

**GLOUCESTER COUNTY INSURANCE COMMISSION
AGENDA**

SPECIAL MEETING

MONDAY, AUGUST 24, 2020

MEETING BEING HELD TELEPHONICALLY

Call In Number: 1-312-626-6799

Meeting ID: 579 506 9590

The Gloucester County Insurance Commission will conduct its August 24, 2020 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey.

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

In accordance with the Open Public Meetings Act, notice of this meeting was given by:

- I. Sending sufficient notice to South Jersey Times and Courier Post, NJ**
- II. Filing advance written notice of this meeting with the Commissioners of the Gloucester County Insurance Commission,**
- III. Posting notice on the Public Bulletin Board at the office of the County Clerk.**

**GLOUCESTER COUNTY INSURANCE COMMISSION
AGENDA
OPEN PUBLIC MEETING: August 24, 2020
1:00 PM**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF COMMISSIONERS**
- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA**
Executive Director’s ReportPages 2-10
- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**

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- MEETING ADJOURNMENT**
 - NEXT SCHEDULED MEETING: September 24, 2020, 1:00 PM**
2 South Broad Street, Woodbury, NJ

GLOUCESTER COUNTY INSURANCE COMMISSION

9 Campus Drive, Suite 216, Parsippany, NJ 07054

Telephone (201) 881-7632

Fax (201) 881-7633

Date: August 24, 2020

Memo to: Commissioners of the Gloucester County Insurance Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

Additional Services for Medlogix, LLC (Pages 4-7) – We received a request from the Chairman to transfer the Telephonic Case Management Services handled historically by the County to the Managed Care Vendor, Medlogix, LLC effective September 1, 2020. We had some internal discussions and guidance from the Commission Attorney on how to proceed. Since the pricing provided by our current Managed Care Vendor, Medlogix, LLC for the additional services is below the bid threshold of \$17,500, the GCIC can pass a Resolution authorizing execution of an Addendum to the Medlogix, LLC Service Agreement. Resolution 49-20 prepared by the Commission Attorney is included in the agenda along with Addendum to the Service Agreement on pages 4-6. Exhibit A appears on page 7 of the agenda.

Motion to adopt Resolution 49-20, Authorizing Execution of Addendum to Service Agreement

Transfer of Funds (Page 8) - In order to cover the additional expense for Telephonic Case Management Services to be provided by Medlogix, LLC until the end of the year we are asking the Commissioners to approve a transfer of funds. Since the cost for additional services is charged to the claim file, we are recommending a transfer of \$17,500 from the Safety Service Expense line of the 2020 budget to the Worker Compensation Loss Fund Line. Included in the agenda on page 8 is Resolution 50-20, Transfer of Funds. The Resolution was reviewed by the Commission Attorney.

Motion to adopt Resolution 50-20, Transfer of Fund

Medlogix, LLC Service Agreement (Page 9) Attached on page 9 is Resolution 51-20, Terminating Service Agreement with Medlogix, LLC prepared by the Commission Attorney. Due to the change in the scope of services to the Medlogix, LLC Service Agreement we are requesting the current service agreement be terminated effective December 31, 2020. Commission Attorney has drafted a letter to Medlogix, LLC terminating the agreement. The Agreement provides “The FUND may terminate this Agreement, at any time during the term thereof by the giving of ninety (90) days written notice, setting forth the cause or causes for termination ...”

Motion to adopt Resolution 51-20, Terminating Service Agreement with Medlogix, LLC

- ❑ **RFP for Managed Care Services (Page 10)** – Due to the early termination of the Medlogix, LLC Service Agreement we are requesting authorization to prepare and advertise a RFP for Managed Care Services including Telephonic Case Management Services for the period of 1/1/21 to 12/31/21. Included in the agenda on page 10 is Resolution 52-20, Authorizing the Preparation and Advertisement of the Request for Proposals for the Position of Managed Care Services.
 - ❑ **Motion to adopt Resolution 52-20, Authorizing the Preparation and Advertisement of the Request for Proposals for the Position of Managed Care Services**
- ❑ **Transition of Services** – Hardenbergh Insurance Group will work with the Chairman, Medlogix, LLC and Inservco Services on finalizing the process and communicating the change to all members and their departments. We want to thank everyone involved with all of their efforts on implementing this transition.

RESOLUTION NO. 49-20

**RESOLUTION OF THE GLOUCESTER COUNTY INSURANCE COMMISSION
AUTHORIZING EXECUTION OF ADDENDUM TO SERVICE AGREEMENT**

WHEREAS, the Gloucester County Insurance Commission (“GCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the GCIC and Medlogix, LLC have agreed upon an Addendum to the Service Agreement, and said Addendum is attached hereto as Exhibit “A”.

WHEREAS, the GCIC has determined that it is appropriate to authorize the GCIC Chairman to execute the attached Addendum to the Service Agreement.

NOW, THEREFORE BE IT RESOLVED, by the Gloucester County Insurance Commission that the GCIC may execute the Addendum to the Service Agreement.

ADOPTED by THE GLOUCESTER COUNTY INSURANCE COMMISSION at a properly noticed meeting held on August 24, 2020.

ADOPTED:

TIMOTHY SHEEHAN, CHAIRMAN

ATTEST:

MICHAEL BURKE, VICE CHAIRMAN

**ADDENDUM TO THE SERVICE AGREEMENT
BETWEEN
THE GLOUCESTER COUNTY INSURANCE COMMISSION
AND
MEDLOGIX, LLC**

THIS ADDENDUM made this ____ day of _____, 2020, by and between the Gloucester County Insurance Commission, a body corporate and politic of the State of New Jersey, having its principal offices located at c/o PERMA, 9 Campus Drive, Suite 216, Parsippany, NJ 07054 (hereinafter referred to as “GCIC”) and Medlogix, LLC, having its principal offices located at 300 American Metro Blvd., Suite 170, Hamilton, New Jersey 08619 (hereinafter referred to as “Medlogix”).

WITNESSETH:

WHEREAS, the GCIC and Medlogix have previously entered into a Service Agreement (the “Agreement”) whereby Medlogix was appointed as Managed Care Provider for the GCIC for the period of January 1, 2019 until December 31, 2021; and

WHEREAS, the GCIC wishes to continue to affirm the Service Agreement with Medlogix, through this written Addendum (the “Addendum”) to now include the services described on the attached Exhibit “A”; and

WHEREAS, the Agreement and Addendum shall be referred to collectively as the “Contract.” In the event of any conflict or inconsistency between the Agreement and the Addendum, the Addendum shall control.

NOW, THEREFORE, and in consideration, the GCIC and Medlogix agree to amend the existing Service Agreement to include the additional services described on the attached Exhibit “A”.

This Addendum shall be effective as of this ____ day of _____, 2020 which date shall be considered the commencement date of this Addendum.

ATTEST

**GLOUCESTER COUNTY
INSURANCE COMMISSION**

Michael Burke, Vice Chairman

Timothy Sheehan, Chairman

ATTEST

MEDLOGIX, LLC

EXHIBIT "A"

Appointment. Medlogix is hereby appointed and retained as Telephonic Case Management for the GCIC to provide the services detailed herein. The term of this Addendum shall commence on September 1, 2020 and continue until December 31, 2020.

Scope of Service: Telephonic Case Management.

Duties include: Intake of all FROI via 1-800 #/online portal/fax # (Commission member's choice).

Provide Completed FROI to the Commission's TPA, NJDOL, and Commission member's designee.

Directs employee to medical provider for initial treatment on all non-life threatening injuries.

Coordinates all medical treatment between employee/employer/medical providers/TPA regarding all medical treatment throughout lifetime of claim or until it is re-assigned to a field case nurse manager.

Includes: Scheduling appointments, reviewing treatment plans to ensure it relates to the injury, advising TPA & Employer of missed visits, providing medical notes to TPA within 24 hours of receipt and status reports to Employer as soon as possible but no later than 24 hours of receipt.

Coordinates Return-to-Work availability between employer/medical provider and injured employee. Notifies TPA of employee's status.

Completes all documentation of provider bills to justify payment through the Commission's TPA.

Advises TPA of any suspected fraudulent activity.

Compensation: The compensation for the additional services outlined herein shall not exceed \$17,500.00.

**GLOUCESTER COUNTY INSURANCE COMMISSION
TRANSFER OF FUNDS**

WHEREAS, the GLOUCESTER COUNTY INSURANCE COMMISSION (hereinafter "GCIC") is duly constituted as an insurance commission; and

WHEREAS, the Commission budgeted, \$329,904 for Safety Services Expenses in the 2020 Budget and

WHEREAS, the Commissioners have established the need to transfer funds in the amount of \$17,500 from the Safety Service Expense Line to the Worker Compensation Loss Fund Line in the 2020 Budget Fund to cover expenses for Telephonic Case Management Services provided by Medlogix, LLC

NOW, THEREFORE BE IT RESOLVED, the Commissioners of the Gloucester County Insurance Commission does hereby authorize the transfer of the sum as set forth above.

ADOPTED by THE GLOUCESTER COUNTY INSURANCE COMMISSION at a properly noticed meeting held on August 24, 2020.

ADOPTED:

TIMOTHY SHEEHAN, CHAIRMAN

ATTEST:

MICHAEL BURKE, VICE CHAIRMAN

RESOLUTION NO. 51-20

**RESOLUTION OF THE GLOUCESTER COUNTY INSURANCE COMMISSION
TERMINATING SERVICE AGREEMENT WITH MEDLOGIX, LLC**

WHEREAS, the Gloucester County Insurance Commission (“GCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the GCIC and Medlogix, LLC had entered into a Service Agreement for Managed Care Provider effective January 1, 2019 to December 31, 2021; and

WHEREAS, the GCIC has determined that it is appropriate to terminate the Service Agreement effective December 31, 2020 in accordance with the terms and conditions therein.

NOW, THEREFORE BE IT RESOLVED, by the Gloucester County Insurance Commission that the GCIC may terminate the Service Agreement.

ADOPTED by THE GLOUCESTER COUNTY INSURANCE COMMISSION at a properly noticed meeting held on August 24, 2020.

ADOPTED:

TIMOTHY SHEEHAN, CHAIRMAN

ATTEST:

MICHAEL BURKE, VICE CHAIRMAN

RESOLUTION NO. 52-20

**GLOUCESTER COUNTY INSURANCE COMMISSION
AUTHORIZING THE PREPARATION AND ADVERTISEMENT OF THE REQUEST
FOR PROPOSALS FOR THE POSITION MANAGED CARE SERVICES**

WHEREAS, the GLOUCESTER COUNTY INSURANCE COMMISSION (hereinafter "GCIC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the commissioners of said Commission have deemed it necessary and appropriate to obtain certain professionals and other extraordinary and unspecifiable services; and

WHEREAS, the Commissioners of said Commission resolve to award professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq; and

WHEREAS, the Commission has directed the Executive Director to advertise a request for proposals for professional contract for the position of Managed Care Services

NOW THEREFORE BE IT RESOLVED by the Commissioners of said Commission the advertisement of the request for proposals for professional contract positions be accomplished on or about September 30, 2020 compliant with a "Fair and Open Process." The term of agreement will be from January 1, 2021 to December 31, 2021.

ADOPTED by THE GLOUCESTER COUNTY INSURANCE COMMISSION at a properly noticed meeting held on August 24, 2020.

ADOPTED:

TIMOTHY SHEEHAN, CHAIRMAN

ATTEST:

MICHAEL BURKE