

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Thursday, December 12, 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               | Present |
| Karen Christina (Alternate)  | Present |

**FUND PROFESSIONALS PRESENT:**

|                                    |   |
|------------------------------------|---|
| Executive Director                 | PERMA Risk Management Services<br><b>Joseph Hrubash</b>   |
| Claims Service                     | Inservco Insurance Services, Inc.<br><b>Veronica George</b><br><b>Amy Zeiders</b><br><b>Yvonne Frey</b> |
|                                    | Qual-Lynx.<br><b>Jim Mercanto</b> ( <i>via teleconference</i> )   |
|                                    | Medlogix<br><b>Jennifer Goldstein</b>   |
|                                    | PERMA Risk Management Services<br><b>Robyn Walcoff</b><br><b>Jen Conicella</b>                          |
| NJCE Underwriting Manager          | Conner Strong & Buckelew  |
| Underwriting Services Director/RMC | Hardenbergh Insurance Group<br><b>Christina Violetti</b>  |
| Attorney                           | Grace Marmero & Associates<br><b>Doug Long, Esq.</b>  |
| Treasurer                          | <b>Tracy Giordano</b>   |
| Safety Director                    | J.A. Montgomery Risk Control<br><b>Glenn Prince</b>   |

**ALSO PRESENT**

Sue Bleiberg, Conner Strong & Buckelew (*via teleconference*)  
Emmett Primas, Esq., Gloucester County  
Leigh VanOyen, Gloucester County  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES:** Open Minutes and Closed Minutes of October 24, 2019 and Open Minutes of November 12, 2019

**MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF OCTOBER 24, 2019 AND OPEN MINUTES OF NOVEMBER 12, 2019**

Motion: Commissioner Burke  
Second: Commissioner Jones  
Vote: Unanimous

**CORRESPONDENCE: None**

**COMMITTEE REPORTS: None**

**SAFETY COMMITTEE:** Ms. VanOyen advised the Safety and Accident Review Committee last met on December 3, 2019. Ms. VanOyen reported they discussed the PEOSHA 300 Log Training and two training dates were scheduled for January 15<sup>th</sup> and February 17<sup>th</sup>. Ms. VanOyen advised they also discussed a CPR machine called the Lucas Chest Compression System. Ms. VanOyen indicated the machine already saved the life of a Gloucester County resident. Ms. VanOyen noted there was an interest in submitting a proposal for the 2020 BRIT Safety Grant for the purchase of additional machines. Ms. VanOyen reviewed the claim counts for 2019.

Ms. VanOyen reported the Committee reviews the supervisor reports and letters of recommendation are sent out or if needed a visit is made. Ms. VanOyen advised they also review the claims and 2 letters were sent out acknowledging the claims and also noting they did a good job in fixing the issue. Ms. VanOyen noted the next meeting was scheduled for February 4, 2020. Ms. VanOyen advised that concluded her report unless there were any question.

**CLAIMS COMMITTEE:** Chairman Sheehan advised the Claims Committee did not meet and the PARS would be presented during closed session.

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised his report was included in the agenda and there were six action items.

**WELCOME JENNIFER CONICELLA:** Ms. Walcoff introduced Jennifer Conicella and advised she joined PERMA Risk Management as a Senior Associate Claims Consultant. Executive Director reported Jennifer came for Amerihealth and AmTrust and had 13 years of Workers' Compensation claims adjustment experience. Ms. Walcoff noted Ms. Conicella's contact information was included in the agenda.

**PROPERTY AND CASUALTY BUDGET INTRODUCTION:** Executive Director referred to a copy of the 2020 Property & Casualty Budget which was included in the agenda. Executive Director reported the budget amount was \$6,599,053 and represented an overall increase of \$182,251 or 2.84%. Executive Director advised the budget was previously discussed and reviewed with the Chairman, Commission Treasurer and Commission Risk Manager. Executive Director noted the 2020 Property Self-Insured Retention (SIR) increased to \$250,000 from \$100,000.

Executive Director advised the NJCE portion of the budget was approved on November 21, 2019. Executive Director reported the agenda also included the proposed assessments for the member entities. The assessments are billed in three installments 40% due on 3/15/20, 30% on 5/15/20 and 30% on 10/15/20.

Executive Director reviewed the line items of the budget. Executive Director asked if anyone had any questions regarding the budget and requested a motion to introduce the budget.

**MOTION TO INTRODUCE THE 2020 PROPERTY AND CASUALTY BUDGET IN THE AMOUNT OF 6,599,053 AND SCHEDULE A PUBLIC HEARING ON JANUARY 23, 2020 AT 9:30 AM AT 2 SOUTH BROAD STREET, WOODBURY, NJ**

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

**GCIC & NJCE DIVIDEND:** Executive Director advised there was a GCIC Dividend option available to the Commission for the 2010, 2012, 2014 and 2016 Fund Years in the amount of \$457,000. Executive Director referred to a copy of Resolution 86-19, Authorizing the release of the GCIC Dividend which was included in the agenda. Executive Director reported the limit per loss was \$1,000,000 with a \$10,000 deductible. Executive Director requested a motion to adopt Resolution 86-19.

**MOTION TO ADOPT RESOLUTION 86-19 AUTHORIZING REFUND FROM THE 2010, 2012, 2014 AND 2016 FUND YEARS**

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

Executive Director reported the NJCE Board of Commissioners passed a resolution authorizing a dividend in the amount of \$2,000,000. Executive Director advised the agenda included a chart of the GCIC and NJCE Dividends. Executive Director noted the member entities would receive a credit on their 2020 assessment bill for both dividends.

**MOTION TO ACCEPT THE NJCE DIVIDEND IN THE AMOUNT OF \$333,632.22 FOR FUND YEARS 2010 THROUGH 2016**

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

**2020 HEALTH DENTAL BUDGET INTRODUCTION:** Executive Director referred to a copy of proposed 2020 Health Dental Budget in the amount of \$591,882 which was included in the agenda. Executive Director advised the introductory budget represented an overall increase of \$11,274 or 1.94%. Executive Director noted a copy of the budget was previously sent to the Chairman and Commission Treasurer for their review. Executive Director asked if anyone had any questions and requested a motion to introduce the budget.

**MOTION TO INTRODUCE THE 2020 HEALTH DENTAL BUDGET IN THE AMOUNT OF \$591,882 AND SCHEDULE A PUBLIC HEARING ON JANUARY 23, 2020 AT 9:30 AM AT 2 SOUTH BROAD STREET, WOODBURY, NJ**

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

**RFP'S FOR PROFESSIONAL SERVICES:** Executive Director reported the Fund Office issued Request for Proposals for the positions of Actuary, Auditor, Nurse Case Manager, Functional Capacity Testing & Evaluation Services, Commission Attorney, Benefits Consulting Services and Defense Panel. Executive Director advised the responses were due on October 18, 2019 and included in the agenda was a summary of the vendors who responded. Chairman Sheehan reported he met with the Commissioners and they scored the responses. Chairman Sheehan advised it was their recommendation to appoint the incumbents for the 2020 Defense Panel and also the incumbents for the Nurse Case Manager. Chairman Sheehan read off the incumbents for the Defense Panel and Nurse Case Manager. Executive Director noted there was only response received for the positions of Actuary, Auditor, Commission Attorney, Functional Capacity Testing & Evaluation Services and Benefits Consulting Services. Executive Director asked if anyone had any questions and requested a motion. Executive Director advised Resolutions would be prepared for the next meeting.

**MOTION TO APPROVE A ONE YEAR APPOINTMENT FOR THE VENDORS LISTED BELOW EFFECTIVE JANUARY 1, 2020**

- Actuary [Actuarial Advantage](#)
- Auditor [Bowman & Company, LLP](#)
- Commission Attorney [Grace Marmero & Associates, LLP](#)
- Functional Capacity Testing & Evaluation Services [Synergy Joint & Spine](#)
- Nurse Case Manager [Susan Schaefer, LLC](#)  
[Medlogix](#)
- Defense Panel [Madden & Madden](#)  
[Parker McCay](#)  
[Chance & McCann](#)  
[Caphart Scatchard- WC- Higbee](#)  
[Caphart Scatchard – Liab - Corea](#)  
[Brown & Connery, LLP](#)  
[John A. Alice](#)  
[Florio, Perrucci, Steinhardt &](#)  
[Cappelli, LLC](#)

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

**MOTION TO APPROVE A THREE YEAR APPOINTMENT TO CONNER STRONG & BUCKELEW FOR BENEFITS CONSULTING SERVICES EFFECTIVE JANUARY 1, 2020**

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

**NJ EXCESS COUNTIES INSURANCE FUND (NJCE):** Executive Director advised the NJCE met on October 24, 2019 and a written summary of the meeting was included in the agenda. Executive Director also advised the NJCE met on November 21, 2019 and adopted the 2020 Budget in the amount of \$24,751,509. Executive Director noted a summary of the meeting was also included in the agenda. Executive Director advised the NJCE was scheduled to hold their Reorganization Meeting on February 27, 2020.

**CERTIFICATE OF INSURANCE REPORT:** Executive Director advised the October Certificate of Insurance Report was included in Appendix II of the agenda. Executive Director reported there were 9 certificates issued the month of October.

**GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK:** Executive Director advised the September Property & Casualty Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$3,382,745 as of September 30, 2019. Executive Director advised that \$3,114,759 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 \$3,960,290.

**NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the agenda included the September Financial Fast Track for the NJCE. As of September 30, 2019, the NJCE had a surplus of \$16,851,003. Executive Director noted the cash amount was \$32,194,328.

**HEALTH BENEFITS FINANCIAL FAST TRACK:** Executive Director reported the agenda included the September Health Benefits Financial Fast Track. As of September 30, 2019 there was a surplus of \$193,676 and the cash amount was \$269,057. 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 September 30, 2019. Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report and reviewed the actuary’s projections compared to the actual losses.

**2020 MEETING SCHEDULE:** Executive Director referred to a copy of the proposed GCIC Executive Committee meeting schedule for 2020 which was included in the agenda. Executive Director noted there no meetings scheduled for March, May, July, August and November. Executive Director reported meetings for those months could be scheduled if necessary with additional notice

required by statute. Executive Director advised if the meeting dates were acceptable a resolution would be prepared for approval with the Reorganizational Resolutions in January.

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

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Chairman Sheehan advised the agenda included the November and December Bill Lists were included in the agenda. Chairman Sheehan requested a motion to approve the bill lists.

**MOTION TO APPROVE RESOLUTION 87-19, 88-19, 89-19 & 90-19**

|                |                    |
|----------------|--------------------|
| Motion:        | Commissioner Burke |
| Second:        | Commissioner Jones |
| 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 91-19 Inservco Liability Check Register for the period of 10/1/19 through 10/31/19 and 11/1/19 and 11/30/19.

**MOTION TO APPROVE RESOLUTION 91-19 LIABILITY CHECK REGISTER FOR THE PERIOD OF 10/1/19 THROUGH 10/31/19 and 11/1/19 and 11/30/19**

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

**MANAGED CARE PROVIDER:** Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of October & November.

| Month    | Number of Bills | Total Provider Charges | Total Allowed | Total Reductions | Net Reductions | Percent of Net Savings |
|----------|-----------------|------------------------|---------------|------------------|----------------|------------------------|
| October  | 37              | \$ 109,743.97          | \$ 37,177.83  | \$ 13,637.15     | \$ 66,164.63   | 60%                    |
| November | 54              | \$ 43,649.68           | \$ 18,676.19  | \$ 12,901.04     | \$ 21,635.35   | 50%                    |

Ms. Goldstein asked if anyone had any questions and concluded her report. Executive Director mentioned that the In-Network Bill Penetration of 76% did not look right. Ms. Goldstein agreed and advised she would look into the numbers.

**NJCE SAFETY DIRECTOR:**

**REPORT:** Mr. Prince reviewed the October – December Risk Control Activity Report which was included in the agenda. Mr. Prince also advised that the Civil Service Commission developed a Domestic Violence Policy that all Public Employers must adopt and distribute to their employees. It was also reported that a sample Domestic Violence Policy was available through J.A. Montgomery Risk Control and would be sent to Mr. Sheehan electronically for review. Mr. Prince also discussed the Law Enforcement Interactions With Transgender Individuals Directive, which was issued by the Attorney General’s Office on 11/20/19. It was recommended that Directive 2019-3 be forwarded to all Gloucester County Law Enforcement agencies, for review. The Commercial Driver’s License Clearinghouse requirements for CDL holders was discussed as well as the Designated Employer Representative criteria. Mr. Prince advised if anyone had any questions regarding the items discussed they should reach out to Mr. Prince. Mr. Prince concluded his report.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:**

**REPORT:** Ms. Violetti reported a copy of her report was included in the agenda. Ms. Violetti referred to a copy of the September 10, 2019 Safety & Accident Review Committee Meeting Minutes which were included in the agenda. Ms. Violetti advised a copy of the Safety and Accident Review Committee and Claims Committee 2020 Meeting Schedules were included in the beginning of the agenda. Ms. Violetti requested a motion to approve both meeting schedules.

**MOTION TO APPROVE BOTH MEETING SCHEDULES AS PRESENTED**

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

Ms. Violetti reported invitations were sent out for the January 9, 2020 Gloucester County Insurance Commission 10<sup>th</sup> Anniversary Celebration at Auletto’s.

Ms. Violetti advised her office contacted all of the members and reminded them the procedure for the 2019 Claims Sweep on Claims Made Policies. Chairman Sheehan reported he sent the e-mail to the County Administrator who put the e-mail on his letterhead and sent it to all of the department heads.

Ms. Violetti reported the Safety and Accident Review Committee respectfully requested continued funding of the Wellness Incentive Grant for 2020. Ms. Violetti advised the agenda included the program and requested authorization of \$5,000 for the Wellness Incentive Program.

**MOTION TO AUTHORIZE \$5,000 FOR THE WELLNESS INCENTIVE PROGRAM**

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

Ms. Violetti advised the following coverages for members could not be placed through the GCIC/NJCEJIF for its master programs at this time and it was determined the following bond/policies needed to be renewed:

| Member                | Coverage                      | Carrier | Exp. Date | Expiring Premium | Renewal Premium |
|-----------------------|-------------------------------|---------|-----------|------------------|-----------------|
| County                | Bond – Chila                  | CNA     | 1/1/20    | \$70.00          | \$70.00         |
| County                | Bond – McKenna                | CNA     | 1/1/20    | \$70.00          | \$70.00         |
| Improvement Authority | Dream Park Volunteer Accident | QBE     | 1/28/20   | \$400.00         | \$400.00        |

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW LISTED ABOVE**

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

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

| Member  | Coverage           | Carrier         | Exp. Date | Expiring Premium |
|---------|--------------------|-----------------|-----------|------------------|
| College | Volunteer Accident | Starr Indemnity | 12/31/19  | \$2,916.00       |

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

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

Ms. Violetti advised the below renewal was in process and had been finalized. No action was needed.

| Member  | Coverage           | Carrier | Exp. Date | Expiring Premium | Renewal Premium |
|---------|--------------------|---------|-----------|------------------|-----------------|
| Library | Notary Bond        | CNA     | 11/17/19  | \$113.75         | \$113.75        |
| Library | Volunteer Accident | QBE     | 11/23/19  | \$350.00         | \$350.00        |

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



**ATTORNEY:** Mr. Long advised he did not have anything to report.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO PUBLIC**

|         |                    |
|---------|--------------------|
| Moved:  | Commissioner Burke |
| Second: | Commissioner Jones |
| 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 Jones |
| Vote:   | Unanimous          |

**CLOSED SESSION:** Chairman Sheehan read and requested a motion to approve Resolution 92-19 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

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

**MOTION TO GO INTO CLOSED SESSION**

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

**MOTION TO RETURN TO OPEN SESSION**

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

Chairman Sheehan requested Mr. Long to make the motion approving the PARS.

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002214 FROM \$15,000 TO \$200,000 AN INCREASE OF \$185,000**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002270 FROM \$15,000 TO \$54,613 AN INCREASE OF \$39,613**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002182 FROM \$15,000 TO \$71,959 AN INCREASE OF \$56,959**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001629 FROM \$15,000 TO \$26,048.95 AN INCREASE OF \$11,048.95**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #353002261 FROM \$1,000 TO \$250,000 AN INCREASE OF \$249,000**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #2020188943 FROM \$10,000 TO \$90,000 AN INCREASE OF \$80,000**

Motion: Commissioner Burke  
Second: Commissioner Jones  
Roll Call Vote: Unanimous  
*Noted Commissioner Jones abstained from # 3530001629*

**MOTION TO ADJOURN:**

Motion: Commissioner Jones  
Second: Commissioner Burke  
Vote: Unanimous

**MEETING ADJOURNED: 10:33 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary