

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, June 23, 2016
2 S. Broad Street, Conference Room B
Woodbury, NJ 9:30 AM**

Meeting called to order by Michael Burke, Vice Chairman. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Gerald White, Chairman	Present (<i>arrived at 9:33 AM</i>)
Michael Burke, Vice Chairman	Present
Tamarisk Jones	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Veronica George Ashley Nelms Keith Platt Matthew Baron
	Consolidated Services Group, Inc. Jennifer Goldstein
	Conner Strong & Buckelew Michelle Leighton
CEL Underwriting Manager	Conner Strong & Buckelew Ed Cooney Alex Deluccia
Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino Jenna Quattrone
Attorney	Long Marmero & Associates Doug Long, Esq.
Treasurer	Tracey Giordano
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Leigh Bary, Gloucester County
Dean Sizemore, Gloucester County
Matt Lyons, Esq., Gloucester County
Julie DeChristy, Consolidated Services Group, Inc.
Linda Galella, Esq. Parker & McCay
Prudence Higbee, Esq., Capehart & Scatchard
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of April 21, 2016 and May 26, 2016

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF APRIL 21, 2016 AND MAY 26, 2016

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Ms. Bary reported the Safety Committee met on June 7th and discussed adding additional medical providers to the list. Ms. Bary advised currently there were two medical providers and she was setting up meetings to discuss other options with the member entities. Ms. Bary indicated she would meet with Inspira Urgent Care who had five locations in the area. Ms. Bary also advised the Committee discussed amending the Z form to state that if no medical treatment was needed only one page of the document needed to be completed. Ms. Bary reported the Committee discussed three claims that were preventable and letters were being sent to the Public Works, Utility Authority and Improvement Authority. Ms. Bary noted the next meeting was scheduled for September 13, 2016 which was changed from the 6th due to the holiday. Ms. Bary asked if anyone had any questions and concluded her report.

CLAIMS COMMITTEE: Ms. Dodd advised the Claims Committee met on June 14th to discuss the PARS that would be presented during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had one action item for his report.

COMMISSION ATTORNEY RESOLUTION: Executive Director referred to a copy of Resolution 39-16, Appointing Long Marmero & Associates as the Commission Attorney which was included in the agenda. Executive Director advised a motion was approved by the Commissioners at the April meeting for the appointment.

MOTION TO THE APPROVE RESOLUTION 39-16 APPOINTING LONG MARMERO & ASSOCIATES, LLP AS COMMISSION ATTORNEY FOR THE PERIOD OF 4-25-16 TO 4-25-17

Motion:	Commissioner Jones
Second:	Commissioner Burke
Roll Call Vote:	Unanimous

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 4/16/16 to 6/16/16. There were a total of 13 certificates issued for this period.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL met on April 26, 2016 and a summary report of the meeting was included in the agenda. Executive Director reported the Board reappointed Bowman & Company, LLP as the auditor and Citta, Holzapfel & Zabarsky as the Litigation Management Services. The Commission Attorney also discussed a specific amendment to the by-laws during closed session to allow for Community College membership. Executive Director advised the next CEL was meeting again in the afternoon.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF) PROPOSED BYLAW AMENDMENT: Executive Director advised the CELJIF also held a public hearing by teleconference on May 5th to review a proposed bylaw amendment. Executive Director explained the amendment would allow a Joint Insurance Fund whose members were solely autonomous agencies to become a member of the NJCEJIF. Executive Director advised the NJCE JIF was requesting each Member County to place this matter on their next Freeholder meeting agenda. Executive Director referred to a copy of the resolution Camden County would be adopting and indicated it could be revised for Gloucester's use. Executive Director asked that when the resolution was passed a copy be sent to Ms. Dodd.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the March and April Property & Casualty Financial Fast Tracks were included in the agenda. The Commission had a surplus of \$3,705,130 as of April 30, 2016. Executive Director advised that \$1,139,005 on line 10 of the report "Investment in Joint Venture was the GCIC's share of the CEL JIF equity. Executive Director noted the cash amount was \$5,040,766.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACKS: Executive Director reported the agenda included the March and April Financial Fast Tracks for the NJ CEL. As of April 30, 2016 the CEL had a surplus of \$5,647,549. Executive Director noted the cash amount was \$17,556,245.

HEALTH BENEFITS FINANCIAL FAST TRACKS: Executive Director reported the agenda included the March and April Health Benefits Financial Fast Tracks. As of April 30, 2016 there was a surplus of \$116,328. Executive Director noted the cash amount was \$205,170. Executive Director asked if anyone had any questions on the Financial Fast Tracks.

CLAIMS TRACKING REPORTS: Executive Director reported the agenda included the claim monitoring reports as of April 30, 2016. Executive Director referred to the Claim Activity Report and advised the purpose of the report was to review the number of claims along with changes in reserve. Executive Director advised he reviewed the report and did not find any anomalies with the report. Executive Director also reviewed the Claims Management Report Expected Loss Ratio Analysis” report as of April 30, 2016. Executive Director advised the report included six years of information and all of the years were running better than the actuary projected except for 2011. However, Executive Director noted the information on the Financial Fast Track for fund year 2011 was still showing a small surplus. Executive Director reviewed the report and asked if anyone had any questions.

2016 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the property and casualty assessment payments were due on May 15, 2016. The Treasurer’s office advised payments were received from all of the member entities.

CYBER LIABILITY AWARENESS: Executive Director reported the MEL through their contract with Rutgers produced a Cyber Liability Awareness Video and a two hour seminar. Executive Director advised the cost per session was \$250. Executive Director noted the agenda included a brief overview of Marc Pfeiffer’s seminar and Ms. Dodd distributed a postcard, “Keys to Successful Cyber Hygiene” of five basics steps to prevent a cyber attack. After a discussion, Chairman White suggested the Commission could approve two sessions of \$250 each, however the presentation should be discussed with the County’s IT Department and sign off before any seminars were scheduled. Ms. Ridolfino advised she would discuss further with the County IT Department.

MOTION TO THE APPROVE THE COST OF \$500 IN THE EVENT THE CYBER TRAINING IS SCHEDULED

Motion:	Commissioner Jones
Second:	Commissioner Burke
Roll Call Vote:	Unanimous

2017 RENEWALS: Executive Director advised the fund office would start the data collection process for the upcoming 2017 renewal to provide the relevant information to the underwriters.

2016 MEETING SCHEDULE: Executive Director reminded the Commission there were no meetings scheduled for July and August. The next meeting was scheduled for September 22, 2016 at 9:30 AM.

Executive Director reviewed the April and May Gloucester County Health Insurance Commission Client Activity Reports which was included in the agenda. Executive Director pointed out there were 22 inquiries for the month of May and the Year To Date Total was 198.

Executive Director advised that concluded his report unless anyone had questions.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman White advised the June Bill Lists were included in the agenda and requested motions to approve both months.

**MOTION TO APPROVE THE JUNE BILL LIST,
RESOLUTION 40-16 IN THE AMOUNT OF \$51,950.21**

Motion:	Commissioner Burke
Second:	Commissioner Jones
Roll Call Vote	Unanimous

**MOTION TO APPROVE THE JUNE HEALTH BILL
LIST, RESOLUTION 41-16 IN THE AMOUNT OF
\$3,350.50**

Motion:	Commissioner Burke
Second:	Commissioner Jones
Roll Call Vote	Unanimous

Executive Director pointed out the monthly Treasurer's reports showing the cash transactions and investments were included in the agenda.

CLAIMS REPORT:

Chairman White presented Resolution 42-16 Inservco Liability Check Register for the period of 4/1/16 through 4/30/16 and 5/1/16 to 5/31/16.

**MOTION TO APPROVE RESOLUTION 42-16 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 4/1/16 THROUGH 4/30/16 AND 5/1/16
TO 5/31/16**

Motion:	Commissioner Burke
Second:	Commissioner Jones
Roll Call Vote:	Unanimous

MANAGED CARE PROVIDER: Ms. Goldstein introduced Julie DeChristy who is the newest member of their Client Services Team. Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of April and May which were included in the agenda. Ms. Goldstein pointed out the net savings for April was \$18,163.46, 41% and for May the net savings was \$20,574.84, 34%. Ms. Goldstein advised the total year to date savings before fees was \$157,544.80. Ms. Goldstein asked if anyone had any questions and concluded her report.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the April through June 2016 Risk Control Activity Report which was included in the agenda. Mr. Prince noted there were two Confined Space training sessions held at the GCUA on June 21 and 22nd. Mr. Prince advised he would also do a job site observation to observe how they were conducting business and entering a confined space area to make some recommendations for improvement. Mr. Prince also reviewed the Loss Control Report for the Gloucester County Department of Public Works Complex which was included in the agenda. Mr. Prince noted he also conducted a Loss Control Visit to the golf courses on May 11th and was pleased to report that all of the employees were wearing their protective equipment while conducting their landscaping and golf operations. Mr. Prince asked if anyone had any questions and concluded his report.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino advised she would review her report which was included in the agenda.

Ms. Ridolfino reported her first item was the Z-Form which Ms. Bary mentioned during Safety Committee report. Ms. Ridolfino advised the Committee requested the form to be amended to state that if no medical treatment was rendered at the time of injury only the first page of the form should be completed. However, if medical treatment is then rendered the form would need to be filled out in full. Ms. Ridolfino indicated the Supervisor's Accident Investigation form was still required to be completed.

MOTION TO APPROVE THE FORM AS AMENDED

Motion:	Commissioner Jones
Second:	Commissioner Burke
Roll Call Vote:	Unanimous

Ms. Ridolfino advised an updated list of approved providers would be sent to all supervisors reminding them employees should only be directed to approved Urgent Care Providers in non-life threatening situations.

Ms. Ridolfino referred to a copy of the 1st edition of the Safety Game Changer Newsletter which was included in the agenda. Ms. Ridolfino advised the Committee would like to offer a "prize" for the winning success story or learning experience entry. Ms. Ridolfino explained the monetary prize of \$250 per quarter would have to be spent on safety related items or an "in house breakfast/ lunch. Chairman White asked that a one page summary be presented next month and did not want to approve at this time.

Ms. Ridolfino reported that she would be meeting with the member entities to review their exposures for the 2017 Renewal Underwriting process.

Ms. Ridolfino advised she had several action items for coverages for members that could not be placed through the GCIC/NJCEJIF. Ms. Ridolfino requested a motion to approve the Warden's Bond.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE WARDEN'S BOND THROUGH C N A FOR AN ANNUAL COST OF \$122.50 EFFECTIVE 7/1/16

Motion: Commissioner Jones
Second: Commissioner Burke
Roll Call Vote: Unanimous

Ms. Ridolfino requested a motion to approve the Improvement Authority Nursing Home's patient trust bond through C N A and noted all terms and conditions were per the expiring policy.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE IMPROVEMENT AUTHORITY NURSING HOME'S PATIENT TRUST BOND THROUGH C N A FOR AN ANNUAL COST OF \$490 EFFECTIVE 8/3/16

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

Ms. Ridolfino advised the Improvement Authority's Underground Storage Tank policy was renewing on 7/7/16 with an annual premium of \$910.33. Ms. Ridolfino explained there was a mandatory rate increase by the carrier.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE IMPROVEMENT AUTHORITY DREAM PARK'S UNDERGROUND STORAGE TANK POLICY THROUGH COMMERCE AND INDUSTRY FOR AN ANNUAL COST OF \$910.33 EFFECTIVE 7/7/16.

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

Ms. Ridolfino reported the College's Base and Catastrophic Sports Accident renewal premiums were per the expiring and requested a motion to approve.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE BASE SPORTS ACCIDENT POLICY THROUGH AIG AT AN ANNUAL COST OF \$73,785 AND THE

**CATASTROPHIC SPORTS ACCIDENT POLICY THROUGH SUMMIT
FOR AN ANNUAL COST OF \$10,864 EFFECTIVE 8/1/16**

Motion: Commissioner Jones
Second: Commissioner Burke
Roll Call Vote: Unanimous

Ms. Ridolfino reported there were several policies renewing before the next Commission meeting in September. Ms. Ridolfino advised she would request authority to renew each policy contingent on the premium not increasing more than 10% and no significant reduction in the terms and conditions. If there were any changes, Ms. Ridolfino would take direction from the member entity and then advise the Commissioners.

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES
DIRECTOR TO RENEW THE FOLLOWING POLICIES CONTINGENT
ON THE RENEWAL PREMIUM NOT INCREASING MORE THAN 10%
AND NO SIGNIFICANT REDUCTION IN THE TERMS AND
CONDITIONS:**

**RC@GC FOUNDATION'S DIRECTORS AND OFFICERS
LIABILITY POLICY EFFECTIVE 7/9/16
IA'S CHILD DEVELOPMENT CENTER PACKAGE AND
UMBRELLA POLICIES EFFECTIVE 9/7/16
IA'S CHILD DEVELOPMENT CENTER STUDENT ACCIDENT
POLICY 9/7/2016**

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

Ms. Ridolfino advised that concluded her report unless anyone had any questions.

ATTORNEY: Commission Attorney stated he did not have anything to discuss during open session.

OLD BUSINESS: None

NEW BUSINESS: Mr. Platt introduced Amy Zeiders, the new liability Claims Manager, for Inservco. Ms. Leighton advised she was starting to plan the Best Practice Workshop with a tentative date of October 12th. A committee would be formulated to discuss the topics and more information would follow shortly. Executive Director introduced Ed Cooney, the Underwriting Manager and Alex DeLuccia of his team.

Chairman White welcomed Dean Sizemore to the meeting and asked Ms. Ridolfino to present Mr. Sizemore with the Resolution honoring his service and dedication to the Commission. Mr.

Sizemore thanked the Commission for their best wishes and wanted to recognize Leigh Bary and Mike Brewer for all of their hard work. Mr. Sizemore also mentioned that October 12th was Columbus Day and the County was closed.

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

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

MOTION TO CLOSE THE MEETING TO THE PUBLIC

Moved: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote : Unanimous

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 43-16 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

MOTION TO GO INTO CLOSED SESSION

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

Commission Attorney advised he would read the applicable motions to approve the PARS discussed during closed session.

MOTION TO ENTER INTO A SETTLEMENT AGREEMENT FOR CLAIM # 3530001121 IN THE AMOUNT OF \$27,097.12

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001430 FROM \$15,000 TO \$38,280.84 AN INCREASE OF \$23,280.84

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001514 FROM \$15,000 TO \$115,500 AN INCREASE OF \$95,039.43

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530000852 FROM \$47,625.25 TO \$57,825.25 AN INCREASE OF \$10,200

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001121 FROM \$55,747 TO \$68,778.41 AN INCREASE OF \$13,031.41

Motion: Commissioner Burke
Second: Commissioner Jones
Roll Call Vote: Unanimous

MOTION TO ADJOURN:

Motion: Commissioner Jones
Second: Commissioner Burke
Roll Call Vote: Unanimous

MEETING ADJOURNED: 10:37 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary