

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – March 13, 2023
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 Amy Zeiders Qual Lynx Chris Roselli PERMA Robyn Walcoff, Esq. Jennifer Davis Shai McLeod Zareena Majeed
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
Attorney	Paul Adezio, Esq.
Safety Director	J.A. Montgomery Consulting Glenn Prince

ALSO PRESENT:

Jackie Tolbert, Mercer County Improvement Authority
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: Chair Nazzaro said the Open and Closed Minutes of January 23, 2023 Commission meeting will be placed on the next agenda for approval as she was not present at that meeting.

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported that the Safety and Accident Review Committee met on February 14th and advised that a variety of safety related resources and training opportunities were discussed. Mr. Prince reported that the next Safety and Accident Review Committee meeting is scheduled for April 11, 2023 via Zoom and the topics of that meeting will include the most commonly cited PEOSH citations around the state for public entities. Lastly, Mr. Prince reported that he has been coordinating with the county on the entry-level driver training program mandated by the Federal Motor Carrier Safety Administration (FMCSA). Mr. Prince advised that the mandate affects both private and public entities nationwide. Mr. Prince reported that the J.A. Montgomery staff continue to have meetings regarding the rollout of the program, the curriculum, and the mandatory requirements. Mr. Prince advised that the program is expected to be rolled out during the month of March. With no questions, Mr. Prince concluded his report.

CLAIMS COMMITTEE: Ms. Davis reported the Claims Committee did not meet, however PARs will be presented during closed session. With no questions, Ms. Davis concluded her report.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and there were two action items.

NJCE 2023 RENEWAL OVERVIEW – Executive Director reported that the NJCE Underwriting Manager and NJCE Executive Director presented a 2023 Renewal Overview Webinar on January 31st. Executive Director advised that the NJCE Underwriting Manager detailed the challenges faced in marketing the program in a hard market and coverage changes to be aware of for 2023. Executive Director referred to a copy of the overview enclosed within the agenda and advised that the recording will be posted to the NJCE website.

2023 PLAN OF RISK MANAGEMENT (APPENDIX III) – Executive Director referred to the 2023 Plan of Risk Management enclosed within the agenda. Executive Director explained that the Plan is an overview of the Commission’s coverage, risks retained by the Commission, reserving philosophy, method of assessing member contributions, claims payment authority, etc. Executive Director advised that the changes are highlighted in yellow and asked if there were any questions. Hearing none, Executive Director asked for a motion to approve the Plan.

MOTION TO APPROVE RESOLUTION 17-23, PLAN OF RISK MANAGEMENT

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

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) - Executive Director reported the NJCE conducted the Reorganization Meeting on February 23, 2023. Executive Director referred to a written summary report of the meeting is included in the agenda. Executive Director reported that during the meeting the NJCE authorized the issuance of an RFP for property appraisals which will affect all County Commissions. Executive Director advised that additional information regarding the property appraisals will be distributed during the upcoming weeks. Executive Director reported that during the reorganization meeting the NJCE also discussed the Cyber JIF that was created by the MEL in response to the hard cyber insurance market and the limited options available to local government. Executive Director advised that the Cyber JIF's by-laws allow for any public entity joint insurance fund in the State of New Jersey to make application for consideration by the Cyber JIF Board of Commissioners. Executive Director reported the NJCE JIF will explore this option for 2024. Lastly, Executive Director reported that the NJCE is scheduled to meet again on Thursday, April 27, 2023 at 11:00 AM. Executive Director noted that the meeting will be held at Forsgate Country Club in Monroe Twp., NJ. Executive Director further noted that a luncheon will follow the April 27th meeting to commemorate the 10th anniversary of the NJCE's inception.

CERTIFICATE OF INSURANCE REPORTS – Executive Director referred to a copy of the certificate of insurance issuance reports from the NJCE listing certificates issued during the months of January and February enclosed within the agenda. Executive Director advised there were (4) four certificates of insurance issued during the month January and (2) two certificates of insurance issued during the month February. Executive Director asked if anyone had any questions on the reports. Hearing none, Executive Director asked for a motion to approve the reports.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORTS

Moved: Chair Nazzaro
Second: Commissioner Hughes
Vote: Unanimous

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK – Executive Director referred to the Financial Fast Track for the month of December enclosed within the agenda. Executive Director reported that as of December 31, 2022 the Commission has a surplus of \$8,333,634. Executive Director reported that the fund office is monitoring deficits in the 2021 and 2022 fund years. Executive Director said expects the 2021 fund year to remain in a deficit position as most Insurance Commissions are trending the same way, mostly due to post-Covid expenses. 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 December 31, 2022 is \$1,347,689 and advised that the total cash balance is \$2,272,483.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Executive Director referred to the NJCE Financial Fast Track for the month of December. Executive Director reported

that as of December 31, 2022 the Commission has a surplus of \$14,297,554. Executive Director advised that Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of \$6,707,551 and noted that the NJCE cash balance is \$34,166,053.

CLAIMS TRACKING REPORTS – Executive Director advised the Claim Tracking reports as of December 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.

With no questions, Executive Director concluded his report.

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

2023 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES – Mr. Thorpe reported that the NJCE renewal policies will again be available electronically through the Conner Strong & Buckelew Egnite Connect for authorized users. Mr. Thorpe added that the Limit Schematics are also posted to the site. Mr. Thorpe advised that if anyone has any difficulty in accessing the website, they should contact the Fund Office.

2023 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR – Mr. Thorpe reminded the Committee that the 12th Annual Educational Seminar will be held virtually again this year. Mr. Thorpe noted that there will be two sessions, Friday, April 21 and Friday, April 28, both from 9:00 AM to 12:00 PM. Mr. Thorpe advised that the link to register was e-mailed on March 9th.

2023 MEETING SCHEDULE – Mr. Thorpe advised that the Commission is not scheduled to meet in April and that the next scheduled meeting is on May 22, 2023 at 10:30 AM.

With no questions, Mr. Thorpe concluded his report.

TREASURER REPORT: Executive Director advised the March Bill List; Resolution 18-23 was included in the agenda.

MOTION TO APPROVE RESOLUTION 18-23, THE MARCH BILL LIST

Moved:	Commissioner Hughes
Second:	Chair Nazzaro
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 19-23, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copy of the check registers for January 1, 2023 to January 31, 2023 and February 1, 2023 to February 28, 2023.

MOTION TO APPROVE RESOLUTION 19-23 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 February. 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 %
Feb-23	\$ 108,493	\$ 50,569	\$ 57,923	53%	72	69	\$ 46,339	96%

With no questions, Ms. Lamb concluded her report.

NJCE SAFETY DIRECTOR: Mr. Prince referred to the Safety Director’s report for January through March 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 April. Mr. Prince advised that any questions regarding trainings should be directed to him. Mr. Prince referred to a letter advising the provisions of the Munich Re Safety Grant enclosed within the agenda. Mr. Prince advised that the NJCE has taken advantage of the safety grant program in the past as it is a great opportunity to look at some initiatives that may not be covered under the budget. Lastly, Mr. Prince reported that the new Learning Management System (LMS) is scheduled to be launched May 1st. Mr. Prince advised that the LMS vendor has agreed to provide a variety of tutorials and webinars for named administrators so that they become comfortable with the new system. Mr. Prince added that J.A. Montgomery will also be available to provide in-person training. With no questions, Mr. Prince concluded his report.

RISK MANAGEMENT CONSULTANT: Ms. Pursell reported that since the last Commission meeting, her office assisted Commissioner Hughes with insurance requirements on a contract for Parks & Recreation for Forrestal. Ms. Pursell reported that her office is also working with underwriting for the Wound Care pilot program. Lastly, Ms. Pursell reported that her office will begin on the upcoming Hull policy renewal in the upcoming weeks. With no questions, Ms. Pursell concluded her report.

Correspondence Made Part of Minutes.

OLD BUSINESS: Chair Nazzaro said she would like a status update regarding the reimbursement from the Hurricane Ida claim as well as the recent tornado that caused damage in the county, primarily at the Mercer Oaks Golf Course. Ms. Dodd suggested that a status update be provided during closed session.

NEW BUSINESS: None

PUBLIC COMMENT: None

CLOSED SESSION: Executive Director requested a motion to approve Resolution 20-23 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 20-23 FOR EXECUTIVE SESSION

Moved: Commissioner Hughes
Second: Chair Nazzaro
Vote: Unanimous

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

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

MOTION TO ADJOURN:

Moved: Commissioner Hughes
Second: Chair Nazzaro
Vote: Unanimous

MEETING ADJOURNED: 11:23 AM

Minutes prepared by:
Jason Thorpe, Assisting Secretary