

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Wednesday, August 2, 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<br><b>Joseph Hrubash</b> |
|--------------------|---|

**ALSO PRESENT:**

Cathy Dodd, PERMA Risk Management Services  
Brandon Tracy, PERMA Risk Management Services

**EXECUTIVE DIRECTOR REPORT:** Executive Director thanked everyone for attending the special meeting and said this was a one item agenda.

**PROPERTY APPRAISAL SERVICES:** Executive Director reported at our June meeting the Commissioners approved the Fund Office to advertise an RFP for property appraisal services. Executive Director advised we received 2 responses from AssetWorks Risk Management Inc. and Kroll. Executive Director noted AssetWorks Risk Management Inc.'s price for the first year was \$18,675 compared to \$31,000 from Kroll. Executive Director added the responses were sent to the Commissioners for their review and evaluation. Executive Director said the NJCE would reimburse the Commission for cost of the appraisal services. Executive Director referred to Resolution 51-23, Appointing AssetWorks Risk Management, Inc. which was included in the agenda and requested a motion.

**MOTION TO APPROVE RESOLUTIONN 51-23, APPOINTING  
ASSETWORKS RISK MANAGEMENT INC. FOR PROPERTY  
APPRAISAL SERVICES**

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

Executive Director said that concluded his report unless there were any questions.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO 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              |

In response to Chairman Sheehan’s inquiry, Ms. Dodd said she would send an e-mail to AssetWorks after the meeting advising they were appointed and find out when the work would start. Mr. Sheehan requested that he be the contact person for the county.

Chairman Sheehan said the next meeting was scheduled for September 27, 2023, at 1:00 PM via zoom

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 9:44 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary