

**MERCER COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – February 24, 2025  
Mercer County  
McDade Administration Building  
640 South Broad Street  
Trenton, NJ 08650-0068  
1:30 PM**

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
Ana Montero	Present
Alejandra M. Silva	Present
Isamar Maldonado	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Service	Inservco Insurance Services, Inc. <b>Nancy Fowlkes</b>
	PERMA <b>Kerin Drumheiser</b>
Managed Care Services	First MCO <b>Nicole Hydock</b>
NJCE Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney - <i>Absent</i></b>
Risk Management Consultant	Acrisure <b>Amy Pieroni</b>
Treasurer	<b>Nicola Trasente - <i>Absent</i></b>
Attorney	<b>Paul Adezio, Esq.</b>
Safety Director	J.A. Montgomery Consulting <b>Liam Callahan - <i>Absent</i></b>

**ALSO PRESENT:**

Jason Thorpe, PERMA Risk Management Services  
Edwin Cruz, Mercer County  
Susan Schaefer, Susan Schaefer, LLC  
Ana-Eliza Bauersachs, Esq., Capehart Scatchard  
Paul Shives, J.A. Montgomery  
Brian Maitland, J.A. Montgomery  
Natilie Dougherty, J.A. Montgomery  
Amy Zeiders, Inservco  
Kelly Guerriero, Inservco  
Patti Fahy, Acrisure

**APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF JANUARY 27, 2025**

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF JANUARY 27, 2025**

Moved: Commissioner Silva  
Second: Commissioner Maldonado  
Vote: Unanimous

**CORRESPONDENCE:** None.

**SAFETY COMMITTEE:** Mr. Shives reported that the Safety and Accident Review Committee met prior to the start of the Insurance Commission meeting. Mr. Shives advised that a variety of topics were discussed including 12 claims; 6 of which were deemed to be preventable and 6 were deemed non-preventable. With no questions, Mr. Shives concluded his report.

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

**2025 PROPERTY & CASUALTY BUDGET** – Executive Director reported that at the December 16<sup>th</sup> Insurance Commission meeting the 2025 Property & Casualty Budget was introduced. Executive Director noted that the Commissioners chose to approve a temporary budget for January and February and have the public hearing and budget adoption at the February meeting. Executive Director advised that in accordance with the regulations, the budget was advertised in the Commission’s official newspapers and the Public Hearing for the budget will be held at this meeting. Executive Director referred to the proposed 2025 Property and Casualty Budget options enclosed within the agenda packet. Executive Director noted that the overall budget has decreased since introduction due to the NJCE adopting a lower budget than was previously anticipated. Executive Director advised that there were two budget options for consideration. Executive Director reported that Budget Option 1 is in the amount of \$8,354,415, an increase 1.08%. Executive Director noted that option 1 reflects a dividend of \$500,000. Executive Director reported that Budget Option 2 is in the amount of \$8,264,984 and has a 0% increase. Executive Director noted that option 2 reflects a dividend of \$589,431. Executive Director then referred to the proposed assessments for each option and advised that the Commissioners need to decide on budget option for adoption. Chairman Marion asked for a motion to open the public hearing.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2025 PROPERTY & CASUALTY BUDGET**

Moved: Commissioner Silva  
Second: Commissioner Maldonado  
Vote: Unanimous

Chairman Marion reported that he and the Commission Treasurer met with the Executive Director multiple times to discuss various 2025 budget options. Chairman Marion advised that he and the Commission Treasurer are recommending approving Budget Option 2. Chairman Marion then referred to corresponding assessments for Budget Option 2 and asked if there were any questions and/or comments. Hearing none, Chairman Marion asked for a motion to close the public hearing.

**MOTION TO CLOSE THE PUBLIC HEARING**

Moved: Commissioner Silva  
Second: Commissioner Maldonado  
Vote: Unanimous

**MOTION TO ADOPT THE PROPERTY & CASUALTY BUDGET OPTION 2 FOR MERCER COUNTY INSURANCE FUND COMMISSION FOR THE 2025 YEAR AND CERTIFY THE 2025 ASSESSMENTS**

Moved: Commissioner Silva  
Second: Commissioner Maldonado  
Roll Call Vote: Unanimous

Chairman Marion thanked the Executive Director and his team for all their work in preparing the various budget options.

**MCIFC DIVIDEND** – Executive Director reported that the Commission Chairman and Treasurer are recommending that a dividend be applied to the overall 2025 Property & Casualty Budget. Executive Director then referred to Resolution 16-25 reflecting a dividend amount for Budget Option 2.

**MOTION TO ADOPT RESOLUTION NO. 16-25 AUTHORIZING A TOTAL RETURN DIVIDEND OF \$589,431 AND APPLY IT TO THE 2025 PROPERTY & CASUALTY BUDGET.**

Moved: Commissioner Silva  
Second: Commissioner Maldonado  
Roll Call Vote: Unanimous

**AMENDED RESOLUTION NO. 6-25** – Executive Director referred to the amended Resolution 6-25 Designating the Authorized Signatures for the Mercer County Insurance Fund Commission Bank Account. Executive Director reported that at the direction of the Commission Chairman, Vice-Chair Montero and Commissioner Maldonado are being added to the authorized signatory list.

**MOTION TO ADOPT THE AMENDED RESOLUTION NO. 6-25 DESIGNATING THE AUTHORIZED SIGNATURES FOR THE MERCER COUNTY INSURANCE FUND COMMISSION BANK ACCOUNT**

Moved: Commissioner Silva  
Second: Commissioner Maldonado  
Vote: Unanimous

**2025 PLAN OF RISK MANAGEMENT** – Executive Director referred to the Plan of Risk Management enclosed within the agenda. Executive Director advised 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 further advised that the changes for the 2025 fund year are highlighted in yellow.

**MOTION TO APPROVE RESOLUTION NO. 17-25, PLAN OF RISK MANAGEMENT**

Moved: Commissioner Silva  
Second: Commissioner Maldonado  
Roll Call Vote: Unanimous

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND** – Executive Director reported that the NJCE met on January 31, 2025, and Vanguard was appointed as Property Claims Administrator and will be adjusting Property claims from first dollar for all NJCE members. Executive Director advised that Vanguard would take over all new and existing NJCE claims including subrogation. Executive Director noted that the updated reporting requirements with Vanguard’s claim reporting information would be shared with all the TPAs shortly. Executive Director reported that the NJCE is scheduled to meet again on February 27<sup>th</sup> at 9:30. a.m. virtually to conduct the 2025 Reorganization.

**NJCE JIF – 2025 RENEWAL WEBINAR** – Executive Director reported that he and the Underwriting Manager of the New Jersey Counties Excess JIF conducted the 2025 Renewal Overview Webinar on February 24<sup>th</sup> at 10:00 a.m. Executive Director advised that the NJCE Underwriting Manager detailed the successes of the marketing of the NJCE program and coverage changes to be aware of for 2025.

**2025 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES** – Executive Director reported that the NJCE renewal policies will be available electronically through the Conner Strong & Buckelew OneDrive Program for authorized users and noted the Limit Schematics are also posted to the site. Executive Director advised that if anyone has any difficulty in accessing the website, they should contact the Fund Office.

**2025 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR** – Executive Director reported that the 15<sup>th</sup> Annual MEL/MRHIF/NJCE Seminar will be conducted virtually again on 2 half-day sessions: April 25<sup>th</sup> and May 2<sup>nd</sup> from 9 a.m. to Noon. Executive Director noted that there is no fee for employees, insurance producers as well as personnel who work for service companies associated with the Municipal Excess Liability Joint Insurance Fund (MELJIF), Municipal Reinsurance Health Insurance Fund (MRHIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF). Executive Director referred to a copy of the Power of Collaboration advertisement associated with the seminar and asked if there were any questions. Commissioner Silva asked if SHRM credits can be added to the list of credits being offered. Executive Director said that the fund office will see if it is possible to add the credits.

**MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK** – Executive Director referred to the Financial Fast Track for the month of November enclosed within the agenda. Executive Director reported that as of November 30, 2024 the Commission has a surplus of \$6,799,400. 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 November 30, 2024 is \$944,724 and advised that the total cash balance is \$15,460,640.

**NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK** – Executive Director referred to the NJCE Financial Fast Track for the month of November. Executive Director reported that as of November 30, 2024 the NJCE has a surplus of \$9,491,565. 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 \$34,165,619.

**CLAIMS TRACKING REPORTS** – Executive Director advised the Claim Tracking reports as of November 30, 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, one of which was an action item.

**CERTIFICATE OF INSURANCE REPORT** – Mr. Thorpe referred to the certificate of insurance report from the NJCE which lists those certificates issued in the month of January. Mr. Thorpe reported that there were (3) three certificates of insurance issued during the month.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

Moved:	Commissioner Silva
Second:	Commissioner Maldonado
Vote:	Unanimous

Vice-Chair Montero said that the Police Academy is going to conduct training at a County owned facility and asked if a certificate of insurance is required. Ms. Pieroni advised that she would review the details to determine whether a certificate of insurance is needed.

**PROPERTY APPRAISALS** – Mr. Thorpe reported that the County re-issued the RFP for Property Appraisals on January 30<sup>th</sup> with a return date deadline of February 20<sup>th</sup>. Commissioner Maldonado advised that the deadline was moved to February 28<sup>th</sup> as clarification questions on the RFP were received from potential vendors.

**2025 MEETING SCHEDULE** – Mr. Thorpe advised that the next Commission meeting is scheduled for Monday, March 24, 2025 at 1:30 PM.

With no questions, Mr. Thorpe concluded his report.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Chairman Marion advised the February Bill List; Resolution 18-25 were included in the agenda. Chairman Marion said a motion was needed to approve the bills list.

**MOTION TO APPROVE RESOLUTION 18-25: THE FEBRUARY BILL LIST**

Moved:	Commissioner Silva
Second:	Commissioner Maldonado
Roll Call Vote:	Unanimous

**ATTORNEY:** Mr. Adezio reported that he received an OPRA request regarding E&O policies that has been forwarded to the Executive Director's office. Executive Director said he will follow up with the staff responsible for handling OPRA requests. Mr. Adezio also reported that he contacted the Risk Management Consultant regarding insurance policies that pre-date the Insurance Commission. Ms. Pieroni advised that Mercer County was once a member of what is now the Mid-Jersey JIF. Ms. Pieroni said she would contact the Executive Director of the Mid-Jersey to request the older policies.

**CLAIMS SERVICE: CLAIMS ADMINISTRATOR** – Mr. Thorpe advised Resolution 19-25, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copy of the check register for January 1, 2025 to January 31, 2025.

**MOTION TO APPROVE RESOLUTION 19-25 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

Moved: Commissioner Silva  
 Second: Commissioner Maldonado  
 Roll Call Vote: Unanimous

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

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	Net Savings	PPO %
Jan-25	\$ 299,673	\$ 74,480	\$ 225,192	75%	97	94	\$ 180,154	97%

With no questions, Ms. Hydock concluded her report.

**RISK/LOSS CONTROL SERVICES:** Mr. Maitland began by reintroducing himself and said that he would be covering for Mr. Callahan while he is on leave. Mr. Maitland then introduced Ms. Dougherty from the Loss Control team that services the Insurance Commission. Mr. Maitland referred to the Safety Director’s report for January and February enclosed within the agenda, which included all risk control and safety activities. Mr. Maitland then referred to the number of county employees trained during 2023 and 2024 as well as the listing of all training opportunities that are scheduled through the end of April 2025. Mr. Maitland asked if there were any questions and/or comments. Commissioner Silva said she used to receive the training schedule via email but no longer does. Ms. Dougherty advised that the process changed, and the schedule is now posted on the NJCE website in order to capture any changes and updates to the schedule in real time. Commissioner then referred to the Law Enforcement: Violence Prevention and Risk Considerations for Law Enforcement Officers when Interacting with Mental Health Consumers training course listed and asked if there was a similar course for corrections officers interacting with inmates. Mr. Shives said that there is not currently a training of that nature but noted he will speak with the Law Enforcement team regarding creating a similar course. Vice-Chair Montero commented that the number of employees trained in 2024 was great and asked if there was a way to identify what departments the various trainees were from. Mr. Shives said he will provide a pie-chart of the employees trained broken down by department.

Correspondence Made Part of Minutes.

**RISK MANAGEMENT CONSULTANT:** Ms. Pieroni reported that her team continues to work with the Commissioners on various initiatives.

**OLD BUSINESS: None**

**NEW BUSINESS: None**

**PUBLIC COMMENT: None**

**CLOSED SESSION:** Executive Director requested a motion to approve Resolution 20-25 authorizing a Closed Session to discuss PARs and SARs.

**MOTION TO APPROVE RESOLUTION 20-25 FOR EXECUTIVE SESSION**

Moved: Commissioner Silva  
 Second: Commissioner Maldonado  
 Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Moved: Commissioner Silva  
 Second: Commissioner Maldonado  
 Vote: Unanimous

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

Moved:	Commissioner Silva
Second:	Commissioner Maldonado
Roll Call Vote:	Unanimous

**MOTION TO ADJOURN:**

Moved:	Commissioner Silva
Second:	Commissioner Maldonado
Vote:	Unanimous

**MEETING ADJOURNED: 2:29 PM**

Minutes prepared by:

Jason Thorpe, Assisting Secretary