

**MERCER COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – December 22, 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	Absent
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 - <i>Absent</i></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</b>

**ALSO PRESENT:**

Jason Thorpe, PERMA Risk Management Services  
Amy Zeiders, Inservco  
Steve Daveggia, Inservco  
Kelly Guerriero, Inservco  
Cindy Villagran, Acrisure  
Patti Fahy, Acrisure  
Paul Shives, J.A. Montgomery  
Ana-Eliza Bauersachs, Esq., Capehart Scatchard  
Susan Schaefer, Susan Schaefer, LLC

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

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

Moved: Vice-Chair Montero  
Second: Commissioner Maldonado  
Vote: Unanimous

**CORRESPONDENCE:** None.

**SAFETY COMMITTEE:** Mr. Callahan reported that the Safety and Accident Review Committee met prior to the start of the Insurance Commission meeting. Mr. Callahan advised that a variety of topics were discussed including 24 claims; 12 of which were deemed to be preventable and 12 were deemed non-preventable. Mr. Callahan asked if there were any questions. Mr. Adezio asked if anyone from the legal department attends the Safety Committee meetings. Mr. Callahan advised that no one from the legal department attends the meetings currently and noted that he will send Mr. Adezio the Safety Committee meeting schedule. With no further questions, Mr. Callahan concluded his report.

**PERMA CLAIMS:** Ms. Drumheiser referred to the mandatory year-end claims’ memo enclosed within the agenda. Ms. Drumheiser asked that any claims for the ancillary coverages be reported by December 31<sup>st</sup>. Ms. Drumheiser advised that failure to report the claims by the deadline can result in denial of coverage by the insurance carrier. With no questions, Ms. Drumheiser concluded her report.

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

**2026 PROPERTY AND CASUALTY BUDGET INTRODUCTION & DIVIDEND** – Executive Director referred to the proposed 2026 Property and Casualty Budget enclosed within the agenda. Executive Director advised that the introductory budget represents an overall increase of 2.83%. Executive Director noted that the proposed budget was previously sent to the Commission Chair and Treasurer for review. Executive Director then referred to the proposed assessments also enclosed within the agenda packet. Executive Director noted that the annual assessment will be billed in three installments and will be payable as follows: 40% due on 3/15/26, 30% due on 5/15/26 and 30% on 10/15/26. Executive Director advised that the Insurance Commission approved a temporary budget for Fund Year 2025. Executive Director said if the Insurance Commission wishes to adopt a temporary budget for Fund Year 2026, the fund office has prepared Resolution 43-25 approving a temporary budget in the amount of \$1,536,508 which represents 2/12 of the proposed 2026 Property & Casualty Budget, \$9,219,050. Following a brief discussion, Chairman Marion recommended approving the temporary budget.

**MOTION TO APPROVE RESOLUTION 43-25 ADOPTING A TEMPORARY 2026 PROPERTY AND CASUALTY BUDGET IN THE AMOUNT OF \$1,536,508 EQUAL TO 2/12 OF THE 2026 PROPERTY & CASUALTY BUDGET IN THE AMOUNT OF \$9,219,050.**

Moved: Vice-Chair Montero  
Second: Commissioner Maldonado  
Roll Call Vote: Unanimous

**MCIFC DIVIDEND** – Executive Director reported that there are dividends options of \$250,000, \$500,000, and \$750,000 available to the Insurance Commission from Fund Years 2017 and 2018. Executive Director advised that he will meet with the Commission Chair and Treasurer to review the dividend options in advance of budget adoption.

**EMPLOYEE DISHONESTY COVERAGE RENEWAL** – Executive Director reported that the Employee Dishonesty Coverage policy with Selective Insurance Company renews on January 1, 2026. The policy covers the positions of Executive Director, Third Party Administrator and Treasurer and noted that the annual premium is \$1,447 which was the expiring premium. Executive Director advised that the limit per loss is \$1,000,000 with a \$10,000 deductible and that the cost for this coverage will be paid out of the miscellaneous and contingency budget line.

**MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE DISHONESTY COVERAGE IN THE AMOUNT OF \$1,447**

Moved: Vice-Chair Montero  
Second: Commissioner Maldonado  
Vote: Unanimous

**CERTIFICATE OF INSURANCE REPORT** – Mr. Thorpe referred to the Included in the agenda is the certificate of insurance report from the NJCE which lists those certificates issued for the months of October and November enclosed within the agenda. Mr. Thorpe noted that there were (2) two certificates of insurance issued during the month of October and (2) two certificates issued during the month of November.

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

Moved: Vice-Chair Montero  
Second: Commissioner Maldonado  
Vote: Unanimous

**MCIFC Membership Renewal** – The Fund Office has received the membership renewal documents for Mercer County Improvement Authority’s membership in the Mercer County Insurance Fund Commission. Mercer County adopted Resolution 2025-1040, renewing its membership in the Mercer County Insurance Fund Commission, during the November 24, 2025 Board of Commissioners meeting. We await the membership renewal documents from the County.

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND** – Executive Director reported that the NJCE met on October 23<sup>rd</sup> and referred to a written summary report enclosed within the agenda. Executive Director reported the also met on November 21<sup>st</sup> and referred to a written summary report enclosed within the agenda. Executive Director advised that during the November meeting the NJCE introduced the proposed 2026 budget in the amount of \$44,864,236.

Executive Director noted that the proposed budget represents an increase of \$1,446,410 or 3.33% over the 2025 Assessed Budget. Executive Director added that the NJCE also approved a dividend of \$500,000 to be applied to the 2026 Budget: subject to State approval. Executive Director advised that the Public Hearing and adoption of the 2026 Budget is scheduled for Tuesday, January 6, 2026 at 10:30 a.m. via Zoom.

**MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK** – Executive Director referred to the Financial Fast Track for the month of August enclosed within the agenda. Executive Director reported that as of August 31, 2025 the Commission has a surplus of \$6,441,595. 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 August 31, 2025 is \$1,609,632 and advised that the total cash balance is \$12,367,194.

**NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK** – Executive Director referred to the NJCE Financial Fast Track for the month of August. Executive Director reported that as of August 31, 2025 the Commission has a surplus of \$16,420,362. 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 \$45,102,344.

**CLAIMS TRACKING REPORTS** – Executive Director advised the Claim Tracking reports as of August 31, 2025 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.

**INFORMATIONAL ITEMS:** Mr. Thorpe advised that he had two informational items.

**PROPERTY APPRAISALS** – Mr. Thorpe reported that at the property appraisals have been completed, and the final report has been submitted to the County. Mr. Thorpe advised that the fund office will work with the RMC to have the appraisals uploaded in Origami and run a comparison of the new values vs. prior values.

**2026 PROPOSED MEETING SCHEDULE** – Mr. Thorpe referred to the proposed meeting dates for 2026 enclosed within the agenda packet. Mr. Thorpe noted that the start time of the 2026 meetings will be 1:30 PM. Mr. Thorpe advised that the 2026 MCIFC Reorganization meeting is scheduled for January 26, 2026. Mr. Thorpe further advised that if the dates are acceptable, a resolution will be prepared for approval with the Reorganization Resolutions in January. The Commissioners indicated that the proposed dates were acceptable.

With no questions, Mr. Thorpe concluded his report.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Chairman Marion advised the November and December Bill Lists; Resolution 44-25 and Resolution 45-25 were included in the agenda. Chairman Marion said a motion was needed to approve the bills lists.

**MOTION TO APPROVE RESOLUTION 44-25 AND RESOLUTION 45-25; THE NOVEMBER AND DECEMBER BILL LISTS**

Moved:	Vice-Chair Montero
Second:	Commissioner Maldonado
Roll Call Vote:	Unanimous

**ATTORNEY:** Mr. Adezio, Esq. reported that he will be meeting with the Inservco representatives following the meeting to discuss billing issues for outside counsel.

**CLAIMS SERVICE:** Mr. Thorpe advised Resolution 46-25, Disclosure of Liability Claims Check Registers, was included in the agenda along with a copy of the check registers for October 1, 2025 to October 31, 2025 and November 1, 2025 to November 30, 2025.

**MOTION TO APPROVE RESOLUTION 46-25 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

Moved: Vice-Chair Montero  
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 November. 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 %
Nov-25	\$ 183,420	\$ 51,870	\$ 131,550	72%	97	92	\$ 105,240	95%

With no questions, Ms. Hydock concluded her report.

**RISK/LOSS CONTROL SERVICES:** Mr. Callahan referred to the Safety Director’s report enclosed within the agenda, which included the listing of loss control visits, meetings attended, and upcoming scheduled meetings. Mr. Callahan then referred to the list of recent bulletins that have been issued as well as the upcoming training schedule. Mr. Callahan asked if there were any questions. Vice-Chair Montero asked how she can obtain enrollment information as she would like to know which employees attended the recent safety training classes for the County Corrections. Vice-Chair Montero said she would also like to know which employees participated in the Leadership Academy. Mr. Callahan advised that Ms. Dougherty from the J.A. Montgomery team will provide the requested information. Mr. Callahan added that he will forward the instructions on how to access the training records. With no further questions, Mr. Callahan concluded his report.

Correspondence Made Part of Minutes.

**RISK MANAGEMENT CONSULTANT:** Ms. Pieroni reported that the Risk Management Consultant (RMC) team continues to work with the County on various workers’ compensation initiatives. Ms. Pieroni reported that the RMC team has also been working with Mr. Montero on managing Property & Casualty claims. Ms. Pieroni reported that the RMC team has received the Certificate of Insurance bundle and distribution will begin in the upcoming weeks. Ms. Pieroni also reported that the RMC team is assisting in the interview process for an in-house Risk Manager for the County. Lastly, Ms. Pieroni advised that she received the renewal for the Airport Liability Policy from Chubb and the renewal is flat. Ms. Pieroni asked if there were any questions. Mr. Adezio, Esq. asked if there was a status update on the Youth House claims. Ms. Pieroni advised she had done what she could with the information that she has. Ms. Pieroni suggested that the County secure an archivist to attempt to locate coverage information and policies that she could not. Ms. Pieroni added that she has recommendations through MEL/NJCE for potential vendors. Ms. Pieroni further added that she placed the prior carrier (Mid-Jersey JIF) on notice but noted that she has not received an acknowledgement letter in response. Mr. Adezio asked Ms. Pieroni to follow up with the prior carrier.

**OLD BUSINESS:** Chairman Marion reported that the County has named Mr. Tim Friel as Acting Warden for the Corrections Center. Chairman Marion added that Mr. Friel was previously a Captain at the Corrections Center and he has established a new team. Chairman Marion asked for an updated large loss analysis report for corrections claims to share with the new team.

**NEW BUSINESS:** Ms. Zeiders introduced Mr. Daveggia and advised that he is Inservco's new Technical Claim Specialist.

**PUBLIC COMMENT:** None

**CLOSED SESSION:** Chairman Marion requested a motion to approve Resolution 47-25 authorizing a Closed Session to discuss PARs and SARs.

**MOTION TO APPROVE RESOLUTION 47-25 FOR EXECUTIVE SESSION**

Moved:	Vice-Chair Montero
Second:	Commissioner Maldonado
Vote:	Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Moved:	Vice-Chair Montero
Second:	Commissioner Maldonado
Vote:	Unanimous

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

Moved:	Vice-Chair Montero
Second:	Vice-Chair Montero
Roll Call Vote:	Unanimous

**MOTION TO ADJOURN:**

Moved:	Vice-Chair Montero
Second:	Commissioner Maldonado
Vote:	Unanimous

**CLOSING COMMENTS:** Chairman Marion thanked the Fund Professionals for all of their work throughout the year and wished everyone happy holidays.

**MEETING ADJOURNED: 2:32 PM**

Minutes prepared by:  
Jason Thorpe, Assisting Secretary