

**MERCER COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
NOVEMBER 23, 2015**

**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: NOVEMBER 23, 2015
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: October 26, 2015 Open MinutesAppendix I**
October 26, 2015 Closed Minutes.....Handout

- CORRESPONDENCE:**

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

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA Pages 3-15**

- TREASURER – David Miller**
Resolution **46-15** November Bill List - MotionPage 16
September Monthly Treasurer Reports Pages 17-18

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

- CLAIMS SERVICE –Inservco Insurance Services, Inc. – Motion**
Resolution **47-15** Authorizing Disclosure of Liability Claims Check Register..... Pages 19-20
Liability Claims Payments 10-1-15 to 10-31-15 Pages 21-22

- MANAGED CARE – First MCO**
Monthly Summary Report – October.....Page 23

- CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
Monthly Report..... Pages 24-25
Loss Control Report-Fluorescent Light Survey.....Appendix II
Loss Control Report-County Court HousesAppendix II

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

- OLD BUSINESS**
- NEW BUSINESS:**
- PUBLIC COMMENT:**
- CLOSED SESSION – Payment Authorization Requests (PARS)Pages 26-28**
Resolution **48-15** 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: December 28, 2015 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 Fax (201) 881-7633

Date: November 23, 2015
Memo to: Commissioners of the Mercer County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: Executive Director's Report

- ❑ **2016 Property and Casualty Budget Introduction** – (Pages 5-8) – Attached on page 5 for your review and discussion is the 2016 proposed Property and Casualty Budget. The introductory budget represents a 1.74% increase. The CEL portion of this budget was approved on November 19, 2015. Also included in the agenda on pages 6-7 is a narrative regarding the 2016 Proposed Budget introduction. PERMA will advertise the proposed 2016 Budget in the applicable newspapers. A copy of the proposed annualized assessments are included in the agenda on page 8. The annual assessment would be billed in three installments and payable as follows: 40% on 2/15/16, 30% on 5/15/16 and 30% on 10/15/16.
 - ❑ **Motion to introduce the 2016 Property and Casualty Budget in the amount of \$7,960,884 and schedule a Public Hearing on December 28, 2015 at the Mercer County McDade Building, 640 S. Broad Street, Trenton, NJ at 10:30 AM**

- ❑ **Additional Coverage** – The County has requested quotes for Employed Lawyers and Pollution Liability Coverage along with higher Cyber liability limits. The CEL Underwriting Manager can provide quotes once the applications are completed by the County. The 2016 budget can be amended accordingly if any of the additional coverages are purchased.

- ❑ **Certificate of Insurance Issuance Report** – There were no certificates issued for the period of October 19, 2015 to November 16, 2015.

- ❑ **NJ Excess Counties Insurance Fund (CELJIF) (Pages 9-11)** - The CEL met on October 22, 2015. A summary report of the meeting is included in the agenda on pages 9-11. The CEL held a Public Hearing on November 19, 2015 to adopt the 2016 Budget. Executive Director will provide a verbal update of that meeting at the Commission meeting. The CEL will meet again on February 25, 2016 at 1:00 PM.

- ❑ **MCIFC Property & Casualty Financial Fast Track (Page 12)** – Included in the agenda on page 12 is a copy of the Financial Fast Track as of **September 30, 2015**. The report indicates the Commission has a surplus of **\$2,097,406**. Line 8 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 September 30, 2015 is **\$261,428**.

- ❑ **NJ CEL Property and Casualty Financial Fast Track (Page 13)** – Included in the agenda on page 13 is a copy of the CEL Financial Fast Track for the month of September. As of **September 30, 2015** the Fund has a surplus of **\$5,123,726**.

- ❑ **Claims Tracking Reports (Pages 14-15)** – Included in the agenda on pages 14-15 are copies of the Claim Activity Report and the Claims Management Report Expected Loss Ratio Analysis reports as of October 31, 2015. The Executive Director will review the reports with the Commission.

MERCER COUNTY INSURANCE COMMISSION					
2016 PROPOSED BUDGET -			GL/AL=250K		
			WC 300K		
APPROPRIATIONS		ANNUALIZED BUDGET FY2015*	PROPOSED BUDGET	Change \$	Change %
I. Claims and Excess Insurance					
Claims					
1	Property	80,948	80,948	0	0.00%
2	Liability	155,896	155,896	0	0.00%
3	Auto	131,580	131,580	0	0.00%
4	Workers' Comp.	4,449,750	4,616,644	166,894	3.75%
5					
6	Subtotal - Claims	4,818,174	4,985,068	166,894	3.46%
7					
8	Premiums				
9	XS JIF	2,108,204	2,054,573	(53,632)	-2.54%
10					
11	SubTotal Premiums	2,108,204	2,054,573	(53,632)	-2.54%
12	Total Loss Fund	6,926,378	7,039,641	113,263	1.64%
13					
14	II. Expenses, Fees & Contingency				
15					
16	Claims Adjustment	197,052	200,000	2,948	1.50%
17	Safety Director	118,881	120,664	1,783	1.50%
18	General Expense				
19	Exec. Director	154,839	157,162	2,323	1.50%
20	Actuary	27,257	27,257	0	0.00%
21	Auditor	20,206	9,078	(11,128)	-55.07%
22	Attorney	0	0	0	0.00%
23	Treasurer	0	0	0	0.00%
24	Underw riting Manager	0	0	0	0.00%
25					
26	Misc. Expense & Contingency	5,000	10,000	5,000	100.00%
27					
28	Total Fund Exp & Contingency	523,235	524,161	926	0.18%
29	Risk Managers	53,331	60,000	6,669	12.50%
30					
31					
32	XS JIF Ancillary Coverage				
33	POL/EPL	169,416	169,416	0	0.00%
34	XS POL/EPL	0	0	0	0.00%
35	Excess Liability	66,078	68,060	1,982	3.00%
36	Crime Policy	15,403	15,711	308	2.00%
37	Medical Malpractice	36,031	36,031	0	0.00%
38	Pollution Liability	0	0	0	0.00%
39	Employed Lawyers Liab	0	0	0	0.00%
40	Cyber Liability/ Special Coverages	34,622	34,622	0	0.00%
41	XS Flood 10x40		7,628	7,628	100.00%
42	Aviation		5,615	5,615	100.00%
43					
44	Total FUND Disbursements	7,824,495	7,960,884	136,389	1.74%

**Mercer County Insurance Fund Commission
2016 Proposed Budget Introduction**

The 2016 Proposed Budget includes the following Commission Members:

- ❖ Mercer County, MCBOSS, Park Commission
- ❖ Mercer Improvement Authority

Financial Fast Track (FFT): The enclosed report reflects the fund’s overall financial position as of September 30, 2015.

The FFT monitors underwriting income, claim expense, other expense, underwriting profit and statutory surplus. Changes are noted for the month, year to date change, the prior year end and the current fund balance for each item.

Statutory Surplus (Deficits) by Fund Year				
	12/31/2014	9/30/2015	\$ - Change	% - Change
2014	\$ 1,566,924	\$ 1,559,674	\$ (7,250)	-0.46%
2015	\$ -	\$ 537,731	\$ -	0%
Total	\$ 1,566,924	\$ 2,097,405	\$ 530,481	34%

The budget is divided into the following categories:

- ❖ **Actuarial Loss Projections JIF Retention:** The Actuary reviews Mercer’s loss experience and applies trend factors for changes in the Commission’s exposures and changes impacting the underlying costs of claims. The 2016 Loss Funds accounts for **63%** of the Commission’s total budget. The worker compensation loss funds increase is attributed to the increase in the Commission retention from \$250,000 to \$300,000.

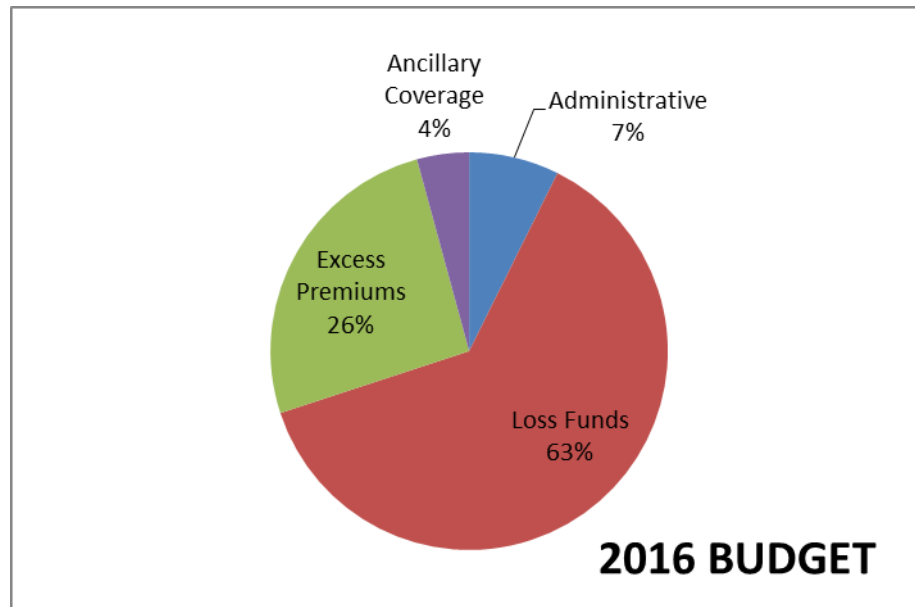
Loss Funds	Annualized 2015 Loss Funds	Projected 2016 Loss Funds	\$ - Change	% - Change
Property	\$ 80,948	\$ 80,948	\$ -	0%
Liability	\$ 155,896	\$ 155,896	\$ -	0%
Auto	\$ 131,580	\$ 131,580	\$ -	0%
Workers Compensation	\$ 4,449,750	\$ 4,616,644	\$ 166,894	3.75%
Total	\$ 4,818,174	\$ 4,985,068	\$ 166,894	3.46%

- ❖ **Excess Insurance Premiums & Ancillary Coverages:** We are introducing a 2016 budget based upon certain reasonable assumptions given our loss experience and market conditions. The excess insurance premiums account for **30%** of the total budget.

Premiums	Annualized 2015	Projected 2016	\$ - Change	% - Change
NJCE Fund	\$ 2,108,204	\$ 2,054,573	\$ (53,631)	-2.54%
Total	\$ 2,108,204	\$ 2,054,573	\$ (53,631)	-2.54%

Ancillary Coverages	Annualized 2015	Projected 2016	\$ - Change	% - Change
POL/EPL	\$ 169,416	\$ 169,416	\$ -	0%
Excess Liability	\$ 66,078	\$ 68,060	\$ 1,982	3%
Crime	\$ 15,403	\$ 15,711	\$ 308	2%
Medical Malpractice	\$ 36,031	\$ 36,031	\$ -	0%
Cyber Liability/Special Coverages	\$ 34,622	\$ 34,622	\$ -	0%
XS Flood 10x40		\$ 7,628	\$ 7,628	100%
Aviation		\$ 5,615	\$ 5,615	100%
Total	\$ 321,550	\$ 337,083	\$ 15,533	5%

- ❖ **Administrative Expenses:** The expenses to operate the Joint Insurance Fund accounts for 7% of the budget and include professional fees, general fund expenses and miscellaneous contingency.



MERCER COUNTY INSURANCE COMMISSION												
2016 PROPOSED BUDGET -												
	GL/AL=250K		WC 300K									
Member Name	FY2015 Annualized Assessment			FY2016 Proposed Assessment			Difference \$			Difference %		
	NJCEL	MCIC	Total	NJCEL	MCIC	Total	NJCEL	MCIC	Total	NJCEL	MCIC	Total
Mercer County	2,234,598	5,276,505	7,511,103	2,177,727	5,444,085	7,621,812	(56,871.35)	167,580.53	110,709.18	-2.55%	3.18%	1.47%
Mercer County Improvement Authority	195,157	118,235	313,392	213,928	125,144	339,072	18,771.39	6,908.58	25,679.97	9.62%	5.84%	8.19%
Grand Totals:	2,429,755	5,394,740	7,824,495	2,391,655	5,569,229	7,960,884	(38,099.96)	174,489.11	136,389.15	-1.57%	3.23%	1.74%

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: October 22, 2015
To: Executive Committee
Mercer County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: New Jersey Counties Excess Meeting Report

2016 Budget: Executive Director reported a sub-committee comprised of Commissioners White, Mecouch and Kelly met on October 15, 2016 to review the preliminary 2016 budget before it was presented at today's meeting.

Executive Director reviewed the budget presentation, which included exhibits with expiring general/auto liability and workers' compensation Self-Insured Retentions (SIR), as well as, options to maintain the general/auto retentions and increase the workers' compensation retention as follows:

- **Retentions as Current Expiring Program**
 - **GL/AL** – All members retain the first \$250,000. *Exceptions are Hudson County at \$750,000 and ACIC at \$500,000.*
 - **WC** – All members retain the first \$250,000. *Exceptions are Hudson County at \$750,000, Ocean County at \$750,000 and ACIC at \$750,000.*
- **Retention Option #1 Maintain GL/AL SIR & Increase WC SIR**
 - **GL/AL** – All members retain the first \$250,000. *Exceptions are Hudson County at \$750,000 and ACIC at \$500,000.*
 - **WC** – Increase \$250,000 to \$300,000 for all members. *Exception is Hudson County at \$750,000, Ocean County at \$750,000, ACIC at \$750,000 and SCIC at \$250,000.*
- **Retention Option #2 Increase GL/AL & Increase WC SIR**
 - **GL/AL** – Increase from \$250,000 to \$300,000. *Exceptions are Hudson County at \$750,000, ACIC at \$500,000 and SCIC at \$250,000.*
 - **WC** – Increase from \$250,000 to \$300,000 for all members. *Exception is Hudson County at \$750,000, Ocean County at \$750,000, ACIC at \$750,000 and SCIC at \$250,000.*

The Board of Fund Commissioners reviewed and agreed to the sub-committee's recommendation to proceed with option #1 and increase the workers' compensation retention from \$250,000 to \$300,000 with the noted exemptions. The Board of Fund Commissioners made a motion to introduce on first reading the 2016 Budget and to schedule a public hearing on November 19, 2015 at 1:00PM at the Camden County College Emergency Regional Training Center – Room RETC129 in Blackwood, NJ.

Dividend: Executive Director reported the sub-committee reviewed available dividend options and made a recommendation to release a dividend of \$150,000 from Fund Year 2010 based on

the allowable dividends per State Regulations at the last audit of 12/31/14. The Board of Fund Commissioners adopted a resolution authorizing the release of a dividend subject to state approval.

Actuary: Fund Attorney reported the fund's contract with The Actuarial Advantage expired and the fund office was directed to issue a Request for Price Quotes, which was advertised and sent to three firms to provide a respond by October 21, 2015. Fund Attorney reported that The Actuarial Advantage was the only firm to respond and a resolution appointing the firm would be prepared for the next meeting.

2016 Renewal: Underwriting Manager reported his office is following up with members for any outstanding applications required on the various ancillary coverages.

Claims Status/Other Claim Matters: The Board of Fund Commissioners adopted a resolution authorizing the need for closed session; AmeriHealth Casualty Services discussed claims with large open reserves during Closed Session.

Risk Control: Safety Director's report included the risk control activities from September through November 2015.

Next Meeting: The next scheduled meeting of the NJCE fund is November 19, 2015 at 1:00PM at the Camden County Emergency Training Center. If a meeting is scheduled in the interim then a notice will be sent to members, advertised and posted on the fund's website.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND				
2016 PROPOSED BUDGET -		RETENTION OPTION 1*		
APPROPRIATIONS				
	(A)	(C)	(D)	(E)
I. Claims and Excess Insurance			(C - A)	(D / A)
Claims	ANNUALIZED BUDGET FY2015	PROPOSED BUDGET FY2016	Change \$	Change %
1 Liability	875,342	875,342	0	0.0%
2 Auto	242,603	242,603	0	0.0%
3 Workers' Comp.	2,889,089	2,581,005	(308,084)	-10.7%
4 WC 150 x 1K (7720)	-	134,539	134,539	100.0%
5 Subtotal - Claims	4,007,034	3,833,489	(173,545)	-4.3%
6 Premiums				
7				
8 Property	4,570,037	4,742,078	172,041	3.8%
9 XS Flood 15x25	252,736	255,488	2,752	1.1%
10 Liability (Brit)	2,650,201	2,703,204	53,003	2.0%
11 Workers Comp (500 x 500) *	1,413,145	1,461,572	48,427	3.4%
12 Workers Comp (Stat x 1MIL)	2,632,439	2,444,007	(188,432)	-7.2%
13 Excess premium contingency	266,758	(0)	(266,758)	-100.0%
14				
15 SubTotal Premiums	11,785,316	11,606,348	(178,968)	-1.5%
16 Total Loss Fund	15,792,350	15,439,837	(352,513)	-2.2%
17				
18 II. Expenses, Fees & Contingency				
19				
20 Claims Adjustment	73,095	74,557	1,462	2.0%
21 Safety Director	372,477	379,926	7,450	2.0%
22 General Expense				
23 Exec. Director	613,893	626,171	12,278	2.0%
24 Actuary	42,108	42,950	842	2.0%
25 Auditor	33,687	34,361	674	2.0%
26 Attorney	37,484	38,234	750	2.0%
27 Litigation Attorney	-	30,000	30,000	0.0%
28 Treasurer	34,985	35,685	700	2.0%
29 Underwriting Manager	451,407	460,436	9,028	2.0%
30				
31 Misc. Expense & Contingency	23,966	23,966	(0)	0.0%
32 Total Fund Exp & Contingenc	1,683,104	1,746,287	63,183	3.8%
33 Total Self Insured Program	17,475,454	17,186,124	(289,331)	-1.7%
34				
35 Ancillary Coverages				
36 POL/EPL	1,549,239	1,549,240	1	0.0%
37 XS POL/EPL	51,485	51,485	0	0.0%
38 Excess Liability	1,015,315	1,045,771	30,456	3.0%
39 Crime Program	156,880	160,067	3,187	2.0%
40 Medical Malpractice	768,500	768,500	0	0.0%
41 Pollution Liability	140,640	146,265	5,625	4.0%
42 Employed Lawyers Liability	173,486	173,485	(1)	0.0%
43 Cyber Liability	240,683	240,683	0	0.0%
44 XS Flood 10x40	-	100,000	100,000	100.0%
45 Aviation	-	40,000	40,000	100.0%
46				
47 Total Ancillary Coverages	4,096,228	4,275,496	179,268	4.4%
48				
49 Total FUND Disbursements	21,571,682	21,461,620	(110,062)	-0.5%

MERCER COUNTY INSURANCE COMMISSION				
FINANCIAL FAST TRACK REPORT				
AS OF September 30, 2015				
ALL YEARS COMBINED				
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1. UNDERWRITING INCOME	652,640	5,873,762	7,489,494	13,363,256
2. CLAIM EXPENSES				
Paid Claims	110,612	875,338	1,145,419	2,020,757
Case Reserves	278,358	1,227,264	1,097,825	2,325,089
IBNR	(451,829)	982,398	1,280,177	2,262,575
Discounted Claim Value	86,279	24,090	(140,251)	(116,161)
TOTAL CLAIMS	23,421	3,109,090	3,383,170	6,492,260
3. EXPENSES				
Excess Premiums	203,079	1,827,707	2,250,966	4,078,673
Administrative	46,838	422,420	533,925	956,345
TOTAL EXPENSES	249,916	2,250,128	2,784,891	5,035,019
4. UNDERWRITING PROFIT (1-2-3)	379,303	514,544	1,321,433	1,835,977
5. INVESTMENT INCOME	0	0	0	0
6. PROFIT (4 + 5)	379,303	514,544	1,321,433	1,835,977
7. CEL APPROPRIATION CANCELLATION	0	0	0	0
8. INVESTMENT IN JOINT VENTURE	(37,966)	15,937	245,491	261,428
9. SURPLUS (6 + 7 + 8)	341,338	530,482	1,566,924	2,097,406
SURPLUS (DEFICITS) BY FUND YEAR				
2014	36,734	(7,250)	1,566,924	1,559,674
2015	304,604	537,731		537,731
TOTAL SURPLUS (DEFICITS)	341,338	530,482	1,566,924	2,097,406
TOTAL CASH				(607,400)
CLAIM ANALYSIS BY FUND YEAR				
FUND YEAR 2014				
Paid Claims	6,843	310,923	1,145,419	1,456,342
Case Reserves	(15,567)	(90,636)	1,097,825	1,007,189
IBNR	(69,553)	(343,288)	1,280,177	936,889
Discounted Claim Value	29,437	90,875	(140,251)	(49,376)
TOTAL FY 2014 CLAIMS	(48,839)	(32,125)	3,383,170	3,351,045
FUND YEAR 2015				
Paid Claims	103,769	564,415		564,415
Case Reserves	293,925	1,317,900		1,317,900
IBNR	(382,276)	1,325,685		1,325,685
Discounted Claim Value	56,842	(66,785)		(66,785)
TOTAL FY 2015 CLAIMS	72,260	3,141,215	0	3,141,215
COMBINED TOTAL CLAIMS	23,421	3,109,090	3,383,170	6,492,260

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 September 30, 2015					
ALL YEARS COMBINED					
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE	
1. UNDERWRITING INCOME	1,789,817	16,009,802	54,944,240	70,954,042	
2. CLAIM EXPENSES					
Paid Claims	42,802	489,212	411,505	900,717	
Case Reserves	206,069	1,794,326	683,536	2,477,860	
IBNR	45,275	616,288	8,429,959	9,046,247	
Discounted Claim Value	553,530	539,349	(1,189,781)	(650,431)	
TOTAL CLAIMS	847,676	3,439,176	8,335,219	11,774,394	
3. EXPENSES					
Excess Premiums	1,292,421	11,602,566	36,749,433	48,351,999	
Administrative	132,070	1,189,509	4,081,008	5,270,517	
TOTAL EXPENSES	1,424,491	12,792,075	40,830,441	53,622,516	
4. UNDERWRITING PROFIT (1-2-3)	(482,350)	(221,449)	5,778,580	5,557,132	
5. INVESTMENT INCOME	2,191	21,600	152,545	174,145	
6. PROFIT (4+5)	(480,159)	(199,849)	5,931,125	5,731,277	
7. Cancelled Appropriations	0	0	607,551	607,551	
8. SURPLUS (6-7)	(480,159)	(199,849)	5,323,574	5,123,726	
SURPLUS (DEFICITS) BY FUND YEAR					
2010	(7,008)	101,903	680,166	782,069	
2011	(27,404)	109,915	994,756	1,104,671	
2012	(89,586)	(422,141)	822,655	400,514	
2013	(110,933)	(111,190)	1,310,706	1,199,516	
2014	(74,721)	(243,038)	1,515,291	1,272,253	
2015	(170,507)	364,702		364,702	
TOTAL SURPLUS (DEFICITS)	(480,159)	(199,849)	5,323,574	5,123,725	
TOTAL CASH				13,131,916	
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2010					
Paid Claims	2,544	20,229	142,195	162,424	
Case Reserves	(2,544)	(23,055)	24,085	1,030	
IBNR	(3,643)	(127,174)	463,719	336,545	
Discounted Claim Value	10,840	29,905	(41,484)	(11,579)	
TOTAL FY 2010 CLAIMS	7,197	(100,095)	588,515	488,420	
FUND YEAR 2011					
Paid Claims	0	0	144,097	144,097	
Case Reserves	0	259,102	2,671	261,773	
IBNR	(12,142)	(444,102)	1,113,232	669,130	
Discounted Claim Value	39,886	78,311	(121,623)	(43,312)	
TOTAL FY 2011 CLAIMS	27,744	(106,689)	1,138,377	1,031,688	
FUND YEAR 2012					
Paid Claims	34,037	336,862	125,213	462,075	
Case Reserves	(35,182)	254,184	653,695	907,879	
IBNR	5,886	(316,046)	1,521,091	1,205,045	
Discounted Claim Value	85,263	151,233	(240,518)	(89,285)	
TOTAL FY 2012 CLAIMS	90,004	426,233	2,059,481	2,485,714	
FUND YEAR 2013					
Paid Claims	4,899	15,416	0	15,416	
Case Reserves	(4,898)	445,556	2,025	447,581	
IBNR	1,592	(535,972)	2,322,975	1,787,003	
Discounted Claim Value	109,897	193,892	(311,625)	(117,733)	
TOTAL FY 2013 CLAIMS	111,491	118,892	2,013,375	2,132,267	
FUND YEAR 2014					
Paid Claims	1,322	116,705	0	116,705	
Case Reserves	(1,321)	282,479	1,058	283,537	
IBNR	(99,608)	(424,358)	3,008,942	2,584,584	
Discounted Claim Value	174,988	296,313	(474,530)	(178,217)	
TOTAL FY 2014 CLAIMS	75,381	271,139	2,535,470	2,806,609	
FUND YEAR 2015					
Paid Claims	0	0		0	
Case Reserves	250,014	576,060		576,060	
IBNR	153,190	2,463,940		2,463,940	
Discounted Claim Value	132,656	(210,305)		(210,305)	
TOTAL FY 2015 CLAIMS	535,859	2,829,695	0	2,829,695	
COMBINED TOTAL CLAIMS	847,676	3,439,176	8,335,218	11,774,394	

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	October 31, 2015						
COVERAGE LINE - PROPERTY							
CLAIM COUNT - OPEN CLAIMS							
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	0	0	0	0	12	31	43
October-15	0	0	0	0	10	36	46
NET CHGE	0	0	0	0	-2	5	3
Limited Reserves							\$2,615
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$0	\$82,000	\$99,074	\$181,074
October-15	\$0	\$0	\$0	\$0	\$16,500	\$103,774	\$120,274
NET CHGE	\$0	\$0	\$0	\$0	(\$65,500)	\$4,700	(\$60,800)
Ltd Incurred	\$0	\$0	\$0	\$0	\$35,668	\$103,748	\$139,416
COVERAGE LINE - GENERAL LIABILITY							
CLAIM COUNT - OPEN CLAIMS							
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	0	0	0	0	18	32	50
October-15	0	0	0	0	17	35	52
NET CHGE	0	0	0	0	-1	3	2
Limited Reserves							\$5,591
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$0	\$153,528	\$135,305	\$288,833
October-15	\$0	\$0	\$0	\$0	\$152,528	\$138,204	\$290,732
NET CHGE	\$0	\$0	\$0	\$0	(\$1,000)	\$2,899	\$1,899
Ltd Incurred	\$0	\$0	\$0	\$0	\$153,890	\$153,890	\$307,780
COVERAGE LINE - AUTO LIABILITY							
CLAIM COUNT - OPEN CLAIMS							
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	0	0	0	0	0	6	6
October-15	0	0	0	0	0	9	9
NET CHGE	0	0	0	0	0	3	3
Limited Reserves							\$2,110
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$0	\$0	\$9,486	\$9,486
October-15	\$0	\$0	\$0	\$0	\$0	\$18,986	\$18,986
NET CHGE	\$0	\$0	\$0	\$0	\$0	\$9,500	\$9,500
Ltd Incurred	\$0	\$0	\$0	\$0	\$10,391	\$23,683	\$34,073
COVERAGE LINE - WORKERS COMP.							
CLAIM COUNT - OPEN CLAIMS							
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	0	0	0	0	27	66	93
October-15	0	0	0	0	26	61	87
NET CHGE	0	0	0	0	-1	-5	-6
Limited Reserves							\$23,752
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$0	\$774,162	\$1,074,036	\$1,848,198
October-15	\$0	\$0	\$0	\$0	\$763,812	\$1,302,575	\$2,066,387
NET CHGE	\$0	\$0	\$0	\$0	(\$10,350)	\$228,539	\$218,189
Ltd Incurred	\$0	\$0	\$0	\$0	\$2,189,416	\$1,922,819	\$4,112,235
TOTAL ALL LINES COMBINED							
CLAIM COUNT - OPEN CLAIMS							
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	0	0	0	0	57	135	192
October-15	0	0	0	0	53	141	194
NET CHGE	0	0	0	0	-4	6	2
Limited Reserves							\$12,868
Year	2010	2011	2012	2013	2014	2015	TOTAL
September-15	\$0	\$0	\$0	\$0	\$1,009,689	\$1,317,901	\$2,327,590
October-15	\$0	\$0	\$0	\$0	\$932,839	\$1,563,539	\$2,496,378
NET CHGE	\$0	\$0	\$0	\$0	(\$76,850)	\$245,638	\$168,788
Ltd Incurred	\$0	\$0	\$0	\$0	\$2,389,365	\$2,204,140	\$4,593,505

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

AS OF October 31, 2015

FUND YEAR 2010 -- LOSSES CAPPED AT RETENTION

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Current		22		MONTH TARGETED	Last Month		21		MONTH TARGETED	Last Year		10		MONTH TARGETED
		Unlimited Incurred	Limited Incurred	Actual 31-Oct-15			Unlimited Incurred	Limited Incurred	Actual 30-Sep-15			Unlimited Incurred	Limited Incurred	Actual 30-Oct-14		
PROPERTY	62,322	35,668	35,668	57.23%	61,504	98.69%	101,168	101,168	162.33%	61,100	98.04%	137,751	137,751	221.03%	47,364	76.00%
GEN LIABILITY	124,157	153,890	153,890	123.95%	95,483	76.91%	154,890	154,890	124.75%	93,831	75.57%	99,459	99,459	80.11%	52,146	42.00%
AUTO LIABILITY	127,016	10,391	10,391	8.18%	93,449	73.57%	10,391	10,391	8.18%	91,425	71.98%	5,747	5,747	4.52%	50,807	40.00%
WORKER'S COMP	4,356,301	2,189,416	2,189,416	50.26%	3,999,175	91.80%	2,199,162	2,199,162	50.48%	3,953,087	90.74%	1,924,233	1,924,233	44.17%	1,829,647	42.00%
TOTAL ALL LINES	4,669,797	2,389,365	2,389,365	51.17%	4,249,612	91.00%	2,465,611	2,465,611	52.80%	4,199,442	89.93%	2,167,190	2,167,190	46.41%	1,979,964	42.40%
NET PAYOUT %	\$1,456,525					31.19%										

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Current		10		MONTH TARGETED	Last Month		9		MONTH TARGETED	Last Year		-2		MONTH TARGETED
		Unlimited Incurred	Limited Incurred	Actual 31-Oct-15			Unlimited Incurred	Limited Incurred	Actual 30-Sep-15			Unlimited Incurred	Limited Incurred	Actual 30-Oct-14		
PROPERTY	80,948	103,748	103,748	128.17%	61,520	76.00%	99,048	99,048	122.36%	55,045	68.00%	0	0	N/A	N/A	N/A
GEN LIABILITY	155,896	142,043	142,043	91.11%	65,476	42.00%	139,144	139,144	89.25%	56,123	36.00%	0	0	N/A	N/A	N/A
AUTO LIABILITY	131,580	23,683	23,683	18.00%	52,632	40.00%	13,683	13,683	10.40%	46,053	35.00%	0	0	N/A	N/A	N/A
WORKER'S COMP	4,449,750	1,922,819	1,922,819	43.21%	1,868,895	42.00%	1,630,439	1,630,439	36.64%	1,468,418	33.00%	0	0	N/A	N/A	N/A
TOTAL ALL LINES	4,818,174	2,192,293	2,192,293	45.50%	2,048,524	42.52%	1,882,315	1,882,315	39.07%	1,625,638	33.74%	0	0	N/A	N/A	N/A
NET PAYOUT %	\$628,754					13.05%										

**MERCER COUNTY INSURANCE FUND COMMISSION
BILLS LIST**

Resolution No. 46-15

NOVEMBER 2015

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 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000160			
000160	BOWMAN & COMPANY LLP	AUDITOR FEE 10/20/15 - (2014)	8,900.00
			8,900.00
		TOTAL PAYMENTS FY 2014	8,900.00

FUND YEAR 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000161			
000161	BORDEN PERLMAN SALISBURY&KELLY	RMC FEE 11/2015	4,000.38
			4,000.38
000162			
000162	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 10/2015	1.86
000162	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR - 11/2015	12,903.25
			12,905.11
000163			
000163	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES - 11/2015	2,271.42
			2,271.42
000164			
000164	INSERVCO INSURANCE SERVICES	CLAIMS SERVICES - 11/2015	16,421.00
			16,421.00
000165			
000165	THE TRENTONIAN	ACCT: 884004 - 10/20 LEGAL CLOSE SESSION	13.32
			13.32
000166			
000166	THE TIMES	ACCT: 1153600 - 9/18/15 - MTG 9/28	38.92
			38.92
000167			
000167	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 11/2015	9,906.75
			9,906.75
		TOTAL PAYMENTS FY 2015	45,556.90
		TOTAL PAYMENTS ALL FUND YEARS	\$54,456.90

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 FUND COMMISSION
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED

Current Fund Year: 2015								
Month Ending: September								
	Property	Liability	Auto	Worker's Comp	0	NJ CEL	Admin	TOTAL
OPEN BALANCE	29,713.88	98,007.02	103,273.95	2,198,921.73	0.00	(1,661,673.94)	(368,877.95)	399,364.69
RECEIPTS								
Assessments	918.08	1,836.16	1,880.40	64,342.97	0.00	33,238.89	8,395.44	110,611.94
Refunds	0.00	0.00	0.00	151.86	0.00	0.00	0.00	151.86
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	918.08	1,836.16	1,880.40	64,494.83	0.00	33,238.89	8,395.44	110,763.80
EXPENSES								
Claims Transfers	0.00	2,795.00	0.00	107,968.80	0.00	0.00	0.00	110,763.80
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	1,006,734.21	1,006,734.21
Other *	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.00
TOTAL	0.00	2,795.00	0.00	107,968.80	0.00	0.00	1,006,764.21	1,117,528.01
END BALANCE	30,631.96	97,048.18	105,154.35	2,155,447.76	0.00	(1,628,435.05)	(1,367,246.72)	(607,399.52)

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS			
MERCER COUNTY INSURANCE FUND COMMISSION			
ALL FUND YEARS COMBINED			
CURRENT MONTH	September		
CURRENT FUND YEAR	2015		
	Description:	MCIFC General A/C	MCIFC Claims A/C
	ID Number:		
	Maturity (Yrs)		
	Purchase Yield:		
	TOTAL for All Accts & instruments		
Opening Cash & Investment Balance	\$399,364.69	347,693.66	51671.03
Opening Interest Accrual Balance	\$0.00	-	0
1	Interest Accrued and/or Interest Cost	\$0.00	\$0.00
2	Interest Accrued - discounted Instr.s	\$0.00	\$0.00
3	(Amortization and/or Interest Cost)	\$0.00	\$0.00
4	Accretion	\$0.00	\$0.00
5	Interest Paid - Cash Instr.s	\$0.00	\$0.00
6	Interest Paid - Term Instr.s	\$0.00	\$0.00
7	Realized Gain (Loss)	\$0.00	\$0.00
8	Net Investment Income	\$0.00	\$0.00
9	Deposits - Purchases	\$110,763.80	\$110,763.80
10	(Withdrawals - Sales)	-\$1,117,528.01	-\$110,793.80
	Ending Cash & Investment Balance	-\$607,399.52	\$51,641.03
	Ending Interest Accrual Balance	\$0.00	\$0.00
	Plus Outstanding Checks	\$2,598,278.30	\$74,237.75
	(Less Deposits in Transit)	\$0.00	\$0.00
	Balance per Bank	\$1,990,878.78	\$125,878.78

RESOLUTION 47-15

**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 November 23, 2015 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 October 1, 2015 to October 31, 2015 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 November 23, 2015.

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
10/01/2015 Thru 10/31/2015

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amnt. Requested	Amnt. Paid
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Inservco Report Terminology

Reporting Name	Business Name	Business Description
Amount/Amnt Paid	Amount Paid	Amount actually paid or received
Amount/Amnt 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
10/01/2015 Thru 10/31/2015

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amnt. Requested	Amnt. Paid
Coverage: Auto Liability										
C	5888	3960000849 001	BURKE, JAMES	7/27/2015	7/27/2015	JAMES C BURKE	10/5/2015	Full Final Settlement of All Claims	500.00	500.00
Total for Coverage: Auto Liability								Number of entries: 1	500.00	500.00
Total for Mercer County Ins Fund Comm - 396							Number of entries: 1	500.00	500.00	



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
Jan-15	\$106,403	\$56,196	\$97,566	\$50,206	47%	74	59	15	80%	1	\$9,957	\$40,250
Feb-15	\$44,022	\$27,168	\$40,016	\$16,854	38%	81	61	20	75%	0	\$3,371	\$13,483
Mar-15	\$122,276	\$91,977	\$120,751	\$30,299	25%	69	56	13	81%	0	\$6,060	\$24,239
Apr-15	\$55,841	\$24,358	\$55,831	\$31,483	56%	62	51	11	82%	2	\$6,296	\$25,187
May-15	\$37,753	\$25,364	\$34,345	\$12,390	33%	33	27	6	82%	0	\$2,478	\$9,912
Jun-15	\$33,850	\$21,836	\$31,920	\$12,014	35%	53	47	6	89%	2	\$2,403	\$9,611
Jul-15	\$49,956	\$25,524	\$55,628	\$24,433	49%	49	43	6	88%	1	\$4,886	\$19,546
Aug-15	\$59,278	\$40,425	\$59,127	\$18,853	32%	80	65	15	81%	8	\$3,771	\$15,082
Sep-15	\$50,139	\$29,852	\$50,153	\$20,287	40%	49	28	21	57%	1	\$4,057	\$16,230
Oct-15	\$60,041	\$31,228	\$72,586	\$28,813	48%	56	49	7	88%	0	\$5,762	\$23,050
Total 2015	\$619,558	\$373,927	\$617,923	\$245,631	40%	606	486	120	80%	15	\$49,041	\$196,591
Total to Date	\$1,442,118	\$883,850	\$1,432,740	\$558,268	39%	1,358	1,104	254	81%	21	\$110,604	\$447,664

Report Run Date: 11/03/2015

MCC



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

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: November 13, 2015

**October - November 2015
RISK CONTROL ACTIVITIES**

MEETINGS ATTENDED / LOSS CONTROL VISITS CONDUCTED

- **October 21:** Attended the MCIFC Accident Review Panel meeting in Trenton.
- **October 26:** Attended the MCIFC meeting in Trenton.
- **October 28:** Participated in MCIFC Safety Day and one session of Office Safety training was conducted.
- **November 3:** Conducted a loss control survey of the MCIFC Fire Academy.
- **November 6:** Conducted loss control surveys of MCIFC County Corrections and County Prosecutor's office.
- **November 9:** Conducted loss control surveys of MCIFC six County Libraries.

UPCOMING MEETINGS / LOSS CONTROL VISITS PLANNED

- **November 18:** Plan to attend the MCIFC Accident Review Panel meeting in Trenton.
 - **November 23:** Plan to attend the MCIFC meeting in Trenton.
- November 23:** Plan to attend the MCIFC Claims Committee meeting in Trenton

TRAINING SCHEDULED (OCTOBER-NOVEMBE)

DATE	LOCATION	TOPIC	TIME
10/19/15	MCIFC - Corrections	DDC 6 - evening	3:30 - 10:00 pm
10/21/15	MCIFC - Corrections	HazCom w-GHS	8:00 - 9:30 am
10/21/15	MCIFC - Corrections	Fire Safety	9:45 - 10:45 am
10/21/15	MCIFC - Corrections	Fire Extinguisher	11:00 - 12:00 pm
10/21/15	MCIFC - Corrections	BBP	12:30 - 1:30 pm
10/21/15	MCIFC - Corrections	HazCom w-GHS-evening	3:30 - 5:00 pm
10/21/15	MCIFC - Corrections	Fire Safety-evening	5:15 - 6:15 pm
10/21/15	MCIFC - Corrections	Fire Extinguisher - evening	6:30 - 7:30 pm
10/21/15	MCIFC - Corrections	BBP-evening	8:00 - 9:00 pm
10/23/15	MCIFC - Corrections	DDC 6	8:30 - 3:00 pm
10/26/15	MCIFC - Corrections	HazCom w-GHS-evening	3:30 - 5:00 pm
10/26/15	MCIFC - Corrections	Fire Safety-evening	5:15 - 6:15 pm
10/26/15	MCIFC - Corrections	Fire Extinguisher - evening	6:30 - 7:30 pm
10/26/15	MCIFC - Corrections	BBP-evening	8:00 - 9:00 pm
10/29/15	MCIFC - Corrections	Employee Conduct & Violence Prevention	8:30 - 10:00 am
10/29/15	MCIFC - Corrections	Employee Conduct & Violence Prevention-evening	3:30 - 5:00 pm
11/2/15	MCIFC - DOT	DDC 6	8:30 - 3:00 pm w/lunch brk
11/2/15	MCIFC - Corrections	HazCom w-GHS	8:00 - 9:30 am
11/2/15	MCIFC - Corrections	Fire Safety	9:45 - 10:45 am
11/2/15	MCIFC - Corrections	Fire Extinguisher	11:00 - 12:00 pm
11/2/15	MCIFC - Corrections	BBP	12:30 - 1:30 pm
11/2/15	MCIFC - Corrections	HazCom w-GHS-evening	3:30 - 5:00 pm
11/2/15	MCIFC - Corrections	Fire Safety-evening	5:15 - 6:15 pm
11/2/15	MCIFC - Corrections	Fire Extinguisher - evening	6:30 - 7:30 pm
11/2/15	MCIFC - Corrections	BBP-evening	8:00 - 9:00 pm
11/5/15	MCIFC - DOT	Forklift Certification	8:30 - 1:30 pm w/lunch brk
11/9/15	MCIFC - DOT	Flagger Workzone	8:00 - 12:00 pm
11/9/15	MCIFC - DOT	Back Safety	12:30 - 1:30 pm
11/9/15	MCIFC - Mercer County	HazCom w-GHS	8:30 - 10:00 am
11/9/15	MCIFC - Mercer County	BBP	10:15 - 11:15 am
11/12/15	MCIFC - DOT	LOTO	8:00 - 10:00 am
11/12/15	MCIFC - DOT	HazCom w-GHS	10:15 - 11:45 am
11/12/15	MCIFC - DOT	Shop & Tool Safety	12:30 - 1:30 pm
11/12/15	MCIFC - DOT	Chain Saw Safety	1:45 - 2:45 pm
11/17/15	MCIFC - Mercer County	DDC - 6	8:30 - 3:00 pm w/lunch brk
11/19/15	MCIFC - DOT	CDL Controlled Sub & Safety Regs	8:30 - 10:30 am
11/19/15	MCIFC - DOT	Fire Safety	10:45 - 11:45 am
11/19/15	MCIFC - DOT	Fire Extinguisher	12:30 - 1:30 pm

RESOLUTION 48-15

**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 November 23, 2015.

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 November 23, 2015 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 November 23, 2015.

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 #
3960000160	Brian Waters	Worker Compensation	PAR	
3960000597	Michael Delarossa	Worker Compensation	PAR	
3960000862	Joseph DiClaudio	Worker Compensation	PAR	
3960000953	Gwendolyn Knott	Worker Compensation	PAR	
3960000075	Paul Panfili	Worker Compensation	PAR	
3960000898	Edwin Rodriguez	Worker Compensation	PAR	
3960000414	Frank Vitella	Worker Compensation	PAR	
3960000952	Carol Warren	Worker Compensation	PAR	

APPENDIX I

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING OCTOBER 26, 2015
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 Meeting notice into record.

ROLL CALL OF COMMISSIONERS:

Andrew A. Mair	Present
K. Megan Clark Hughes	Excused
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 Kelly Royce
Risk Management Consultant	Borden Perlman Salisbury & Kelly Doug Borden
Attorney	Paul Adezio, Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Alma Ortiz, Mercer County Improvement Authority
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF SEPTEMBER 28, 2015

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF SEPTEMBER 28, 2015

Moved:	Chairman Mair
Second:	Commissioner Walker
Vote:	2 Ayes, 0 Nays

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on October 21st and was scheduled to meet again on November 18th. Chairman Mair noted the Assistant Prosecutor's Department had a contractual obligation to have a seat on the Safety Committee.

CLAIMS COMMITTEE: Ms. Batchelor reported the Claims Committee last met on September 28th and did not meet prior to the Commission meeting as there were no PARS to discuss. However, Ms. Batchelor advised a claim update would be presented during closed session on one of the losses. Ms. Batchelor thanked everyone that attended the fourth annual Best Practice Workshop on October 6th at the Marlton Conner Strong & Buckelew office. Ms. Batchelor advised an overview of the workshop was included in the agenda.

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

CERTIFICATE OF INSURANCE REQUEST FORM: Executive Director reported on the Certificate of Insurance Report for the period of September 21, 2015 to October 18, 2015. There were (6) six certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Commissioner Walker
Second:	Chairman Mair
Vote:	2 Ayes, 0 Nays

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL met on September 24, 2015 and a summary of the meeting was included in the agenda. Executive Director reported the CEL also met on October 22nd and introduced their 2016 budget. Executive Director reported the CEL reviewed the budget presentation and discussed options to maintain the general/auto retentions and also to increase the workers' compensation retentions.

Executive Director noted Fund Commissioners agreed to proceed with option # 1 to increase the workers' compensation retention from \$250,000 to \$300,000 with some exceptions. In response to Mr. Borden's inquiry, Executive Director advised there was money built into the budget to explore purchasing more flood limits for locations in the flood zone. Executive Director advised there was also a new item in the budget to purchase a non-owned aircraft policy in the amount of \$40,000 for all ten counties. Executive Director advised the CEL also discussed Overseas Exposures. Executive Director noted that if any entity had employees traveling overseas they should contact his office as there was special coverage needed for this exposure.

2016 PROPERTY & CASUALTY BUDGET INTRODUCTION: Executive Director reported the MCIFC budget would be introduced at the November 23rd meeting. The public hearing and adoption of the budget would be held at the December 28th meeting. Executive Director advised he would provide the Chairman and Commission Treasurer with budget information prior to the next meeting.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the August 31, 2015 monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,756,068 as of August 31, 2015. Executive Director also referred to line 8 of the report, "Investment in Joint Venture" and indicated \$299,394 of the surplus was the MCIFC's share of the CEL JIF equity. The total cash amount was \$399,365. Executive Director also noted at the recent CEL meeting the Commissioners adopted a resolution authorizing the release of a dividend for the 2010 Fund Year only subject to State Approval for those Commissions which were established in 2010.

NJ CEL PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the August Financial Fast Track was included in the agenda. Executive Director advised as of August 31, 2015 the Fund had a surplus of \$5,603,885 and a total cash figure of \$8,745,110. 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 September 30, 2015. Executive Director advised he reviewed the "Claims Activity Report" and there were seven new property claims for the period of August 15th to September 15th. Executive Director advised Mr. Platt checked on the claims and advised they were auto physical damage claims, three windshield claims, four incidents involving other vehicles and one where our insured backed into a tree. Executive Director noted the dollar amount for the claims was only \$6,300. Executive Director also reviewed the "Claims Management Report Expected Loss Ratio Analysis" report and advised the losses were running a little higher than the actuary projected but he expected it would correct itself by the end of the year. The actual amount of claims was 39.07% while the actuary projection was 33.74%. Executive Director pointed out this was due to the bad weather during the winter months. Executive Director asked if anyone had questions on the claim reports.

2016 AUTO ID CARDS/WC POSTING NOTICES/RENEWAL CERTIFICATE OF INSURANCE: Executive Director reported the 2016 auto ID cards and WC Posting Notices would be sent to each member entity representative for distribution the beginning of December.

Executive Director advised his office would review any certificates which needed to be re-issued for the 2016 renewal.

REPORT OF CLAIMS TO CLAIMS MADE POLICIES PRIOR TO 12/31/15 EXPIRATION: Executive Director asked Ms. Batchelor to review her memo to the Commission regarding the Claims to Claims Made Policies prior to 12/31/15. Ms. Batchelor stressed the importance of reporting any claim or potential claim be reported prior the policy expiration. Ms. Batchelor asked that the usual claim procedure be followed and notice should be given to Conner Strong & Buckelew no later than 12-19-15 to insure the claims were reported in a timely fashion.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman Mair advised the Treasurer was not present. Chairman Mair advised the October Bill List, Resolution 43-15, was included in the agenda.

MOTION TO APPROVE RESOLUTION 43-15, OCTOBER BILL LIST IN THE AMOUNT OF \$45,550.69

Moved:	Commissioner Walker
Second:	Chairman Mair
Vote:	2 Ayes, 0 Nays

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

ATTORNEY: Mr. Adezio advised he thought the Best Practices Workshop was great and thanked everyone for coordinating.

CLAIMS SERVICE:

Executive Director advised Resolution 44-15, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for the period of September 1, 2015 to September 30, 2015.

MOTION TO APPROVE RESOLUTION 44-15 AUTHORIZING DISCLOURE OF LIABILITY CLAIMS CHECK REGISTER

Moved:	Commissioner Walker
Second:	Chairman Mair
Vote:	2 Ayes, 0 Nays

MANAGED CARE: Ms. Isabella introduced Kelly Royce, Vice President of Operations, from her office. Ms. Isabella advised she would review the Managed Care Report which was included in the agenda. Ms. Isabella reported for the month of September provider bills were received in the amount of \$50,139 and First MCO re-priced the bills to \$29,852 for a savings of \$20,287 or 40% with 57% PPO penetration. Ms. Isabella advised that concluded her report unless anyone had any

questions. In response to Chairman Mair's inquiry regarding the low PPO penetration, Executive Director requested Ms. Isabella to look into the figures.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the September – October Risk Control Activity Report which was included in the agenda. Mr. Prince noted the training calendar through October 29th was also included in the agenda. Mr. Prince advised he was working with the Parks Department and Airport regarding their Utility Vehicles. Mr. Prince indicated he would provide a letter of recommendation once he received all of the information. In response to Chairman Mair's comment, Mr. Prince advised Mr. McGettigan of his office visited with several of the staff on the 5th floor to discuss the fluorescent lighting and migraine headaches. Mr. Prince advised a written report would be sent to Mr. Mair of his observations.

RISK MANAGER CONSULTANT: Mr. Borden reported he was reviewing the Employed Lawyers and Pollution coverages again for the 2016 year. Executive Director advised the budget could be introduced without the coverages and amended later if additional coverages were purchased.

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:	Chairman Mair
Vote:	2 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:	Chairman Mair
Vote:	2 Ayes, 0 Nays

CLOSED SESSION: Chairman Mair read and requested a motion to approve Resolution 45-15 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 45-15 FOR EXECUTIVE SESSION

Moved: Chairman Mair
Second: Commissioner Walker
Vote: 2 Ayes, 0 Nays

MOTION TO RETURN TO OPEN SESSION

Moved: Chairman Mair
Second: Commissioner Walker
Vote: 2 Ayes, 0 Nays

MOTION TO ADJOURN:

Moved: Chairman Mair
Second: Commissioner Walker
Vote: 2 Ayes, 0 Nays

MEETING ADJOURNED: 10:53 AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary

APPENDIX II

LOSS CONTROL REPORT

MERCER COUNTY INSURANCE FUND COMMISSION

To: Andrew A. Mair, County Administrator

Date: October 26, 2015

Date of Survey: October 13, 2015

PURPOSE AND SCOPE

This report confirms my loss control visit of October 13, 2015. On that date I met with you and several members of your staff to discuss the lighting in and around the desks in your department's area. The overall purpose was to take a look at the lighting in the area to determine if any changes to the equipment were necessary at present and/or formulate such changes as necessary.

OBSERVATIONS

Upon examining the 5th floor work area in question, and discussions with a few of the staff that were present, my observations are as follows:

1. The initial complaint brought to my attention was that the employees in this area had associated the fluorescent lights with migraine headaches. The complaint, as I understand it, is that the combination of the lighting being too bright, and flicker from the fluorescent bulbs was being associated with the headaches.
2. Upon arriving, the area actually seemed relatively dark, and it was reported that employees had already made some changes prior to the visit. These changes included (but not necessarily limited to):
 - a. Light diffusers were installed on light ballasts above the employees in question.

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.

Joe McGettigan, M.Ed., CPE
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- b. Non-Flickering bulbs had been installed in the 2 ballasts farthest from the office door, and appeared to be fully operational.
 - c. Two other ballasts had the lights switched out for non-flicker bulbs as well, but the employee deemed them still too bright and thus, the bulbs were either removed or turned off.
 - d. At the front desk, an incandescent bulb was installed to provide adequate light without the potential for flicker.
 - e. A glare screen was installed on the affected employee's screen. No significant glare was present on observation.
3. It was reported that since the time these changes were made, symptoms lessened.

RECOMMENDATIONS

With all of the observations and discussions in place, I recommend the following course of action:

1. Continue to use the changes as outlined above.
2. If symptoms re-emerge, consider installing filters that filter out different light spectrums than those installed. The sales representative from the current filters should have the technical specifications necessary to make this change.
3. The science around migraine headaches in general and the cause/effect of lighting in specific is not entirely clear. As such, there are many different things that have been associated with migraines. This suggests that the only way to get to full solutions is to experiment with several different possibilities. The Job Accommodation Network has published a paper with full discussion of the issues, with possible further solutions. A copy is attached at the end of this report.

Thank you for the opportunity to serve in assessing this situation, and should you have any questions please do not hesitate to contact me.

REPORT SUBMITTED BY:



Joe McGettigan, M.Ed., CPE
Senior Risk Control Consultant

cc: Megan Hughes, County Insurance Risk Manager
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

MERCER COUNTY INSURANCE FUND COMMISSION

To: Megan Hughes
Date: October 9, 2015
Date of Survey: September 23, 2015

OBJECTIVE OF THE SURVEY

To conduct a Loss Control Survey of the Mercer County Court Houses at the following locations:

- 209 South Broad St. Trenton (The Old Criminal Court)
- 175 South Broad St. Trenton (Civil and Family Court)
- 400 Market St. Trenton (The New Criminal Court)

SURVEY RESULTS

I met with various maintenance representatives and was escorted during the surveys of these locations.

Safety Programs

While these buildings are owned by the County, the courts are administered by the state and there are numerous state employees in these buildings. The County Sheriff is responsible for building security and County Central Maintenance people are responsible for custodial and maintenance functions.

The Emergency Action Plan has been updated and a fire drill is conducted regularly.

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.

C. Barry E. Sloane
Senior Risk Control Consultant
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Fax: 856.552.4753

Fire drills are handled by the Sheriff's Department in conjunction with the courts.

Departments at this complex continue to participate in training as needed.

Observations

Conditions were generally favorable with some exceptions noted below.

209 S. Broad St. Old Court House and Annex

During our last visit, numerous conditions were noted that were serious. The County has been aware of this and has taken action. All occupants of the building will be moved to temporary offices by November 10, 2015 and renovation of this building will commence. When renovations are completed, the building will be used as a court house again.

175 S. Broad St. Civil and Family Court

This building remains largely unchanged. However there was a major pipe break in February of 2015. Because of the break, roughly half of the courthouse was renovated on the interior.

The sprinkler system was active and maintenance appeared to be current. Extra heads and a changing wrench were present. Emergency lighting, exits and lines of travel were satisfactory.

Control of interior slip and fall hazards appeared to be satisfactory. Walkways were clear of tripping hazards; housekeeping in public areas was good. Elevators are regularly inspected and results are on file. Floor leveling was satisfactory.

Parking areas are not open to the general public. They were noted to be in good condition.

Sidewalks were generally in good condition around the Family-Civil Court House. The brick sidewalk at the Market St. side rear was repaired (COURT 03-2014 (I)).

400 Market St. New Criminal Court

There are no significant changes to this building. This building is three stories with a basement, sub-basement and penthouse, fully sprinklered and of modified fire resistive construction built in 2012. This building is in good condition.

The sprinkler system was active and maintenance appeared to be current. Extra heads and changing wrench were present.

Emergency lighting, exits and lines of travel were satisfactory.

Control of interior slip and fall hazards appeared to be satisfactory. Walkways were clear of tripping hazards; housekeeping in public areas was good. Elevators are regularly inspected and results are on file. Floor leveling was satisfactory.

Parking areas are not open to the general public. They were noted to be in good condition. However, people are now parking in the rear of the building in front of the dumpsters and the HVAC main vent. They are also parking in front of the dumpsters in the area reserved for maintenance parking behind 209. No parking should be permitted in either of these areas except for maintenance people. (COURT 01-2015 (I)).

Security throughout is excellent with over 200 cameras throughout the facility and a well secured holding facility for defendants.

Sidewalks were generally in good condition around the new criminal court house.

COMPLETED SUGGESTIONS FOR IMPROVEMENT

COURT 03-2014 (I)

OUTSTANDING SUGGESTIONS FOR IMPROVEMENT

COURT 03-2012 (I) There is a computer server on site in the Sheriff's office at the 400 building. There is no off site back up of the data. Offsite backup of this data should be done on a regular basis.

COURT 04-2012 (I) The computer server in the Sheriff's office is not isolated from the rest of the office by fire walls extending to the underside of the floor above. In addition, the air handler for this room is not isolated from the air handling system for the rest of the building. These two conditions can lead to damage to the server and data from fires elsewhere in the building. It is suggested that the server be isolated by a 1.5 hour rated fire wall and an independent HVAC system. Consideration should also be given to contracting with an outside vendor who could take over operations within 24 hours if the system is compromised.

COURT 01 -2014 (PI) The current Central Maintenance safety policies such as Right to Know, Lock Out Tag Out and Bloodborne Pathogens need be reviewed and updated annually and distributed to all personnel including remote locations such as the court house and county jail.

New suggestions have been reclassified by the following system.

- "**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.

400 Market St. New Criminal Court

COURT 01-2015 (I) *People are now parking in the rear of the building in front of the dumpsters and the HVAC main vent. They are also parking in front of the dumpsters in the area reserved for maintenance parking behind 209. No parking should be permitted in either of these areas except for maintenance people.*

Copies of this report should be distributed to all departments referred to in this report. If you have any questions regarding this survey, please call or e-mail Barry Sloane 856-906-7611 or Glenn Prince at 609-238-3949.

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