b>	<b>6</b>	<b>\$61,563</b>	<b>\$251,073</b>
<b>Total 2015</b>	<b>\$718,860</b>	<b>\$435,127</b>	<b>\$706,183</b>	<b>\$283,733</b>	<b>39%</b>	<b>695</b>	<b>558</b>	<b>137</b>	<b>80%</b>	<b>18</b>	<b>\$56,661</b>	<b>\$227,072</b>
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
Mar-16	\$139,873	\$78,468	\$136,744	\$61,405	44%	206	192	14	93%	0	\$12,281	\$49,124
Apr-16	\$353,592	\$124,022	\$362,479	\$229,569	65%	122	104	18	85%	2	\$45,914	\$183,655
May-16	\$88,712	\$47,169	\$120,288	\$41,544	47%	100	87	13	87%	3	\$8,309	\$33,235
<b>Total 2016</b>	<b>\$826,095</b>	<b>\$388,595</b>	<b>\$859,246</b>	<b>\$437,500</b>	<b>53%</b>	<b>640</b>	<b>557</b>	<b>83</b>	<b>87%</b>	<b>7</b>	<b>\$87,403</b>	<b>\$350,097</b>
<b>Total to Date</b>	<b>\$2,367,514</b>	<b>\$1,333,645</b>	<b>\$2,380,246</b>	<b>\$1,033,869</b>	<b>44%</b>	<b>2,087</b>	<b>1,733</b>	<b>354</b>	<b>83%</b>	<b>31</b>	<b>\$205,627</b>	<b>\$828,242</b>

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

**TO:** Fund Commissioners  
**FROM:** J.A. Montgomery Risk Control, Safety Director  
**DATE:** June 14, 2016

---

**May – June 2016**

**RISK CONTROL ACTIVITIES**

**MEETINGS ATTENDED / LOSS CONTROL VISITS CONDUCTED**

- **May 18:** Attended the MCIFC Accident Review Panel meeting in Trenton
- **May 23:** Attended the MCIFC meeting in Trenton.
- **May 23:** Attended the MCIFC Claims Committee meeting in Trenton.
- **May 25:** Attended the MCIFC DOT Safety Committee meeting in Trenton.
- **June 6:** Conducted a loss control survey of the MCIFC DOT Complex.
- **June 6:** Conducted Respiratory Fit Testing for MCIFC.
- **June 7:** Conducted an Accident Investigation for MCIFC DOT.
- **June 14:** Attended the MCIFC Accident Review Panel meeting in Trenton.
- **June 14:** Conducted an Accident Investigation for MCBOSS.

**UPCOMING MEETINGS / LOSS CONTROL VISITS PLANNED**

- **June 27:** Plan to attend the MCIFC meeting in Trenton.
- **June 27:** Plan to attend the MCIFC Claims Committee meeting in Trenton.

**RESOLUTION NO. 34-16**

**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 June 27, 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 June 27, 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 June 27, 2016.

**ADOPTED:**

\_\_\_\_\_  
**ANDREW A. MAIR, CHAIRMAN**

\_\_\_\_\_  
**DATE**

**ATTEST:**

\_\_\_\_\_  
**K. MEGAN CLARK HUGHES, VICE CHAIR**

\_\_\_\_\_  
**DATE**



**PAYMENT AUTHORIZATION REQUESTS**

**6-27-16**

<b><u>Claim #</u></b>	<b><u>Claimant</u></b>	<b><u>Type of Claim</u></b>	<b><u>PAR/SAR</u></b>	<b><u>C.P or DO #</u></b>
3960001191	Edward Garcia	Worker Compensation	PAR	
3960001144	Darlene Jiovany	Worker Compensation	PAR	
3960000220	Christopher McKenna	Worker Compensation	PAR	
3960000582	Lauren Wiley	Worker Compensation	PAR	2015-31725

# **APPENDIX I**

**MERCER COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – May 23, 2016  
Mercer County  
McDade Administration Building  
640 South Broad Street  
Trenton, NJ 08650-0068  
10:30AM**

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 <b>Joseph Hrubash</b>
Claims Service	Inservco Insurance Services, Inc. <b>Nancy Fowlkes</b> <b>Keith Platt</b> <b>Matthew Baron</b>
Managed Care Services	Conner Strong & Buckelew <b>Danielle Batchelor</b>
CEL Underwriting Manager	First MCO <b>Thea Isabella</b>
Risk Management Consultant	Conner Strong & Buckelew <b>Ed Cooney</b>
Attorney	Borden Perlman Salisbury & Kelly <b>Doug Borden</b>
Treasurer	<b>Arthur Sypek, Esq.</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>

**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 18<sup>th</sup> and discussed 15 claims. Mr. Prince advised the Committee would meet again on June 15<sup>th</sup>. 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 1<sup>st</sup>.

**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 18<sup>th</sup>. 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 25<sup>th</sup>. 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



## APPENDIX II

## LOSS CONTROL REPORT

### **MERCER COUNTY INSURANCE FUND COMMISSION**

**To:** Meghan Hughes

**Date:** June 10, 2016

**Date of Survey:** June 6, 2016

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#### **OBJECTIVE OF THE SURVEY**

To conduct a Loss Control Survey of the Mercer County DOT Complex located at 300 Scotch Rd. Ewing, NJ.

#### **CHANGES SINCE LAST SURVEY**

Since last year, the entire parking lot has been re-paved. The overhead lighting in the storage garages has been repaired. The loose overhead doors in the garages have been secured or removed.

#### **SURVEY RESULTS**

On June 6, 2016, a Loss Control Survey was conducted of the Mercer County DOT Complex. The person contacted was Chris Markley and I was escorted through by Vinnie Russo.

There are four main buildings on this site. The first building houses DOT/Highway and Dispatch offices, Central Maintenance and Trade offices, a wash bay for trucks and shops for Traffic, and Mosquito Control and Shade Tree. The second building houses the Motor Pool offices and their shops. The last two buildings are large garages used for equipment storage.

*This report does not and is not intended to address every loss potential, but covers only those conditions specifically examined at time of the survey. There may be other conditions not examined or brought to our attention at the time of this survey, that may contain a potential for liability. This report does not include matters of a legal nature or violations of any federal, state or local statute, ordinance or regulation, except as specifically noted in the report.*

The broken up side wall at the entry of the main office needs to be repaired. Recommendation 1-2016 (I)



Unauthorized storage was noted in the electrical room of building four, the Motor Pool. No storage is permitted within three feet of any electrical panel box. Recommendation 2-2016 (I)



The circuit breakers in the Motor Pool shop of building one are taped open. This is not permitted. The breakers need to be free to trip without tape. Recommendation 3-2016 (I)



The chains used for heavy lifting that are stored by the equipment cage in the Motor Pool shop need to be inspected at least annually for wear and they also need to have approved hooks and safety latches. Recommendation 4-2016 (I)



The two free standing gas cylinders in the garage building three need to be properly chained and secured. Recommendation 5-2016 (I)



## **SUGGESTIONS FOR IMPROVEMENT**

- **"Urgent" (U)** refer to situations of "imminent danger" or "critical safety / health issues which might be expected to cause death or serious physical harm.
- **"Important" (I)** encompass regulatory concerns and hazards not classified as either "Urgent" or "Program Improvement" suggestions.
- **"Program Improvement" (PI)** encompass suggestions related to safety, process improvements, management systems, and other practices that would be expected to improve the overall safety, quality, and effectiveness of the organization.

## **COMPLETED SUGGESTIONS FOR IMPROVMENT**

- 1-2014 (I) The 55 gallon drums in the oil storage room adjacent to the Motor Pool noted last year still need to be placed on spill containment pallets.
- 2-2014 (I) The interior lights of DOT buildings 2 and 3 remain in disrepair. Some have bird nests in them which could cause a fire. The lights need to be repaired. In addition, the exterior lights need to be wired so that they can all be turned on at the same time in the same manner as the light in the hallways of building 1.
- 3-2014 (I) The overhead doors in building 2 and 3 remain inoperable and broken. Consideration should be given to removing them at some time in the future.
- 4-2014 (I) The outlet next to the water fountain adjacent to the Parts room in the Motor Pool needs to be replaced with a GFCI. All outlets within six feet of running water should be GFCIs.
- 5-2014 (I) Training still needs be provided in the use of the AED defibrillators in the shop and office areas.

## **OUTSTANDING SUGGESTIONS FOR IMPROVEMENT**

- 4-2014 (I) The outlet next to the water fountain adjacent to the parts room in the Motor Pool needs to be replaced with a GFCI. All outlets within six feet of running water should be GFCIs.

## **NEW SUGGESTIONS FOR IMPROVEMENT**

- 1-2016 (I) The broken up side wall at the entry of the main office needs to be repaired.
- 2-2016 (I) Unauthorized storage was noted in the electrical room of building four the Motor Pool. No storage is permitted within three feet of any electrical panel box.
- 3-2016 (I) The circuit breakers in the Motor Pool shop of building one are taped open. This is not permitted. The breakers need to be free to trip without tape.
- 4-2016 (I) The chains used for heavy lifting that are stored by the equipment cage in the Motor Pool shop need to be inspected at least annually for wear and they also need to have approve hooks and safety latches.
- 5-2016 (I) The two free standing gas cylinders in the garage building three need to be properly chained and secured.

Copies of this report should be distributed to all departments referred to in this report. If you have any questions regarding this survey, please contact this office.

**REPORT SUBMITTED BY:**



C. Barry E. Sloane  
Senior Risk Control Consultant

cc: Dave McHale, J.A. Montgomery Risk Control Public Sector Director  
Glenn Prince, J.A. Montgomery Risk Control  
Joseph Hrubash, PERMA Executive Director  
Cathy Dodd, PERMA

# Loss Control Report MCIFC - Mercer County Insurance Fund Commission

## Open Suggestions

Report Date 6/15/2016

Town	Sug #	Type	Status	Date of Survey Date Completed	Location
<b>DOT Complex</b>					
	4-2014	I	O	6/24/2014	<u><b>DOT Complex</b></u> The outlet next to the water fountain adjacent to the parts room in the Motor Pool needs to be replaced with a GFCI. All outlets within six feet of running water should be GFCIs.
	1-2016	I	O	6/6/2016	<u><b>DOT Complex</b></u> The broken up side wall at the entry of the main office needs to be repaired.
	2-2016	I	O	6/6/2016	<u><b>DOT Complex</b></u> Unauthorized storage was noted in the electrical room of building four the Motor Pool. No storage is permitted within three feet of any electrical panel box.
	3-2016	I	O	6/6/2016	<u><b>DOT Complex</b></u> The circuit breakers in the Motor Pool shop of building one are taped open. This is not permitted. The breakers need to be free to trip without tape.
	4-2016	I	O	6/6/2016	<u><b>DOT Complex</b></u> The chains used for heavy lifting that are stored by the equipment cage in the Motor Pool shop need to be inspected at least annually for wear and they also need to have approve hooks and safety latches.
	5-2016	I	O	6/6/2016	<u><b>DOT Complex</b></u> The two free standing gas cylinders in the garage building three need to be properly chained and secured.

<u>Type</u>	<u>Type</u>	<u>Type</u>	<u>Status</u>	<u>Survey Date</u>
U - Urgent	C -Critical	1 - Requires immediate attention	O - Open	The date the survey was conducted.
I -Important	D -Desirable	2- Should be addressed before next loss control survey	C - Completed	<u>Status Date</u> The date the Safety Director Office was notified of the change in the status of the Suggestion For Improvement. ie; Open, Completed, etc.
PI - Prog. Improvement		3 - Are desirable improvements		
R - Regulatory		N/A - Not Applicable		
N/A - Not Applicable				

**Total Count of SFI = 6**

# **SUGGESTIONS FOR IMPROVEMENT STATUS**

## **Mercer County Insurance Fund Commission – NJ CE JIF**

In order that J.A. Montgomery Risk Control can update the status of Suggestions for Improvement, we are requesting that this form be returned to our office within sixty (60) days upon receipt of the survey conducted on \_\_\_\_\_.

### ***J.A. MONTGOMERY RISK CONTROL***

In order to update the status of the Suggestions for Improvement please email or fax the completed form to the attention of Natalie Dougherty:

[ndougherty@jamontgomery.com](mailto:ndougherty@jamontgomery.com)

856-552-4739 (fax)

#### **SUGGESTION(S) COMPLETED:**

(Indicate by Number)

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#### **OUTSTANDING SUGGESTION(S) FOR IMPROVEMENT:**

(Indicate by Number and Date of Estimated Completion)

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#### **SUGGESTIONS NEEDING FURTHER CLARIFICATION/DISCUSSION:**

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#### **SUGGESTION(S) THAT IS/ARE A BUDGET ITEM:**

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Signature \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_ Date \_\_\_\_\_