

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Thursday, April 23, 2015  
2 S. Broad Street, Conference Room B  
Woodbury, NJ 9:30 AM**

Meeting called to order by Gerald A. 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 <b>Joe Hrubash</b>
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Claims Service	Inservco Insurance Services, Inc. <b>Veronica George</b> <b>Terry Sheerin</b> <b>Ashley Nelms</b> <b>Dave McCabe</b> <b>Staci Ulp</b> <b>Keith Platt</b>
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	Consolidated Services Group, Inc. <b>Jennifer Goldstein</b>
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	Conner Strong & Buckelew <b>Michelle Leighton (via teleconference)</b>
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Underwriting Services Director/RMC	Hardenbergh Insurance Group <b>Bonnie Ridolfino</b> <b>Jenna Quattrone (via teleconference)</b>
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Attorney	Long Marmero & Associates <b>Al Marmero Esq.</b>
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Treasurer

Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
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**ALSO PRESENT:**

Dean Sizemore, Gloucester County  
Prudence M. Higbee, Esq. Capehart & Scatchard  
Matt Lyons, Esq. Gloucester County Counsel  
Cathy Dodd, PERMA Risk Management Services

Chairman White asked the attendees at the meeting to introduce themselves and state who they were representing.

**APPROVAL OF MINUTES:** Open Minutes and Closed Minutes of February 26, 2015

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF FEBRUARY 26, 2015**

Motion:	Commissioner Jones
Second:	Commissioner Burke
Roll Call Vote:	Unanimous (1 abstained)

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. Sizemore reported the Safety Committee will meet again on Tuesday, June 2<sup>nd</sup> at 9:00. Mr. Sizemore advised the meeting was scheduled to be held at Rowan College.

**CLAIMS COMMITTEE:** Mr. Sizemore advised the Claims Committee met on April 14<sup>th</sup> via teleconference and reviewed the PARS that would be presented during closed session. Mr. Sizemore reported there were 52 worker compensation claims so far in 2015. The County had 33, the Improvement Authority and College had 9 each and the Utility Authority had one claim. Mr. Sizemore noted the majority of the claims were slip and fall related during the winter months. Mr. Sizemore advised there were also some poison ivy claims.

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised he had 4 actions items for his report along with some informational items.

**2015 RISK MANAGEMENT PLAN REVISIONS:** Executive Director referred to a copy of the revised Risk Management Plan which was included in the Appendix II section of the agenda. Executive Director reported the changes were highlighted in yellow and explained the major changes were reflected on pages 9 and 10 with respect to the Special Flood Hazard Area and the deductibles. Executive Director asked if anyone had any questions and requested a motion to adopt Resolution 20-15.

**MOTION TO ADOPT RESOLUTION 20-15, AMENDMENT TO THE 2015 RISK MANAGEMENT PLAN**

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

**PROFESSIONAL LEGAL SERVICES CONTRACT:** Executive Director referred to Resolution 21-15 which extended the award of professional legal services to Archer & Greiner, PC in the matter of Estate of Autumn Pascale. Chairman White noted Archer & Greiner, PC was picked by the Attorney General's office to handle the case. Mr. Lyons advised this firm was on the Attorney General's approved list and Prosecutor Dalton specifically requested their services. Executive Director asked if anyone had any other comments or questions and requested a motion

**MOTION TO ADOPT RESOLUTION 21-15,  
EXTENDING THE AWARD OF PROFESSIONAL  
LEGAL SERVICES CONTRACT TO ARCHER &  
GREINER, PC IN THE MATTER OF ESTATE OF  
AUTUMAN PASQUALE, ET AL; DOCKET # GLO-L-  
1474-14**

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

**COMMISSION ATTORNEY CONTRACT:** Executive Director reported at the December Commission meeting the Commissioners approved the appointment of Long Marmero & Associates for the period of 4-25-14 to 4-25-15. Executive Director referred to Resolution 22-15, Extending the Award of Professional Service Contract to Long Marmero & Associates which was included in the agenda.

**MOTION TO ADOPT RESOLUTION 22-15, EXTENDING THE AWARD  
OF PROFESSIONAL SERVICE CONTRACT TO LONG MARMERO &  
ASSOCIATES, LLP**

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

**RFP FOR COMMISSION ATTORNEY:** Executive Director advised as he just stated the Commission Attorney contract was expiring on 4-25-15. PERMA issued a request for Price Quotes and Qualifications and the responses were due on March 12, 2015. Executive Director reported there were three responses received. Chairman White indicated the Commissioners were provided with copies of the responses. Chairman White advised the responses were reviewed, evaluated and assigned scores according to the County's policy and recommended the award to Long Marmero & Associates, LLP.

**MOTION TO APPROVE THE APPOINTMENT OF LONG MARMERO & ASSOCIATES, LLP FOR THE PERIOD OF APRIL 25, 2015 TO APRIL 25, 2016**

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 2/20/15 to 4/15/15. There were a total of 23 certificates issued for this period.

**GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK:** Executive Director advised that the January and February Property & Casualty Financial Fast Tracks were included in the agenda. The Commission had a surplus of \$3,186,933 as of February 28, 2015. Executive Director advised that \$1,250,375 on line 8 of the report “Investment in Joint Venture was the GCIC’s share of the CEL JIF equity. Executive Director asked if anyone had any questions.

**NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the agenda included the January and February Financial Fast Tracks for the NJ CEL. As of February 28, 2015 the CEL had a surplus of \$5,802,522.

**HEALTH BENEFITS FINANCIAL FAST TRACK:** Executive Director reported the agenda included the January Health Benefits Financial Fast Track. As of January 31, 2015 the CEL had a surplus of \$103,792.

**NEW CLAIMS TRACKING REPORTS:** Executive Director reported the agenda included the two new claim monitoring reports as of March 31, 2015. Executive Director referred to the Claim Activity Report and advised prior to the meeting he had a brief conversation with Inservco as the report indicated there were some general liability claims which were opened in March dating back to the 2010-2011 years. Executive Director also reviewed the Claims Management Report “Expected Loss Ratio Analysis” report as of March 31<sup>st</sup>. Executive Director reported that the 2015 Fund Year was running higher than the Actuary projected; however this could be due to the winter months. Executive Director referred to Fund Year 2014 and advised the actuary projected 75% of the loss funds; however the report indicated the Commission was running at 32% which was outstanding. Executive Director reviewed the other Fund Years with the Commission.

**NJ EXCESS COUNTIES INSURANCE FUND (CELJIF):** Executive Director reported the CEL held their Reorganization meeting on February 26, 2015 and a summary report of that meeting was included in the agenda. Executive Director advised Mr. Proctor provided a marketing report and advised the focus for 2015 would be for the Counties of Essex, Monmouth, Bergen, Cape May and Middlesex. Executive Director noted the CEL was scheduled to meet again in the afternoon.

**2015 PROPERTY & CASUALTY ASSESSMENTS:** Executive Director advised in accordance with the Commission’s by Laws, the property and casualty assessment bills were mailed to the

member entities via certified mail and e-mail. The payments were due on March 15<sup>th</sup> and the Treasurer's office indicated all of the payments were received. Executive Director advised the next assessment payment was due on May 15<sup>th</sup>.

**2015 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES:** Executive Director reported the CEL Underwriting Manager distributed an e-mail on April 7<sup>th</sup> providing login information and instructions to access the Conner Strong & Buckelew website to view the insurance policies and endorsements. Executive Director advised if an authorized user experienced any difficulty with the website they should contact the PERMA office for assistance.

**GCIC WEBSITE:** Executive Director advised the new website was being reviewed by the County and once he had their comments and approval the site would go live. Executive Director noted an announcement would be sent to the Commission when the site was live along with the URL address. Chairman White noted Ms. Gangloff of his office was also reviewing the site.

**2014 AUDIT:** Executive Director reported the auditor was in the process of preparing the 2014 Fund Year Audit. Executive Director advised Mr. Jim Miles of Bowman & Company would attend the meeting to review his report with the Commission once it was completed.

**2015 MEETING SCHEDULE:** Executive Director reminded the Commission there would be no meeting in May. The next meeting was scheduled for June 25, 2015 at 9:30 AM.

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

Executive Director's Report Made Part of Minutes.

**EMPLOYEE BENEFITS:** Executive Director reported the February and March Client Activity Reports were included in the agenda. Executive Director advised the February report indicated there were 89 inquires and for the month of March there were 51 inquiries.

**TREASURER REPORT:** Chairman White advised the March and April Bill Lists were included in the agenda and requested motions to approve.

**MOTION TO APPROVE THE MARCH BILL LIST,  
RESOLUTION 23-15 IN THE AMOUNT OF \$70,506.15**

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

**MOTION TO APPROVE THE MARCH HEALTH BILL  
LIST, RESOLUTION 24-15 IN THE AMOUNT OF  
\$3,350.50**

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

**MOTION TO APPROVE THE APRIL BILL LIST,  
RESOLUTION 25-15 IN THE AMOUNT OF \$63,521.68**

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

**MOTION TO APPROVE THE APRIL HEALTH BILL  
LIST, RESOLUTION 26-15 IN THE AMOUNT OF  
\$3,350.50**

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

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

**CLAIMS REPORT**

**REPORT:**

Executive Director presented Resolution 27-15 Inservco Liability Check Register for the period of 2/1/15 through 2/28/15 and 3/1/15 and 3/31/15.

**MOTION TO APPROVE RESOLUTION 27-15 LIABILITY CHECK  
REGISTER FOR THE PERIOD OF 2/1/15 THROUGH 2/28/15 AND 3/1/15  
THROUGH 3/31/15**

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

Ms. Sheerin introduced Staci Ulp, Vice President of Inservco with the Harrisburg, PA office. Ms. Sheerin also introduced a new member of her team, Keith Platt, a Claims Technical Specialist. Ms. Sheerin noted Mr. Platt was a licensed attorney in New Jersey and was very familiar with Title 59. Ms. Sheerin indicated Mr. Platt would handle the complex claims and would be a valued addition to her team.

Ms. Sheerin distributed a Board Packet Summary prepared by Inservco. Ms. Sheerin reviewed the report with the Commission and advised the summary was a good tool to forecast the trends and point out the larger claims and exposures.

**MANAGED CARE PROVIDER:** Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of February and March which were included in the agenda. Ms. Goldstein advised there were 63 bills received for both February and March. Ms. Goldstein advised the total provider charge for February was \$63,245.04 and March was \$152,951.44. The total allowed amount for February was \$32,720.07 and March was \$83,998. The total reduction for February was \$30,524.97 and March was \$68,953.44. Ms. Goldstein advised after fees the net reduction for February was \$27,361.03 while March was \$59,620.27. Ms. Goldstein noted that 73% of the charges were in-network for February and 95% during March. Ms. Goldstein advised that concluded her report unless anyone had questions.

**CEL SAFETY DIRECTOR:**

**REPORT:** Mr. Prince reviewed the April through May 2015 Risk Control Activity Report which was included in the agenda. Mr. Prince also added he was requested to respond to the Gloucester County Improvement Authority Child Development Center for a loss control visit to provide some positive recommendations for improvement, namely the security of the facility. Mr. Prince advised a summary report of the visit was included in Appendix III of the agenda. Mr. Prince advised he was working with Ms. Ridolfino on a specific request for Emergency Action Plan training. Mr. Prince indicated the training was developed and should be presented next month. Mr. Prince reported the Command Staff Training was provided to the Prosecutor's office and the Correction's office and was working on scheduling some dates for the Sheriff Department. Mr. Prince added he received numerous positive comments and feedback from the attendees of the classes.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:**

**REPORT:** Ms. Ridolfino reported on the BRIT On Line Training and advised she would provide the Commissioners with status reports on the usage of the program. Ms. Ridolfino advised the usage was good and was hoping the online training would result in a reduction of claims. Ms. Ridolfino reported she requested a HR specialist to review the course "Theft, Violence and Unsafe Acts." If the HR specialists believed the course fit the needs, the course would be rolled out.

Ms. Ridolfino explained BRIT, the insurer for the NJCEL was once again offering a \$10,000 Safety Grant. Ms. Ridolfino advised the GCIC Safety and Accident Investigation Committee would be asking for suggestions at their next meeting in June. Ms. Ridolfino advised the Cumberland County Insurance Commission Safety and Accident Review Committee suggested a proposal for a mobile fire extinguisher simulator be submitted to the NJCEL for consideration. The cost would be approximately \$10,000 to \$13,000. After a brief discussion it was determined Gloucester County was already using the simulator for their training needs. A discussion took place on the new legislation effective March 1<sup>st</sup> regarding cameras in law enforcement vehicles. Mr. Prince advised the cameras were not expensive by the maintenance of the cameras and storage of the data was costly. Chairman White requested a report on how using the cameras could result in a savings.

Ms. Ridolfino reported she was reaching out to the Members' IT department to ensure they were registering with AIG to access their Cyber Liability Resources.

Ms. Ridolfino advised the PEOSH Consultant wanted to conduct PEOSH 10 Hour General Industry Training in July or August at the College. Ms. Ridolfino indicated there was a \$5.00 per student charge for processing the OSHA 10 card. Ms. Ridolfino indicated she was asked to present this cost to the Commission for consideration. Chairman White and Executive Director agreed the Commission would pay for this expense.

**MOTION TO APPROVE THE COST FOR PROCESSING THE OSHA 10 TRAINING CARDS**

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

Ms. Ridolfino referred to a copy of the revised Claims Committee Charter which was included in the agenda. Ms. Ridolfino advised the Composition section of the Charter was revised to read a representative designated by the Gloucester County Insurance Commissioners and deleted "one Gloucester County Insurance Commissioner. Also the Claims Committee Bylaws included a statement that Committee members and the Meeting schedule would be adopted by the Commission annually. Ms. Ridolfino asked if anyone had any questions and requested

**MOTION TO ADOPT THE REVISED CLAIMS COMMITTEE CHARTER**

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

Ms. Ridolfino advised Conner Strong & Buckelew had asked if the Gloucester County Special Services School District and Gloucester County Technical School would be able to join the Commission. Ms. Ridolfino explained the schools' insurance program renewed in July. Ms. Ridolfino indicated their insurance program was reviewed a few years ago but financially it did not make sense to make a change. Ms. Ridolfino advised if it did make sense, she would discuss the schools' membership at the June meeting.

Ms. Ridolfino advised she had several action items for policies that could not be placed through the GCIC/NJCEJIF or its master programs.

Ms. Ridolfino reported the first item was the Accident policy for the County Parks and Recreation. Ms. Ridolfino requested a motion to renew the policy with National Union Fire effective 5/17/15 in the amount of \$1,716. Ms. Ridolfino advised the premium was reduced slightly as some of the programs were taken over by the Y.



**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE ACCIDENT POLICY THROUGH NATIONAL UNION FIRE FOR AN ANNUAL COST OF \$1,716 EFFECTIVE 5/17/15**

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

Ms. Ridolfino advised she was waiting for the liability renewal quote from the carrier for the County's Summer Camp Sports but did not expect the premium to increase more than 10%. Ms. Ridolfino indicated if the quote was higher she would notify the Commissioners prior to the expiration date.

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE GENERAL LIABILITY POLICY THROUGH NATIONAL UNION FIRE FOR AN ANNUAL COST NOT TO EXCEED \$2,107 EFFECTIVE 5/21/15**

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

Ms. Ridolfino reported the last item pertained to the Improvement Authority Dream Park Package, Care, Custody Control and Umbrella renewals. Ms. Ridolfino advised she was waiting for the renewal quote from Great American Insurance Company. Ms. Ridolfino indicated the coverages were marketed to the Commission, Markel Insurance Company and Philadelphia Insurance Company. The CEL Underwriting Manager advised there would not be a substantial cost savings and noted the increased exposure could be significant. Ms. Ridolfino stated once she received the quotes she would forward a summary of the proposals to the Commissioners and requested authority to bind the coverage and then ratify at the June meeting.

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO PLACE BASED UPON THEIR RECOMMENDATION**

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

**ATTORNEY:** Commission Attorney stated he did not have anything to report.

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

**CLOSED SESSION:**

Chairman White read and requested a motion to approve Resolution 28-15 authorizing a Closed Session to discuss PARS & SARS.

**RESOLUTION 28-15, EXECUTIVE SESSION FOR THE PURPOSE AS PERMITTED BY THE OPEN PUBLIC MEETINGS ACT, MORE SPECIFICALLY TO DISCUSS PARS RELATED TO PENDING OR ANTICIPATED LITIGATION AS IDENTIFIED IN THE LIST OF CLAIMS PREPARED BY THIRD PARTY CLAIM ADMINISTRATOR INSERVCO INSURANCE SERVICES, INC. AND ATTACHED TO THIS AGENDA. ALSO THE POSSIBLE SETTLEMENT OF JEFFRY GILBERT VS GLOUCESTER COUNTY AND JOHN PETROSKI VS GLOUCESTER COUNTY**

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 Jones  
Second: Commissioner Burke  
Roll Call Vote: Unanimous

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

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001222 FROM \$15,000 TO \$51,295 AN INCREASE OF \$36,295**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001254 FROM \$15,000 TO \$35,065 AN INCREASE OF \$20,065**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001024 FROM \$15,000 TO \$65,470 AN INCREASE OF \$50,470**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001241 FROM \$15,000 TO \$98,500 AN INCREASE OF \$83,500**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001281 FROM \$15,000 TO \$47,000 AN INCREASE OF \$32,000**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001026 FROM \$52,506 TO \$92,020 AN INCREASE OF \$39,514**

**MOTION TO APPROVE SAR CLAIM # 3530000771 IN THE AMOUNT OF \$35,300**

**MOTION TO APPROVE SAR CLAIM # 3530000685 UP TO THE AMOUNT OF \$36,600**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530000807 FROM \$15,000 TO \$86,000 AN INCREASE OF \$71,000**

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

*It was noted Commissioner Jones abstained from voting on #3530001241.*

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 10:23 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary