

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – July 24, 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:

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

FUND PROFESSIONALS PRESENT:

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| Executive Director | PERMA Risk Management Services Joseph Hrubash - <i>Absent</i> |
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| Claims Service | Inservco Insurance Services, Inc. Nancy Fowlkes Yvonne Frey Suretha Hobbs |
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Qual Lynx
Chris Roselli

PERMA
**Robyn Walcoff, Esq.
Jennifer Conicella
Zareena Majeed
Shai McLeod**

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| Managed Care Services | First MCO Kelly Royce |
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| NJCE Underwriting Manager | Conner Strong & Buckelew Ed Cooney |
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| Risk Management Consultant | CBIZ Borden Perlman Doug Borden |
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| Treasurer | Dr. Sharon Sharp - <i>Absent</i> |
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| Attorney | Paul Adezio, Esq. |
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| Safety Director | J.A. Montgomery Consulting Glenn Prince |
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ALSO PRESENT:

Jackie Tolbert, MCIA
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: OPEN AND CLOSED MINUTES OF MAY 22, 2023

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF MAY 22, 2023

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| Moved: | Commissioner Walker |
| Second: | Chair Nazzaro |
| Vote: | Unanimous |

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported that the Safety and Accident Review Committee met on July 11th. Mr. Prince advised that a variety of topics were discussed including 22 claims; 12 of which were determined as non-preventable, 9 were determined to be preventable, and 1 was tabled pending further information. Mr. Prince reported that the next Safety and Accident Review Committee meeting is scheduled for August 13, 2023 at 11:00 am via Zoom. With no questions, Mr. Prince concluded his report.

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

EXECUTIVE DIRECTOR REPORT: Chair Nazzaro said that Mr. Hrubash was unable to attend the meeting and advised that Mr. Thorpe would serve as Acting Executive Director for the meeting. Acting Executive Director advised his report was included in the agenda and there were two action items.

RESOLUTION 25-23 AUTHORIZING THE SERVICES OF SUSAN SCHAEFER, LLC – Acting Executive Director reported that the Mercer County Board of County Commissioners adopted Resolution 2023-459 authorizing a professional service agreement, awarded through a non-fair and open process with Susan Schaefer, LLC for worker compensation case management services. Acting Executive Director advised that the service agreement is for the County of Mercer and the Mercer County Insurance Fund Commission for the period of July 1, 2023 through June 30, 2024 with an hourly rate of \$85/hour, in an amount not to exceed \$207,000. Acting Executive Director referred to Commission Resolution 25-23, enclosed within the agenda, authorizing the Services of Susan Schaefer, LLC. Acting Executive Director asked if anyone had any questions on the reports. Hearing none, Acting Executive Director asked for a motion to adopt the resolution.

MOTION TO ADOPT RESOLUTION 25-23, AUTHORIZING THE SERVICES OF SUSAN SCHAEFER, LLC

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

CERTIFICATE OF INSURANCE REPORTS – Acting Executive Director referred to a copy of the certificate of insurance issuance reports from the NJCE listing certificates issued during the months of May and June enclosed within the agenda. Acting Executive Director advised there were (8) eight certificates of insurance issued during the month May and (2) two certificates of insurance issued during the month June. Acting Executive Director asked if anyone had any questions on the reports. Hearing none, Acting Executive Director asked for a motion to approve the reports.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORTS

Moved: Chair Nazzaro
Second: Commissioner Walker
Vote: Unanimous

PROPERTY APPRAISAL SERVICES PROCUREMENT – Acting Executive Director referred to a memorandum from PERMA Risk Management Services to NJCE Fund Commissioners regarding a Property Appraisal CCRFP enclosed within the agenda. Acting Executive Director advised that the memorandum includes information on the Scope for the Procurement, Reimbursement of Services, and the Timeline/Due Date. Acting Executive Director reported that he previously sent the memorandum to the Commission Chair and Commission Attorney to be placed on the next Mercer County Board of County Commissioners agenda for approval. Acting Executive Director noted that the NJCE JIF will reimburse the county for the out-of-pocket costs for the appraisals. Commission Attorney asked that the memorandum be sent again and said authorization for the Procurement of Property Appraisal Services will be placed on the agenda for the next Board of County Commissioners meeting.

CS&B NEW TECHNOLOGY FOR FILE SHARING – Acting Executive Director reported that the NJCE Underwriting Manager advised as part of their ongoing commitment to improve services, they are changing the file sharing platform provider from Egnyte to Microsoft OneDrive. Acting Executive Director noted that the transition will enhance the efficiency and enable better service. Acting Executive Director asked the Underwriting Manager if he had anything to add. Mr. Cooney added that the files currently shared with members via the Egnyte platform will transition over to Microsoft OneDrive. Mr. Cooney advised that authorized users of the Egnyte platform will receive an e-mail with information on the new file sharing.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) - Acting Executive Director reported that the NJCE met on Thursday, June 22, 2023 and referred to a written summary of the meeting included in the agenda. Acting Executive Director reported that the highlight of the meeting was approval of the 2022 year-end audit which had no findings or

recommendations. Acting Executive Director advised that the NJCE is scheduled to meet again on Wednesday, September 27, 2023 at 9:30 AM via zoom.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK – Acting Executive Director referred to the Financial Fast Track for the month of April enclosed within the agenda. Acting Executive Director reported that as of April 30, 2023 the Commission has a surplus of \$7,712,981. Acting 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. Acting Executive Director noted that MCIFC’s equity in the NJCE as of April 30, 2023 is \$1,472,345 and advised that the total cash balance is \$6,908,315. Acting Executive Director noted that the new Commission Treasurer has done a great job paying down the outstanding receivables.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Acting Executive Director referred to the NJCE Financial Fast Track for the month of April. Acting Executive Director reported that as of April 30, 2023 the Commission has a surplus of \$14,020,983. Acting 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 \$26,196,814.

CLAIMS TRACKING REPORTS – Acting Executive Director advised the Claim Tracking reports as of April 30, 2023 were included in the agenda. Acting Executive Director referred to a copy of the Claims Management Expected Loss Ratio Analysis Report. Acting Executive Director advised this report measured how the losses were running compared to the actuary’s projections. Acting Executive Director reviewed the Fund Years with the Commission.

2023 MEETING SCHEDULE – Acting Executive Director advised that the Commission is not scheduled to meet in August and that the next scheduled meeting is on September 25, 2023 at 10:30 AM. Chair Nazzaro said the September meeting will be held in-person.

With no questions, Acting Executive Director concluded his report.

TREASURER REPORT: Chair Nazzaro advised the June Bill List; Resolution 26-23 and the July Bill List; Resolution 27-23 were included in the agenda. With no questions, Chair Nazzaro asked for a motion to approve the bills lists.

**MOTION TO APPROVE RESOLUTION 26-23, THE JUNE BILL LIST
AND RESOLUTION 27-23, THE JULY BILL LIST**

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| Moved: | Commissioner Walker |
| 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 – Acting Executive Director advised Resolution 28-23, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copy of the check registers for May 1, 2023 to May 31, 2023 and June 1, 2023 to June 30, 2023.

**MOTION TO APPROVE RESOLUTION 28-23 AUTHORIZING
DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

Moved: Chair Nazzaro
 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 June. 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 % |
|--------|----------------------|-----------------|------------|-----------------------|-----------------|------------------|-------------|-------|
| Jun-23 | \$ 218,812 | \$ 89,081 | \$ 129,730 | 59% | 50 | 49 | \$ 103,916 | 98% |

With no questions, Ms. Royce concluded her report.

NJCE SAFETY DIRECTOR: Mr. Prince referred to the Safety Director’s report for May through July 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 the end of the summer. Mr. Prince reported that trainings can be registered through NJCE.org or through the new Learning Management System (LMS). Mr. Prince advised that any questions regarding trainings should be directed to him. Mr. Prince reported that he is concerned with the continuing air quality issue outdoors and asked that everyone continue to monitor the media outlets to determine if employees are safe to be outside. With no questions, Mr. Prince concluded his report.

RISK MANAGEMENT CONSULTANT: Mr. Borden reported that since the last Commission meeting, his office worked with the county to finalize the additional med mal coverage for the Wound Care pilot project. Mr. Borden also reported that there has been a lot of discussion regarding the acquisition of properties around the airport. Mr. Borden noted that general liability coverage is automatically extended to the properties. Lastly, Mr. Borden said that a discussion will take place regarding the Mercer County Airport claim during closed session. With no questions, Mr. Borden concluded his 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 29-23 authorizing a Closed Session to discuss PARS.

**MOTION TO APPROVE RESOLUTION 29-23 FOR EXECUTIVE
SESSION**

Moved: Commissioner Walker
 Second: Chair Nazzaro

Vote: Unanimous

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

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

MOTION TO ADJOURN:

Moved: Commissioner Walker
Second: Chair Nazzaro
Vote: Unanimous

MEETING ADJOURNED: 11:43 AM

Minutes prepared by:
Jason Thorpe, Assisting Secretary