

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – April 23, 2018
Mercer County
McDade Administration Building
640 South Broad Street
Trenton, NJ 08650-0068
10:30 AM**

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

ROLL CALL OF COMMISSIONERS:

Andrew A. Mair	Present
K. Megan Clark Hughes	Absent
Raissa Walker	Absent
Lillian Nazzaro (<i>Alternate</i>)	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Keith Platt
	Conner Strong & Buckelew Michael Cusack
Managed Care Services	First MCO Jessica Alters
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Risk Management Consultant	Borden Perlman Salisbury & Kelly Megan Sweigart Jeff Martin
Attorney	Paul Adezio, Esq.
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Ana-Eliza T. Bauersachs, Esq., Capehart Scatchard, PA
Susan Schaefer, Susan Schaefer, LLC
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MARCH 26, 2018

Mr. Mair asked the Executive Director to explain the two step process for the online Risk Management System he spoke about last month. Executive Director advised the NJCE Board of Fund Commissioners authorized the Executive Director to draft and release a Request for Qualifications for RIMIS. Executive Director explained the first phase of the process was the collection of underwriting data. Currently this information was being collected through excel spreadsheets which were updated by each member entity or their risk manager. The new system would allow the information to be updated online. Executive Director estimated that process should take about a year. Phase 2 in year two, is for a proprietary system for the NJCE. This will require the third party administrators to upload claim data into the NJCE allowing for information to be housed in one system. In addition more data analytics and studies could be done.

In response to Chairman Mair’s inquiry regarding the payroll auditor Ms. Dodd advised she thought the auditor would reach out to Ms. Hughes and Doug Borden’s office.

Ms. Nazzaro noted she had a correction to the closed minutes regarding the Chapman matter, making a change to the last sentence. Ms. Dodd advised she would make that change accordingly to the closed minutes.

MOTION TO APPROVE THE OPEN & CLOSED MINUTES WITH THE CHANGES DISCUSSED TO THE CLOSED MINUTES OF MARCH 26, 2018

Moved:	Chairman Mair
Second:	Commissioner Nazzaro
Vote:	2 Yes, 0 Nays

CORRESPONDENCE: None

SAFETY COMMITTEE REPORTS: Mr. Prince reported the Safety Committee last met on April 19th and was scheduled to meet again on May 16th. Mr. Prince advised his associate Mr. Sloane would attend that meeting and concluded his report unless there were any questions.

CLAIMS COMMITTEE: Mr. Cusack advised the Claims Committee met prior to the Executive Meeting and discussed 4 worker compensation PARS that would be presented during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director reported there was one action item for his report along with some informational items.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of March was

included in the agenda. Executive Director advised there were 7 certificate of insurances issued during the month.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT FOR THE MONTH OF FEBRUARY

Moved:	Chairman Mair
Second:	Commissioner Nazzaro
Vote:	2 Yes, 0 Nays

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director advised the NJCE did not meet in March and was scheduled to meet again on April 26, 2018 at 1:00 PM. Executive Director reported efforts were underway to offer membership to the County of Monmouth and County of Essex and expected applicable resolutions to be submitted for approval at that meeting.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director advised the February Financial Fast Track was included in the agenda. The Commission had a surplus of \$7,686,276 as of February 28, 2018. Executive Director also referred to line 10 of the report, "Investment in Joint Venture" and indicated \$768,821 of the surplus was the MCIFC's share of the CELJIF equity.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the February Financial Fast Track was included in the agenda. As of February 28, 2018 the Fund had a surplus of \$10,515,477 and the cash balance was \$19,331,388. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

CLAIMS TRACKING REPORTS: Executive Director advised the Claims Tracking Reports for the month of March were included in the agenda. Executive Director reported he reviewed the Claim Activity Report and noted there were no anomalies, however there were several property claims. Mr. Platt advised there were approximately 30 County vehicles damaged by vandals in one of the County's parking lots. Mr. Platt noted most of the damage was done to the windshields. Executive Director referred to the Claims Management Report Expected Loss Ratio Analysis which was included in the agenda. Executive Director advised all of the Fund Years were profitable and reflected in the Financial Fast Track. Executive Director noted the loss funds would be evaluated in preparation of the 2019 budget. Executive Director asked if anyone had any questions on the claim monitoring reports.

MAY MEETING: Executive Director advised the Commission was not scheduled to meet in May and the next meeting was scheduled for June 25, 2018.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman Mair advised the Treasurer was not present. Chairman Mair advised the April Bill List, Resolution 22-18 was included in the agenda.

MOTION TO APPROVE RESOLUTION 22-18, APRIL BILL LIST IN THE AMOUNT OF \$46,686.20

Moved: Chairman Mair
Second: Commissioner Nazzaro
Vote: 2 Yes, 0 Nays

In response to Chairman Mair's inquiry Ms. Dodd advised NJ Advance Media was one of the Commission's official newspapers used for advertising.

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

ATTORNEY: Mr. Adezio advised he did not have anything to report at this time.

CLAIMS SERVICE: Ms. Fowlkes reported she would present the PARS during closed session. Ms. Fowlkes advised Resolution 23-18, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for March 1, 2018 to March 31, 2018.

**MOTION TO APPROVE RESOLUTION 23-18 AUTHORIZING
DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

Moved: Commissioner Nazzaro
Second: Chairman Mair
Vote: 2 Yes, 0 Nays

MANAGED CARE: Ms. Alters advised she would review her report which was included in the agenda. Ms. Alters reported bills were received in the amount of \$71,745 for the month of March. First MCO repriced the bills to \$40,127 for a total savings of \$31,618 or 44%. Ms. Alters noted the PPO Penetration was 85%. Ms. Alters advised that concluded her report unless there were any questions.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the March - April Risk Control Activity Report which was included in the agenda. Mr. Prince reported last month he spoke about the 2018 BRIT Safety Grant and advised he sent the information to the Corrections Department and would also forward some examples of what other Counties have done in terms of cameras, body worn cameras and covered purchases. Mr. Prince noted he would also speak with the Warden in the near future and when he had a response would report back to the Commission in terms of utilizing the grant funds.

RISK MANAGER CONSULTANT: Ms. Sweigart advised she did not have anything to report at this time, however she wanted to introduce Jeff Martin of her office and noted he would be attending some of the future meetings.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN THE MEETING TO THE PUBLIC

Moved: Chairman Mair
Second: Commissioner Nazzaro
Vote: 2 Yes, 0 Nays

Seeing no member 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: Chairman Mair
Second: Commissioner Nazzaro
Vote: 2 Yes, 0 Nays

CLOSED SESSION: Chairman Mair read and requested a motion to approve Resolution 24-18 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 24-18 FOR EXECUTIVE SESSION

Moved: Chairman Mair
Second: Commissioner Nazzaro
Vote: 2 Yes, 0 Nays

MOTION TO RETURN TO OPEN SESSION

Moved: Chairman Mair
Second: Commissioner Nazzaro
Vote: 2 Yes, 0 Nays

MOTION TO AUTHORIZE PAYMENT AUTHORITY REQUESTS DISCUSSED IN CLOSED SESSION

Moved: Commissioner Nazzaro
Second: Chairman Mair
Vote: 2 Yes, 0 Nays

In response to Mr. Adezio's inquiry regarding the settlement that was discussed during closed session, Executive Director advised there was no need to approve the EPL matter as the Commission was not paying any monies for this claim.

Ana-Eliza T. Bauersachs advised there was a new worker compensation statute enacted last July, section 37.1 which allowed for full compensation of payment to correction officers. Ms. Bauersachs reported it was her understanding the County already gave Correction Officers full salary for a year similar to Sheriff Officers. There were other Counties that did not do this. Ms. Bauersachs advised it

was not clear from the language in the statute if this included overtime payments. Ms. Bauersachs explained one petitioner was asking for a supplemental payment of benefits based on the new law. Ms. Bauersachs read the paragraph of the section 37.1 pertaining to the overtime. Ms. Bauersachs advised her office has had some internal discussions on this topic. Executive Director asked that Ms. Bauersachs send a copy of the document she was referring too.

MOTION TO ADJOURN:

Moved:	Chairman Mair
Second:	Commissioner Nazzaro
Vote:	2 Yes, 0 Nays

MEETING ADJOURNED: 11:22AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary