

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Wednesday, August 24, 2020  
TELEPHONIC MEETING  
1:00 PM**

Meeting called to order by Timothy Sheehan, Chairman. Open Public Meetings notice read into record.

**ROLL CALL OF COMMISSIONERS:**

Timothy Sheehan, Chairman	Present
Michael Burke, Vice Chairman	Present
Tamarisk Jones	Present
Karen Christina (Alternate)	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
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Claims Service	Inservco Insurance Services, Inc.
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Conner Strong & Buckelew

Underwriting Services Director/RMC	Hardenbergh Insurance Group <b>Christina Violetti</b> <b>Bonnie Ridolfino</b>
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Attorney	Grace Marmero & Associates <b>John Carleton, Esq.</b>
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Treasurer

Safety Director	J.A. Montgomery Risk Control
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**ALSO PRESENT:**

Anthony Musitano, Grace Marmero & Associates  
Cathy Dodd, PERMA Risk Management Services

**EXECUTIVE DIRECTOR REPORT:** Executive Director thanked everyone for taking the time to participate in the special meeting and advised he had five action items.

**ADDITIONAL SERVICES FOR MEDLOGIX, LLC:** Executive Director reported the Chairman made a request to transfer the Telephonic Case Management Services handled by the County to the Managed Care Vendor effective September 1, 2020. Executive Director advised there were some internal discussions and guidance from the Commission Attorney. Executive Director stated since the pricing provided by the current Managed Care Vendor, Medlogix, LLC for the additional services is below the bid threshold of \$17,500, the GCIC can pass a Resolution authorizing execution of an Addendum to the Medlogix, LLC Service Agreement. Executive Director referred to Resolution 49-20 prepared by the Commission which was included in the agenda. Executive Director asked if there were any questions, and requested a motion.

**MOTION TO ADOPT RESOLUTION 49-20,  
AUTHORIZING EXECUTION OF ADDENDUM TO  
SERVICE AGREEMENT**

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

**TRANSFER OF FUNDS:** Executive Director advised in order to cover the additional expense for Telephonic Case Management Services to be provided by Medlogix, LLC until the end of the year we are asking the Commissioners to approve a transfer of funds. Executive Director explained since the cost for additional services was charged to the claim file, he recommended a transfer of \$17,500 from the Safety Service Expense line of the 2020 budget to the Worker Compensation Loss Fund Line. Executive Director referred to Resolution 50-20, Transfer of Funds that was included in the agenda and requested a motion.

**MOTION TO ADOPT RESOLUTION 50-20, TRANSFER OF FUNDS**

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

**MEDLOGIX, LLC SERVICE AGREEMENT:** Executive Director reported due to the change in the scope of services to the Medlogix, LLC Service Agreement it was recommended the current service agreement be terminated as of December 31, 2020. Executive Director referred to Resolution 51-20 which was included in the agenda, Terminating Service Agreement with Medlogix, LLC. Executive Director advised Commission Attorney drafted a letter to Medlogix, LLC terminating the agreement. Executive Director noted there was a provision in the Service Agreement that allowed for a termination at any time during the term by giving 90 days written notice, setting for the cause for termination. Executive Director asked if anyone had any questions and requested a motion.

**MOTION TO ADOPT RESOLUTION 51-20, TERMINATING SERVICE WITH MEDLOGIX, LLC**

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

**RFP FOR MANAGED CARE SERVICES:** Executive Director reported due to the early termination of the Medlogix, LLC Service Agreement he was requesting authorization to prepare and advertise a RFP for Managed Care Services including Telephonic Case Management Services for the period of 1/1/21 to 12/31/21. Executive Director referred to Resolution 52-20, Authorizing the Preparation and Advertisement of the Request for Proposals for the Position of Managed Care Services. Executive Director asked if anyone had any questions and requested a motion.

**MOTION TO ADOPT RESOLUTION 52-20, AUTHORIZING THE PREPARTION AND ADVERTISEMENT OF THE REQUEST FOR PROPOSALS FOR THE POSITION OF MANAGED CARE SERVICES**

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

**TRANSITION OF SERVICES:** Executive Director advised Hardenbergh Insurance Group would work with the Chairman, Medlogix, LLC and Inservco Services on finalizing the process and communicating the change to all members and their departments. Executive Director thanked everyone involved with this transition especially Bonnie Ridolfino and Commission Attorney.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO THE PUBLIC**

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

Seeing no members of the public wishing to speak Chairman 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 Jones  
Roll Call Vote : Unanimous

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 1:09 PM**

Minutes prepared by: Cathy Dodd, Assisting Secretary