

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Wednesday, April 26, 2023  
ZOOM VIRTUAL MEETING  
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
Scott Burns, Esq., Vice Chairman	Present
Karen Christina	Present
George Hayes (Alternate)	Absent

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Service	Inservco Insurance Services, Inc. <b>Richard Crooks, Sureatha Hobbs, Amy Zeiders, Veronica George</b>
	Qual-Lynx <b>Joseph Liscandri</b>
	Medlogix <b>Jennifer Goldstein</b>
	PERMA <b>Jennifer Davis, Shai Mcleod</b>
Underwriting Services Director/RMC	Hardenbergh Insurance Group <b>Joseph Henry, Christina Violetti, Dominique McDuffie, Danielle Colaianni, Christopher Powell</b>
Attorney	Chance & McCann, LLC <b>Kevin McCann, Esq.</b>
Treasurer	<b>Tracey Giordano</b>
Safety Director	J.A. Montgomery Risk Consulting <b>Glenn Prince</b>

**ALSO PRESENT:**

Carolyn Oldt, Gloucester County Library Commission Director  
Joseph Antinori Esq., Brown & Connery  
Prudence Higbee, Esq., Capehart Scatchard  
Susan Panto, Conner Strong & Buckelew  
Cathy Dodd, PERMA Risk Management Services  
Brandon Tracy, PERMA Risk Management Services

**APPROVAL OF MINUTES:** Open and Closed Minutes of February 23, 2023.

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF FEBRUARY 23, 2023.**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Vote: Unanimous

**CORRESPONDENCE: NONE**

**SAFETY & ACCIDENT REVIEW COMMITTEE REPORT:** Christina Violetti reported the Safety and Accident Review Committee met on March 8<sup>th</sup> to discuss workers' compensation claims outside of Covid-19 related claims and had previously requested J.A. Montgomery to conduct short presentations on relevant safety topics in addition to any training requests at each committee meeting. Safety Director conducted training on eye-wash stations and entry level drivers training program. The Committee's next meeting is scheduled for June 7<sup>th</sup>.

**CLAIMS COMMITTEE:** Chairman Sheehan advised the Claims Committee met on April 11<sup>th</sup> to discuss several PARS and SARS, which would be discussed further in closed session.

**EXECUTIVE DIRECTOR REPORT:** Executive Director said his report was included in the agenda and there were no action items.

**CERTIFICATE OF INSURANCE REPORTS** – Included in the agenda were the certificates of issuance reports from the NJCE which lists those certificates issued in the months of February and March. Executive Director said there were (9) nine certificates of insurance issued in February and (10) ten certificates of insurance issued in March.

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE)** - The NJCE conducted the Reorganization Meeting on February 23, 2023. Included in the agenda was a written summary report of the meeting. The NJCE is scheduled to meet again on Thursday, April 27, 2023, at 11:00 AM. Executive Director said this meeting will be held at Forsgate Country Club, Monroe Twp., NJ and a luncheon will follow to commemorate the 10<sup>th</sup> anniversary of the Fund's inception.

**GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK** - Included in the agenda was a copy of the Property & Casualty Financial Fast Track Report for the month of February. As of February 28, 2023, there is a statutory surplus of \$3,467,397. Executive Director reported on Line 10 of the report, "Investment in Joint Venture" is the Gloucester County Insurance Commission's share of the equity in the NJCE \$2,108,508. The total cash amount is \$4,763,854.

**NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK** – Included in the agenda was a copy of the NJCE Financial Fast Track Report for the month of February. Executive Director said as of February 28, 2023, the NJCE has a surplus of \$14,399,035 and said on Line 7 of the report, "Dividend" represents the dividend figure released by the NJCE of \$6,707,551. The cash amount is \$15,278,217.

**GCIC HEALTH BENEFITS FINANCIAL FAST TRACK** – Included in the agenda was a copy of Health Benefits Financial Fast Track for the month of February. Executive Director said as of February 28, 2023, there is a statutory surplus of \$407,516. The total cash amount is \$494,445.

**CLAIM TRACKING REPORTS** - Included in the agenda were copies of the Claim Activity Report and the Claims Management Report Expected Loss Ratio Analysis report as of February 28, 2023. Executive Director reviewed the Expected Loss Ratio Analysis noting that although it is still early in 2023, we are running slightly higher than projected by the actuary (71%) while the Commission stands at 75%. The Commission is running higher in Years 2021 and 2022, which can be attributed to delayed medical care due to the pandemic.

**CYBER INCIDENT REPORTING INFORMATION** – Included in the agenda was important information to follow if you experience a cyber incident. Executive Director said more importantly the flyer provides instructions on how to report the claim with the correct policy number.

**2023 NEW JERSEY ASSOCIATION OF COUNTIES CONFERENCE** - The 72nd Annual Conference is scheduled to be held from May 3<sup>rd</sup> to May 5<sup>th</sup> at Caesar’s in Atlantic City. Executive Director said the New Jersey Counties Excess Joint Insurance Fund will have an exhibit at the conference and he will be attending the conference as well. Executive Director added the NJCE Underwriting Manager will be holding a presentation on Cyber Security.

**2023 PROPERTY & CASUALTY ASSESSMENTS** – The Treasurer’s Office advised all the member entities paid the first assessment bill. Executive Director said the second payment is due on May 15, 2023.

**2023 MEETING SCHEDULE** – As a reminder the Commission will not meet in May. The next meeting is scheduled for June 22, 2023, at 1:00 PM. Executive Director also provided an overview of the topics to be discussed at that NJCE meeting being held on April 27<sup>th</sup> at the Forsgate Country Club.

**EMPLOYEE BENEFITS** - Ms. Panto said her report was included in the appendages of the agenda and reviewed the March report with the Commission noting the year-to-date total issues were 30.

**TREASURER REPORT** - Chairman Sheehan reported the agenda included the March Property, Casualty Bills, and Benefits list, which were Resolutions 32-23, Resolution 33-23, and April Property Casualty Bills and Benefits list, which were Resolutions 34-23, Resolution 35-23 respectively. Chairman Sheehan requested a motion to approve.

**MOTION TO APPROVE RESOLUTION 32-23, RESOLUTION 33-23, RESOLUTION 34-23 AND RESOLUTION 35-23 RESPECTIVELY. CHAIRMAN SHEEHAN REQUESTED A MOTION TO APPROVE.**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Roll Call Vote	3 Ayes – 0 Nays

Chairman Sheehan noted the monthly Treasurer’s reports were included in the agenda and asked if anyone had questions on the reports. There were no questions.

**CLAIMS ADMINISTRATOR:** Chairman Sheehan presented Resolution 36-23 Inservco Liability Check Register for the period of 02/01/23 to 02/28/23 and 3/1/23 to 3/31/23.

**MOTION TO APPROVE RESOLUTION 36-23 LIABILITY CHECK REGISTER FOR THE PERIOD OF 02/01/23 to 02/28/23 AND 3/1/23 to 3/31/23**

Motion: Commissioner Burns  
 Second: Commissioner Christina  
 Roll Call Vote: 3 Ayes – 0 Nays

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

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
February	60	\$47,563.52	\$26,970.73	\$20,592.79	\$18,047.18	89%	93%
March	79	\$360,402.66	\$220,876.38	\$86,107.09	\$124,933.40	74%	90%

**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 and training opportunities through June. Mr. Prince reported the current Learning Management System is down as the information is transitioned to the new LMS, which is expected to launch May 1<sup>st</sup>. Please direct any questions regarding the new LMS system to Mr. Prince or Ms. Natalie Dougherty.

Safety Director also added his team has begun conducting entry level train the trainer course for members around the State. A fantastic program has been developed that includes training resources, sample tests and documentation that will be needed to upload to the federal website as required by Federal Law. Mr. Prince said he will speak with Chairman Sheehan on designating a trainer. Chairman Sheehan emphasized the monetary benefit this training will provide as the county recently sent four employees to an outside facility costing the county \$4,000 per trainee. Finally, the NJCE Leadership Academy Open Enrollment will begin on June 1<sup>st</sup> through June 20<sup>th</sup> and Mr. Prince encouraged anyone that wants to participate in the Leadership Academy to review the curriculum and register accordingly.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:**

**REPORT:** Ms. Violetti reported her team received 10 submissions for the wellness incentive program, which were outlined in her report. Ms. Violetti asked to approve all the submissions and not to exceed \$1,000 per grant.

**MOTION TO APPROVE ALL WELLNESS INCENTIVE PROGRAM GRANTS NOT TO EXCEED \$1,000 PER GRANT.**

Motion: Commissioner Burns  
 Second: Commissioner Christina  
 Roll Call Vote: 3 Ayes – 0 Nays

Ms. Violetti reported the Commission’s Safety meeting is scheduled for May 9<sup>th</sup> at Auletto’s Caterer in Deptford, NJ. The topic will focus on How to Lessen the Threat of Cyber Attacks with Edward Cooney of Conner Strong & Buckelew and Salvatore Pellerito of Gloucester County IT department.

**2023 CLAIMS CHARTER**

Ms. Violetti also requested to amend the 2023 Claims Charter replacing Scott Burns with Eric Campo as the Gloucester County representative.

**MOTION TO ADOPTED THE 2023 CLAIMS CHARTER AMENDMENT  
REPLACING SCOTT BURNS WITH ERIC CAMPO**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Roll Call Vote: 3 Ayes – 0 Nays

Ms. Violetti reported Hardenbergh had submitted to the 2023 Munich Re Safety grant on behalf of the Commission, which consisted of five AED’s and corresponding accessories totaling \$22,352.70. This submission is pending review from J.A. Montgomery and if approved, will allow five library locations to receive an AED.

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY – DREAM PARK**

The Gloucester County Improvement Authority’s Dream Park property, general liability and care, custody and control coverages are written outside of the Insurance Commission through the carrier Great American Insurance Company. Hardenbergh marketed the coverage and upon discussion with the NJCE Underwriter, both the property and general liability coverages can be moved into the Insurance Commission’s current policies, but the reinsurers will not provide coverage for the care, custody, and control portion of the policy. The policy limits are \$25,000 per horse with a \$250,000 annual aggregate limit and provides liability coverage for damage to non-owned horses in the care and custody of the Dream Park. Since the reinsurers will not provide coverage for the care, custody, and control portion of the policy, Hardenbergh requested authorization for the Insurance Commission to provide such coverage to the Dream Park with the same limits as the current policy and if granted, the coverage would be added to the 2023 Risk Management Plan and any losses would be funded by the Insurance Commission.

The exposure for the Insurance Commission is minimum as the Dream Park has extensive agreements in place for organizations that utilize the facility. In addition, the last claim filed was back in 2020 and it was a general liability claim with no incurred payment. Executive Director agreed to moving this coverage within the Commission retention and said this will have to be monitored to determine if the funding needs to be adjusted. Ms. Violetti, in response to Commissioner Burns, said the program is being marketed to different insurers because Great American had increases in premium over the past 5 years despite no losses. This move will also bring the remainder of the coverage into the Insurance Commission. Executive Director added carriers will not write Care, Custody, and Control as a standalone policy.

**MOTION TO AUTHORIZE THE INSURANCE COMMISSION TO  
PROVIDE CARE, CUSTODY AND CONTROL COVERAGE TO THE  
DREAM PARK WITH LIMITS OF \$25,000 PER HORSE WITH A \$250,000  
ANNUAL AGGREGATE LIMIT EFFECTIVE 5/21/2023, IF NEEDED.**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Roll Call Vote: 3 Ayes – 0 Nays

**UNDERWRITING SERVICES DIRECTOR**

**ANCILLARY COVERAGES** The following coverages for members could not be placed through the GCIC/NJCELJIF for its master programs at this time and it has been determined the following bond/policies need to be renewed.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Parks and Recreation Accident Policy	QBE Insurance Company serviced through Bob McCloskey Insurance Company	5/17/2023	\$750.00	\$750.00
County	Gloucester County Board of Chosen Commissioners Travel Accident Policy	Chubb Insurance Company	6/1/2023	\$2,000.00	\$2,000.00
County	County Warden Bond	CNA	7/1/2023	\$122.50	\$122.50
Improvement Authority	Pollution Liability – Storage Tanks at the Dream Park	Commerce & Industry Insurance Company	7/7/2023	\$1,070.44	\$1,116.76

Ms. Violetti said, the 4% increase in premium on the Improvement Authority’s Pollution Liability policy is due to a carrier rate increase. All other terms and conditions are per expiring for all other policies.

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

Motion: Commissioner Burns  
 Second: Commissioner Christina  
 Roll Call Vote: 3 Ayes – 0 Nays

**ANCILLARY COVERAGES**

The following renewals are in process. Ms. Violetti requested authority to renew the policies contingent upon the premium not increasing more than 10% and no significant reduction in the terms and conditions. If there is, we will 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	5/21/2023	\$118,567.00

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

Motion: Commissioner Burns  
 Second: Commissioner Christina  
 Roll Call Vote: 3 Ayes – 0 Nays

**ATTORNEY: NONE**  
**OLD BUSINESS: NONE**  
**NEW BUSINESS: NONE**  
**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO THE PUBLIC**

Moved: Commissioner Burns  
Second: Commissioner Christina  
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 Burns  
Second: Commissioner Christina  
Vote: Unanimous

**CLOSED SESSION:** Chairman Sheehan read and requested a motion to approve Resolution 37-23 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 TO GO INTO CLOSED SESSION**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Vote: Unanimous

Chairman Sheehan asked Mr. McCann to present the motion approving the PARs & SARs.

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530003380 FROM \$59,070.62 TO \$129,465 AN INCREASE OF \$70,394.38.**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002792 FROM \$15,000 TO \$130,000 AN INCREASE OF \$115,000.00.**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530003410 FROM \$15,000 TO \$30,544.97 AN INCREASE OF \$15,000 AND AUTHORIZE SETTLEMENT IN THE AMOUNT OF \$30,544.97.**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530003378 FROM \$0.00 TO \$1,000 AN INCREASE OF \$1,000 AND AUTHORIZE SETTLEMENT IN THE AMOUNT OF SETTLEMENT \$1,000.**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #2023289419 FROM \$10,000 to \$16,000 AN INCREASE OF \$6,000.**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #2023295611 FROM \$10,000 to \$69,000 AN INCREASE OF \$59,000.**

**MOTION TO AUTHORIZE A SETTLEMENT ON DOCKET # GLO L000956-22 IN THE AMOUNT OF \$14,000**

Moved: Commissioner Burns  
Second: Commissioner Christina  
Roll Call Vote: 3 Ayes – 0 Nays

Chairman Sheehan reported the agenda also included the April Supplemental Bills List 38-23  
Chairman Sheehan requested a motion to approve.

**MOTION TO APPROVE RESOLUTION 38-23. CHAIRMAN SHEEHAN REQUESTED A MOTION TO APPROVE.**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Roll Call Vote: 3 Ayes – 0 Nays

Chairman Sheehan advised the next meeting would be on June 22, 2023 at 1:00 PM via Zoom.

**MOTION TO ADJOURN:**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Vote: Unanimous

**MEETING ADJOURNED: 10:26 AM**

Minutes prepared by: Brandon Tracy, Assisting Secretary