

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – September 23, 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	Present
Lillian Nazzaro (<i>Alternate</i>)	Excused

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Amy Zeiders Conner Strong & Buckelew PERMA Robyn Walcoff
Managed Care Services	First MCO Alyson Cronk Suzanne Rajsteter
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:

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 AND JULY 22, 2019

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF JUNE 24, 2019

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

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF JULY 22, 2019

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

CORRESPONDENCE: None

SAFETY COMMITTEE REPORTS: Mr. Prince advised the Safety Committee last me on September 18th and reviewed 20 claims. Mr. Prince reported a Fire Drill would be scheduled for the McDade Building mid-October. Mr. Prince advised that concluded his report unless there were any questions.

CLAIMS COMMITTEE: Mr. Mair advised the Claims would be discussed in Executive Session.

EXECUTIVE DIRECTOR REPORT: Executive Director, Brad Stokes advised he was filling in for Mr. Hrubash and had a brief report to present.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the months of July and August were included in the agenda. Executive Director advised there were 3 certificate of insurances issued during the month of July and 5 in August.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE was scheduled to meet again on September 26, 2019 and a summary report of the meeting would appear in the next agenda. Executive Director noted the NJCE would introduce the 2020 Budget on October 24, 2019 and Budget Adoption was scheduled for November 21, 2019.

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MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director advised the June Financial Fast Track was included in the agenda. The Commission had a surplus of \$11,770,332 as of June 30, 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 June Financial Fast Track was included in the agenda. As of June 30, 2019 the Fund had a surplus of \$18,085,455 and the cash balance was \$24,974,932.

CLAIMS TRACKING REPORTS: Executive Director advised the Claims Tracking Reports for the month of June 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.

PROPERTY INSURANCE COVERAGE OPTIONS: Executive Director reported the NJCE JIF Coverage Committee met recently and discussed property coverage for Drones and Working Animals. Executive Director referred to a copy of a memorandum from the NJCE Underwriting Manager with the proposed coverages which was included in the agenda. Executive Director advised the NJCE JIF Coverage Committee recommended the local Commissions amend their Risk Management Plan. Executive Director noted there would be no additional cost. Mr. Mair advised they did not operate any drones, however that could change any day. Executive Director asked if anyone had any questions and if not requested a motion to amend the Risk Management Plan to include first party physical damage for drones and also working dogs. In response to Ms. Walker, Executive Director advised the coverage would be for working animals.

MOTION TO APPROVE THE CHANGE TO THE RISK MANAGEMENT PLAN FOR DRONES AND WORKING ANIMALS

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

ACTIVE SHOOTER/ASSAILANT COVERAGE: Executive Director advised the NJCE Underwriting Manager also issued a memorandum regarding Active Shooter/Assailant Coverage. Executive Director referred to a copy of the memorandum included in the agenda and noted the NJCE would provide quotes for the 2020 renewal.

PROFESSIONAL SERVICE AGREEMENTS: Executive Director reported the Service Agreements for the positions of Executive Directory, Actuary, Claims Administrator and Risk Management Consultant were due to expire on 12/31/19. Executive Director noted the County would issue and advertise the applicable RFP’s for each professional service.

2020 RENEWAL: Executive Director advised the new Origami System was launched on August 5th as part of the 2020 Exposure Renewal Process. Executive Director reported the deadline to complete the renewal process was September 16, 2019. In response to Executive Director’s inquiry, Ms. Dodd advised Matt Moraski of Borden Perlman’s office had completed most of the information and Ms. Hughes was working on a few of the applications to finish the project.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – RISK MANAGEMENT BEST PRACTICES WORKSHOP: Executive Director advised the eighth annual Joint Insurance Claims Committee Risk Management Workshop was scheduled for Wednesday, October 30, 2019 at the Conner Strong & Buckelew new corporate headquarters. Ms. Walcoff introduced herself and advised she was filling in as the Claim Representative due to Mr. Cusack’s departure. Ms. Walcoff reported John Geaney, Esq. of Capehart Scatchard would discuss the Latest Developments in Workers’ Compensation, Dave Grubb of PERMA and Fred Semrau, MELJIF Fund Attorney would discuss Protecting Children – Impact of S477 and Chris Botta, Esq., MELJIF Liability TPA would provide an overview of recent developments of Title 59, The New Jersey Tort Claims Act. Ms. Walcoff advised the e-mail invite should go out shortly.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Mr. Mair advised the Treasurer was not present. Mr. Mair advised the August Bill List, Resolution 34-19 and September Bill List, Resolution 35-19 were included in the agenda. .

**MOTION TO APPROVE RESOLUTION 34-19, AUGUST BILL LIST
RESOLUTION 35-19 SEPTEMBER BILL LIST**

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

MOTION TO APPROVE RESOLUTION 35-19 SEPTEMBER BILL LIST

Moved:	Commissioner Hughes
Second:	Commissioner Walker
Vote:	3 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. Mr. Adezio noted that there would be a discussion on the cyber claim in closed session.

CLAIMS SERVICE: Ms. Fowlkes reported she would present the PARS during closed session. Ms. Fowlkes advised Resolution 36-19, Disclosure of Liability Claims Check Register, was included in the agenda along with copies of the check registers for July 1, 2019 to July 31, 2019 and August 1, 2019 to August 31, 2019.

**MOTION TO APPROVE RESOLUTION 36-19 AUTHORIZING
DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTERS**

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

MANAGED CARE: Ms. Cronk introduced Suzanne Rajsteter, the new account manager of the Commission account. Ms. Cronk advised First MCO’s report was included in the agenda and she would reviewed the figures for the month of August as noted below.

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
August	\$ 204,183	\$ 91,121	\$ 113,062	55%	106	103	97%

Ms. Cronk advised that concluded her report unless there were any questions.

NJCE SAFETY DIRECTOR: Mr. Prince reported the Safety’s Director Report for July through September was included in the agenda. Mr. Prince noted it was a busy month for the Department of Corrections advising for the period of September 5 to September 30 there were 42 instructor led training programs. Mr. Prince advised the agenda also included 2 Safety Director Bulletins, “Office Safety” and New School Year-Driver Awareness”. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGER CONSULTANT: Mr. Martin advised the County Executive had proposed again working with Hudson County for the inmate transfer. Mr. Martin reported as that continues they would want to look at the contractual indemnification provisions. Mr. Adezio advised he could discuss further with Mr. Martin.

Correspondence Made Part of Minutes.

MOTION TO CLOSE MEETING TO THE PUBLIC

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

CLOSED SESSION: Mr. Mair read and requested a motion to approve Resolution 37-19 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 37-19 FOR EXECUTIVE SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

MOTION TO AUTHORIZE PAYMENT AUTHORITY REQUEST/SETTLEMENT AUTHORITY REQUEST AS DISCUSSED IN CLOSED SESSION

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

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN THE MEETING TO THE PUBLIC

Moved:	Commissioner Walker
Second:	Commissioner Hughes
Vote:	3 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 ADJOURN:

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

MEETING ADJOURNED: 10:51 AM

Minutes prepared by:
Cathy Dodd, Assisting Secretary