

**MERCER COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – March 25, 2024
Mercer County
McDade Administration Building
640 South Broad Street
Trenton, NJ 08650-0068
10:30 AM**

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

Pledge of Allegiance

ROLL CALL OF COMMISSIONERS:

Christopher R. Marion	Present
Alejandra M. Silva	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Richard Crooks Kelly Guerriero
	Qual Lynx Chris Roselli - <i>Absent</i>
	PERMA Jennifer Conicella
Managed Care Services	First MCO Mark Liggett
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Treasurer	Nicola Trasente - <i>Absent</i>
Attorney	Paul Adezio, Esq.
Safety Director	J.A. Montgomery Consulting Paul Shives Liam Callahan

ALSO PRESENT:

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

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF FEBRUARY 28, 2024

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF FEBRUARY 28, 2024

Moved: Commissioner Silva
Second: Chairman Marion
Vote: Unanimous

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Callahan reported that the Safety and Accident Review Committee met virtually on March 12th. Mr. Callahan advised that a variety of topics were discussed including 21 claims; 10 of which were deemed to be non-preventable and 11 were deemed preventable. Mr. Callahan reported that follow-up prevention forms were also completed during the meeting signifying the follow-up actions for the preventable claims. Mr. Callahan said the next Safety and Accident Review Committee meeting is scheduled for April 9th. With no questions, Mr. Callahan concluded his report.

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

2024 PROPERTY & CASUALTY BUDGET – Executive Director reported that at the February 28, 2024 Commission meeting the 2024 Property & Casualty Budget was introduced. Executive Director noted the budget was advertised in the Commission’s official newspapers and said the Public Hearing for the budget was today. Executive Director referred to a copy of the budget enclosed within the agenda. Executive Director reported the budget was in the amount of \$8,264,984. Executive Director reported that the budget had not changed since introduction. Executive Director noted a copy of the assessments were also included in the agenda.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2024 PROPERTY & CASUALTY BUDGET

Moved: Commissioner Silva
Second: Chairman Marion
Vote: Unanimous

Chairman Marion asked if there were any questions or comments on the budget or assessments. Hearing none, Chairman Marion asked for a motion to close the Public Hearing.

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Silva
Second: Chairman Marion
Vote: Unanimous

MOTION TO ADOPT THE PROPERTY & CASUALTY BUDGET FOR MERCER COUNTY INSURANCE FUND COMMISSION FOR THE 2024 YEAR AND CERTIFY THE 2024 ASSESSMENTS

Moved: Commissioner Silva
Second: Chairman Marion
Roll Call Vote: Unanimous

PROPOSED AMENDMENT TO THE COMMISSION’S RULES & REGULATIONS – Executive Director reported the Commission Chair previously requested that the Insurance Fund Commission’s Rules & Regulations be amended, expanding the number of Commissioners for the Insurance Fund Commission from three (3) to five (5) Commissioners. Executive Director advised that today is the Public Hearing for the adoption of the amendment. Executive Director referred to a copy of the revised Rules & Regulations enclosed within the agenda. Executive Director also referred to Resolution 17-24, approving the amended Rules & Regulations, enclosed within the agenda. Executive Director advised that the resolution was reviewed by the Commission Attorney.

MOTION TO OPEN THE PUBLIC HEARING ON THE REVISED RULES & REGULATIONS

Moved: Commissioner Silva
Second: Chairman Marion
Vote: Unanimous

Chairman Marion asked if there were any questions on the revised Rules & Regulations. Hearing none, Chairman Marion asked for a motion to close the Public Hearing.

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Silva
Second: Chairman Marion
Vote: Unanimous

MOTION TO ADOPT RESOLUTION 17-24, APPROVING RULES & REGULATIONS

Moved: Commissioner Silva
Second: Chairman Marion
Roll Call Vote: Unanimous

2024 RENEWAL CONTRACTS & APPOINTMENTS - Executive Director reported that the County has informed the Fund Office that at the March 14th County Commissioners’ meeting, the County approved the following MCIC-related contracts.

Actuary – The Actuarial Advantage

Risk/Loss Control Services – J.A. Montgomery Consulting

Executive Director reported that the County has informed the Fund Office that at the March 25th County Commissioners’ meeting, a resolution is being considered for Bowman & Company (Auditor). Chairman Marion added that the Risk Management Consultant appointment will be acted upon at a future County Commissioners’ meeting.

CERTIFICATE OF INSURANCE REPORTS – Executive Director referred to the certificate of issuance report from the NJCE which lists those certificates issued in the month of February. Executive Director reported that there were four (4) certificates of insurance issued during the month.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT.

Moved: Commissioner Silva
Second: Chairman Marion
Vote: Unanimous

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – Executive Director reported the NJCE conducted its Reorganization Meeting on February 22nd. Executive Director reported that the following key items were discussed during the meeting:

Professional Contracts/Services/Competitive Contracts: The below services were procured and authorized for a one-year term.

- Auditor and Litigation Manager will expire on or about April 30, 2024.
- Payroll Auditor and Actuary will expire on or about June 30, 2024.
- Cyber Security Consulting Services was procured via Extraordinary and Unspecifiable services for a one-year term and expires April 30, 2024. This contract will be reviewed by the Cyber Taskforce and if necessary, the Finance Committee to determine if the full scope of services has been completed as well as identify any potential future projects.

The Fund office will take appropriate procurement action to secure the respective services so that the results will be prepared by the next meeting for the Board to review and to act.

2024 Safety Grant Program: J.A. Montgomery provided a recap on the 2023 successes of the grant and highlighted members’ submissions of safety barricades, automated external defibrillator (AED) units and body worn cameras. Safety Director submitted a memorandum on the 2024 Grant Program which highlighted that Munich Re increased their grant amount from \$50,000 to \$60,000. Given the popularity of the grant and that the excess renewal came in under budget, a suggestion was made to use available monies in the 2024 budget to supplement Munich Re’s grant. The Board of Fund Commissioners agreed with a recommendation to authorize up to an additional \$30,000 to supplement Munich Re for a grand total of \$90,000.

Executive Director reported the NJCE will meet again on Thursday, April 25, 2024 at 9:30 AM.

BOILER INSPECTIONS – Executive Director reported that Chubb, the NJCE’s Equipment Breakdown insurer, will be conducting the annual boiler inspections. Executive Director advised that Chubb has a team of 12 Equipment Breakdown Risk Engineers and referred to the account leads that will be contacting the County to schedule the inspections.

Timothy Bebout Senior Equipment Breakdown Risk Engineer 609-955-6777 Timothy.bebout@chubb.com	Matthew Sanchez, AINS Team Lead 914-552-0982 matthew.sanchez@chubb.com
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NJCE ASSESSMENT PAYMENT – Executive Director reported that the Insurance Fund Commission’s first installment NJCE assessment payment in the amount of \$2,353,465.80 is due April 15, 2024.

INSERVCO INSURANCE SERVICES, INC. STEWARDSHIP REPORTS – Executive Director reported that the Mercer County Insurance Fund Commission Stewardship Report as of 12/31/23 will be presented at the April Insurance Fund Commission meeting.

MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK – Executive Director referred to the Financial Fast Track for the month of January enclosed within the agenda. Executive Director reported that as of January 31, 2024 the Commission has a surplus of \$7,755,625. Executive Director advised that line 11 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 January 31, 2024 is \$1,082,740 and advised that the total cash balance is \$14,785,818.

CLAIMS TRACKING REPORTS – Executive Director advised the Claim Tracking reports as of January 31, 2024, 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.

RISK CONTROL SITE VISITS – Mr. Thorpe reported that per the Commission Chair’s request, J.A. Montgomery conducted Risk Control site visits at the Mercer County Correctional Facility on February 28th and the Dempster Fire Training Center on March 14th. Mr. Thorpe said that in addition, J.A. Montgomery forwarded the requested Leadership Academy Program information to the Commission Chair. Mr. Thorpe asked if there were any questions or comments. Chairman Marion said the risk control site visits to the Correctional Facility and the Dempster Center were visits focused on policies & procedures and general administrative items. Chairman Marion advised that he has asked J.A. Montgomery to conduct a more in-depth risk control site visit at the Corrections Facility and provide a report on recommendations on ways to make the facility safer. Chairman Marion said the County will be conducting a structural assessment of the Correctional Facility and would like to have J.A. Montgomery’s recommendations prior to the assessment.

2024 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR – Mr. Thorpe said that as a reminder, the 14th Annual Educational Seminar will be held virtually again this year. Mr. Thorpe noted that once again there will be two sessions, Friday, April 19 and Friday, April 26, 9:00 AM to 12:00 PM. Mr. Thorpe advised that the link to register was e-mailed on March 1st and to contact him if assistance is needed for registering.

2024 MEETING SCHEDULE – Mr. Thorpe advised that the next Commission meeting is scheduled for Monday, April 22, 2024 at 1:30 PM.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Mr. Thorpe advised the March Bill List, Resolution 18-24 was included in the agenda. Mr. Thorpe said a motion was needed to approve the various bills lists.

MOTION TO APPROVE RESOLUTION 18-24: THE MARCH BILL LIST

Moved:	Commissioner Silva
Second:	Chairman Marion
Roll Call Vote:	Unanimous

ATTORNEY: Mr. Adezio reported that he will follow-up on the revised Rules & Regulations action and will provide the County Commissioners with an ordinance to amend the Administrative Code to allow for expansion of the number of Insurance Fund Commissioners from three (3) Commissioners to five (5).

CLAIMS SERVICE: CLAIMS ADMINISTRATOR – Mr. Thorpe advised Resolution 19-24, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copy of the check registers for February 1, 2024 to February 29, 2024.

MOTION TO APPROVE RESOLUTION 19-24 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER

Moved: Commissioner Silva
Second: Chairman Marion
Roll Call Vote: Unanimous

MANAGED CARE: Mr. Liggett advised he would review First MCO’s report, which was included in the agenda for the month of February. Mr. Liggett provided the below information:

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	Net Savings	PPO %
Feb-24	\$ 164,626	\$ 58,869	\$ 105,757	64%	80	71	\$ 84,606	89%

With no questions, Mr. Liggett concluded his report.

RISK/LOSS CONTROL SERVICES: Mr. Callahan referred to the Safety Director’s report for December through February enclosed within the agenda, which included all risk control and safety activities. Mr. Callahan reported that in addition to the risk control site visits at the Mercer County Correctional Facility and the Dempster Fire Training Center, he did a follow-up accident investigation in Trenton on March 15th and a loss control survey was at the Mercer County Park Department. Mr. Callahan then referred to the listing of all training opportunities that are scheduled, including the upcoming Safety Expos. Mr. Callahan asked if there were any questions and/or comments. Mr. Adezio asked if the Ropes Course/Zip Line at the Mercer County Park was in good condition. Mr. Callahan said the structure is sound but noted that an outside company to operate the course has not been hired as discussed during the loss control visit in 2023.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: Executive Director said the Underwriting Manager was present in the meeting and asked him to provide an update regarding property coverage for the Mercer County Airport. Mr. Cooney reported that he and his team are out to market for the airport property insurance program. Mr. Cooney said the property insurance program will include coverage for the EMAS blocks. Mr. Cooney reported that he and his team are working on the Hull policy renewal.

PUBLIC COMMENT: None

CLOSED SESSION: Chairman Marion requested a motion to approve Resolution 20-24 authorizing a Closed Session to discuss PARs and SARs.

MOTION TO APPROVE RESOLUTION 20-24 FOR EXECUTIVE SESSION

Moved: Commissioner Silva
Second: Chairman Marion
Vote: Unanimous

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

Moved:	Commissioner Silva
Second:	Chairman Marion
Roll Call Vote:	Unanimous

MOTION TO ADJOURN:

Moved:	Commissioner Silva
Second:	Chairman Marion
Vote:	Unanimous

MEETING ADJOURNED: 11:18 AM

Minutes prepared by:

Jason Thorpe, Assisting Secretary