

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, September 22, 2016
2 S. Broad Street, Conference Room B
Woodbury, NJ 9:30 AM**

Meeting called to order by Gerald White, Chairman. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Gerald White, Chairman	Present
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 Amy Zeiders
	Consolidated Services Group, Inc. Jennifer Goldstein
	Conner Strong & Buckelew Michelle Leighton
CEL Underwriting Manager	Conner Strong & Buckelew
Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino Cindy Lisa
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
Karen Christina, Gloucester County
Matt Lyons, Esq., Gloucester County
Timothy R. Bieg, Esq., Madden & Madden
Monica Lester, Conner Strong & Buckelew
Prudence Higbee, Esq., Capehart & Scatchard
Cathy Dodd, PERMA Risk Management Services

Chairman White noted there were some new faces at the meeting and asked that everyone introduce themselves.

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of June 23, 2016 and July 20, 2016

Chairman White advised there was not a copy of the Closed Minutes but asked that they be approved subject to review and approved by the solicitor.

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF JUNE 23, 2016 AND JULY 26, 2016 SUBJECT TO APPROVAL OF CLOSED MINUTES BY THE SOLICITOR

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Ms. Bary advised they were now working with Inspira Health who has six locations in the area. Ms. Bary noted the first blood borne pathogen was done and went very well. Ms. Bary reported the new one page Z form should be approved at the next Freeholder meeting on the 21st. Ms. Bary reviewed the total amount of claims and advised the next Safety Committee meeting was scheduled for December.

CLAIMS COMMITTEE: Chairman White advised he did not have anything to report.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had two action items for his report.

RFP FOR DEFENSE PANEL: Executive Director advised the Defense Panel Attorney Service Agreements would expire on December 31, 2016. Executive Director stated the Fund office would issue and advertise the RFP in the applicable newspapers.

**MOTION TO AUTHORIZE PERMA TO PREPARE AND ADVERTISE
REQUEST FOR PROPOSALS FOR THE DEFENSE PANEL ATTORNEYS**

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

RFP FOR HEALTH BENEFIT ADMINISTRATOR: Executive Director reported the Benefits Agreement also expired on December 31, 2016. Executive Director noted the Fund Office would issue and advertise the RFP in the applicable newspapers. Executive Director advised the unopened responses would be sent to Chairman White and the Commissioners for their review.

**MOTION TO AUTHORIZE PERMA TO PREPARE AND ADVERTISE
REQUEST FOR PROPOSALS FOR THE HEALTH BENEFIT
ADMINISTRATOR**

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

2015 AUDIT REPORT: Executive Director advised Bowman & Company, LLP was in the process of preparing the 2015 Audit. Executive Director stated once the audit was completed Mr. Miles would review the report with the Executive Director, Chairman White and the Commission Treasurer. Executive Director expected the final audit would be presented at the October Commission meeting for review and approval.

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 6/17/16 to 9/16/16. There were a total of 41 certificates issued for this period.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL met on June 23, 2016 and a summary report of the meeting was included in the agenda. Executive Director reported Bowman & Company, LLP presented a draft copy of the 2015 Audit. Also the Counties of Union, Hudson, Ocean and Mercer were scheduled to renew their membership with the Fund as of January 1, 2017. Executive Director advised he was pleased to report that three of the Counties had committed to the renewal and the Union County Freeholders were meeting in the evening to pass the resolution. Executive Director noted he would be attending that meeting. Executive Director reported the CELJIF held a teleconference on August 18, 2016 to approve a Settlement Authority Request.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the May, June and July Property & Casualty Financial Fast Tracks were included in the agenda. The Commission had a surplus of \$4,059,409 as of July 31, 2016. Executive Director advised that \$1,205,755 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 \$5,255,133.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACKS: Executive Director reported the agenda included the May, June and July Financial Fast Tracks for the NJ CEL. As of July 31, 2016 the CEL had a surplus of \$6,196,031. Executive Director noted the cash amount was \$16,070,245.

HEALTH BENEFITS FINANCIAL FAST TRACKS: Executive Director reported the agenda included the May and June Health Benefits Financial Fast Tracks. As of June 30, 2016 there was a surplus of \$126,512. Executive Director noted the cash amount was \$207,317. 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 August 31, 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 August 31, 2016. Executive Director advised the report matched the information on the Financial Fast Tracks and all of the years were running better than the actuary projected except for 2011. Executive Director reviewed the report and asked if anyone had any questions.

2016 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the final property and casualty assessment payments were due on October 15, 2016. Executive Director indicated statement of accounts were e-mailed to the member entities on August 24, 2016. Executive Director noted payments should be made to the Gloucester County Insurance Commission and sent to Tracy Giordano, Commission Treasurer.

2017 RENEWAL APPLICATION AND UPDATED EXPOSURE INFORMATION: Executive Director reported the 2017 property and casualty budget is reliant on a number of factors including updated renewal applications and exposure data. Executive Director indicated all of the updated exposure information was received and he was waiting for a few renewal applications. Executive Director thanked Hardenbergh Group for all of their efforts with the renewal project.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICE WORKSHOP: Executive Director asked Ms. Batchelor to talk about the 5th Annual Best Practice Workshop. Ms. Batchelor reported the workshop was scheduled for November 2nd at the Conner Strong & Buckelew office in Marlton. Ms. Batchelor advised there would be presentations on Policies and Strategies to Prevent, Identify and Address Employment Discrimination, Harassment, Bullying and Violence in the Workplace, Active Shooter in the Workplace, Information and Security Risk Assessment and Using Social Media as a Claims Investigative Tool. Ms. Batchelor noted the invitations would be e-mailed out shortly.

Executive Director noted some of the professionals were meeting after the Commission meeting to discuss strategic planning for the 2017 Fund year.

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

Executive Director reported the June, July and August Gloucester County Health Insurance Commission Client Activity Reports were included in the agenda. Executive Director pointed out there were 49 inquiries for the month of August and the Year To Date Total was 267.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman White advised the June Supplemental Bill List and the July, August and September Bill Lists, Resolutions 45-16 through 51-16 were included in the agenda and requested a motion to approve all.

MOTION TO APPROVE RESOLUTIONS 45-16 THROUGH 51-16, JUNE SUPPLEMENTAL BILL LIST, JULY, AUGUST AND SEPTEMBER BILL LISTS

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 52-16 Inservco Liability Check Register for the period of 6/1/16 through 6/30/16, 7/1/16 to 7/31/16 and 8/1/16 to 8/31/16.

MOTION TO APPROVE RESOLUTION 52-16 LIABILITY CHECK REGISTER FOR THE PERIOD OF 6/1/16 THROUGH 6/30/16, 7/1/16 TO 7/31/16 AND 8/1/16 TO 8/31/16

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of June, July and August which were included in the agenda. Ms. Goldstein reviewed the June information and noted she would not review the month of July as she noticed there was a hospital bill that was included twice. Ms. Goldstein advised she would correct the figures for the next report. Ms. Goldstein reported for August there were 65 bills for a total of \$124,142.07, recommended allowance was \$63,073.07 and the overall savings was \$61,069 and net savings was \$52,519.31, 42%. Ms. Goldstein advised the total year to date would be updated next

month after the July correction was made. Ms. Goldstein asked if anyone had any questions and concluded her report. Ms. Goldstein also noted the hospital bill she referred to was from Kennedy and she was in the process of negotiating some better discounts.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the June through October 2016 Risk Control Activity Report which was included in the agenda. Mr. Prince noted Gloucester County Safety was hosting two courses at the Clayton DPW complex which would be presented by Rutgers CAIT, on Winter Maintenance and Work Zone Safety. Mr. Prince advised an invitation was extended to the other Counties and Commissions and noted his appreciation. Mr. Prince reported he received all of the correspondence and documentation for the BRIT safety grant which was submitted and he was just waiting for the reimbursement. Chairman White noted the Sheriff's Department was also requesting cameras. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino introduced Cindy Lisa of her office and advised Cindy would be the account manager on the Commission account and she had over 20 years experience in the public entity division. Ms. Ridolfino advised she would review her report which was included in the agenda.

Ms. Ridolfino reported she was checking with Chad Bruner to see if his schedule could accommodate the January 12th date for the 2017 Safety Kickoff Meeting at the College. Once Ms. Ridolfino received a clearance from Mr. Bruner she would send out a Save the Date e-mail.

Ms. Ridolfino advised her office expected to have the last of the renewal applications from the College in the afternoon.

Ms. Ridolfino reported the agenda included a draft copy of the Small Claims Procedure with recommendations for additions under covered property, landscaping and employer's medical aids. After a discussion, Chairman White advised he would look into what the collective bargaining agreement provided for regarding the medical aids. Ms. Ridolfino requested that the Small Claims procedure be approved for covered property to include landscaping in the meantime while Chairman White was reviewing the collective bargaining agreement.

MOTION TO APPROVE THE AMENDED SMALL CLAIMS PROCEDURE INCLUDING ONLY THE LANDSCAPING ITEM

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

Ms. Ridolfino advised at the June meeting she discussed the Game Changer Newsletter. Ms. Ridolfino indicated the Committee would like to offer a prize to the winning entry; however the

prize would have to be used on safety related items only. Ms. Ridolfino requested a motion to authorize \$250 per quarter for the award.

MOTION TO AUTHORIZE \$250 PER QUARTER TO BE AWARDED TO THE DEPARTMENT WITH THE WINNING ENTRY

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

Ms. Ridolfino noted a few of the agencies were having interns from Rowan College in some of the departments and she worked with Freeholder Barnes' aid to set up a claims procedure and coverage was in force. Ms. Ridolfino explained the interns were not covered under worker compensation and there was an accident policy in place to pay excess of their private insurance. In response to Ms. Bary's inquiry, Ms. Ridolfino advised Ms. Bary would receive a copy of the accident report.

Ms. Ridolfino advised she had several action items for coverages for members that could not be placed through the GCIC/NJCEJIF. Ms. Ridolfino advised the first request was for the Antique Inland Marine policy.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO BIND FOR THE COUNTY'S ANTIQUE INLAND MARINE POLICY THROUGH TRAVELERS EFFECTIVE 10/7/16 FOR AN ANNUAL PREMIUM OF \$4,840

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

Ms. Ridolfino requested a motion to approve the Improvement Authority's Volunteer Accident Nursing Home policy through QBE and noted the carrier could provide a flat renewal and all other terms and conditions were per the expiring.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO BIND FOR THE AUTHORITY'S VOLUNTEER ACCIDENT POLICY FOR THE NURSING HOME THROUGH QBE EFFECTIVE 10/9/16 FOR AN ANNUAL PREMIUM OF \$350

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

Ms. Ridolfino advised the County's Treasurer/CFO bond through C N A was renewing on 10/1/16 with an annual premium of \$2,200.62 and all terms and conditions as expiring.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO BIND FOR THE COUNTY'S TREASURER/CFO BOND THROUGH C N A EFFECTIVE 10/1/16 AT THE ANNUAL PREMIUM OF \$2,200.62

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

Ms. Ridolfino reported the last item was for the Library Notary Bond. Ms. Ridolfino advised the carrier provided a flat renewal with all terms and conditions as expiring.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO BIND FOR THE GCLC'S NOTARY BOND THROUGH C N A EFFECTIVE 11/17/16 AT THE ANNUAL PREMIUM OF \$113.75

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

Ms. Ridolfino advised that concluded her report unless there were any questions.

ATTORNEY: Commission Attorney reported there was a question on a payment method on a settled case that he was going to discuss with the Commission, however he decided he would just have a conversation with Mr. Lyons.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved: Commissioner Jones
Second: Commissioner Burke
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 53-16 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

Motion: Commissioner Jones
Second: Commissioner Burke
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 AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001565 FROM \$12,000 TO \$135,000 AN INCREASE OF \$123,000

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

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001525 FROM \$15,000 TO \$115,000 AN INCREASE OF \$100,000

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

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530000724 FROM \$55,747 TO \$73,239.32 AN INCREASE OF \$13,031.41

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

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530000962 FROM \$15,000 TO \$28,958.39 AN INCREASE OF \$13,958.39**

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

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001541 FROM \$15,000 TO \$100,000 AN INCREASE OF \$84,000**

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

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530000629 FROM \$14,500 TO \$83,500 AN INCREASE OF \$69,000**

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

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001140 FROM \$15,000 TO \$45,000 AN INCREASE OF \$30,000**

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

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001524 FROM \$15,000 TO \$105,000 AN INCREASE OF \$90,000**

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