

**GLOUCESTER COUNTY INSURANCE COMMISSION
AGENDA**

SPECIAL MEETING

**THURSDAY, DECEMBER 21, 2023
1:00 PM**

**To attend the meeting via teleconference
Dial 1- 312-626-6799 and enter Meeting ID: 739 426 4615**

OR

Join Zoom Meeting via computer Link

<https://permainc.zoom.us/j/7394264615>

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

The Gloucester County Insurance Commission will conduct its *December 21, 2023* meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. Notice of this meeting was given by

- (1) Sending sufficient notice herewith to the South Jersey Times and Courier Post
- (2) Filing advance written notice of this meeting with the Commissioners of the Gloucester County Insurance Commission,
- (3) Posting notice on the Public Bulletin Board of the Office of the County Clerk

During a remote meeting, participants, including members of the public, may be muted by the host, however there will be an opportunity for them to participate and speak during the public portion of the meeting where participants will be unmuted at their request.

**GLOUCESTER COUNTY INSURANCE COMMISSION
AGENDA
OPEN PUBLIC MEETING: December 21, 2023
1:00 PM**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF COMMISSIONERS**
- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA**
Executive Director’s ReportPages 2-3
- TREASURER – Tracey Giordano**
Resolution 79-23 December Supplement Bill List.....Page 4
Resolution 80-23 December Supplement Bill List.....Page 5
Resolution 81-23 December Health Bill ListPage 6
- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**

MEETING ADJOURNMENT
NEXT SCHEDULED MEETING: [January 25, 2024, 1:00 PM](#)

GLOUCESTER COUNTY INSURANCE COMMISSION
9 Campus Drive, Suite 216, Parsippany, NJ 07054
Telephone (201) 881-7632

Date: December 21, 2023

Memo to: Commissioners of the Gloucester County Insurance Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

❑ **RFPs for Professional Services (Page 3)** The Fund Office prepared Request for Proposals for the positions of Actuary, Auditor, Defense Panel, Nurse Case Manager and Commission Attorney. The responses were due on November 21, 2023. Included in the agenda on page 3 is a summary of the vendors who responded to the RFP. All responses were reviewed and evaluated by the Commissioners. The responses will be discussed, and recommendations rendered at the meeting. A resolution for the appointments will be presented at the January meeting. Copies of the responses and Basis of Awards are available at the Fund Office.

❑ **Motion to approve a one-year appointment for the vendors listed below effective January 1, 2024**

- | | |
|-----------------------|--|
| • Actuary | <u>The Actuarial Advantage</u> |
| • Auditor | <u>Bowman & Company, LLP</u> |
| • Commission Attorney | <u>Chance & McCann</u> |
| • Nurse Case Manager | <u>Susan Schaefer, LLC</u>
<u>Medlogix, LLC</u> |
| • Defense Panel | <u>Madden & Madden</u>
<u>Capehart Scatchard – Higbee- WC</u>
<u>Capehart Scatchard – Ramos- Liab</u>
<u>Brown & Connery, LLP</u>
<u>John A. Alice</u> |

GLOUCESTER COUNTY INSURANCE COMMISSION

RFP PROPOSALS DUE NOVEMBER 21, 2023 AT 3:00 PM

OPENING AT PARSIPPANY OFFICE

The opening of the RFP Proposals for the Gloucester County Insurance Commission took place at 3:00 PM at the Parsippany office on November 21, 2023.

The responses were opened by Cathy Dodd as follows:

Position

Responses

Actuary

Actuarial Advantage

Auditor

Bowman & Company, LLP

Defense Panel

Madden & Madden
Capehart Scatchard- WC- Higbee
Capehart Scatchard – Liab – B. Ramos
Brown & Connery, LLP
John A. Alice
Eric M. Bernstein & Associates, LLC
Barker, Gelfand, James & Sarvas
Malamut & Associates, LLC
Marmero Law, LLC

Nurse Case Manager

Susan Schaefer, LLC
Medlogix, LLC

Commission Attorney

Chance & McCann

**GLOUCESTER COUNTY INSURANCE COMMISSION
BILLS LIST**

Resolution No. 79-23

December 2023

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Gloucester County Insurance Commission's hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

FUND YEAR 2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001747	ARCHER & GREINER, P.C.	MEDIATION DEPOSIT 12/23	2,800.00
			2,800.00
		Total Payments FY 2023	2,800.00
		TOTAL PAYMENTS ALL FUND YEARS	2,800.00

Chairperson

Attest:

Dated:_____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

**GLOUCESTER COUNTY INSURANCE COMMISSION
BILLS LIST**

Resolution No. 80-23

December 2023

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Gloucester County Insurance Commission’s hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

<u>FUND YEAR 2023</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001748			
001748	INSERVCO INSURANCE SERVICES	CLAIMS ADMIN. FEE 12/23 INV 0353-1223	7,846.50
			7,846.50
001749			
001749	CHANCE & MCCANN, LLC	ATTORNEY FEES 11/13/23-11/29/23 #83	2,212.50
			2,212.50
001750			
001750	VIOLA YEAGER	REIMB. - MEDICAL & PRESCRIPTION 11/23	443.64
			443.64
001751			
001751	NJ MOTOR VEHICLE COMMISSION	2024 ANNUAL ADMIN ONLINE ACCESS FEE	150.00
			150.00
001752			
001752	NJ ADVANCE MEDIA	ACCT 1159386 AS 10792363 11/20/23	24.16
			24.16
001753			
001753	DUANE SARMIENTO	REIMBURSE- MEDICAL & PRESCRIPTION 11/23	2,951.43
			2,951.43
001754			
001754	GANNETT NEW YORK-NJ LOCALIQ	ACCT 1122466 INV 6034319 ORD# 9533475	12.04
			12.04
		Total Payments FY 2023	13,640.27
		TOTAL PAYMENTS ALL FUND YEARS	13,640.27

Chairperson

Attest:

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

**GLOUCESTER COUNTY INSURANCE COMMISSION
BILLS LIST**

Resolution No. 81-23

December 2023

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Gloucester County Insurance Commission's hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

FUND YEAR 2023

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
W12230			
W12230	CONNER STRONG & BUCKELEW	CSB CONSULTING FEES 12/23	1,763.37
W12230	CONNER STRONG & BUCKELEW	PERMA CONSULTING FEES 12/23	2,820.00
			4,583.37
		Total Payments FY 2023	4,583.37
		TOTAL PAYMENTS ALL FUND YEARS	4,583.37

Chairperson

Attest:

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer