

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, April 25, 2019
2 South Broad Street
Woodbury, NJ 9:30 AM**

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	Excused
Karen Christina (Alternate)	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Nancy Fowlkes Amy Zeiders (<i>via teleconference</i>) Yvonne Frey (<i>via teleconference</i>)
	Consolidated Services Group, Inc. Jennifer Goldstein
	Conner Strong & Buckelew Christine Baroudi
CEL Underwriting Manager	Conner Strong & Buckelew
Underwriting Services Director/RMC	Hardenbergh Insurance Group Christina Violetti Bonnie Ridolfino (<i>via teleconference</i>)
Attorney	Grace Marmero & Associates Al Marmero, Esq.
Treasurer	Tracey Giordano
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Prudence Higbee, Esq., Capehart Scatchard
Danielle Higbee
Scott Burns, Esq., Gloucester County
Fran Eddis, Hardenbergh Insurance Group
Brad Stokes, PERMA Risk Management Services
Rachael Chwastek, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services, (*via teleconference*)

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of February 28, 2019 and March 12, 2019

MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF FEBRUARY 28, 2019

Motion:	Commissioner Burke
Second:	Commissioner Christina
Vote:	Unanimous

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF MARCH 12, 2019

Motion:	Commissioner Burke
Second:	Commissioner Christina
Vote:	Unanimous

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Sheehan advised the Safety Committee did not meet since the last meeting, therefore there was no report.

CLAIMS COMMITTEE: Mr. Sheehan advised the Claims Committee met on April 9, 2019 and reviewed the PARS and SARS that would be presented during closed session.

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

RFP FOR COMMISSION ATTORNEY: Executive Director reported the Commission Attorney's Contract expired effective May 3, 2019. Executive Director advised the Fund Office issued and advertised a Request for Price Proposals. Executive Director reported there was only one response from the office of Grace Marmero & Associates, LLP, the incumbent. Executive Director noted a copy of the response was available at the meeting. Executive Director reported the Fund Office would prepare the applicable resolution and service agreement. Executive Director pointed out this was a short term agreement for the period of May 3, 2019 to December 31, 2019.

MOTION TO APPROVE THE APPOINTMENT OF GRACE MARMERO & ASSOCIATES, LLP AS COMMISSION ATTORNEY FOR THE PERIOD OF MAY 3, 2019 TO DECEMBER 31, 2019

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

CYBER SECURITY AWARENESS: Executive Director reported there was a request asking the Insurance Commission to provide funding for a Cyber Security Awareness Training Program. Executive Director referred to a copy of the quote which was included in the agenda from LinkHigh Technologies, Inc for Knowbe4 Security Awareness Training Subscription Gold for 1450 users. Executive Director advised the quote was in the amount of \$15,810 for the County, Improvement Authority, Utilities Authority and the Library. Executive Director noted the cost for the training program would be allocated to the miscellaneous and expense line of the budget. Executive Director asked if anyone had any questions and requested a motion to approve Resolution 35-19. Executive Director pointed out that this quote did not include the College, however they could be considered at some point.

MOTION TO APPROVE RESOLUTION 35-19, AUTHORIZING CYBER SECURITY AWARENESS TRAINING

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

NJ EXCESS COUNTIES INSURANCE FUND (NJCE): Executive Director advised the NJCE held their Reorganization Meeting on February 28, 2019 and a written summary of the report was included in the agenda. Executive Director reported the NJCE was scheduled to meet again in the afternoon. Executive Director noted Mr. Sheehan should be elected to serve as the Secretary for Fund Year 2019. Executive Director advised the County of Monmouth became a member of the NJCE as of April 1, 2019. Executive Director advised there would be a request for the NJCE to become a member of the New Jersey Associate of Counties (NJAC) and then if approved would have an exhibit at the annual conference in Atlantic City. Executive Director reported the NJCE was now a co-sponsor of the Educational Seminar along with the MEL and MRHIF. Executive Director encouraged everyone to register for the seminar on Friday, May 3rd at the National Conference Center in East Windsor. Executive Director advised there would also be a discussion at the NJCE meeting regarding Senate bill no. 477 which extends the statute of limitations in civil actions for sexual abuse claims.

CERTIFICATE OF INSURANCE REPORT: Executive Director advised the January, February and March Certificate of Insurance Reports was included in Appendix II of the agenda. Executive Director reported there were 14 certificates during January, 22 for February and 22 for March.

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 \$2,549,450 as of February 28, 2019. Executive Director advised that \$2,594,328 on 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 \$2,645,900.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the February Financial Fast Track for the NJCE. As of February 28, 2019, the NJCE had a surplus of \$15,366,293. Executive Director noted the cash amount was \$24,123,894.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the agenda included the February Health Benefits Financial Fast Track. As of February 28, 2019 there was a surplus of \$293,129. 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 February 28, 2019. Executive Director advised all years were performing well except Fund Year 2015 was problematic.

2019 PROPERTY & CASUALTY ASSESSMENTS: Executive Director reported the Treasurer’s Office advised all of the member entities paid the assessment which was due on March 15th. Executive Director noted the second assessment was due on May 15, 2019.

2019 MEETING SCHEDULE: Executive Director reported the Commission was not scheduled to meet in May and the next meeting was scheduled for June 27, 2019.

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

Mr. Burke pointed out that the quote for the Cyber Security Awareness Training was \$15,810, however the resolution was in the amount of \$15,800. Executive Director advised he would look into the discrepancy and asked if he could still have the authority to proceed with the payment. The Commissioners agreed to proceed.

Executive Director reported the Employee Benefits monthly report for February was included in Appendix III section of the agenda. Executive Director noted the year to date activity was 44 items.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman Sheehan advised the March and April Bill Lists were included in the agenda and requested motions for approval.

**MOTION TO APPROVE RESOLUTION 36-19 MARCH
PROPERTY & CASUALTY BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 37-19 MARCH
HEALTH INSURANCE FUND BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 38-19 APRIL
PROPERTY & CASUALTY BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 39-19 APRIL
HEALTH INSURANCE FUND BILL LIST**

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

Chairman Sheehan pointed out the monthly Treasurer’s reports showing the cash transactions and investments were included in the agenda.

CLAIMS REPORT:

Chairman Sheehan presented Resolution 40-19 Inservco Liability Check Register for the period of 2/1/19 through 2/28/19 and 3/1/19 to 3/31/19.

**MOTION TO APPROVE RESOLUTION 40-19 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 2/1/19 THROUGH 2/28/19 AND 3/1/19 TO
3/31/19**

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

Ms. George advised the Stewardship Report would be tabled until the June meeting as the copies of the report were in the Harrisburg Office.

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
February	45	\$ 52,057.74	\$ 19,248.32	\$ 32,809.42	\$ 28,216.10	54%
March	46	\$ 100,220.08	\$ 39,879.58	\$ 60,340.50	\$ 51,892.82	52%

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

NJCE SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the February - April Risk Control Activity Report which was included in the agenda. Mr. Prince advised the agenda also included a Safety Director Bulletin, “Playground Inspection Best Practice” as well as the Playground Safety Checklist. Mr. Prince referred to a copy of his letter which was included in the agenda outlining the BRIT Safety Grant Program. Mr. Prince encouraged participation and advised submissions should be sent to Ms. Violetti. Mr. Prince advised the funding for the 2018 submissions were sent to the NJCE. Mr. Prince advised that concluded his report unless there were any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Violetti reported a copy of her report was included in the agenda. Ms. Violetti advised her office had provided the claims experience and underwriting data to the Commission’s actuary and NJCE Underwriting Manager regarding the merger of Rowan College at Gloucester County and Cumberland County College. The merger will be effective July 1, 2019. Ms. Violetti advised her office was reviewing the contracts between the College and vendors.

Ms. Violetti advised there were several policies that could not be placed through the GCIC/NJCELJIF and requested a motion to renew the policies noted below. Ms. Violetti noted the premium increase on the Dream Park package policy was due to three years of negative claims experience and the current marketplace was extremely limited. All other terms and conditions were per expiring for all other policies.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Freeholder’s Business Travel Accidental Death & Dismemberment	Mutual of Omaha	6/1/19	\$2,550 three-year policy premium billed \$850 annually	\$2,550 three-year policy premium billed \$850 annually
Improvement Authority	Dream Park Package (Property and General Liability), Care Custody and Control and Umbrella Policy	Great American Insurance Company	5/21/19	\$100,987	Estimated Renewal Premium: \$116,070
County	Bond – Warden Caldwell	CNA	7/1/19	\$122.50	\$122.50

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES
DIRECTOR TO RENEW THE ABOVE CAPTIONED POLICY AS LISTED**

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

Ms. Violetti advised the following renewals were in process and requested authority to renew the policies contingent upon the premium not increasing more than 10% and no significant reduction in the terms and conditions. Ms. Violetti noted if there was, she would seek direction from the member and then advise the Commissioners accordingly.

Member	Coverage	Carrier	Exp. Date	Expiring Premium
County	Parks and Recreation Accident Policy	National Union Fire Insurance Company	5/17/19	\$1,165
County	Summer Camp Sports General Liability Policy	AIG Serviced through NSM Insurance Group	5/21/19	\$602

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES
DIRECTOR TO RENEW THE ABOVE CAPTIONED POLICIES
CONTINGENT UPON THE RENEWAL PREMIUM NOT INCREASING
MORE THAN 10% AND NO SIGNIFICANT REDUCTION IN THE TERMS
AND CONDITIONS.**

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

In response to Ms. Giordano’s inquiry, Ms. Ridolfino advised there would be one assessment bill for the College, however there could be a breakout of the bill for the two campuses. In response to Executive Director’s inquiry, Ms. Ridolfino advised she would send him a copy of the e-mail which detailed the coverages. Mr. Sheehan asked that he be copied on that e-mail as well.

In response to Mr. Sheehan’s inquiry, Ms. Violetti advised she has been in touch with the College to discuss the Cumberland merger with regard to claims and safety.

Ms. Zeiders asked that Inservco be made aware of any location changes.

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

ATTORNEY: Mr. Marmero advised he did not have anything for open session.

OLD BUSINESS: Ms. Dodd reported the figure of \$15,800 on Resolution 35-19 was incorrect and the correct amount was \$15,810. She advised she would correct the figure on the resolution.

NEW BUSINESS: Mr. Sheehan introduced Scott Burns and advised he was a new member of the County Counsel office. Executive Director introduced Brad Stokes of his office along with Rachel Chwastek who was filling in for Ms. Dodd. Ms. Higbee introduced her daughter, Danielle, who was in the 6th grade and was participating in “Take your Daughter to Work Day”

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

Seeing 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 Christina
Vote: Unanimous

CLOSED SESSION: Chairman Sheehan read and requested a motion to approve Resolution 41-19 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MOTION TO GO INTO CLOSED SESSION

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

Chairman Sheehan requested Mr. Marmero to make the motion approving the PAR.

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
#3530001313 FROM \$15,000 TO \$24,196.14 AN INCREASE OF \$9,196.14**

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

MOTION TO ADJOURN:

Motion: Commissioner Christina
Second: Commissioner Burke
Vote: Unanimous

MEETING ADJOURNED: 10:07 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary