

**MERCER COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – March 26, 2018  
Mercer County  
McDade Administration Building  
640 South Broad Street  
Trenton, NJ 08650-0068  
10:30 AM**

Meeting was called to order by Chairman Mair. Ms. Dodd read the Open Public Meetings notice into record.

**ROLL CALL OF COMMISSIONERS:**

Andrew A. Mair	Present
K. Megan Clark Hughes	Present
Raissa Walker	Absent
Lillian Nazzaro ( <i>Alternate</i> )	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Service	Inservco Insurance Services, Inc. <b>Nancy Fowlkes</b> <b>Amy Zeiders</b> <b>Keith Platt</b>
	Conner Strong & Buckelew <b>Michael Cusack</b>
Managed Care Services	First MCO <b>Jessica Alters</b>
NJCE Underwriting Manager	Conner Strong & Buckelew
Risk Management Consultant	Borden Perlman Salisbury & Kelly <b>Megan Sweigart</b>
Attorney	<b>Paul Adezio, Esq.</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>

**ALSO PRESENT:**

Ana-Eliza T. Bauersachs, Esq., Capehart Scatchard, PA  
Jackie Tolbert, Mercer County Improvement Authority  
Susan Schaefer, Susan Schaefer, LLC  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF FEBRUARY 26, 2018**

**MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF FEBRUARY 26, 2018**

Moved: Chairman Mair  
Second: Commissioner Hughes  
Vote: 2 Yes, 1 Abstained

**CORRESPONDENCE: None**

**SAFETY COMMITTEE REPORTS:** Mr. Prince reported the Safety Committee last met on February 21, 2018 and the meeting of March 21, 2018 was cancelled due to the Nor'easter. Mr. Prince noted the next Safety Committee Meeting was scheduled for April 18<sup>th</sup>. Mr. Prince advised that concluded his report unless there were any questions.

**CLAIMS COMMITTEE:** Mr. Cusack advised the Claims Committee met prior to the Executive Meeting and discussed a few worker compensation claims that would be presented during closed session. Mr. Cusack reported there were a few other matters for discussion during closed session.

**EXECUTIVE DIRECTOR REPORT:** Executive Director reported there was one action item for his report along with some informational items.

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:** Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of February was in the agenda. Executive Director advised there were 4 certificate of insurances issued during the month.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT FOR THE MONTH OF FEBRUARY**

Moved: Commissioner Hughes  
Second: Commissioner Nazzaro  
Vote: 3 Yes, 0 Naves

**NJ EXCESS COUNTIES INSURANCE FUND (NJCE):** Executive Director advised the NJCE held their Reorganization Meeting on February 22, 2018 and a written summary of the meeting was included in the agenda. Executive Director reported Ross Angillela of Camden County would continue as the Chairman and Jack Kelly of Ocean County as the Secretary. Executive Director advised Burlington, Atlantic and Cumberland Counties all renewed their membership in the NJCE for another 3 years. Salem County did not renew their membership, however Conner Strong &

Buckelew was now the insurance broker and he was hopeful in the near future they would join the NJCE again. Executive Director reported the NJCE was in negotiations with Monmouth County. Executive Director advised the Board of Fund Commissioners authorized the Executive Director to draft and release a Request for Qualifications for an online Risk Management Information System. Executive Director explained this would be a two-step process the first being the underwriting data collection followed by claims data. Executive Director noted the NJCE was scheduled to meet again on April 26, 2018.

**PAYROLL AUDITS:** Executive Director reported Bowman & Company planned to reach out to the Counties to request each member's 2017 workers' compensation information. Executive Director advised this audit would assist in calculating each member's 2019 workers' compensation insurance assessment.

**MCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director advised the January Financial Fast Track was included in the agenda. The Commission had a surplus of \$7,661,482 as of January 31, 2018. Executive Director also referred to line 10 of the report, "Investment in Joint Venture" and indicated \$765,390 of the surplus was the MCIFC's share of the CELJIF equity.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the January Financial Fast Track was included in the agenda. As of January 31, 2018 the Fund had a surplus of \$10,485,901 and the cash balance was \$16,820,962. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

**CLAIMS TRACKING REPORTS:** Executive Director advised the Claims Tracking Reports for the month of February were included in the agenda. Executive Director reported he reviewed the Claim Activity Report and noted there were no anomalies. Executive Director referred to the Claims Management Report Expected Loss Ratio Analysis which were included in the agenda. Executive Director advised all of the Fund Years were favorable and matched up with the Financial Fast Tracks. Executive Director reviewed the actuary projections compared to the actual amounts for all Fund Years. Executive Director asked if anyone had any questions on the claim monitoring reports. In response to Chairman Mair's inquiry, Executive Director advised there was an adjustment in the loss funds for 2018 and he planned to evaluate the loss funds again for the 2019 budget.

**2018 LIMIT SCHEMATICS:** Executive Director advised a copy of the 2018 Limit Schematics were included in the Appendix II section of the agenda. In response to Executive Director's inquiry, Ms. Dodd responded Conner Strong & Buckelew was using a new website this year. Ms. Dodd advised Egnyte was replacing the FTP site and authorized users should receive an e-mail invitation with login instructions on how to access Egnyte. Ms. Dodd noted if anyone had any difficulties with the Egnyte they should contact her.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Chairman Mair advised the Treasurer was not present. Chairman Mair advised the March Bill List, Resolution 19-18 was included in the agenda.

**MOTION TO APPROVE RESOLUTION 19-18, MARCH BILL LIST IN THE AMOUNT OF \$46,220.46**

Moved: Chairman Mair  
Second: Commissioner Hughes  
Vote: 3 Yes, 0 Nays

Executive Director advised the monthly Treasurer Reports were included in the agenda.

**ATTORNEY:** Mr. Adezio advised he did not have anything to report at this time.

**CLAIMS SERVICE:** Ms. Fowlkes reported she would present the PARS during closed session. Ms. Fowlkes advised Resolution 20-18, Disclosure of Liability Claims Check Register, was included in the agenda along with a copy of the check register for February 1, 2018 to February 28, 2018.

**MOTION TO APPROVE RESOLUTION 20-18 AUTHORIZING DISCLOSURE OF LIABILITY CLAIMS CHECK REGISTER**

Moved: Chairman Mair  
Second: Commissioner Hughes  
Vote: 3 Yes, 0 Nays

**MANAGED CARE:** Ms. Alters advised she would review her report which was included in the agenda. Ms. Alters reported bills were received in the amount of \$82,710 for the month of February. First MCO repriced the bills to \$38,185 for a total savings of \$44,525 or 54%. Ms. Alters noted the PPO Penetration was 80%. Ms. Alters advised that concluded her report unless there were any questions.

**CEL SAFETY DIRECTOR:** Mr. Prince reviewed the February – March Risk Control Activity Report which was included in the agenda. Mr. Prince advised the agenda also included a Safety Bulletin on “Comprehensive Playground Inspection Programs”. Mr. Prince reported the bulletin was shared with the Park Departments as it included a checklist for deficiencies. Mr. Prince also reviewed his letter regarding the BRIT Safety Grant Program which was included in the agenda. Mr. Prince stated Counties in the NJCE Program can receive reimbursement up to 50% of the cost of a safety item or service. Mr. Prince advised the grant available to all nine members was increased to \$45,000 and the NJCE Board of Fund Commissioners agreed with a suggestion to split the total funding into nine grants of \$5,000 each. Mr. Prince noted the un-used funds would be allocated proportionately at year-end to those members that were approved for funding. In response to Executive Director’s inquiry, Mr. Prince advised some of the Counties purchased body worn cameras as an initiative in their law enforcement community including the Corrections Department, American National Standards Institute compliant vests for DPW’s and protective equipment. Mr. Prince advised he would reach out to the Warden to discuss the body worn cameras. Mr. Prince advised that concluded his report unless anyone had any questions.

**RISK MANAGER CONSULTANT:** Ms. Sweigart advised she did not have anything to report at this time.

Correspondence Made Part of Minutes.

**OLD BUSINESS: None**

**NEW BUSINESS:** Chairman Mair reported since last November he was handling the various harassment complaints in his office, some personally and some hired out to sub-contractors. Chairman Mair advised recently the claims were reported to Conner Strong & Buckelew to submit to the insurance companies. In response the companies have requested additional information which has created more detailed work. Mr. Cusack advised Conner Strong & Buckelew was in the process of working with Chubb to issue an endorsement to allow bordereau reporting. Mr. Cusack noted the Underwriting Manager was hopeful he would have an answer shortly on the bordereau reporting. Mr. Cusack noted AIG was able to draft one set of questions instead of various questions from different adjusters.

**PUBLIC COMMENT:**

**MOTION TO OPEN THE MEETING TO THE PUBLIC**

Moved:	Chairman Mair
Second:	Commissioner Hughes
Vote:	3 Yes, 0 Nays

Seeing no members of the public wishing to speak Chairman Mair asked for a motion to close the public comment portion of the meeting.

**MOTION TO CLOSE MEETING TO THE PUBLIC**

Moved:	Chairman Mair
Second:	Commissioner Hughes
Vote:	3 Yes, 0 Nays

**CLOSED SESSION:** Chairman Mair read and requested a motion to approve Resolution 21-18 authorizing a Closed Session to discuss PARS.

**MOTION TO APPROVE RESOLUTION 21-18 FOR EXECUTIVE SESSION**

Moved:	Chairman Mair
Second:	Commissioner Hughes
Vote:	3 Yes, 0 Nays

**MOTION TO RETURN TO OPEN SESSION**

Moved:	Chairman Mair
Second:	Commissioner Hughes
Vote:	3 Yes, 0 Nays

**MOTION TO AUTHORIZE PAYMENT AUTHORITY REQUESTS DISCUSSED IN CLOSED SESSION**

Moved: Chairman Mair  
Second: Commissioner Hughes  
Vote: 3 Yes, 0 Nays

**MOTION TO ADJOURN:**

Moved: Chairman Mair  
Second: Commissioner Hughes  
Vote: 3 Yes, 0 Nays

**MEETING ADJOURNED: 11:14 AM**

Minutes prepared by:  
Cathy Dodd, Assisting Secretary