

MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – August 22, 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	Absent
Lillian Nazzaro	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
CEL Underwriting Manager	Conner Strong & Buckelew
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., Esq., Capehart Scatchard, PA
Paul Adezio, Esq., Mercer County
Susan Schaefer, Susan Schaefer, LLC
Cathy Dodd, PERMA Risk Management Services

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

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

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

CORRESPONDENCE: NONE

SAFETY COMMITTEE: Mr. Prince reported the Safety & Accident Committee last met on July 20th and the next meeting was scheduled for August 24th. Mr. Prince noted his associate; Mr. Barry Sloane would attend that meeting. Chairman Mair advised the County was in the process of installing roll bar seat belts in all of the Cushman type vehicles. Chairman Mair noted the Parks Commission was completed and the Highway Department was almost completed. Chairman Mair also advised the signs for parking at your own risk were installed.

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

EXECUTIVE DIRECTOR REPORT: Executive Director advised the items in his report were all informational.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director advised the Certificate of Insurance report was listed as an action item; however there were no Certificate of Insurances issued for the period of July 21, 2016 to August 14, 2016. In response to Executive Director’s comment, Chairman Mair agreed it was not necessary to approve the report as there were no certificates issued.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CELJIF was scheduled to meet again on September 22, 2016 at 1:00 PM. Chairman Mair advised he participated in a conference call last Thursday regarding a claim for Cumberland County. Chairman Mair noted the claim discussed was regarding a slip and fall due to a gap in some safety mats. Chairman Mair reported after the call he spoke with the Director of the Building and Grounds and advised to be very careful regarding the placement of safety mats.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the June Financial Fast Track was included in the agenda. The Commission had a surplus of \$3,660,056 as of June 30, 2016. Executive Director also referred to line 10 of the report,

“Investment in Joint Venture” and indicated \$504,657 of the surplus was the MCIFC’s share of the CEL JIF equity. Executive Director noted the total cash balance was \$572,951.

NJ CEL PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the June Financial Fast Track was included in the agenda. Executive Director advised as of June 30, 2016 the Fund had a surplus of \$6,128,852 and a total cash figure of \$14,688,801. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

CLAIM TRACKING REPORTS: Executive Director advised the Claims Tracking Reports for the month of July was included in the agenda. Executive Director reported if reviewed Claim Activity Report and did not find any anomalies for the month. Executive Director reviewed the Claims Management Report Expected Loss Ratio Analysis report and compared the report to the Financial Fast Track. Executive Director noted the Commission was performing very well. Executive Director asked if anyone had any questions on the Claim Reports.

2017 RENEWAL: Executive Director reminded the Commission the NJCE FY 2017 Renewal Data Schedules were due today, August 22nd. Executive Director thanked Ms. Ortiz of the Improvement Authority for returning her documents so quickly. Executive Director advised the Fund Office recently sent out the ancillary applications to the County and Improvement Authority with copies to the Commission Risk Manager. Executive Director noted the applications should be returned to Ms. Dodd by Friday, September 16, 2016.

EVENT CANCELLATION INSURANCE/PARKS COMMISSION: Chairman Mair reported there have been discussions on whether it makes sense to have this coverage. Chairman Mair indicated the coverage was very expensive and complicated. Mr. Sypek advised he received some costs from the Park Commission for the upcoming 2017 season. There were eight summer concert events scheduled with a set up cost of \$66,000 and for the Special Family Events, \$55,500. After a discussion it was agreed a further discussion should take place at the County with the head of Parks to ensure they were requesting the proper coverage. Mr. Borden advised it would be best to obtain a quote sometime in February and March once the two events were determined for 2017.

2015 COMMISSION AUDITOR: Executive Director reported Chairman Mair had advised the 2015 Auditor position would be on the September Freeholder Agenda. Ms. Hughes noted she was waiting for the evaluation forms. Chairman Mair requested Ms. Hughes to speak with Nancy of his office regarding the resolution.

POLLUTION COVERAGE: In response to Executive Director’s inquiry, Mr. Borden advised he met with Ms. Hughes last week to review the renewal applications and also the pollution information. Mr. Borden indicated Conner Strong & Bucklew had the information except for the AST’s. Mr. Borden advised Chairman Mair would be involved in collecting this information from the Department heads.

COMMISSION EXPANSION/COLLEGES: Executive Director advised Mercer County already approved the resolution to expand for the College Program. Executive Director reported the CEL was waiting for one more County to pass the resolution and then the expansion would be approved at the CEL level.

MEMBERSHIP: Executive Director advised Mercer County's three year membership in the CELJIF would expire on December 31, 2016. The applicable paperwork was sent to the County and should be presented to the Freeholders at the September meeting. Executive Director also advised the Fund Office would send the documents to the County and Improvement Authority to renew their membership in the Mercer County Insurance Fund Commission.

MCIFC WEBSITE: Executive Director advised the Commission's website is updated on a monthly basis to include copies of the agenda, minutes and resolutions. 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 July Bill List, Resolution 38-16, was included in the agenda.

MOTION TO APPROVE RESOLUTION 38-16, AUGUST BILL LIST IN THE AMOUNT OF \$47,227.56

Moved:	Commissioner Hughes
Second:	Commissioner Nazzaro
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 further to report.

CLAIMS SERVICE:

Executive Director advised Resolution 39-16, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for the period of July 1, 2016 to July 31, 2016.

MOTION TO APPROVE RESOLUTION 39-16 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER

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

MANAGED CARE: Executive Director advised First MCO was not in attendance, however, their report was included in the agenda. Executive Director reviewed the report and noted the year to date PPO penetration was 88%. Executive Director asked if anyone had any questions.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the July - August Risk Control Activity Report which was included in the agenda. Mr. Prince advised he would discuss two loss control reports during closed session.

RISK MANAGER CONSULTANT: Mr. Borden advised he had nothing further to report.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: Executive Director advised he had a potential conflict with the September 26th meeting date and asked if the Commissioners would be available on October 6th. Chairman Mair suggested Ms. Dodd should contact Ms. Wadsworth to check on his schedule.

PUBLIC COMMENT:

MOTION TO OPEN THE MEETING TO THE PUBLIC

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

CLOSED SESSION: Chairman Mair read and requested a motion to approve Resolution 40-16 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 40-16 FOR EXECUTIVE SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

MOTION TO AUTHORIZE PAYMENT AUTHORITY/SETTLEMENT AUTHORITY REQUESTS 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: 10:54 AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary