

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, April 28, 2022
ZOOM VIRTUAL 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 |
| Karen Christina | Present |
| Scott Burns, Esq. (Alternate) | Present |

FUND PROFESSIONALS PRESENT:

| | |
|------------------------------------|---|
| Executive Director | PERMA Risk Management Services Joseph Hrubash, Bradford Stokes |
| Claims Service | Inservco Insurance Services, Inc. Veronica George Richard Crooks Amy Zeiders Sureatha Hobbs |
| | Qual-Lynx Chris Roselli |
| | Medlogix Adam Giaquinto |
| | PERMA Jennifer Conicella, Jacqueline Cardenosa |
| NJCE Underwriting Manager | Conner Strong & Buckelew Edward Cooney |
| Underwriting Services Director/RMC | Hardenbergh Insurance Group Christina Violetti Danielle Colaianni Yvonne Frey |
| Attorney | Marmero Law, LLC Al Marmero, Esq. |
| Treasurer | Tracey Giordano |
| Safety Director | J.A. Montgomery Risk Consulting Glenn Prince |

ALSO PRESENT:

Eric M. Campo, Gloucester County Counsel
Therese Taraschi, Brown & Connery, LLP
Carolyn Oldt, Gloucester County Library Commission
Thomas Giordano, Brown & Brown Metro
Susan Panto, Conner Strong & Buckelew
Brandon Tracy, PERMA Risk Management Services

APPROVAL OF MINUTES: Open and Closed Minutes of February 24, 2022, and March 10, 2022

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF
FEBRUARY 24, 2022 AND MARCH 10, 2022**

| | |
|---------|------------------------|
| Motion: | Commissioner Burke |
| Second: | Commissioner Christina |
| Vote: | Unanimous |

CORRESPONDENCE: None

SAFETY & ACCIDENT REVIEW COMMITTEE REPORT: Ms. Violetti said the committee met in April to discuss the wellness grants that will be presented during her risk manager’s report. The Committee is not scheduled to meet again until June.

CLAIMS COMMITTEE: Chairman Sheehan advised the Claims Committee met on April 12th to discuss several PARS and SARS, which will be discussed further in closed session.

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

TAMARISK JONES – Executive Director reported we would like to thank Tammy Jones for all her support, guidance and dedication to the Commission and its members over the past years. Executive Director said on behalf of the Commission to show our appreciation we ordered Tammy an engraved pen and key ring. We wish Tammy all the best in her retirement.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) – At our last meeting Executive Director reported the NJCE 2022 Reorganization Meeting was held on February 24, 2022. Included in the agenda was a written summary of the meeting. Executive Director said the NJCE also met prior to today’s Commission Meeting. Executive Director highlighted several discussion points such as the progress of the manuscript policy forms for the NJCE, which will allow us to purchase reinsurance in lieu of excess insurance, the award of several professional contracts, adoption of a formalized Safety Committee Charter, the authorization to pursue quotes for an appraisal company, and reviewing a renewal timeline. The NJCE is also working on Pollution/Sewerage liability coverage for the Utility Authorities in the NJCE. Executive Director added the NJCE will meet again on June 23, 2022, at 9:30 AM via Zoom.

2022 NJCE BUDGET DELTA – At our last meeting Executive Director reported the NJCE approved the recommendation of the Fund’s Finance Committee to assess additional premiums for ancillary coverages to close a 2022 budget delta in the amount of \$744,455. Included in the agenda was a copy of the Finance Committee Agenda explaining the delta and the payment options for

member entities. Also included in the agenda was the Ancillary Coverages Reconciliation to Actual for the members of the Gloucester County Insurance Commission. The Fund Office e-mailed member entities on March 24 asking which option they preferred.

CERTIFICATE OF INSURANCE REPORTS – Included in agenda on pages were the certificate of issuance reports from the NJCE which lists those certificates issued in the months of February and March. Executive Director said there were (7) seven certificate of insurances issued in February and (12) twelve in March.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK - Included in the agenda on was a copy of the Property & Casualty Financial Fast Track Report for the month of February. Executive Director reported as of **February 28, 2022** there was a statutory surplus of **\$2,980,687**. **Line 10** of the report, “Investment in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the NJCE **\$2,195,741**. The total cash amount is **\$4,304,567**. Executive Director also reported a surplus of **\$700,000**.

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 reported as of **February 28, 2022** there is a statutory surplus of **\$14,323,660**. Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of **\$5,857,551**. The total cash amount is **\$12,413,800**.

GCIC HEALTH BENEFITS FINANCIAL FAST TRACK – Included in the agenda was a copy of Health Benefits Financial Fast Track for the month of January. Ms. Panto reported as of **January 31, 2022**, there is a statutory surplus of **\$283,399** and the total cash amount is **\$356,343**.

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, 2022. The Executive Director reviewed the reports with the Commission noting years 2011 and 2015 saw losses higher than projected, but the Commission has performed better than expected overall which is part of the reason the Commission has seen an increase in the surplus.

2022 PROPERTY & CASUALTY ASSESSMENTS – Executive Director said the Treasurer’s Office advised all member entities paid the March assessment. The second assessment payment is due on May 15, 2022.

2022 MEETING SCHEDULE – Executive Director reminded participants the Commission will not meet in May. The next meeting is scheduled for June 23, 2022, at 1:00 PM in person. There were no objections to holding the June meeting in person.

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Ms. Panto said her report was included in the Appendix III section of the agenda and reviewed the March report with the Commission noting the year-to-date total issues were 43.

TREASURER REPORT: Chairman Sheehan reported the agenda included the March Property and Casualty Bills List, Resolution 40-22 and the March Property and Casualty Bills List, Resolution 41-22 March Benefits Bills List, Resolution 42-22 April Property & Casualty Bills List, and Resolution 43-22 April Benefit Bills List requested a motion to approve.

MOTION TO APPROVE RESOLUTION 40-22 MARCH BILLS LIST, RESOLUTION 41-22 MARCH BENEFIT BILLS LIST, RESOLUTION 42-22 APRIL BILLS LIST, AND RESOLUTION 43-22 APRIL BENEFIT BILLS LIST

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

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

CLAIMS ADMINISTRATOR: Chairman Sheehan presented Resolution 44-22 Inservco Liability Check Register for the period of 2/1/22 to 2/28/22 and 3/1/22 to 3/31/22.

MOTION TO APPROVE RESOLUTION 44-22 LIABILITY CHECK REGISTER FOR THE PERIOD OF 2/1/22 TO 2/28/22 AND 3/1/22 TO 3/31/22

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

MANAGED CARE PROVIDER: Mr. Giaquinto 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 | 42 | \$150,278.10 | \$96,271.25 | \$54,006.85 | \$46,445.87 | 90% | 58% |
| March | 94 | \$179,486.03 | \$74,472.42 | \$105,013.61 | \$91,226.88 | 91% | 96% |

Mr. Giaquinto asked if there were any questions and concluded his report.

NJCE SAFETY DIRECTOR:

REPORT: Included in the agenda was the report noting Risk Control Activities for February through April. Also included in the report was the 2022 Safety Expo schedule where members will have the opportunity for employees to get a variety of training that PEOSH typically cites.

Mr. Prince reported the NJCE established the Safety Committee that will meet quarterly via zoom to discuss topics such as joint training programs and effectiveness of the safety program. The committee will consist of a representative from each member entity. Mr. Prince thanked Chairman Sheehan for volunteering to sit as the Commission’s representative. Mr. Prince said the first meeting of the Safety Committee would be June 20th at 10am.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Violetti reported nine submissions were received for the 2022 Wellness Incentive Program Grant and all the supporting documentation was distributed. One department exceeded the \$1,000 threshold. The Commissioners thanked Ms. Violetti for the wellness grants.

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

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

Ms. Violetti also reported the Safety Kickoff Meeting would not be held this year and that members should have received the 2022 Cyber Liability Cards, which provide information in the event of a cyber event.

Ms. Violetti introduced Dominique McDuffie, who will be joining Hardenbergh Insurance Group as the new claims account manager for public entities.

Ms. Violetti reported that 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 listed in the report 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 | 5/17/2022 | \$750.00 | \$750.00 |
| Improvement Authority | Dream Park Package (Property and General Liability), Care, Custody and Control and Umbrella Policy | Great American Insurance Company | 5/21/2022 | \$120,544 | \$118,567 |
| County | Board of County Commissioners Travel Accident Policy | Chubb Insurance Company | 6/1/2022 | \$2,000.00 | \$2,000.00 |
| County | County Warden Bond | CNA | 7/1/2022 | \$122.50 | \$122.50 |
| Improvement Authority | Pollution Liability – Storage Tanks at the Dream Park | Commerce & Industry Insurance Company | 7/7/2022 | \$1,163.08 | \$1,070.44 |

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

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

Ms. Violetti concluded her report.

ATTORNEY: Mr. Marmero advised the PARS and SARS would be reviewed in closed session and did not have anything to report for open.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO THE PUBLIC

Moved: Commissioner Burke
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 Burke
Second: Commissioner Christina
Vote: Unanimous

CLOSED SESSION: Chairman Sheehan read and requested a motion to approve Resolution 45-22 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 Burke
Second: Commissioner Christina
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

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

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530003140 FROM \$25,000.00 TO \$125,000.00 AN INCREASE OF \$100,000.00

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002430 FROM \$25,000 TO \$47,837.32 AN INCREASE OF \$22,837.32

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002046 FROM \$14,981.16 TO \$54,981.16 AN INCREASE OF \$40,000

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

APPROVAL OF RESOLUTION 46-22, AUTHORITY FOR SETTLEMENT WITH NICOLE IVINS

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

APPROVAL OF RESOLUTION 47-22, AUTHORITY FOR SETTLEMENT WITH BRADD THOMPSON

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

MOTION TO ADJOURN:

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MEETING ADJOURNED: 1:43 PM

Minutes prepared by: Brandon Tracy, Assisting Secretary