

**MERCER COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – April 26, 2021  
Meeting Held Telephonically  
10:30 AM**

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

**ROLL CALL OF COMMISSIONERS:**

Lillian Nazzaro, Esq.	Present
Raissa Walker	Present
K. Megan Clark Hughes	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
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Claims Service	Inservco Insurance Services, Inc. <b>Nancy Fowlkes</b> <b>Any Zeiders</b> <b>Suretha Hobbs</b> <b>Richard Crooks</b>
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Qual Lynx  
**Chris Roselli**

PERMA  
**Jennifer Conicella**

Managed Care Services	First MCO <b>Alyssa Hrubash</b>
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NJCE Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney</b>
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Risk Management Consultant	Borden Perlman Salisbury & Kelly <b>Diane Pursell</b>
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Auditor	Bowman and Company, LLP
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Attorney	<b>Paul Adezio, Esq.</b>
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Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
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**ALSO PRESENT:**

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

**APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF FEBRUARY 22, 2021**

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF  
FEBRUARY 22, 2021**

Moved:	Commissioner Walker
Second:	Commissioner Hughes
Vote:	2 Yes, 0 Nays, 1 Abstained

**CORRESPONDENCE: None**

**SAFETY COMMITTEE:** Mr. Prince reported the Safety and Accident Review Committee has not met recently due to COVID. Mr. Prince said he was waiting for various departments to appoint new members to replace those that departed County employment or were promoted and no longer assigned to the committee. Mr. Prince said he would advise the status of the committee at the next meeting. Mr. Prince concluded his report unless there were any questions.

**CLAIMS COMMITTEE:** Ms. Conicella reported the Claims Committee did not meet, however the PARS would be presented during closed session through a Zoom breakout room. Ms. Conicella concluded her report unless there were any questions.

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised his report was included in the agenda and the first action item was the Revised Risk Management Plan.

**REVISED RISK MANAGEMENT PLAN:** Executive Director referred to Resolution 20-21, Revised Risk Management Plan which was included in the agenda. Executive Director reported the changes were highlighted in yellow and reflected revisions to the POL/EPL deductibles for the County. Executive Director said the Cyber Liability retention was also amended to \$25,000, however based on a recommendation from the NJCE Underwriting Manager the cyber limits and retention were removed from the Risk Management Plan. Executive Director explained the Risk Management Plan was posted on the website and could serve as an incentive for cyber hacker attacks by identifying coverage information. Executive Director asked if anyone had any questions and requested a motion to approve Resolution 20-21. In response to the Chair's inquiry, Mr. Cooney advised the limits for the cyber policy was included in the policy and the limit schematics. Mr. Cooney said those documents could be found on the Conner Strong & Buckelew Egnyte portal. Mr. Cooney reviewed the retention changes for 2021 with the Commission noting there were changes in the EPL/POL retentions for the County, however some of the members opted to self-fund the increase in the retention. In response to Mr. Cooney's inquiry, Ms. Dodd advised Mercer County did agree to self-fund the retention change

**MOTION TO APPROVE RESOLUTION 20-21, REVISED RISK MANAGEMENT PLAN**

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

**CERTIFICATE OF INSURANCE REPORTS:** Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the months of February and March were included in the agenda. Executive Director advised there were (6) six certificate of insurances issued during the month of February and (6) six during the month of March.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

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

**NJ COUNTIES EXCESS JOINT INSURANCE FUND:** Executive Director reported the NJCE 2021 Reorganization Meeting was held on February 25, 2021 and a written summary report of the meeting was included in the agenda. Executive Director advised the 2021 budget was impacted by the “hard market” conditions, which were the worst since the mid 1980’s. This resulted in a delta, budget versus actual. Executive Director advised the NJCE Finance Committee met on April 9th and discussed the 2021 NJCE Budget Delta Options and the results of the recent Professional Services Procurement. Executive Director said a copy of the minutes for this meeting were included in Appendix III of the agenda. Executive Director noted the minutes included the different options that were available to address the budget delta. Executive Director advised the NJCE also met on April 22, 2021 and at that meeting, the Board of Commissioners voted to declare an additional assessment for the premium portion of the delta of \$609,437 due in 2021 and take no action now on the balance of the delta. Executive Director explained the Fund Office would monitor the claims activity versus loss funding on an annual basis with potential action at a future date. Executive Director noted the NJCE was scheduled to meet again on June 24, 2021 at 9:30 AM.

**MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director advised the February Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$9,317,709 as of February 28, 2021. Executive Director also referred to line 10 of the report, “Investment in Joint Venture” and indicated \$1,232,351 of the surplus was the MCIFC’s share of the NJCE equity. Executive Director advised the cash balance was \$3,010,296.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the February Financial Fast Track was included in the agenda. As of February 28, 2021, the Fund had a surplus of \$15,349,550 and the cash balance was \$19,534,623. Executive Director noted the NJCE had issued dividends in the amount of \$5,107,551.

**CLAIMS TRACKING REPORTS:** Executive Director advised the Claims Tracking Reports for the month of February were included in the agenda. Executive Director referred to the Expected Loss Ratio report and advised this report compared how the Commission was performing versus the actuary’s projections. Executive Director reviewed the reports with the Commission and advised the

Commission was performing above the actuary projections in every year except 2020. Executive Director said Fund Year 2020 was running slightly higher, but has not resulted in a deficit yet.

**LEGISLATION S855:** Executive Director reported Governor Murphy signed legislation which required the title of “chosen freeholder” to be changed to “county commissioner” and all “board of chosen freeholders” to be known as “boards of county commissioners” effective January 1, 2021. Executive Director advised the Commission’s Rules and Regulations should be changed prior to December 31, 2021. Executive Director explained in order to make an amendment to the Rules and Regulations a Commissioner should propose an amendment and then a Public Hearing should be scheduled not more than 45 days from the request. Executive Director noted we would start this process in June and July when we meet for two consecutive months again. In response to the Chair’s inquiry, Executive Director advised he would work with the County Counsel’s office on the changes.

**NJ SENATE BILL S3375:** Executive Director advised at a previous meeting he spoke about the proposed legislation S3775, which if passed would weaken the rights of employers to direct and control medical care as respects to workers’ compensation. Executive Director advised there was plenty of opposition to the bill. Executive director thought the bill would be defeated at this time however could resurrect itself in the future.

**2021 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR:** Executive Director reported the 10th Annual Educational Seminar would be held virtually this year. Executive Director advised this year there would be two sessions, Friday, May 14th and Friday, May 21st, 9:00 AM to Noon. Executive Director noted the seminar qualified for Continuing Education Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. Executive Director said the agenda included more information and you could register for the seminars using the below link:

[https://permainc.zoom.us/webinar/register/WN\\_4Vo8s4QLRfSrDMcWkm7VfA](https://permainc.zoom.us/webinar/register/WN_4Vo8s4QLRfSrDMcWkm7VfA)

**2021 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES:** Executive Director advised the NJCE renewal policies were available electronically through the Conner Strong & Buckelew Egnite Connect for authorized users. Executive Director noted the Limit Schematics were also posted to the site. Executive Director said if anyone had any difficulty in accessing the website, they should contact the Fund Office.

**CBIZ INSURANCE SERVICES, INC.:** Executive Director reported the Commission Attorney advised the resolution authorizing amendment # 1 to reflect the name change of Borden Perlman was on the County Commissioners’ April meeting agenda.

**2021 MEETING SCHEDULE:** Executive Director advised the Commission was not scheduled to meet in May and the next scheduled meeting was on June 28, 2021 at 10:30 AM.

Executive Director concluded his report unless there were any questions.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Chair Nazzaro advised the March Bills List, Resolution 21-21 and the April Bills List, Resolution 22-21 were included in the agenda.

In response to the Chair’s inquiry, Ms. Dodd advised she did not hear back yet from Mr. Miller. Executive Director said the December checks need to be re-issued and appreciated if the Chair could reach out to Mr. Miller.

In response to the Chair’s inquiry, Ms. Dodd advised the March and April checks were sent to Mr. Miller to process.

**MOTION TO APPROVE RESOLUTION 21-21, MARCH BILLS LIST AND APRIL BILLS LIST, RESOLUTION 22-21**

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

**ATTORNEY:** Mr. Adezio advised he wanted to discuss vaccinations for COVID. Mr. Adezio said as some of you know the County has entered into an agreement with Capital Health concerning COVID vaccinations at the County’s arena. Mr. Adezio advised there was an MOU and he thanked the insurance professionals who helped review the certificate of insurances. Mr. Adezio advised the County was looking into a MOU with Penn Medicine to provide additional sites at other Mercer County locations and the proposed date to start was Thursday, May 6. Mr. Adezio said he would send the MOU to the insurance professionals for their review and consideration. Chair Nazzaro reported this site would be at the West Windsor skating rink. Chair Nazzaro said this set up was the same as Capital Hill. Chair Nazzaro said they were also going to have a mobile unit to visit different sites. Chair Nazzaro also said they would need the certificate of insurance from Penn Med. In response to Mr. Cooney’s inquiry, Chair Nazzaro said there were no other parties, only Penn Med. Mr. Cooney advised in terms of all of the sites all of the liability coverage was pretty automatic and the only thing he would need to know ahead of time was if there were any doctors on behalf of the County or hired by the County as a special endorsement needed to be issued. Mr. Cooney said, otherwise any nurses, EMS or below were all fine and automatic. Mr. Cooney indicated he would work through the contracts with Mr. Azezio.

**CLAIMS SERVICE:** Ms. Conicella advised she did not have any report.

**CLAIMS SERVICE:** Chair Nazzaro advised Resolution 23-21, Disclosure of Liability Claims Check Registers were included in the agenda along with a copy of the check register for February 1, 2021 through February 28, 2021 and March 1, 2021 through March 31, 2021.

**MOTION TO APPROVE RESOLUTION 23-21 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

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

**MANAGED CARE:** Ms. Hrubash advised she would review First MCO’s report, which was included in the agenda for the month of March. Ms. Hrubash provided the below information:

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of	Number of Bills	In Network Bills	Net Savings	PPO %
March	\$ 160,613	\$ 81,351	\$ 79,262	49%	66	60	\$ 63,410	91%

Ms. Hrubash advised that concluded her report unless anyone had any questions.

**NJCE SAFETY DIRECTOR:** Mr. Prince advised a copy of the Safety’s Director Report for February through April was included in the agenda. Mr. Prince reported the agenda included all of the training webinars scheduled through June 30, which was done through Zoom. Mr. Prince noted all of the training information was also posted on the NJCE website. Mr. Prince advised he was working with Sergeant Wylan of Corrections to schedule all of their third quarter training and looking forward to having both in-person and webinar based training for that facility. Mr. Prince said the Learning Management System was up and running as of April 1. Mr. Prince advised they provided webinars to administrators for the program. Mr. Prince reported the vendor, First Net, agreed to provide a recorded webinar for future use. Mr. Prince reminded everyone the 2021 Munich Re Grant was available and covered three lines of coverage, auto liability, general liability and law enforcement liability. Mr. Prince asked if any department had an idea to reach out to him and he would assist in drafting a submission. Mr. Prince noted the amount of the grant was increased to \$50,000 to be shared with the members of the NJCE. Mr. Prince concluded his report unless there were any questions.

**RISK MANAGER CONSULTANT:** Ms. Pursell reported as Mr. Adezio mentioned they had worked on the Capital Health MOU and was working on the Penn Med MOU. Ms. Pursell concluded her report unless there were any questions.

Correspondence Made Part of Minutes.

**OLD BUSINESS: None**

**NEW BUSINESS:** Executive Director said he now had a copy of the additional assesement exhibit he spoke about during is report. Executive Director referred to a copy of the exhibit, which was displayed on the computer screen and advised the Mercer County Insurance Fund Commission’s share of the assessment was \$65,779. Executive Director noted the amount would be billed as a third installment in the fall.

Chair Nazzaro suggested using the September meeting date as a target date to resume in-person meetings. Executive Director advised we could discuss further at the upcoming meetings.

**PUBLIC COMMENT: None**

**CLOSED SESSION:** Executive Director read and requested a motion to approve Resolution 24-21 authorizing a Closed Session to discuss PARS.

**MOTION TO APPROVE RESOLUTION 24-21 FOR EXECUTIVE SESSION**

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

**MOTION TO APPROVE THE PARS/SARS AS REVIEWED DURING  
CLOSED SESSION**

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

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 11:37 AM**

Minutes prepared by:  
Cathy Dodd, Assisting Secretary