

**MERCER COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – MARCH 23, 2015  
Mercer County  
McDade Administration Building  
640 South Broad Street  
Trenton, NJ 08611  
10:30 AM**

Meeting was called to order by Chairman Mair. Ms. Dodd read the Open Public Meetings notice into record.

**ROLL CALL OF COMMISSIONERS:**

Andrew A. Mair	Present
K. Megan Clark Hughes	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>Terry Sheerin</b> <b>Matt Baron</b> <b>Keith Platt</b>
Managed Care Services	Conner Strong & Buckelew <b>Robyn Walcott</b>
Risk Management Consultant	First MCO <b>Thea Isabella</b>
Attorney	Borden Perlman Salisbury & Kelly <b>Doug Borden</b>
Treasurer	<b>Paul Adezio, Esq.</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>

**ALSO PRESENT:**

Alma Ortiz, Mercer County Improvement Authority  
John Maloney, Mercer County Assistant County Counsel  
Susan Schaefer, Susan Schaefer, LLC  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF FEBRUARY 23, 2015**

**MOTION TO APPROVE THE OPEN MINUTES OF FEBRUARY 23, 2015**

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

**MOTION TO APPROVE THE CLOSED MINUTES OF FEBRUARY 23, 2015**

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

**CORRESPONDENCE:** None

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on March 18<sup>th</sup> and reviewed ten claims to determine if they could have been preventable and make any recommendations. Mr. Prince advised the next meeting was scheduled for April 15<sup>th</sup>.

**CLAIMS COMMITTEE:** Ms. Walcoff reported the Claims Committee met prior to the Commission meeting and five claims would be presented during closed session along with a discussion on one other. Ms. Walcoff thought that the County had reported all of the recent property claims, however wanted to remind the Commission all property claims should be reported as the carrier would treat each CAT loss as one occurrence subject to one shared deductible for all of the member entities.

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

**CERTIFICATE OF INSURANCE REQUEST FORM:** Executive Director reported on the Certificate of Insurance Report for the period of February 17, 2015 to March 16, 2015. There were eight (8) certificate of insurances issued during this period.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

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

**CLAIMS COMMITTEE CHARTER:** Executive Director referred to a revised copy of the Claim Committee Charter which was included in the agenda. Executive Director advised the Charter was revised to reflect Megan Hughes as the Chair and voting member representing the County. Executive Director indicated Raissa Walker would remain on the committee as a non voting member. Executive Director asked if anyone had any questions and if not requested a motion to approve Resolution 16-15 amending the Charter.

**MOTION TO ADOPT RESOLUTION 16-15, AMENDMENT TO THE CLAIMS COMMITTEE CHARTER**

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

**AMENDMENT TO THE 2015 PLAN OF RISK MANAGEMENT:** Executive Director reported at the last meeting the 2015 Plan of Risk Management was approved subject to some corrections on page 3 of the Plan. Executive Director advised the revisions were made and a copy of the applicable page was included in the agenda. Executive Director asked if anyone had any questions and indicated this was for informational purposes and no action was needed.

**NJ EXCESS COUNTIES INSURANCE FUND (CELJIF):** Executive Director reported the CEL 2015 Re-Organization meeting was held on February 26, 2015. Executive Director advised the respective reorganization resolutions were adopted to conduct business and Mr. Michael Smith of the Burlington County Insurance Commission was re-elected as the Chairman. Executive Director noted a summary report of the meeting was included in the agenda and the next meeting was scheduled for April 23, 2015 at 1:00 PM.

**MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACKS:** Executive Director advised the January 2015 monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,575,483 as of January 31, 2015. Executive Director also referred to line 8 of the report, "Investment in Joint Venture" and indicated \$245,390 of the surplus was the MCIFC's share of the CEL JIF equity.

**NJ CEL PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the January CEL Financial Fast Track was not available for the meeting and the report would be included in the next agenda.

**NEW CLAIMS TRACKING REPORTS:** Executive Director reported the agenda included the two new claim monitoring reports as of January 31, 2015 which were first introduced at the last meeting. Executive Director advised the "Claims Activity Report" was designed to look for any inconsistencies in the amount of claims set up or changes in reserves. Executive Director noted the report did not show anything unusual. Executive Director reviewed the "Claims Management Report Expected Loss Ratio Analysis" report and indicated the actual incurred amount as of January 31<sup>st</sup> was 49.51% of the budget and the actuary projection target was 69.83% which was good news.

**NEW MEMBER ENTITIES:** Executive Director advised Mr. Proctor of Conner Strong & Buckelew was working with Mr. Borden on providing a proposal for the College. Executive

Director noted Mr. Proctor was actively working on a number of entities for all of the Commissions which were renewing soon.

**CEL STEWARDSHIP REPORT FOR MERCER COUNTY:** Executive Director reported he and Mr. Proctor would be providing a stewardship report presentation to the Freeholders on Tuesday evening March 24<sup>th</sup>.

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 March Bill List, Resolution 17-15, was included in the agenda.

**MOTION TO APPROVE RESOLUTION 17-15, MARCH BILL LIST**

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. Adezio advised he did not have anything to report.

**CLAIMS SERVICE:**

Ms. Sheerin introduced the newest member of her team, Mr. Keith Platt, a Claims Technical Specialist. Ms. Sheerin advised Mr. Platt was a licensed attorney in New Jersey and was very familiar with Title 59. Ms. Sheerin noted Mr. Platt would be handling the complex claims and would be a valued addition to her team.

Executive Director advised Resolution 18-15, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for the period of February 1, 2015 to February 28, 2015.

**MOTION TO APPROVE RESOLUTION 18-15 AUTHORIZING DISCLOURE OF LIABILITY CLAIMS CHECK REGISTER**

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

**MANAGED CARE:** Thea Isabella of First MCO advised she would review the Managed Care Report which was included in the agenda. Ms. Isabella reported for the month of February provider bills were received in the amount of \$44,022 and First MCO re-priced the bills to \$27,168 for a savings of \$16,854 or 38% with 75% PPO penetration. Ms. Isabella advised she reviewed the bills with Ms. Schaefer and going forward would address any items that were not going to be within the network. Ms. Isabella advised that concluded her report unless anyone had any questions.

**CEL SAFETY DIRECTOR:** Mr. Prince reviewed the February– March Risk Control Activity Report which was included in the agenda. Mr. Prince noted there were 34 training topics scheduled for the Parks and T.R.A.D.E (Transportation Resources to Aid the Disadvantaged and Elderly) Departments. Mr. Prince advised a Safety Bulletin was distributed “Police Safety In and Around Patrol Vehicle. Mr. Prince reported he also had an item to discuss during closed session. Mr. Prince advised that concluded his report unless anyone had any questions.

**RISK MANAGER CONSULTANT:** Mr. Borden advised there was a lot going on but nothing to report.

Correspondence Made Part of Minutes.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

**MOTION TO OPEN THE MEETING TO THE PUBLIC**

Moved:	Commissioner Walker
Second:	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 19-15 authorizing a Closed Session to discuss PARS.

**RESOLUTION 19-15, EXECUTIVE SESSION FOR THE PURPOSE AS PERMITTED BY THE OPEN PUBLIC MEETINGS ACT, MORE SPECIFICALLY TO DISCUSS PARS RELATED TO PENDING OR ANTICIPATED LITIGATION AS IDENTIFIED IN THE LIST OF CLAIMS PREPARED BY THIRD PARTY CLAIM ADMINISTRATOR INSERVCO INSURANCE SERVICES, INC. AND ATTACHED TO THIS AGENDA.**

**MOTION TO APPROVE RESOLUTION 19-15 FOR EXECUTIVE SESSION**

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

**MOTION TO RETURN TO OPEN SESSION**

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

**MOTION TO APPROVE PAYMENT AUTHORITY FOR PARS  
DISCUSSED IN CLOSED SESSION**

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

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 11:10 AM**

Minutes prepared by:  
Cathy Dodd, Assisting Secretary