

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – May 22, 2023
Meeting Held Virtually
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	Present
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 Joe Liscandri PERMA Robyn Walcoff, Esq. Jennifer Davis Shai McLeod
Managed Care Services	First MCO Kelly Royce
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Risk Management Consultant	CBIZ Borden Perlman Doug Borden Diana Pursell
Treasurer	Dr. Sharon Sharp - Absent
Attorney	Paul Adezio, Esq.
Safety Director	J.A. Montgomery Consulting Glenn Prince

ALSO PRESENT:

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

APPROVAL OF MINUTES: Chair Nazzaro said she did not attend the January 23, 2023 Commission meeting and asked for a motion to approve the Open and Closed Minutes of that meeting.

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF JANUARY 23, 2023

Moved: Commissioner Walker
Second: Commissioner Hughes
Vote: 2 ayes, 0 nays, 1 abstention
Chair Nazzaro

APPROVAL OF MINUTES: Chair Nazzaro said Commissioner Walker did not attend the March 13, 2023 Commission meeting and moved to approve the Open and Closed Minutes of that meeting. Chair Nazzaro noted that one claim within the closed minutes needed to be amended as it was miscategorized.

MOTION TO APPROVE THE OPEN AND THE AMENDED CLOSED MINUTES OF MARCH 13, 2023

Moved: Chair Nazzaro
Second: Commissioner Hughes
Vote: 2 ayes, 0 nays, 1 abstention
Commissioner Walker

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported that the Safety and Accident Review Committee met on April 19th and the May meeting has been cancelled due to a lack of claims needing to be discussed. Mr. Prince reported that the next Safety and Accident Review Committee meeting is scheduled for June 13, 2023 at 11:00 am via Zoom. With no questions, Mr. Prince concluded his report.

CLAIMS COMMITTEE: Ms. Davis reported the Claims Committee did not meet, however PARs and SARs 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 was one action item.

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 March and April enclosed within the agenda. Executive Director advised there were (4) four certificates of insurance issued during the month March and (4) four certificates of insurance issued during the month April. 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

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) - Executive Director reported the NJCE met on April 27 at the Forsgate County Club and a celebratory luncheon followed. Executive Director advised the luncheon was well attended with and had guest speakers. Executive Director said during the JIF meeting there was approval to procure a property appraisal. Executive Director reported there were contract awards for the Actuary, Auditor, Litigation Manager, Payroll Auditor and to the Chertoff Group, the Cyber Advisor. Executive Director said the attorney handling the negotiations on the 2020 COVID claims with Safety National attended the closed sessions and recommended a settlement to the Commissioners. The NJCE is scheduled to meet again on June 22, 2023 at 9:30 AM.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK – Executive Director referred to the Financial Fast Track for the month of February enclosed within the agenda. Executive Director reported that as of February 28, 2023 the Commission has a surplus of \$8,360,528. 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 February 28, 2023 is \$1,349,088. and advised that the total cash balance is \$2,118,874.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Executive Director referred to the NJCE Financial Fast Track for the month of February. Executive Director reported that as of February 28, 2023 the Commission has a surplus of \$14,399,035. 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 \$15,278,217.

CLAIMS TRACKING REPORTS – Executive Director advised the Claim Tracking reports as of February 28, 2023 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.

CYBER INCIDENT REPORTING INFORMATION – Executive Director referred to a flyer enclosed within the agenda, from the cyber insurance carrier, providing instructions on how to report a cyber claim correctly. Included in the agenda on pages 19-20 is some important information to follow if you experience a cyber incident.

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 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR – Mr. Thorpe reported that the 12th Annual Educational Seminar was once again held virtually, with 2 sessions, April 21st and April 28th. Mr. Thorpe reported that there was record attendance at both sessions and the seminar qualified for Continuing Education Credits.

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2023 BEST PRACTICES SEMINAR – Mr. Thorpe reported that PERMA is presently working on coordinating details for the 2023 NJCE Best Practice Workshop. Mr. Thorpe said that a tentative date and time has been set for October 5th at 1pm. Mr. Thorpe advised that the PERMA claims team is looking for volunteers interested in being part of the Committee for this workshop. Mr. Thorpe advised that if any individuals would like to participate, they should contact Robyn Walcoff and/or Jennifer Davis from the PERMA claims team.

2023 MEETING SCHEDULE – Mr. Thorpe advised that the Commission is not scheduled to meet in June and that the next scheduled meeting is on July 24, 2023 at 10:30 AM. Executive Director asked whether the Commission would like to meet in-person or virtually for the July meeting. Chair Nazzaro said the meetings can remain virtual as it seems to be more efficient and works well for everyone.

With no questions, Mr. Thorpe concluded his report.

TREASURER REPORT: Executive Director advised the April Bill List; Resolution 21-23 and the May Bill List; Resolution 22-23 were included in the agenda. Chair Nazzaro said she had a question regarding the April Bill List and a question on the Summary of Cash Transactions Report. Chair Nazzaro said the 1st installment payment to the NJCE JIF was included on the April Bill List and asked how many installments were due for the remainder of the year and when the next installment was due. Ms. Dodd advised that there was one more installment due for the remainder of the year and it will be issued during the July/August timeframe. Chair Nazzaro asked that regarding the Summary of Cash Transactions Report, if the end balance of \$2,118,874 was as of May 31st. Ms. Kontomanolis advised that the end balance is as of February 28th. Chair Nazzaro thanked Ms. Dodd and Ms. Kontomanolis for their responses and asked if any other Commissioners had any questions. Hearing none, Chair Nazzaro asked for a motion to approve the bills lists.

**MOTION TO APPROVE RESOLUTION 21-23, THE APRIL BILL LIST
AND RESOLUTION 22-23, THE MAY BILL LIST**

Moved:	Commissioner Walker
Second:	Commissioner Hughes
Roll Call Vote:	Unanimous

ATTORNEY: Mr. Adezio advised he did not have anything to report for the month then thanked the professionals from Inservco for their continued hard work.

CLAIMS SERVICE: CLAIMS ADMINISTRATOR – Executive Director advised Resolution 23-23, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copy of the check registers for March 1, 2023 to March 31, 2023 and April 1, 2023 to April 30, 2023.

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

Moved:	Commissioner Walker
Second:	Commissioner Hughes
Roll Call Vote:	Unanimous

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

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	Net Savings	PPO %
Apr-23	\$ 37,296	\$ 12,902	\$ 24,394	65%	66	66	\$ 19,770	100%

With no questions, Ms. Royce concluded her report.

NJCE SAFETY DIRECTOR: Mr. Prince referred to the Safety Director’s report for March through May 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 reported that J.A. Montgomery was requested to conduct a loss control visit at Mercer County Park to review the ropes course. Mr. Prince advised that the loss control report for that visit will be distributed soon if it has not already been submitted to Commissioner Hughes. Mr. Prince reported that the new Learning Management System (LMS) went live on May 1st. Mr. Prince reminded the Commissioners that J.A. Montgomery is available to provide training for the new LMS. Lastly, Mr. Prince referred to a flyer regarding the NJCE Leadership Academy that includes instructions on how to participate in the program.

RISK MANAGEMENT CONSULTANT: Ms. Pursell reported that since the last Commission meeting, her office worked with Commissioner Hughes and her team on the Hull insurance policy renewal. Ms. Pursell reported that her office also worked with Commissioner Hughes to get status updates for the Wound Care pilot program. Ms. Pursell noted that her office will attempt to secure coverage for the program if the county chooses to move forward. Ms. Pursell reported that her office has assisted in the reviewing of contract language for a potential program between the Trenton-Mercer Airport and the U.S. Department of Agriculture. Ms. Pursell advised that the potential program will help reduce wildlife hazards at the airport. Lastly, Ms. Pursell reported that her office has been involved in conversations with the Commission Attorney regarding a Memorandum of Understanding for radar equipment working with county roadways and local municipalities. 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 24-23 authorizing a Closed Session to discuss PARS.

MOTION TO APPROVE RESOLUTION 24-23 FOR EXECUTIVE SESSION

Moved:	Commissioner Walker
Second:	Commissioner Hughes
Vote:	Unanimous

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

Moved:	Commissioner Walker
Second:	Commissioner Hughes
Roll Call Vote:	Unanimous

MOTION TO ADJOURN:

Moved:	Commissioner Walker
Second:	Commissioner Hughes
Vote:	Unanimous

MEETING ADJOURNED: 11:38 AM

Minutes prepared by:

Jason Thorpe, Assisting Secretary