

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – October 17, 2022
Meeting Held Telephonically
10:30 AM**

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

ROLL CALL OF COMMISSIONERS:

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

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Richard Crooks Suretha Hobbs
	Qual Lynx Chris Roselli
	PERMA Jennifer Conicella Jennifer Davis
Managed Care Services	First MCO Marie Lamb
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney - <i>Absent</i>
Risk Management Consultant	CBIZ Borden Perlman Diane Pursell
Treasurer	Dr. Sharon Sharp - <i>Absent</i>
Attorney	Paul Adezio, Esq.
Safety Director	J.A. Montgomery Consulting Glenn Prince Paul Shives

ALSO PRESENT:

Jackie Tolbert, Mercer County Improvement Authority
Susan Schaefer, Susan Schaefer, LLC
Ana-Eliza Bauersachs, Esq., Capehart Scatchard
Cathy Dodd, PERMA Risk Management Services
Jason Thorpe, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF SEPTEMBER 26, 2022

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF SEPTEMBER 26, 2022

Moved: Chair Nazzaro
Second: Commissioner Hughes
Vote: Unanimous

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported that the Safety and Accident Review Committee met on September 28th and advised that a variety of safety related resources and training opportunities were discussed. Mr. Prince noted that 17 claims were reviewed and discussed during the meeting. Mr. Prince advised that the next Safety and Accident Review Committee meeting is scheduled for November 30, 2022 via Zoom. With no questions, Mr. Prince concluded his report.

CLAIMS COMMITTEE: Ms. Conicella began by introducing Ms. Jennifer Davis, the newest member of the PERMA Claims Team. Ms. Conicella reported the Claims Committee did not meet prior to the meeting but noted that the PARs and SARs would be presented during closed session via a Zoom breakout room. With no questions, Ms. Conicella concluded her report.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and there was one action item.

CERTIFICATE OF INSURANCE REPORT – Executive Director referred to the certificate of insurance report from the NJCE which lists those certificates issued for the month of September. Executive Director noted that there were (4) four certificates of insurance issued during the month and asked for a motion to approve the report.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Chair Nazzaro
Second: Commissioner Hughes
Vote: Unanimous

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) – Executive Director reported that the NJCE met on September 22, 2022 and referred to the written summary report of the meeting enclosed within the agenda. Executive Director advised that the NJCE Finance Sub-Committee will meet on October 17th to discuss the preliminary 2023 budget. Executive Director further advised that the NJCE will meet again on October 27th, and again on

November 18th introduce the 2023 budget. Lastly, Executive Director reported that a Public Hearing and adoption of the NJCE 2023 budget is scheduled for Thursday, December 15, 2022 at 2:00 PM.

NJCE JIF – 2023 RENEWAL PRESENTATION WEBINER – Executive Director reported that the NJCE hosted an interactive webinar on October 12th. Executive Director said that during the webinar, the NJCE Underwriting Manager provided an overview presentation of the 2023 renewal and discussed key factors affecting the renewal program.

2023 MCIC PROPERTY & CASUALTY BUDGET – Executive Director said the 2023 MCIC Property & Casualty Budget will be introduced at the December meeting and the Public Hearing and budget adoption will take place at the January 2023 meeting.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK – Executive Director referred to the Financial Fast Track for the month of August enclosed within the agenda. Executive Director reported that as of August 31, 2022 the Commission has a surplus of \$9,961,713. Executive Director advised that line 10 of the report “Investment in Joint Venture” is Mercer County Insurance Fund Commission’s share of equity in the NJCE. Executive Director noted that MCIFC’s equity in the NJCE as of August 31, 2022 is \$1,410,210 and advised that the total cash balance is \$2,971,048.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Executive Director referred to the NJCE Financial Fast Track for the month of August. Executive Director reported that as of August 31, 2022 the NJCE has a surplus of \$15,162,109. Executive Director advised that Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of \$5,857,551 and noted that the NJCE cash balance is \$20,384,593.

CLAIMS TRACKING REPORTS – Executive Director advised the Claim Tracking reports as of August 31, 2022, were included in the agenda. Executive Director referred to a copy of the Claims Management Expected Loss Ratio Analysis Report. Executive Director advised this report measured how the losses were running compared to the actuary’s projections. Executive Director reviewed the Fund Years with the Commission.

PROFESSIONAL SERVICE AGREEMENTS – Executive Director reported that the Service Agreements for the positions of Executive Director, Actuary, Claims Administrator and Risk Management Consultant are due to expire on 12/31/22. Executive Director advised that the County has issued the RFPs and the responses for Executive Director and Claims Administrator are due back 10/27/22. Executive Director further advised that the response for Risk Management Consultant is due back 11/1/22.

2023 AUTO ID CARDS/WC POSTING NOTICES/RENEWAL CERTIFICATE OF INSURANCES – Executive Director reported that the 2023 auto ID cards and WC Posting Notices will be sent to each member entity representative for distribution the beginning of December. Executive Director advised that the NJCE Underwriting Manager’s Team will review any certificates which need to be re-issued for the 2023 renewal.

INFORMATIONAL ITEMS REPORT: Mr. Thorpe advised that he had three informational items for his report, none of which were action items.

NJCE AND MCIFC MEMBERSHIP – Mr. Thorpe reported that the Fund Office has received the membership renewal documents for Mercer County Improvement Authority’s membership in

the Mercer County Insurance Fund Commission. Mr. Thorpe noted that the Fund Office is awaiting the renewal documents for Mercer County’s membership in the NJCE and the Mercer County Insurance Fund Commission. Mr, Adezio advised that the County Commissioners approved Mercer County’s renewal in the NJCE at their last meeting. Mr. Adezio further advised that he is working with Commissioner Hughes in regard to the Insurance Commission renewal.

2022 NJLM ANNUAL CONFERENCE – Mr. Thorpe reminded the Commissioners that the 107th Annual New Jersey State League of Municipalities Conference is scheduled for November 15th through November 17th at the Atlantic City Convention Center in Atlantic City. Mr. Thorpe advised that the MEL JIF will hold its annual Elected Officials seminar on November 16th and it is encouraged that all commissioners attend. Mr. Thorpe added that the MEL Reception, which is co-sponsored by the NJCE will be held on November 16th as well.

2022 MEETING SCHEDULE – Mr. Thorpe reported that the Commission is not scheduled to meet in November and noted that the next scheduled Commission meeting is on December 19, 2022.

With no questions, Mr. Thorpe concluded his report.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Executive Director advised the October Bill List, Resolution 38-22 was included in the agenda.

MOTION TO APPROVE RESOLUTION 38-22 OCTOBER BILL LISTS

Moved:	Chair Nazzaro
Second:	Commissioner Hughes
Roll Call Vote:	Unanimous

ATTORNEY: Mr. Adezio advised he did not have anything to report for the month.

CLAIMS SERVICE: CLAIMS ADMINISTRATOR – Executive Director advised Resolution 39-22, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copy of the check register for September 1, 2022 to September 30, 2022

MOTION TO APPROVE RESOLUTION 39-22 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER

Moved:	Chair Nazzaro
Second:	Commissioner Hughes
Roll Call Vote:	Unanimous

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

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	Net Savings	PPO %
Sep-22	\$ 189,832	\$ 112,895	\$ 76,937	41%	107	102	\$ 61,550	95%

With no questions, Ms. Lamb concluded her report.

NJCE SAFETY DIRECTOR: Mr. Prince referred to the Safety Director’s report for September through October enclosed within the agenda, which included all risk control and safety activities. Mr. Prince then referred to the listing of all training opportunities that are scheduled through December 15th. Mr. Prince advised that any questions regarding trainings should be directed to him. Lastly, Mr. Prince reported that the next NJCE Safety Committee meeting is scheduled for December 12th. Mr. Prince advised that he will distribute the minutes from the previous meeting and the agenda electronically prior to the meeting date. Mr. Prince added that the Safety Committee meetings are a great opportunity for all the safety professionals from all county members to roundtable issues that all of the counties are facing. With no questions, Mr. Prince concluded his report.

RISK MANAGEMENT CONSULTANT: Ms. Pursell reported that since the last Commission meeting, her office has participated in contract reviews for usage of the County’s rowing center. Ms. Pursell advised that their Loss Control Director reviewed the recent loss control inspection report that was provided by Zurich for the Cure Arena. Ms. Pursell noted that her office was able to provide some resources, checklists, and training documents that the Improvement Authority can use to address the loss control report. With no questions, Ms. Pursell concluded her report.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

CLOSED SESSION: Chair Nazzaro requested a motion to approve Resolution 40-22 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 40-22 FOR EXECUTIVE SESSION

Moved:	Chair Nazzaro
Second:	Commissioner Hughes
Vote:	Unanimous

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

Moved:	Chair Nazzaro
Second:	Commissioner Hughes
Roll Call Vote:	Unanimous

NEXT MEETING: Chair Nazzaro said that the next Commission meeting is scheduled for December 19th and it will be conducted via Zoom. Chair Nazzaro added that the Commission will discuss possibly holding in-person meetings again in the new year.

MOTION TO ADJOURN:

Moved:
Second:
Vote:

Chair Nazzaro
Commissioner Hughes
Unanimous

MEETING ADJOURNED: 11:17 AM

Minutes prepared by:
Jason Thorpe, Assisting Secretary