

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – July 22, 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	Excused
K. Megan Clark Hughes	Excused
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 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:

Adam Soloman, Mercer County
John W. Pswaro, Capehart Scatchard, PA
Susan Schaefer, Susan Schaefer, LLC
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JUNE 24, 2019

The minutes were tabled as Ms. Nazzaro did not attend the last meeting.

CORRESPONDENCE: None

SAFETY COMMITTEE REPORTS: Mr. Prince advised the Safety Committee last me on July 17th and was scheduled to meet again on August 21st. The meeting would be attended by his colleague, Barry Sloane. Mr. Prince advised that concluded his report unless there were any questions.

CLAIMS COMMITTEE: Mr. Cusack advised the Claims Committee met immediately prior to this meeting and recommended approval of the PARS and SARS as presented. Mr. Cusack reported the PARS and SARS would be presented during the closed section.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had three action items and one was a handout.

RESOLUTION 33-19: Executive Director referred to a copy of Resolution 33-19, Authorizing the Services of Susan Schaefer, LLC which was distributed at the start of the meeting. Executive Director advised the Freeholders adopted Resolution 2019-331 authorizing a professional service agreement (awarded through a non-fair and open process) with Susan Schaefer, LLC for worker compensation case management services for the County of Mercer and the Mercer County Insurance Fund Commission for the period of July 1, 2019 through June 30, 2020. Executive Director reported there was an amount not to exceed: \$85/hour - \$207,000.00 annually. Mr. Adezio confirmed the Freeholders did adopt the resolution on Thursday, July 18, 2019. Executive Director asked if anyone had any questions and then requested a motion to approve Resolution 33-19.

MOTION TO ADOPT RESOLUTION 33-19, AUTHORIZING THE SERVICES OF SUSAN SCHAEFFER, LLC

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

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

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

REVISED 2019 PLAN OF RISK MANAGEMENT: Executive Director reported effective July 1, 2019 the Plan was amended moving the Garagekeepers Liability coverage to the Property Section allowing full limits for Garagekeepers Liability. Executive Director referred to Resolution 29-19 which was included in the Appendix Section of the agenda and noted the changes were in yellow. Executive Director asked if anyone had any questions and if not requested a motion to adopt Resolution 29-19.

MOTION TO ADOPT RESOLUTION 29-19, REVISED RISK MANAGEMENT PLAN

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

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE met on June 27, 2019 and a written summary report of the meeting was included in the agenda. Executive Director advised the Fund Auditor submitted the 2019 draft audit and there were no recommendations or findings. Executive Director reported the Board of Fund Commissioners adopted a resolution ratifying an agreement between the Fund and Citta, Holzapfel & Zabarsky, P.A. for Litigation Management Services. Executive Director noted the NJCE would meet again on September 26, 2019.

NJCE APPOINTED PROPERTY TPA: Executive Director advised the Board of Fund Commissioners also adopted a resolution awarding a contract to Scibal Associates, Inc, t/a Qual-Lynx for Property Claims Administrator Services at the June 27th meeting. Executive Director reported Qual-Lynx would handle all property claims from first dollar with the exception of auto physical damage claims which would remain with the current TPA.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director advised the May Financial Fast Track was included in the agenda. The Commission had a surplus of \$11,345,073 as of May 31, 2019. Executive Director also referred to line 10 of the report, “Investment in Joint Venture” and indicated \$1,420,071 of the surplus was the MCIFC’s share of the NJCE equity.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the May Financial Fast Track was included in the agenda. As of May 31, 2019 the Fund had a surplus of \$17,251,319 and the cash balance was \$28,698,105.

CLAIMS TRACKING REPORTS: Executive Director advised the Claims Tracking Reports for the month of May 31, 2019 were included in the agenda. Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report and reviewed the actuary’s projections compared to the actual losses. Executive Director noted the report supported the Financial Fast Track as all of the Fund Years were running below the actuary’s projections.

2018 COMMISSION AUDIT: Executive Director reported Mr. Jim Miles of Bowman & Company, LLP was starting the 2018 Commission Audit. Executive Director advised he expected Mr. Miles to present a copy of the audit at the September meeting.

2019 MEETING SCHEDULE: Executive Director advised the Commission was not scheduled to meet in August and the next meeting was scheduled for September 23, 2019.

Executive Director’s Report Made Part of Minutes.

TREASURER REPORT: Ms. Walker advised the Treasurer was not present. Ms. Walker advised the July Bill List, Resolution 30-19 was included in the agenda. Ms. Dodd advised she did send the bill list and checks to Mr. Miller prior to the meeting and he did not have any questions.

MOTION TO APPROVE RESOLUTION 30-19, JULY BILL LIST

Moved:	Commissioner Walker
Second:	Commissioner Nazzaro
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 31-19, Disclosure of Liability Claims Check Register, was included in the agenda along with a copies of the check registers for June 1, 2019 to June 30, 2019.

MOTION TO APPROVE RESOLUTION 31-19 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTERS

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

MANAGED CARE: Ms. Cronk advised First MCO's report was included in the agenda and she would review the month of June. Ms. Cronk reported for June bills were received in the amount of \$150,332. First MCO repriced the bills to \$52,324 for a total savings of \$98,008 or 65%. Ms. Cronk advised there were 99 bills and 86 bills were in network. Ms. Cronk noted the PPO Penetration was 87%. Ms. Cronk advised that concluded her report unless there were any questions.

NJCE SAFETY DIRECTOR: Mr. Prince reported the Safety's Director Report for June through July was included in the agenda. Mr. Prince reminded the Commission there were still funds available from the 2019 BRIT Safety Grant. Mr. Prince advised if there was any type of safety item or service to assist in controlling the frequency and severity of general liability claims the County was interested in to let him know. Mr. Prince noted an example would be body worn cameras. Mr. Prince advised the Counties may receive reimbursement for up to 50% of the cost. In response to Executive Director's inquiry, Ms. Walker advised the Chairman should be involved along with the respective Director of the Departments. Mr. Prince advised he would forward a letter regarding the BRIT Grant and then suggest a meeting with the Department Heads. Ms. Nazzaro asked that a copy of letter be sent to her along with the other Commissioners. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGER CONSULTANT: Mr. Martin advised his office was addressing exposures associated with a Rope Course for the Park Commission. They were reviewing contracts and waivers. Ms. Walker advised she would discuss further with the Executive Director for the Parks to find out more details.

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 Nazarro
Vote: 2 Yes, 0 Nays

Seeing no member of the public wishing to speak Ms. Walker asked for a motion to close the public comment portion of the meeting.

MOTION TO CLOSE MEETING TO THE PUBLIC

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

CLOSED SESSION: Ms. Walker read and requested a motion to approve Resolution 32-19 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 32-19 FOR EXECUTIVE SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

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

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 11:03AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary