

**MERCER COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
AUGUST 22, 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: AUGUST 22, 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: July 25, 2016 Open MinutesAppendix I**
July 25, 2016 Closed Minutes.....Handout

- CORRESPONDENCE:**

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

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA Pages 3-9**

- TREASURER – David Miller**
Resolution **38-16** August Bill List - *Motion*Page 10
June Monthly Treasurer Reports Pages 11-12

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

- CLAIMS SERVICE – Inservco Insurance Services, Inc. – *Motion***
Resolution **39-16** Authorizing Disclosure of Liability Claims Check Register..... Pages 13-14
Liability Claims Payments 7-1-16 to 7-31-16 Pages 15-16

- MANAGED CARE – First MCO**
Monthly Summary Report – JulyPage 17

- CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
Monthly Report.....Page 18
Accident Investigation ReportsHandout

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

- OLD BUSINESS**
- NEW BUSINESS:**
- PUBLIC COMMENT:**
- CLOSED SESSION – Payment Authorization Requests (PARS)Pages 19-21**
Resolution **40-16** 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: [September 26, 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: August 22, 2016
Memo to: Commissioners of the Mercer County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: Executive Director's Report

- Certificate of Insurance Issuance Report (Page 5)** – Attached on page 5 is the certificate of insurance issuance report from the CEL listing those certificates issued for the period of July 21, 2016 to August 14, 2016. There were no certificate of insurances issued during this period.
- Motion to approve the certificate of insurance report**
- NJ Excess Counties Insurance Fund (CELJIF)** – The CEL is scheduled to meet again on September 22, 2016 at 1:00 PM.
- 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 **June 30, 2016**. The report indicates the Commission has a surplus of **\$3,660,056**. 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 June 30, 2016 is **\$504,657**. The total cash balance is **\$572,951**.
- 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 June. As of **June 30, 2016** the Fund has a surplus of **\$6,128,852**. The cash balance is **\$14,688,801**.
- 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 July 31, 2016. The Executive Director will review the reports with the Commission.
- 2017 Renewal** – As a reminder the NJCE FY 2017 Renewal Data Schedules are due on Monday, August, 22, 2016. The Fund office recently sent the ancillary applications to be completed to the County and Improvement Authority with copies to the Commission Risk Manager. The completed applications should be returned to Ms. Dodd by Friday, September 16, 2016.

- ❑ **Event Cancellation Insurance/Parks Commission** – We have received a request to discuss weather-related cancellations of MCPC events at the Commission Meeting.
- ❑ **2015 Commission Auditor** – Chairman Mair advises the 2015 Auditor position will be on the September Freeholder Agenda. The Commission will take action after the Freeholder meeting so the 2015 Commission Audit can be started. Unlike the Joint Insurance Funds there are no time limitations for filing the audit with the State.
- ❑ **Pollution Coverage** – Mr. Borden and the CEL Underwriting Manager are still collecting additional information the carrier has requested to obtain a pollution quote.
- ❑ **Commission Expansion/Colleges** – We believe the College Commission still has the potential of joining the CEL Program. Mr. Proctor will continue to educate the College Business Administrators on the advantages of joining the CEL Program. We are hopeful we can have another opportunity to welcome the Community Colleges into our program in the next 12-18 months.
- ❑ **Membership** – Mercer County’s three year membership in the CELJIF expires on December 31, 2016. It is our understanding the renewal documents will be presented to the Freeholders at the September meeting. The Fund office will be sending the County and Improvement Authority the necessary documents to continue their membership in the Mercer County Insurance Fund Commission.
- ❑ **MCIFC Website:** The Commission’s website, <http://mcifc-nj.org> continues to be updated on a monthly basis to include copies of the agenda, minutes and resolutions.

**Mercer County Insurance Commission
Certificate Of Insurance Monthly Report**

Monday, August 15, 2016

From 7/21/16 to 8/14/16

Holder (H) / Insured Name (I) <u>MCIC</u>	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
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H-
I-

Total # of Holders = 0

MERCER COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
		AS OF	June 30, 2016		
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	662,746	3,975,699	15,321,408	19,297,108
2.	CLAIM EXPENSES				
	Paid Claims	110,147	1,222,195	2,337,196	3,559,391
	Case Reserves	128,088	668,449	2,201,600	2,870,049
	IBNR	(253,312)	601,356	1,995,683	2,597,039
	Discounted Claim Value	(1,481)	(42,163)	(109,981)	(152,143)
	TOTAL CLAIMS	(16,559)	2,449,837	6,424,499	8,874,336
3.	EXPENSES				
	Excess Premiums	198,643	1,191,085	4,688,141	5,879,226
	Administrative	47,972	290,902	1,097,244	1,388,147
	TOTAL EXPENSES	246,616	1,481,987	5,785,385	7,267,372
4.	UNDERWRITING PROFIT (1-2-3)	432,689	43,875	3,111,525	3,155,399
5.	INVESTMENT INCOME	0	0	0	0
6.	PROFIT (4 + 5)	432,689	43,875	3,111,525	3,155,399
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	54,893	135,801	368,857	504,657
11.	SURPLUS (6 + 7 + 8)	487,582	179,675	3,480,381	3,660,056
SURPLUS (DEFICITS) BY FUND YEAR					
	2014	30,267	279,196	1,863,521	2,142,717
	2015	126,929	(227,654)	1,616,861	1,389,207
	2016	330,386	128,133		128,133
	TOTAL SURPLUS (DEFICITS)	487,582	179,675	3,480,382	3,660,057
	TOTAL CASH				572,951
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2014					
	Paid Claims	19,080	189,330	1,489,439	1,678,770
	Case Reserves	7,694	(291,791)	854,019	562,228
	IBNR	(38,974)	(116,539)	771,021	654,482
	Discounted Claim Value	(206)	9,333	(43,681)	(34,348)
	TOTAL FY 2014 CLAIMS	(12,406)	(209,667)	3,070,798	2,861,131
FUND YEAR 2015					
	Paid Claims	18,000	519,036	847,757	1,366,793
	Case Reserves	(50,208)	(154,122)	1,347,581	1,193,459
	IBNR	(86,301)	(174,914)	1,224,662	1,049,748
	Discounted Claim Value	1,877	4,110	(66,300)	(62,189)
	TOTAL FY 2015 CLAIMS	(116,632)	194,110	3,353,701	3,547,811
FUND YEAR 2016					
	Paid Claims	73,067	513,829		513,829
	Case Reserves	170,602	1,114,362		1,114,362
	IBNR	(128,037)	892,809		892,809
	Discounted Claim Value	(3,152)	(55,606)		(55,606)
	TOTAL FY 2016 CLAIMS	112,480	2,465,394	0	2,465,394
	COMBINED TOTAL CLAIMS	(16,559)	2,449,837	6,424,499	8,874,336

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 June 30, 2016					
ALL YEARS COMBINED					
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE	
1. UNDERWRITING INCOME	1,740,850	10,570,123	76,187,004	86,757,127	
2. CLAIM EXPENSES					
Paid Claims	25,596	783,305	1,089,974	1,873,279	
Case Reserves	(63,663)	898,944	2,413,317	3,312,261	
IBNR	12,438	417,407	9,188,910	9,606,318	
Discounted Claim Value	36,711	(81,892)	(651,074)	(732,966)	
TOTAL CLAIMS	11,082	2,017,764	12,041,128	14,058,892	
3. EXPENSES					
Excess Premiums	1,255,321	7,533,438	52,056,606	59,590,044	
Administrative	128,889	774,414	5,652,271	6,426,685	
TOTAL EXPENSES	1,384,210	8,307,852	57,708,877	66,016,730	
4. UNDERWRITING PROFIT (1-2-3)	345,558	244,506	6,436,999	6,681,505	
5. INVESTMENT INCOME	3,670	20,173	184,725	204,898	
6. PROFIT (4+5)	349,228	264,680	6,621,724	6,886,403	
7. Dividend	0	0	150,000	150,000	
8. Cancelled Appropriations	0	0	607,551	607,551	
9. SURPLUS (6-7-8)	349,228	264,680	5,864,173	6,128,852	
SURPLUS (DEFICITS) BY FUND YEAR					
2010	3,713	20,254	642,182	662,436	
2011	989	(193,251)	1,149,228	955,976	
2012	52,277	(259,627)	477,778	218,151	
2013	(69,766)	(197,353)	1,259,797	1,062,444	
2014	110,242	429,345	1,417,746	1,847,091	
2015	67,891	(221,182)	917,441	696,259	
2016	183,882	686,494		686,494	
TOTAL SURPLUS (DEFICITS)	349,228	264,680	5,864,172	6,128,851	
TOTAL CASH					
				14,688,801	
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2010					
Paid Claims	0	901	163,454	164,355	
Case Reserves	0	(0)	1	1	
IBNR	(3,777)	(20,901)	326,545	305,644	
Discounted Claim Value	276	986	(11,008)	(10,021)	
TOTAL FY 2010 CLAIMS	(3,501)	(19,014)	478,992	459,978	
FUND YEAR 2011					
Paid Claims	0	91,234	144,097	235,331	
Case Reserves	0	158,768	262,007	420,775	
IBNR	(1,364)	(45,002)	623,896	578,894	
Discounted Claim Value	758	(9,557)	(41,637)	(51,194)	
TOTAL FY 2011 CLAIMS	(606)	195,443	988,363	1,183,806	
FUND YEAR 2012					
Paid Claims	4,108	551,054	515,889	1,066,943	
Case Reserves	(31,991)	(168,686)	856,270	687,584	
IBNR	(26,271)	(121,713)	1,120,043	998,331	
Discounted Claim Value	2,278	1,383	(82,267)	(80,884)	
TOTAL FY 2012 CLAIMS	(51,876)	262,040	2,409,934	2,671,974	
FUND YEAR 2013					
Paid Claims	19	363	15,975	16,337	
Case Reserves	(20,021)	585,104	511,304	1,096,408	
IBNR	78,311	(385,467)	1,657,721	1,272,254	
Discounted Claim Value	12,125	1,136	(110,993)	(109,857)	
TOTAL FY 2013 CLAIMS	70,434	201,136	2,074,007	2,275,143	
FUND YEAR 2014					
Paid Claims	1,101	27,633	120,096	147,729	
Case Reserves	10,314	(156,626)	313,106	156,480	
IBNR	(132,707)	(331,007)	2,411,798	2,080,791	
Discounted Claim Value	11,845	35,161	(164,745)	(129,584)	
TOTAL FY 2014 CLAIMS	(109,447)	(424,839)	2,680,255	2,255,416	
FUND YEAR 2015					
Paid Claims	20,368	112,120	130,464	242,584	
Case Reserves	(21,970)	480,366	470,629	950,996	
IBNR	(86,069)	(367,486)	3,048,907	2,681,421	
Discounted Claim Value	21,415	4,217	(240,424)	(236,206)	
TOTAL FY 2015 CLAIMS	(66,256)	229,217	3,409,576	3,638,794	
FUND YEAR 2016					
Paid Claims	0	0		0	
Case Reserves	5	17		17	
IBNR	184,316	1,688,983		1,688,983	
Discounted Claim Value	(11,988)	(115,219)		(115,219)	
TOTAL FY 2016 CLAIMS	172,334	1,573,781	0	1,573,781	
COMBINED TOTAL CLAIMS	11,082	2,017,764	12,041,128	14,058,892	

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	July 31, 2016								
COVERAGE LINE-PROPERTY									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	0	0	0	0	0	8	24		32
July-16	0	0	0	0	0	8	23		31
NET CHGE	0	0	0	0	0	0	-1		-1
Limited Reserves									\$1,435
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	\$0	\$0	\$0	\$0	\$0	\$5,000	\$39,178		\$44,178
July-16	\$0	\$0	\$0	\$0	\$0	\$5,000	\$39,478		\$44,478
NET CHGE	\$0	\$0	\$0	\$0	\$0	\$0	\$300		\$300
Ltd Incurred	\$0	\$0	\$0	\$0	\$19,168	\$58,363	\$39,478		\$117,009
COVERAGE LINE-GENERAL LIABILITY									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	0	0	0	0	8	24	19		51
July-16	0	0	0	0	9	21	20		50
NET CHGE	0	0	0	0	1	-3	1		-1
Limited Reserves									\$6,126
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	\$0	\$0	\$0	\$0	\$85,489	\$177,601	\$32,834		\$295,924
July-16	\$0	\$0	\$0	\$0	\$86,489	\$169,601	\$50,224		\$306,314
NET CHGE	\$0	\$0	\$0	\$0	\$1,000	(\$8,000)	\$17,391		\$10,391
Ltd Incurred	\$0	\$0	\$0	\$0	\$87,852	\$176,327	\$57,710		\$321,888
COVERAGE LINE-AUTO LIABILITY									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	0	0	0	0	0	6	3		9
July-16	0	0	0	0	0	4	5		9
NET CHGE	0	0	0	0	0	-2	2		0
Limited Reserves									\$2,682
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	\$0	\$0	\$0	\$0	\$0	\$19,984	\$3,500		\$23,484
July-16	\$0	\$0	\$0	\$0	\$0	\$11,984	\$12,150		\$24,134
NET CHGE	\$0	\$0	\$0	\$0	\$0	(\$8,000)	\$8,650		\$650
Ltd Incurred	\$0	\$0	\$0	\$0	\$10,891	\$17,420	\$26,620		\$54,931
COVERAGE LINE-WORKERS COMP.									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	0	0	0	0	17	33	52		102
July-16	0	0	0	0	16	33	53		102
NET CHGE	0	0	0	0	-1	0	1		0
Limited Reserves									\$24,903
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	\$0	\$0	\$0	\$0	\$476,742	\$990,875	\$1,089,202		\$2,556,819
July-16	\$0	\$0	\$0	\$0	\$455,262	\$945,139	\$1,139,737		\$2,540,138
NET CHGE	\$0	\$0	\$0	\$0	(\$21,480)	(\$45,736)	\$50,535		(\$16,681)
Ltd Incurred	\$0	\$0	\$0	\$0	\$2,119,626	\$2,284,717	\$1,746,157		\$6,150,500
TOTAL ALL LINES COMBINED									
CLAIM COUNT - OPEN CLAIMS									
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	0	0	0	0	25	71	98		194
July-16	0	0	0	0	25	66	101		192
NET CHGE	0	0	0	0	0	-5	3		-2
Limited Reserves									\$15,183
Year	2010	2011	2012	2013	2014	2015	2016		TOTAL
June-16	\$0	\$0	\$0	\$0	\$562,231	\$1,193,460	\$1,164,714		\$2,920,405
July-16	\$0	\$0	\$0	\$0	\$541,751	\$1,131,724	\$1,241,589		\$2,915,064
NET CHGE	\$0	\$0	\$0	\$0	(\$20,480)	(\$61,736)	\$76,876		(\$5,341)
Ltd Incurred	\$0	\$0	\$0	\$0	\$2,237,536	\$2,536,827	\$1,869,965		\$6,644,328

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

AS OF July 31, 2016

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Current		31		MONTH TARGETED	Last Month		30		MONTH TARGETED	Last Year		19		MONTH TARGETED
		Unlimited Incurred	Limited Incurred	Actual	31-Jul-16		Unlimited Incurred	Limited Incurred	Actual	30-Jun-16		Unlimited Incurred	Limited Incurred	Actual	31-Jul-15	
PROPERTY	62,322	19,168	19,168	30.76%	62,322	100.00%	19,168	19,168	30.76%	62,322	100.00%	104,168	104,168	167.15%	60,701	97.40%
GEN LIABILITY	124,157	87,852	87,852	70.76%	107,300	86.42%	86,852	86,852	69.95%	106,235	85.57%	159,891	159,891	128.78%	90,263	72.70%
AUTO LIABILITY	127,016	10,891	10,891	8.57%	106,379	83.75%	10,891	10,891	8.57%	105,312	82.91%	10,391	10,391	8.18%	86,896	68.41%
WORKER'S COMP	4,356,301	2,119,626	2,119,626	48.66%	4,221,222	96.90%	2,123,670	2,123,670	48.75%	4,206,954	96.57%	2,109,180	2,109,180	48.42%	3,835,448	88.04%
TOTAL ALL LINES	4,669,797	2,237,536	2,237,536	47.92%	4,497,223	96.30%	2,240,580	2,240,580	47.98%	4,480,823	95.95%	2,383,629	2,383,629	51.04%	4,073,308	87.23%
NET PAYOUT %	\$1,695,785					36.31%										

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Current		19		MONTH TARGETED	Last Month		18		MONTH TARGETED	Last Year		7		MONTH TARGETED
		Unlimited Incurred	Limited Incurred	Actual	31-Jul-16		Unlimited Incurred	Limited Incurred	Actual	30-Jun-16		Unlimited Incurred	Limited Incurred	Actual	31-Jul-15	
PROPERTY	80,948	58,363	58,363	72.10%	78,843	97.40%	58,363	58,363	72.10%	78,590	97.09%	92,158	92,158	113.85%	42,902	53.00%
GEN LIABILITY	155,896	176,327	176,327	113.11%	113,338	72.70%	184,327	184,327	118.24%	110,934	71.16%	130,610	130,610	83.78%	38,974	25.00%
AUTO LIABILITY	131,580	17,420	17,420	13.24%	90,018	68.41%	25,420	25,420	19.32%	87,411	66.43%	11,681	11,681	8.88%	32,895	25.00%
WORKER'S COMP	4,449,750	2,284,717	2,284,717	51.34%	3,917,723	88.04%	2,292,142	2,292,142	51.51%	3,840,627	86.31%	1,050,759	1,050,759	23.61%	845,453	19.00%
TOTAL ALL LINES	4,818,174	2,536,827	2,536,827	52.65%	4,199,922	87.17%	2,560,252	2,560,252	53.14%	4,117,562	85.46%	1,285,208	1,285,208	26.67%	960,224	19.93%
NET PAYOUT %	\$1,405,103					29.16%										

FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION

	Budget	Current		7		MONTH TARGETED	Last Month		6		MONTH TARGETED	Last Year		-5		MONTH TARGETED
		Unlimited Incurred	Limited Incurred	Actual	31-Jul-16		Unlimited Incurred	Limited Incurred	Actual	30-Jun-16		Unlimited Incurred	Limited Incurred	Actual	31-Jul-15	
PROPERTY	80,948	39,478	39,478	48.77%	42,902	53.00%	39,178	39,178	48.40%	36,427	45.00%	0	0	N/A	N/A	N/A
GEN LIABILITY	155,896	57,710	57,710	37.02%	38,974	25.00%	34,259	34,259	21.98%	29,620	19.00%	0	0	N/A	N/A	N/A
AUTO LIABILITY	131,580	26,620	26,620	20.23%	32,895	25.00%	15,662	15,662	11.90%	26,316	20.00%	0	0	N/A	N/A	N/A
WORKER'S COMP	4,616,644	1,746,157	1,746,157	37.82%	877,162	19.00%	1,589,444	1,589,444	34.43%	646,330	14.00%	0	0	N/A	N/A	N/A
TOTAL ALL LINES	4,985,068	1,869,965	1,869,965	37.51%	991,934	19.90%	1,678,542	1,678,542	33.67%	738,693	14.82%	0	0	N/A	N/A	N/A
NET PAYOUT %	\$628,376					12.61%										

**MERCER COUNTY INSURANCE FUND COMMISSION
BILLS LIST**

Resolution No. 38-16

AUGUST 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>
000236			
000236	BORDEN PERLMAN SALISBURY&KELLY	INSURANCE CONSULTING FEE 08/2016	5,000.00
			5,000.00
000237			
000237	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 07/2016	2.20
000237	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 08/2016	13,096.83
			13,099.03
000238			
000238	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES FEE 08/2016	2,271.42
			2,271.42
000239			
000239	INSERVCO INSURANCE SERVICES	MONTHLY CLAIMS SERVICES 08/2016	16,666.66
			16,666.66
000240			
000240	PACKET MEDIA LLC	ACCT: 32129 - 7/15/16 - AD #233834	17.85
			17.85
000241			
000241	THE TRENTONIAN	ACCT: 884004 - 7/13/16 - CLOSED SESSION	12.60
			12.60
000242			
000242	SPARK CREATIVE GROUP LLC	SITE UPDATES - 08/2016	105.00
			105.00
000243			
000243	J.A. MONTGOMERY RISK CONTROL	RISK CONTROL SERVICES 08/2016	10,055.00
			10,055.00
	TOTAL PAYMENTS FY 2016	47,227.56	

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: June							
	Property	Liability	Auto	Worker's Comp	NJ CEL	Admin	TOTAL
OPEN BALANCE	21,829.07	179,354.83	166,163.82	3,341,470.70	(2,649,989.43)	(462,090.76)	596,738.23
RECEIPTS							
Assessments	1,375.83	2,658.16	2,244.07	75,897.67	41,568.74	9,831.16	133,575.63
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	1,375.83	2,658.16	2,244.07	75,897.67	41,568.74	9,831.16	133,575.63
EXPENSES							
Claims Transfers	0.00	140.00	0.00	110,006.53	0.00	0.00	110,146.53
Expenses	0.00	0.00	0.00	0.00	0.00	47,178.93	47,178.93
Other *	0.00	0.00	0.00	0.00	0.00	37.00	37.00
TOTAL	0.00	140.00	0.00	110,006.53	0.00	47,215.93	157,362.46
END BALANCE	23,204.90	181,872.99	168,407.89	3,307,361.84	(2,608,420.69)	(499,475.53)	572,951.40

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS				
MERCER COUNTY INSURANCE COMMISSION				
ALL FUND YEARS COMBINED				
CURRENT MONTH	June			
CURRENT FUND YEAR	2016			
	Description:	MCIFC General	MCIFC Claims	
		A/C	A/C	
	ID Number:			
	Maturity (Yrs)			
	Purchase Yield:			
	TOTAL for All			
	Accts & instruments			
Opening Cash & Investment Balance	\$596,738.23	684766.43	-88028.2	
Opening Interest Accrual Balance	\$0.00	0	0	
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	\$133,575.63	\$47,176.65	\$86,398.98
10	(Withdrawals - Sales)	-\$157,362.46	-\$47,193.93	-\$110,168.53
	Ending Cash & Investment Balance	\$572,951.40	\$684,749.15	-\$111,797.75
	Ending Interest Accrual Balance	\$0.00	\$0.00	\$0.00
	Plus Outstanding Checks	\$223,103.38	\$47,178.93	\$175,924.45
	(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$796,054.78	\$731,928.08	\$64,126.70

RESOLUTION NO. 39-16

**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 August 22, 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 July 1, 2016 to July 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 August 22, 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
07/01/2016 Thru 07/31/2016

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
07/01/2016 Thru 07/31/2016

Type	Check #	Claim #	Claimant Name	From Date	To Date	Payee Name	Trans. Date	Payment Description	Amt. Requested	Amt. Paid
Coverage: Auto Liability										
C	9124	3960001267	001 SIMMS, ROBERT	6/16/2016	6/16/2016	ROBERT SIMMS	7/11/2016	2011 SUBARU LEG PLATE#679ARX	1,808.58	1,808.58
C	9284	3960001281	001 SESSA, JANET	6/16/2016	6/16/2016	JANET SESSA	7/25/2016	Full & Final Settlement of All Claims	500.00	500.00
Total for Coverage: Auto Liability							Number of entries: 2		2,308.58	2,308.58
Coverage: General Liability										
C	9125	3960001147	001 WORTHY, JERLENE	3/28/2016	3/28/2016	NEW JERSEY MANUFACTURERS	7/11/2016	Claim Number 2016-563410	5,360.10	5,360.10
C	9126	3960001147	001 WORTHY, JERLENE	3/28/2016	3/28/2016	JERLENE WORTHY	7/11/2016	Reimbursement of Deductible	500.00	500.00
C	9285	3960001257	002 KENNEBREW, LOIS	6/6/2016	6/6/2016	LOIS KENNEBREW	7/25/2016	Full & Final Settlement of All Claims	200.00	200.00
Total for Coverage: General Liability							Number of entries: 3		6,060.10	6,060.10
Total for Mercer County Ins Fund Comm - 396							Number of entries: 5		8,368.68	8,368.68



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
Total 2015	\$718,860	\$435,127	\$706,183	\$283,733	39%	695	558	137	80%	18	\$56,661	\$227,072
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
Jun-16	\$109,995	\$65,537	\$130,827	\$44,458	40%	156	148	8	95%	3	\$8,733	\$35,725
Jul-16	\$114,062	\$59,351	\$95,261	\$54,710	48%	84	72	12	86%	2	\$10,621	\$44,089
Total 2016	\$1,050,151	\$513,483	\$1,085,334	\$536,668	51%	880	777	103	88%	12	\$106,757	\$429,912
Total to Date	\$2,591,571	\$1,458,533	\$2,606,334	\$1,133,037	44%	2,327	1,953	374	84%	36	\$224,981	\$908,057

Report Run Date:08/01/2016

MCC



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

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: August 11, 2016

**July – August 2016
RISK CONTROL ACTIVITIES**

MEETINGS ATTENDED / LOSS CONTROL VISITS CONDUCTED

- **July 25:** Attended the MCIFC meeting in Trenton.
- **July 25:** Attended the MCIFC Claims Committee meeting in Trenton.
- **August 1:** Conducted an Accident Investigation for the MCBOSS and the Prosecutors Office.
- **August 2:** Conducted a loss control survey at the Arm and Hammer Arena.

UPCOMING MEETINGS / LOSS CONTROL VISITS PLANNED

- **August 22:** Plan to attend the MCIFC meeting in Trenton.
- **August 22:** Plan to attend the MCIFC Claims Committee meeting in Trenton.
- **August 24:** Plan to attend the MCIFC Accident Review Panel meeting in Trenton.

RESOLUTION NO. 40-16

**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 August 22, 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 August 22, 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 August 22, 2016.

ADOPTD:

ANDREW A. MAIR, CHAIRMAN

DATE

ATTEST:

K. MEGAN CLARK HUGHES, VICE CHAIR

DATE

PAYMENT AUTHORIZATION REQUESTS

<u>Claim #</u>	<u>Claimant</u>	<u>Type of Claim</u>	<u>PAR/SAR</u>	<u>C.P or DO #</u>
3960001133	Kyle Kidd	Worker Compensation	PAR	
3960001237	Kakia Kirby	Worker Compensation	PAR	

APPENDIX I

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – July 25, 2016
Mercer County
McDade Administration Building
640 South Broad Street
Trenton, NJ 08611
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	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 Kelly Royce
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
Ana-Eliza T. Bauersachs, 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 JUNE 27, 2016

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF JUNE 27, 2016

Moved:	Commission Hughes
Second:	Chairman Mair
Vote:	2 Ayes, 0 Nays

CORRESPONDENCE: NONE

SAFETY COMMITTEE: Mr. Prince reported the Safety & Accident Committee last met on July 20th and there were a variety of accident investigations that were requested. Mr. Prince noted he would discuss those reports during closed session. Mr. Prince advised that concluded his report unless anyone had any questions.

CLAIMS COMMITTEE: Ms. Batchelor reported the Claims Committee did not meet prior to the Commission meeting today; however there were some payment authority requests to be presented during closed session. Ms. Batchelor advised it was time to start planning for the next New Jersey Counties Excess Joint Insurance Fund Best Practices Workshop. Ms. Batchelor indicated a conference call was scheduled for the beginning of August to discuss a date and to formulate the agenda and speakers. Ms. Batchelor advised more information would follow on the Workshop. 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 June 20, 2016 to July 20, 2016. There was one (1) certificate of insurance issued during this period. Executive Director asked if there were any questions and requested a motion to approve the report.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CELJIF met on June 23, 2016 and referred to a summary report of the meeting which was included in the agenda. Executive Director advised Bowman & Company, LLP presented a draft copy of the 2015 Audit. Executive Director noted there were no findings. Executive Director also reported there were four Counties scheduled to renew their membership with the Fund as of January 1, 2016 Union, Hudson, Ocean and Mercer.

NJCEJIF MEMBERSHIP: Executive Director advised Mercer County's three year membership in the CELJIF was expiring on December 31, 2016. Executive Director advised the applicable Resolution and Indemnity Agreement were sent to the County Administrator for execution on July 22nd.

ENTITY MEMBERSHIP IN THE INSURANCE COMMISSION: Executive Director also advised the three year membership for the entities of the Mercer County Insurance Fund Commission would expire on December 31, 2016. Executive Director noted the Fund office would mail the applicable Indemnity and Trust Agreement to the County and Improvement Authority for execution. Executive Director indicated each member entity would need to pass a resolution authorizing its membership in the Commission. Executive Director asked if anyone had any questions regarding the renewal membership. In response to Chairman Mair's inquiry regarding expanding the Commission to the schools, Executive Director advised he would discuss with Mr. Proctor.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the May Financial Fast Track was included in the agenda. The Commission had a surplus of \$3,172,475 as of May 31, 2016. Executive Director also referred to line 10 of the report, "Investment in Joint Venture" and indicated \$449,764 of the surplus was the MCIFC's share of the CEL JIF equity. Executive Director noted the total cash balance was \$596,738.

NJ CEL PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the May Financial Fast Track was included in the agenda. Executive Director advised as of May 31, 2016 the Fund had a surplus of \$5,779,624 and a total cash figure of \$17,002,755. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

2017 RENEWAL: Executive Director advised on July 15th the Fund Office sent the NJCE FY 2017 Renewal Data Schedules to the County and Improvement Authority to update for the renewal. Copies were also sent to the Commission Risk Manager. Executive Director noted the updated documents should be returned to Ms. Dodd via e-mail by Monday, August 22, 2016. Executive Director reported the Fund Office would be sending out the renewal applications for the ancillary lines of coverage shortly. Executive Director asked that the documents be returned promptly so the budget process could be started. In response to Chairman Mair's inquiry, Executive Director advised an e-mail was sent to Ms. Hughes with a copy to Mr. Borden.

REQUEST FOR PROPOSAL – 2015 AUDITOR: Executive Director reported he had asked the Commissioners to review and evaluate the responses that were received regarding the 2015 Auditor position. Ms. Hughes advised she would meet with Mr. Miller and Ms. Walker. In response to Ms. Hughes' inquiry Ms. Dodd advised she would send Ms. Hughes a copy of the e-mail with that

included the Executive Director's comments regarding the responses. Mr. Adezio indicated there was only one Freeholder meeting in August.

POLLUTION COVERAGE: Executive Director asked Mr. Borden if there was any update on the information needed for the pollution quote. Mr. Borden advised the task ahead was to inventory the AST's and UST's. Mr. Borden noted he was working with Ms. Hughes to reorganize the property schedule by department heads so Chairman Mair could send an e-mail to each department to obtain their inventory. Mr. Borden indicated he was working closely with the CEL Underwriting Manager on the information that was needed to provide a quote.

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 35-16, was included in the agenda.

MOTION TO APPROVE RESOLUTION 35-16, JULY BILL LIST IN THE AMOUNT OF \$989,692.02

Moved:	Commissioner Hughes
Second:	Chairman Mair
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 36-16, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for the period of June 1, 2016 to June 31, 2016.

MOTION TO APPROVE RESOLUTION 36-16 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER

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

MANAGED CARE: Ms. Royce advised she would review the Managed Care Report for the month of June and noted the agenda did not include the current information. Ms. Royce reported for the month of June provider bills were received in the amount of \$109,995 and First MCO re-priced the bills to \$65,537 for a savings of \$44,458 or 40%. Ms. Royce advised the PPO

penetration for the month of June was 95%. Ms. Royce advised that concluded her report unless anyone had any questions. Executive Director asked Ms. Royce to send his office a copy of the updated report.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the June - July Risk Control Activity Report which was included in the agenda. Mr. Prince advised as previously stated, he would review three accident reports in closed session. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGER CONSULTANT: Mr. Borden advised he had 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 Hughes
Second:	Chairman Mair
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:	Chairman Mair
Vote:	3 Ayes, 0 Nays

CLOSED SESSION: Chairman Mair read and requested a motion to approve Resolution 37-16 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 37-16 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 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: 10:51 AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary