

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – March 25, 2019
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	Present
Raissa Walker	Excused
Lillian Nazzaro (<i>Alternate</i>)	Excused

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 Alyson Cronk
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 FEBRUARY 25, 2019

**MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF
FEBRUARY 25, 2019**

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

CORRESPONDENCE: None

SAFETY COMMITTEE REPORTS: Mr. Prince reported the Safety and Accident Review Committee last met on March 20, 2019 and reviewed approximately 20 claims. Mr. Prince advised the Committee was scheduled to meet again on April 17, 2019. Mr. Prince advised that concluded his report unless there were any questions.

CLAIMS COMMITTEE: Mr. Cusack referred to a copy of the 2019 Claims Reporting Procedure which was included in the agenda. Mr. Cusack advised the document provided an overview of the reporting procedures for the different types of insurance coverages. Mr. Cusack also referred to a copy of “Zurich Environmental Emergency Response” pamphlet included in the agenda and reviewed the key benefits provided through the insurance carrier. Lastly, Mr. Cusack reviewed the provisions of the Chubb Quarterly Bordereau Endorsement for Mercer County. Mr. Cusack reviewed the definition of a Designated Claim as outlined in the endorsement and explained those claims should be reported as soon as practicable. Mr. Cusack further explained for all claims other than a Designated Claims the insured shall provide written notice to the carrier on a quarterly basis in the form of a quarterly bordereau. Mr. Cusack advised that concluded his report unless there were any questions.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he did not have any action items for his report.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of February was included in the agenda. Executive Director advised there were 5 certificate of insurances issued during the month.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE held its Reorganization Meeting on February 28, 2019. Executive Director referred to a summary report of the meeting which was included in the agenda. Executive Director advised Ross Angilella would continue as the Chair of the NJCE. Executive Director reported the professional contracts for the Executive Director, Underwriting Manager and Safety Director were all renewed. Executive Director noted based on prior authorization from the Board, PERMA would meet with representatives from Origami to begin the development of the online underwriting and claims data platform. Executive Director advised the 2020 collection renewal data would be processed through the new system. Executive Director noted training would be provided to the Risk Managers.

2019 MEL, MRHIF AND NJCE EDUCATIONAL SEMINAR: Executive Director reported the 9th annual seminar was scheduled for Friday, May 3, 2019 beginning at 9:00 AM at the National Conference Center in East Windsor. Executive Director noted the NJCE was now a co-sponsor of the seminar. Executive Director referred to a copy of the enrollment form which was included in the agenda and indicated the topics and presenters were listed. Executive Director advised the seminar qualified for certain Continuing Education Credits.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director advised the January Financial Fast Track was included in the agenda. The Commission had a surplus of \$10,983,175 as of January 31, 2019. Executive Director also referred to line 10 of the report, "Investment in Joint Venture" and indicated \$1,182,090 of the surplus was the MCIFC's share of the NJCE equity. Executive Director noted the cash amount was \$1,267,557.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the January Financial Fast Track was included in the agenda. As of January 31, 2019 the Fund had a surplus of \$15,146,956 and the cash balance was \$19,802,106.

CLAIMS TRACKING REPORTS: Executive Director advised the Claims Tracking Reports for the month of January 31, 2019 were included in the agenda. Executive Director referred to a copy of the Claims Management Report and reviewed the actuary's projections compared to the actual losses. Executive Director noted that when preparing the 2020 budget the loss funds should be analyzed for a possible reduction.

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

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman Mair advised the Treasurer was not present. Chairman Mair advised the March Bill List, Resolution 19-19 was included in the agenda.

MOTION TO APPROVE RESOLUTION 19-19, MARCH BILL LIST

Moved:	Chairman Mair
Second:	Commissioner Hughes
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 anything to report.

CLAIMS SERVICE: Ms. Fowlkes reported she would present the PARS during closed session. Ms. Fowlkes advised Resolution 20-19, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copies of the check registers for February 1, 2019 to February 28, 2019.

MOTION TO APPROVE RESOLUTION 20-19 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTERS

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

Ms. Fowlkes distributed copies of Inservco Insurance Services, Inc. Worker Compensation Liability Stewardship Report. Ms. Fowlkes advised she would provide a quick overview of the report. Ms. Fowlkes referred to the Executive Summary and spoke about KeyScripts and their ownership in the pharmacy benefit management company. Ms. Fowlkes stated the Executive Summary also provided a section on Observations, Conclusions and Suggestions. Ms. Fowlkes continued to review the report which was based on the last 3 years, 2016, 2017 and 2018. Ms. Fowlkes advised if anyone had any questions after reading and reviewing the report, they should reach out to her.

MANAGED CARE: Ms. Cronk advised First MCO's report was included in the agenda and she would review the month of February. Ms. Cronk reported for February bills were received in the amount of \$46,173. First MCO repriced the bills to \$21,650 for a total savings of \$24,524 or 53%. Ms. Cronk advised there were 43 bills and 35 bills were in network. Ms. Cronk noted the PPO Penetration was 81%. Ms. Cronk advised that concluded her report unless there were any questions.

NJCE SAFETY DIRECTOR: Mr. Prince reported the Safety's Director Report for February through March was included in the agenda. Mr. Prince referred to a copy of his memo which was included in the agenda regarding the provisions and opportunities of the 2019 Safety Grant Program. Mr. Prince advised the excess liability carrier, BRIT, has changed the method on how they will distribute the funds. They will now give the funds upfront and let the NJCE Commissioners decide how to distribute the funds. Mr. Prince advised the total amount of funding for 2019 was \$45,000 to be split between the member counties. Mr. Prince reported he was establishing a committee to review the safety grant submission and advised the committee would consist of one member from each Member County. Mr. Prince advised he spoke with Ms. Hughes to see if she was interested in participating on the committee and she was agreeable. Mr. Prince advised that concluded the report unless anyone had any questions.

RISK MANAGER CONSULTANT: Mr. Martin reported one of the items his office was working on with the Mercer County Parks Department was their setting up a campsite. Mr. Martin advised they talked about it internally and did not think any additional policies were needed, however there would be additional exposures with campfires, sleeping grounds, etc. After a brief discussion it was suggested that J.A. Montgomery do a site visit of the grounds. Executive Director also suggested contacting the NJCE Underwriting Manager. In response to Executive Director's inquiry, Ms. Hughes advised a permit would be needed. Executive Director advised there should be a waiver of indemnification which Mr. Martin's office could assist with.

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 Hughes
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 Hughes
Vote: 2 Yes, 0 Nays

CLOSED SESSION: Ms. Walker read and requested a motion to approve Resolution 21-19 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 21-19 FOR EXECUTIVE SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

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

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 11:21AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary