

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, April 22, 2021
TELEPHONIC MEETING
1:00 PM**

Meeting called to order by Tim Sheehan, Chairman. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Timothy Sheehan, Chairman	Present
Michael Burke, Vice Chairman	Present
Tamarisk Jones	Present
Karen Christina (Alternate)	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Veronica George Richard Crooks Suretha Hobbs Yvonne Frey
	Qual-Lynx Chris Roselli
	Medlogix Jennifer Goldstein
	PERMA Jennifer Conicella
NJCE Underwriting Manager	Conner Strong & Buckelew
Underwriting Services Director/RMC	Hardenbergh Insurance Group Christina Violetti Joe Henry
Attorney	Marmero Law, LLC Al Marmero, Esq.
Treasurer	Tracey Giordano
Safety Director	J.A. Montgomery Risk Consulting Glenn Prince

ALSO PRESENT:

Scott Burns Esq., Gloucester County
Prudence Higbee, Esq, Capehart Scatchard
Susan Morris, Conner Strong & Buckelew
Nancy Ghani, PERMA Risk Management Services
Bradford Stokes, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open and Closed Minutes of February 25, 2021

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF FEBRUARY 25, 2021

Motion: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

CORRESPONDENCE: None

SAFETY COMMITTEE REPORT: Ms. Violetti reported the Committee met on April 15th to discuss the Wellness Grant submissions which would be presented to the Commissioners later during the meeting.

CLAIMS COMMITTEE: Chairman Sheehan reported the Claims Committee met on April 13, 2021 and discussed the PARS/SARS that would be presented today during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda.

2021 PROPERTY AND CASUALTY BUDGET: Executive Director reported the 2021 Property and Casualty Budget was amended to reflect (1) the addition of the Active Assailant Coverage purchased by the Improvement Authority and Rowan College of South Jersey, (2) the revisions to the POL/EPL deductibles for all members except the Improvement Authority and (3) the excess cyber premium. Executive Director advised a copy of the revised budget amount in the amount of \$6,981,972 was included in the agenda. Executive Director noted since the revision was under 5% no action was needed at this time. Executive Director said any adjustments to the member entities assessments would be billed on the statement of account, which was due on October 15, 2021. Executive Director asked if anyone had any questions on the budget.

REVISED RISK MANAGEMENT PLAN: Executive Director referred to a copy of Resolution 31-21, Revised Risk Management Plan which was included in the agenda. Executive Director reported the changes were highlighted in yellow and reflected the revisions to the POL/EPL deductibles. Executive Director said the Cyber Liability retention was also amended to \$25,000, however based on a recommendation from the NJCE Underwriting Manager the cyber limits and retention were removed from the Risk Management Plan. Executive Director explained the Risk Management Plan was posted on the website and could serve as an incentive for cyber hacker attacks by identifying coverage information.

MOTION TO APPROVE RESOLUTION 31-21, REVISED RISK MANAGEMENT PLAN

Motion: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE last met on February 25, 2021. Executive Director referred to a written summary of the meeting which was included in the agenda. Executive Director advised the NJCE Finance Subcommittee met on April 9th and discussed the 2021 NJCE Budget Delta Options and the results of the recent Professional Services Procurement. Executive Director noted a copy of the minutes from that meeting were included in Appendix III of the agenda. Executive Director said the NJCE also met prior to our Commission Meeting. At that meeting the NJCE Finance Committee made a recommendation to the Board of Commissioners to declare an additional assessment for the premium portion of the delta of \$609,437 due in 2021 and take no action now on the balance of the delta and to monitor the claims activity versus loss funding on an annual bases with potential action at a future date. Executive Director noted Gloucester County Insurance Commission’s share of the delta was \$86,441. Executive Director said there would be a special installment due during the September to October timeframe. Executive Director reported the NJCE would meet again on June 24, 2021 at 9:30 AM.

CERTIFICATE OF INSURANCE REPORT: Executive Director referred to a copy of the Certificate of Insurance report from the NJCE listing the certificates issued for the months of February and March. Executive Director advised there were (3) three certificates of insurances issued during February and (5) five during the month of March. Executive Director asked if there were any questions on the report.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the February Property & Casualty Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$2,297,475 as of February 28, 2021. Executive Director advised that \$2,234,420 line 10 of the report “Investment in Joint Venture was the GCIC’s share of the NJCE equity. Executive Director noted the cash amount was \$2,030,194.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the February Financial Fast Track for the NJCE. Executive Director advised the February Financial Fast Track was revised and Ms. Dodd e-mailed a revised version of the report prior to the meeting. Executive Director said the report was revised to include a line for “excess recoveries” on the COVID claims. Executive Director advised they were in discussions with Safety National Insurance Company on the extent of the coverage. Executive Director indicated he hoped the NJCE would receive monies back from the insurance company and this recovery was now reflected in the Financial Fast Track. Executive Director reported as of February 28, 2021 the Fund had a surplus of \$15,349,550. Executive Director referred to line 7, “Dividend” and noted the NJCE released dividends in the amount of \$5,107,551. Executive Director noted the cash amount was \$19,534,623.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the agenda included the February Health Benefits Financial Fast Track. As of February 28, 2021 there was a

surplus of \$278,779. Executive Director noted the cash amount was \$398,427. Executive Director asked if anyone had any questions on the Financial Fast Tracks.

CLAIMS TRACKING REPORTS: Executive Director advised the Claim Tracking reports as of February 28, 2021 were included in the agenda. Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report. Executive Director advised this report measured how the losses were running compared to the actuary's projections. Executive Director reviewed the Fund Years with the Commission and asked if anyone had any questions.

2021 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR: Executive Director advised the 10th Annual Educational Seminar would be conducted virtually this year. Executive Director said there would be two sessions, Friday, May 14th and Friday, May 21st, 9:00 AM to Noon. Executive Director reported the seminar qualified for Continuing Education Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. Executive Director referred to a copy of the flyer included in the agenda and noted you could register using the below link.

https://permainc.zoom.us/webinar/register/WN_4Vo8s4QLRfSrDMcWkm7VfA

2021 PROPERTY & CASUALTY ASSESSMENTS: Executive Director reported the Treasurer's Office advised all of the member entities paid the March 15 assessment payment. Executive Director advised the second assessment payment was due on May 15, 2021.

2021 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director advised the NJCE renewal policies were again available electronically through the Conner Strong & Buckelew Egnite Connect for authorized users. Executive Director noted the Limit Schematics were also posted to the site. Executive Director said if anyone was having any difficulty in accessing the website, they should contact the Fund Office.

LEGISLATION S855: Executive Director reported Governor Murphy signed legislation which required the title of "chosen freeholder" to be changed to "county commissioner" and all "board of chosen freeholders" to be known as "boards of county commissioners" effective January 1, 2021. Executive Director said the Commission's Rules and Regulations should be changed prior to December 31, 2021. Executive Director said in order to make an amendment to the Rules and Regulations a Commissioner should propose an amendment and then a Public Hearing should be scheduled not more than 45 days from the request. Executive Director advised the Fund Office would review the process with the Commission Attorney and start this process in September.

NJ SENATE BILL S3375: Executive Director said the proposed legislation S3375 which if passed would weaken the rights of employers to direct and control medical care as respects to workers' compensation. Executive Director advised Mr. John Geaney developed a task force to come up with reasons why the sponsor should not go forward with the bill. Executive Director advised it was a successful effort and believed the bill would be defeated at this time.

2021 MEETING SCHEDULE: Executive Director reported the Commission was not scheduled to meet in May. Executive Director advised the next meeting was scheduled for June 24, 2021 at 1:00 PM and recommended the meeting still be held virtually.

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Ms. Morris advised her report was included in the Appendix IV section of the agenda and reviewed the March report with the Commission.

TREASURER REPORT: Chairman Sheehan advised the agenda included the March Bill List, Resolution 32-21, the March Benefit Bill List, Resolution 33-21, April Bill List, Resolution 34-21 and the April Benefit List, Resolution 35-21 and requested a motion to approve.

MOTION TO APPROVE RESOLUTION 32-21, MARCH BILL LIST, RESOLUTION 33-21, MARCH BENEFIT BILL LIST, RESOLUTION 34-21 APRIL BILL LIST AND RESOLUTION 35-21 APRIL BENEFIT BILL LIST

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

Chairman Sheehan pointed out the monthly Treasurer’s reports were included in the agenda. Chairman Sheehan asked if anyone had any questions on the reports.

CLAIMS SERVICE: Ms. Conicella advised she did not have anything to report at this time.

CLAIMS ADMINISTRATOR: Chairman Sheehan presented Resolution 36-21 Inservco Liability Check Register for the period of 2/1/21 through 2/28/21 and 3/1/21 to 3/31/21.

MOTION TO APPROVE RESOLUTION 36-21 LIABILITY CHECK REGISTER FOR THE PERIOD OF 2/1/21 THROUGH 2/28/21 AND 3/1/21 TO 3/31/21

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of February and March as noted below:

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
February	99	\$ 223,465.91	\$ 77,218.02	\$ 146,247.89	\$ 126,820.05	57%	97%
March	40	\$ 152,846.19	\$ 70,225.11	\$ 82,621.08	\$ 81,244.07	47%	98%

NJCE SAFETY DIRECTOR:

REPORT: Mr. Prince advised the Safety Director’s report was included in the agenda and referred to the Risk Control Activities for February through April. Mr. Prince advised a list of all of the training webinars were included in the agenda through June 30. Mr. Prince said yesterday he was advised there would be new classes and new dates to accommodate instructor availability classes. Mr. Prince advised the revised list would be sent out tomorrow and posted on the NJCE website for review and registration. Mr. Prince said he wanted to provide a brief update on the new Learning Management System. Mr. Prince advised as of April 1st the system was up and running. Mr. Prince

said he was working with the vendor, First Net, to provide webinars for named administrators. Mr. Prince said the webinars were recorded and would be available for future administrators for training. Mr. Prince said they were continuing their Emergency Medical Services loss control visits, two were provided so far and there were several other stations to complete. Mr. Prince advised he would coordinate those visits with Ms. Vanoyen for next month. Mr. Prince reminded everyone of the Munich Re Grant and advised he would work with the Risk Manager on any submissions. Mr. Prince concluded his report. Chairman Sheehan thanked Mr. Prince and his team for their prompt response for requested services and noted Mr. Czarnecki came right out for the playground inspections and he appreciated the EMS visits.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Violetti advised a copy of their report was included in the agenda. Ms. Violetti advised there were five submissions for the 2021 Wellness Incentive Program Grant. Ms. Violetti reviewed the submissions as noted below.

Entity - Department	Wellness Submission	Amount on Submission
Gloucester County – Division of Social Services	Expand the outside lunch / break area – Purchase a self-dispensing ice maker, one all-weather picnic table, one outdoor umbrella, one stone umbrella stand, and one stall mat. Any remaining funds would be used to purchase bottled water for the ice maker.	\$1,000
Gloucester County – Treasurer’s Department	Expand the Wellness / Exercise Center - Purchase a Nordic Track NTEX76016 Commercial Recumbent Bike.	\$1,000
Gloucester County – Safety Department	Expand the Wellness / Exercise Center - Purchase a Schwinn 470 Elliptical Machine.	\$1,000
Gloucester County - Office of the County Administrator	Purchase two filtered touchless water bottle filling stations for the employees to utilize.	\$1,000
Gloucester County – Prosecutor’s Office	Establish monthly Resiliency Meetings for the department, utilizing the funds to rent meeting space and provide healthy foods.	\$950

Ms. Violetti asked if there were any questions on the submissions and requested a motion to approve the Wellness Incentive Program Grants.

MOTION TO APPROVE ALL THE WELLNES INCENTIVE PROGRAM GRANTS

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

Ms. Violetti referred to a copy of the revised Litigation Management Plan. Ms. Violetti noted the changes were made by the Commission Counsel and were administrative in nature to reflect current practices. Ms. Violetti asked if there were questions, and requested a motion to approve the revised Litigation Management Plan.

MOTION TO APPROVE TO ADOPT THE REVISED LITIGATION MANAGEMENT PLAN

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

Ms. Violetti reported the County’s Sheriff’s department was finalizing a submission for the 2021 NJCE Safety Grant and would be presented at the next meeting.

Ms. Violetti advised the College and Improvement Authority purchased the active assailant coverage and now have security risk management services available through the carrier’s preferred vendor S-RM. Ms. Violetti noted services are a la carte and members would be billed directly by S-RM. Ms. Violetti said a memo outlining the services was included in the agenda. Ms. Violetti asked if a member had not purchased the coverage and was interested to reach out to her for an application.

Ms. Violetti reported the following coverages for members could not be placed through the GCIC/NJCELJIF for its master programs at this time and it had been determined the following bond/policies need to be renewed. Ms. Violetti noted there was a premium decrease on the Parks and Recreation Accident policy due to the substantial decrease in participants in 2021. Ms. Violetti said the carrier offered a \$500 credit on the policy renewal due to the decrease in actual participants in 2020. Ms. Violetti asked if anyone had any questions, and requested a motion to renew the policies.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Parks and Recreation Accident Policy	QBE Insurance Company serviced through Bob McCloskey Insurance Company	5/17/2021	\$1,050.00	\$250.00
County	Board of County Commissioners Travel Accident Policy	Chubb Insurance Company	6/1/2021	\$2,000.00	\$2,000.00
Improvement Authority	Pollution Liability – Storage Tanks at the Dream Park	Commerce & Industry Insurance Company	7/7/2021	\$1,163.08	\$1,163.08

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE ABOVE POLICIES

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

Ms. Violetti reported they were working with the Improvement Authority to renew the Dream Park’s package policy in May. Ms. Violetti requested a motion to renew the policy contingent upon the premium not increasing more than 10% and no significant reduction in the terms and conditions. Ms. Violetti advised if there was, she would seek direction from the member and then advise the Commissioners accordingly.

Member	Coverage	Carrier	Exp. Date	Expiring Premium
Improvement Authority	Dream Park Package (Property and General Liability), Care, Custody and Control and Umbrella Policy	Great American Insurance Company	5/21/2021	\$114,286

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE ABOVE POLICY CONTINGENT UPON THE RENEWAL PREMIUM NOT INCREASING MORE THAT 10% AND NO SIGNIFICANT REDUCTION IN THE TERMS AND CONDITIONS

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

Ms. Violetti reported the below renewal was in process and were finalized, no action was required. Ms. Violetti noted the 5% premium increase was due to a carrier rate increase and advised this was the first increase in premium since the policy inception with the carrier in 2013.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	4-H Crime Liability	Selective Insurance Company	4/14/2021	\$750 for three year term but billed annually at \$250	\$789 for three year term but billed annually at \$263

Ms. Violetti asked if anyone had any questions and concluded her report.

ATTORNEY: Mr. Marmero advised he did not have anything to report.

OLD BUSINESS

NEW BUSINESS:

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

Hearing no members of the public wishing to speak Chairman Sheehan 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
Vote: Unanimous

CLOSED SESSION: Chairman Sheehan read and requested a motion to approve Resolution 37-21 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed. Chairman Sheehan advised Closed Session would be held using a Zoom breakout room.

Motion: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

MOTION TO GO INTO CLOSED SESSION

Motion: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

Chairman Sheehan asked Mr. Marmero to present the motion approving the PARS.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002690 FROM \$68,209.09 TO \$118,500 AN INCREASE OF \$50,290.91

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002773 FROM \$14,500 TO \$55,000 AN INCREASE OF \$40,500

MOTION TO TABLE # 3530001666

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
#35300021963 FROM \$15,000 TO \$40,475.48 AN INCREASE OF \$25,475.48**

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

MOTION TO ADJOURN:

Motion: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

MEETING ADJOURNED: 1:55 PM

Minutes prepared by: Cathy Dodd, Assisting Secretary