

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – February 25, 2019
Mercer County
McDade Administration Building
640 South Broad Street
Trenton, NJ 08650-0068
10:30 AM**

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

ROLL CALL OF COMMISSIONERS:

Andrew A. Mair	Excused
K. Megan Clark Hughes	Present (<i>left at 10:35 AM</i>)
Raissa Walker	Present
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 Amy Zeiders
	Conner Strong & Buckelew Michael Cusack
Managed Care Services	First MCO Jessica Alters
NJCE Underwriting Manager	Conner Strong & Buckelew
Risk Management Consultant	Borden Perlman Salisbury & Kelly Jeff Martin
Attorney	Paul Adezio, Esq.
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

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

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JANUARY 28, 2019

**MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF
JANUARY 28, 2019**

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

CORRESPONDENCE: Executive Director referred to a copy of a memo from PERMA which was included in the agenda. Executive Director advised PERMA and Conner Strong and Buckelew were attacked by cyber criminals, an attack that temporarily impacted access to the e-mail system. Executive Director advised none of the data in the system was compromised.

SAFETY COMMITTEE REPORTS: Mr. Prince reported the Safety and Accident Review Committee last met on February 20, 2019 and reviewed approximately 30 claims. Mr. Prince advised the Committee was scheduled to meet again on March 20, 2019.

CLAIMS COMMITTEE: Mr. Cusack reported the Claims Committee met immediately prior to the Commission Meeting and reviewed several PARS and SARS which would be presented during closed session. Mr. Cusack noted the Committee recommended payment and indicated there was a correction in the amount of the SAR for claim # 0359. Mr. Cusack advised the correct settlement authority was \$4,000 not \$7,500.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and all of his items were informational.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported the January certificate of issuance report was not available and would appear in the next agenda.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE would hold its Reorganization Meeting on February 28, 2019 at 1:00 PM at the Camden County College Regional Emergency Training Center. In response to Executive Director's inquiry, Ms. Walker advised Mr. Mair was only out today and she would remind him of the NJCE Meeting on Thursday.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director advised the December Financial Fast Track was included in the agenda. The Commission had a surplus of \$11,000,577 as of December 31, 2018. Executive Director also referred to line 10 of the report, "Investment in Joint Venture" and indicated \$1,156,686 of the surplus was the MCIFC's share of the NJCE equity. Executive Director noted the cash amount was \$1,215,119.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the December Financial Fast Track was included in the agenda. As of December 31, 2018 the Fund had a surplus of \$14,919,348 and the cash balance was \$27,803,733.

CLAIMS TRACKING REPORTS: Executive Director advised the Claims Tracking Reports for the month of December 31, 2018 were included in the agenda. Executive Director reviewed the reports with the Commission. Executive Director reported the Commission was performing well in each of the fund years.

2019 ASSESSMENT BILLS: Executive Director advised the 2019 Assessment Bills were e-mailed to the member entities and the first payment was due on March 15, 2019.

2019 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director reported the NJCE renewal policies would again be available electronically through the Conner Strong & Buckelew Egnyte Connect Website for authorized users. If anyone had difficulty in accessing the site they should contact the Fund Office.

Executive Director advised that concluded his report unless there were any questions.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Ms. Walker advised the Treasurer was not present. Ms. Walker advised the February Bill List, Resolution 16-19 was included in the agenda.

MOTION TO APPROVE RESOLUTION 16-19, FEBRUARY BILL LIST

Moved:	Commissioner Nazzaro
Second:	Commissioner Walker
Vote:	2 Yes, 0 Nays

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

ATTORNEY: Mr. Adezio advised he did not have a report, however he wanted to have an opportunity to discuss with the Inservco folks and the Executive Director some issues in his department to ensure that everyone was on the same page. Mr. Adezio thought there was overlapping of work and both his office and Inservco were sending out denial letters. After a brief discussion it was decided Ms. Nazzaro would continue to send the denial letters with the certification and then send a copy to Inservco. It was also discussed that any follow up questions or discussion on a claim should be done between Inservco and the applicable Department Head. Ms. Nazzaro noted she would try to identify and include the Department Head contact information in her cover letter.

CLAIMS SERVICE: Ms. Fowlkes reported she would present the PARS during closed session. Ms. Fowlkes advised Resolution 17-19, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copies of the check registers for December 1, 2018 to December 31, 2018.

MOTION TO APPROVE RESOLUTION 17-19 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTERS

Moved: Commissioner Walker
Second: Commissioner Nazzaro
Vote: 2 Yes, 0 Nays

Ms. Fowlkes advised Ms. Zeiders would present the Inservco Stewardship Liability Report. Ms. Zeiders distributed copies of the report and gave an extra copy to Ms. Walker to give to Chairman Mair. Ms. Zeiders reviewed the Executive Summary and advised the report was for a three year period and captured Auto Liability, Auto Physical Damage, General Liability, Police Professional and Property Liability. In response to Ms. Nazzaro's inquiry, Ms. Zeiders advised the report did not include the EPL/POL Claims. Ms. Zeiders continued to review the claim count and dollar amounts for each year. Ms. Zeiders reviewed the cause of injury and indicated the top claim was damage to client's vehicles. Ms. Zeiders advised the highest net incurred claim was due to water damage. Ms. Zeiders asked if anyone had any questions. In response to some concerns regarding the increase in auto physical damage claims, Ms. Zeiders advised the County had a \$25,000 deductible and referred to page 7 of the report and reviewed the dollar amount paid. Executive Director asked Mr. Cusack to obtain quarterly loss runs for the EPL/POL coverage.

MANAGED CARE: Ms. Alters advised First MCO's report was included in the agenda and she would review the month of January. Ms. Alters reported for January bills were received in the amount of \$81,487. First MCO repriced the bills to \$40,117 for a total savings of \$41,371 or 51%. Ms. Alters advised there were 45 bills and 41 bills were in network. Ms. Alters noted the PPO Penetration was 91%. Ms. Alters advised that concluded her report unless there were any questions.

NJCE SAFETY DIRECTOR: Mr. Prince reported the Safety's Director Report for December through January was included in the agenda along with all training scheduled for January and February. Mr. Prince reported the agenda included two Safety Director's Bulletins on ADA Accessible Websites" and "Injury Recording Summary Logs". Mr. Prince referred to a copy of the matrix, "NJPEOSH Injury Reporting Requirements" which was included in the agenda and advised it served as a resource tool when an injury should be reported. Lastly Mr. Prince introduced Jonathan Czarnecki of his office. Mr. Prince reported Mr. Czarnecki was a summer intern at his office and is now a full time employee since his graduation. Mr. Prince advised that concluded the report unless anyone had any questions.

RISK MANAGER CONSULTANT: Mr. Martin advised he did not have anything to report unless anyone had any questions.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN THE MEETING TO THE PUBLIC

Moved: Commissioner Walker
Second: Commissioner 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: Commissioner Nazarro
Second: Commissioner Walker
Vote: 2 Yes, 0 Nays

CLOSED SESSION: Ms. Walker read and requested a motion to approve Resolution 18-19 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 18-19 FOR EXECUTIVE SESSION

Moved: Commissioner Nazarro
Second: Commissioner Walker
Vote: 2 Yes, 0 Nays

MOTION TO RETURN TO OPEN SESSION

Moved: Commissioner Nazarro
Second: Commissioner Walker
Vote: 2 Yes, 0 Nays

MOTION TO AUTHORIZE PAYMENT AUTHORITY REQUESTS AND SETTLEMENT REQUESTS AS DISCUSSED IN CLOSED SESSION

Moved: Commissioner Nazarro
Second: Commissioner Walker
Vote: 2 Yes, 0 Nays

MOTION TO ADJOURN:

Moved: Commissioner Nazarro
Second: Commissioner Walker
Vote: 2 Yes, 0 Nays

MEETING ADJOURNED: 11:14AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary