

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – THURSDAY, DECEMBER 12, 2024
HYBRID MEETING
IN-PERSON & VIRTUAL
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
Scott Burns, Esq., Vice Chairman	Present
Karen Christina	Present
George Hayes (Alternate)	Absent

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes
Claims Service	Inservco Insurance Services, Inc. Veronica George, Sureatha Hobbs, Kelly Guerriero, Amy Zeiders
	Medlogix Jennifer Goldstein
	PERMA Jennifer Conicella
Underwriting Services Director/RMC	Hardenbergh Insurance Group Christopher J. Powell, Christina Violetti
Attorney	Chance & McCann, LLC Kevin McCann, Esq.
Auditor	Bowman & Company
Safety Director	J.A. Montgomery Risk Consulting Glenn Prince
Treasurer	Tracey Giordano

ALSO PRESENT:

Cheryl Lewis, Rowan College of South Jersey
Jason Snyder, Hardenbergh Insurance Group
Susan Panto, Conner Strong & Buckelew
Cathy Dodd, PERMA Risk Management Services
Brandon Tracy, PERMA Risk Management Services
Gerard Torsiello, PERMA Risk Management Services
Shai Mcleod, PERMA Claims

APPROVAL OF MINUTES: Open and Closed Minutes of October 24, 2024.

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF OCTOBER 24, 2024

Motion:	Commissioner Christina
Second:	Commissioner Burns
Vote:	Unanimous

CORRESPONDENCE: NONE

SAFETY & ACCIDENT REVIEW COMMITTEE REPORT - Ms. Violetti said the Safety Committee met on December 4th at the Administration Building and discussed three workers compensation claims that were all deemed preventable. A letter was sent to the entity.

CLAIMS COMMITTEE – Ms. Conicella reported on the Mandatory year-end claims reporting memo that was included in the agenda and reminded members to report any claim, potential claim or facts and circumstances that may give rise to a claim be reported to the insurance company prior to policy expiration on 12/31/24 specifically regarding Public Officials, Employment Practices, Employed Lawyers, Cyber, Medical Malpractice, Crime, and Pollution.

EXECUTIVE DIRECTOR REPORT:

2025 PROPERTY AND CASUALTY BUDGET INTRODUCTION – Included in the agenda for review and discussion was the 2025 proposed Property & Casualty Budget in the amount of \$9,449,293. Executive Director said a surplus offset was not used in the 2025 budget. Executive Director continued to review the budget noting the dollars in lines 1-5 are provided by the actuary and come in a range - low, medium and high - and the Commission typically utilizes the medium range reflecting a 10% increase, line 11 is the Commission’s share of the excess coverages which increased by 6% versus 15% the year prior, lines 18-27 reflect the contractual fees, line 23 represents the risk manager fee which did not increase from 2024 and line 35 ancillary coverages resulted in a decrease of -0.14%. Executive Director said the introductory budget represents an overall increase of \$503,015 or 5.62%. Chairman Sheehan said this was a positive result especially factoring in the change in property values from the appraisals.

Executive Director said a copy of the proposed assessments for the member entities were included in the agenda. The annual assessment would be billed in three installments and payable as follows: 40% due on 3/14/25, 30% on 5/13/25 and 30% on 10/14/25. The Fund Office will advertise the proposed 2025 budget in the applicable newspapers.

MOTION TO INTRODUCE THE 2025 PROPERTY AND CASUALTY BUDGET IN THE AMOUNT OF \$9,449,293 AND SCHEDULE A PUBLIC HEARING ON JANUARY 23, 2025 AT 1:00 P.M.

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

2025 HEALTH DENTAL BUDGET INTRODUCTION – Included in the agenda for review and discussion was the 2025 proposed Health Dental Budget in the amount of \$694,874. Ms. Panto stated the introductory budget represents a decrease of \$9,147 or 1.30% which represented 789 covered employees in the select entities for Dental PPO enrollment as of August 2024. Ms. Panto reported on the decrease in dental, which was a result of favorable claims history in the past year, over the past year, benefits consultant fee increased based on the agreement with the County. A copy of the budget was previously sent to the County for their review. Executive Director said the Fund Office will advertise the 2025 proposed budget in the applicable newspapers.

MOTION TO INTRODUCE THE 2025 HEALTH DENTAL BUDGET IN THE AMOUNT OF \$694,874 AND SCHEDULE A PUBLIC HEARING ON JANUARY 23, 2025 AT 1:00 P.M.

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

RFP’S FOR PROFESSIONAL SERVICES – Executive Director reported the Fund Office prepared Request for Proposals for the positions of Executive Director, Risk Management Consultant, Underwriting Services Director, Third Party Administrator, Managed Care Provider, Actuary, Auditor, Defense Panel Attorneys, Field Nurse Case Manager, and Commission Attorney. The responses except for Managed Care were due on October 17, 2024; Managed Care responses were due October 23, 2024. The Risk Management Consultant RFP was re-issued with a due date of November 14, 2024.

Included in the agenda was a summary of the vendors who responded to the RFP. All responses were reviewed and evaluated by the Commissioners. The responses were discussed, recommendations were rendered at the meeting and the approved professionals were read into record by the Executive Director. Executive Director added a resolution for the appointments will be presented at the January meeting.

MOTION TO APPROVE A ONE-YEAR APPOINTMENT FOR THE VENDORS LISTED BELOW EFFECTIVE JANUARY 1, 2025

Actuary - The Actuarial Advantage; Auditor - Bowman & Company, LLP; Commission Attorney - Chance & McCann; Nurse Case Manager Susan Schaefer, LLC, Medlogix; Defense Panel - Madden & Madden, Capehart Scatchard- WC- Higbee, Brown & Connery, LLP, John A. Alice, Marmero Law.

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

MOTION TO APPROVE A THREE-YEAR APPOINTMENT FOR THE VENDORS LISTED BELOW EFFECTIVE JANUARY 1, 2025

Risk Management Consultant - Hardenbergh Insurance Group; Underwriting Services Director - Hardenbergh Insurance Group; Executive Director – PERMA; Third Party Administrator - Inservco Insurance Services, Inc.; Managed Care Services – Medlogix.

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

CERTIFICATE OF INSURANCE REPORTS – Included in the agenda was the certificate of issuance report from the NJCE which lists those certificates issued in the months of October & November. Executive Director stated there were (4) four certificates of insurance issued during the month of October and (5) five certificates of insurance issued in November.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – The NJCE met on October 24, 2024, and November 15, 2024. The summary reports of the meetings were included in the agenda. Executive Director reported at the October meeting, the NJCE discussed the preliminary budget and its response to a memo received from DOBI cautioning the issuance of a

dividend and actions to address the decline in surplus. Executive Director said the NJCE Board of Commissioners unanimously agreed to not issue a dividend in 2024. Executive Director said the NJCE introduced a proposed budget in the amount of \$44,647,620 a 7.96% increase at the November meeting. A copy of the budget and Ancillary Budget was included in the agenda. The 2025 assessments are still under development and the NJCE Finance Sub-Committee will review at their next meeting. Executive Director said a public hearing is scheduled on January 7, 2025, at 1:00 PM.

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 September. However, an amended copy of the September Financial Fast Track was distributed separately at the meeting. Executive Director reported that as of September 30, 2024, there was a statutory surplus of \$2,637,736. Line 11 of the report, “Investment in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the NJCE \$1,486,226. The total cash amount is \$4,719,567. Executive Director said the increase in surplus was result of a decrease in IBNR from the 3rd quarter Financial Fast Track and the recording of a claims reimbursement payment to the Commission from the Improvement Authority.

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 September. Executive Director reported as of September 30, 2024, the NJCE has a surplus of \$9,756,877, Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of \$6,707,551. The cash amount is \$26,097,892. Executive Director said 2023 Fund Year’s deficit was a result of large property claims when excess property retentions were \$3 million. The excess property retention has been reduced to \$1 million.

GCIC HEALTH BENEFITS FINANCIAL FAST TRACK – Included in the agenda was a copy of Health Benefits Financial Fast Track for the month of August. Ms. Panto reported as of August 31, 2024, there was a statutory surplus of \$433,325. The total cash amount is \$537,901.

CLAIM TRACKING REPORTS - Included in the agenda are the Claim Activity Report and the Claims Management Report Expected Loss Ratio Analysis report as of September 30, 2024. Executive Director reviewed the reports with the Commission noting the Claims management report showed 11 more open claims from the prior month and the Claims Activity report notes the Commission is at 50% of the actuarial target mostly a result of a recent property claim. Executive Director said 2023 is expected to decrease once the actuary reports on the Improvement Authority’s reimbursement.

2025 PROPOSED MEETING SCHEDULE – Below are the proposed meeting dates for 2025 with the start time of the meetings being 1:00 PM. The 2025 GCIC Reorganization meeting is scheduled for January 23, 2025. Executive Director stated if the dates are acceptable a resolution will be prepared for approval with the Reorganization Resolutions in January. Additional meetings can be scheduled if needed. The proposed meeting dates were January 23, February 27, April 24, June 26, September 25, October 23 and December 11. The Commissioners accepted the meeting dates and will discuss later whether the meetings will be in-person or virtual.

EMPLOYEE BENEFITS - Ms. Panto said her report was included in the agenda and reviewed the November report with the Commission noting the year-to-date total issues were 38 bringing the year-to-date issues to 207.

TREASURER REPORT - Chairman Sheehan reported the agenda included the November Property, Casualty Bills List and Benefits Bills List, and December Property, Casualty Bills List and Benefits

Bills List which were Resolutions 68-24 through Resolution 71-24. Chairman Sheehan requested a motion to approve.

MOTION TO APPROVE RESOLUTION 68-24 THROUGH RESOLUTION 71-24

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 72-24 Inservco Liability Check Register for the period of 10/1/24 to 10/31/24 and 11/1/24 to 11/30/24.

MOTION TO APPROVE RESOLUTION 72-24 LIABILITY CHECK REGISTER FOR THE PERIOD OF 10/1/24 TO 10/31/24 AND 11/1/24 TO 11/30/24

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

MANAGED CARE PROVIDER - Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of October & November as noted below. Ms. Goldstein reported the PPO penetration for November was lower than normal which was a result of a surgery bill that went out of network. Medlogix did negotiate with the provider.

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
October	42	\$94,903.99	\$51,213.96	\$43,690.03	\$37,630.51	73%	90%
November	38	\$31,471.60	\$15,705.07	\$15,766.53	\$13,559.22	86%	62%

NJCE SAFETY DIRECTOR:

REPORT - Mr. Prince reported the Safety Director’s report was included in the agenda and referred to the Risk Control Activities from October through December 2024. The training opportunities through February 2025 were listed in the agenda and have been added to njce.org. Safety Director reported that the Leadership Academy will begin its open enrollment program on 12/1 with a start date of 1/1/2025. Mr. Prince advised funds will be available for the 2025 Safety Grant.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR: REPORT:

2025 UNDERWRITING RENEWAL DATA: Ms. Violetti reported all members’ renewal information has been completed and inputted into the Origami and Broker Buddha Systems.

2025 SAFETY KICK OFF MEETING: Hardenbergh is working to schedule the 2025 Safety Kick Off meeting. Ms. Violetti said the topic will be the J.A. Montgomery’s Learning Management System and additional details will be provided as the event gets closer.

UNDERWRITING SERVICES DIRECTOR RISK MANAGEMENT SERVICES

2025 MEETING SCHEDULES – SAFETY AND ACCIDENT REVIEW COMMITTEE AND CLAIMS COMMITTEE: Enclosed in the agenda were the meeting schedules for each Committee.

MOTION TO APPROVE BOTH SCHEDULES AS PRESENTED

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

9/11/2024 SAFETY AND ACCIDENT REVIEW COMMITTEE MEETING MINUTES:
Enclosed in the agenda were the approved meeting minutes from the September 11th meeting.

WELLNESS INCENTIVE GRANT PROGRAM: Ms. Violetti said as this program has continuously received positive feedback from the entities that have participated, Hardenbergh respectfully requested continued funding for the Wellness Incentive Grant for 2025. There are no changes to the program. Included in the Underwriting Manager’s Report was the program documentation.

The Safety and Accident Review Committee respectfully requested the Commission approve an amount not to exceed \$10,000 (\$1,000 per grant – total of 10 grants) for this program and will be funded from the miscellaneous budget line item.

MOTION TO AUTHORIZE \$10,000 FOR THE WELLNESS INCENTIVE PROGRAM

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

2025 SAFETY KICK OFF MEETING: Ms. Violetti reported invitations have been sent for the January 9, 2025, kick-off meeting. The focus topic will be the J.A. Montgomery Learning Management System.

Ms. Violetti said there will be light refreshments served at the meeting as it will be held at Rowan College of South Jersey – Gloucester Campus and requested authorization for funding of the refreshments at the meeting. Hardenbergh is working with the County to select the vendor.

MOTION TO AUTHORIZE NOT TO EXCEED \$750 FOR REFRESHMENTS FOR THE 2025 SAFETY KICK-OFF MEETING

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

2024 CLAIMS SWEEP ON CLAIMS MADE POLICIES: Ms. Violetti said Hardenbergh has contacted all the members reminding them to advise our office if they have any knowledge of an incident which may give rise to a claim under the “claims made” policies: Public Officials/Employment Practices, Medical Malpractice, Employed Lawyers, Crime, Pollution, and Cyber Liability. These policies have strict definitions to what constitutes “knowledge of a claim” and the time in which it must be reported to the carrier for coverage to be afforded. As these policies expire on 1/1/2025, we need to report any potential claims that may have been throughout 2024 to the carriers prior to 1/1/2025.

2024 NJCEL REINSURER MUNICH RE SAFETY GRANT: Ms. Violetti reported the two submissions for the 2024 Munich Re Safety Grant were approved. The first submission was from the Gloucester County Library Commission for an automatic external defibrillator (AED) and corresponding accessories for the Logan Branch. The total cost is \$4,743.43. The second

submission was from the County Sheriff’s Department for three in car Motorola Camera Video Systems. The total estimated cost including all hardware and warranties is \$23,014.00

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
Improvement Authority	Builders’ Risk – Fossil Park Project	Selective Insurance Company	12/24/2024	\$59,536.00	\$59,418.00
College	Volunteer Accident	Berkley Life and Health Insurance Company	12/31/2024	\$2,878.00	\$2,565.00
County	Bond – Chila	CNA	1/1/2025	\$70.00	\$70.00
County	Bond – McKenna	CNA	1/1/2025	\$70.00	\$70.00
Improvement Authority	Dream Park Volunteer Accident	Federal Insurance Company	1/28/2025	\$400.00	\$400.00

Ms. Violetti reported the slight decrease in the premium for the Improvement Authority’s Builders’ Risk policy is due to a change in the New Jersey surcharge. The 11% decrease in the College’s Volunteer Accident policy is due to a change in insurance carriers. Hardenbergh is working with the County to obtain bonds for the new Sheriff and Undersheriffs effective 1/1/2025. All terms and conditions are per expiring.

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

Moved: Commissioner Burns
 Second: Commissioner Christina
 Vote: Unanimous

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

MOTION TO OPEN MEETING TO THE PUBLIC

Moved: Commissioner Christina
 Second: Commissioner Burns
 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 73-24 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

MOTION TO GO INTO CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Christina
Second: Commissioner Burns
Vote: Unanimous

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

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM 3530003575 FROM \$37,792.06 TO \$69,568.62 AN INCREASE OF \$31,776.59.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM 3530002537 FROM \$25,000.00 TO \$29,287.96 AN INCREASE OF \$4,287.96 AND AUTHORIZE A SETTLEMENT IN THE AMOUNT OF \$15,000.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM 3530002850 FROM \$27,701.28 TO \$44,691.28 AN INCREASE OF \$16,990.00 AND AUTHORIZE A SETTLEMENT IN THE AMOUNT OF \$15,000.

MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM 3530002966 IN THE AMOUNT OF \$12,500.

MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM 3530003792 IN THE AMOUNT OF \$10,000.

MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM 3530003831 IN THE AMOUNT OF \$400.

MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM 3530003859 IN THE AMOUNT OF \$500.

MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM 3530003868 IN THE AMOUNT OF \$487.71.

MOTION TO AUTHORIZE A SETTLEMENT AUTHORITY FOR CLAIM 3530003886 IN THE AMOUNT OF \$16,007.74.

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

Chairman Sheehan advised the next meeting would be January 23, 2025 at 1:00 PM with meeting location to be determined.

MOTION TO ADJOURN:

Motion:	Commissioner Christina
Second:	Commissioner Burns
Vote:	Unanimous

MEETING ADJOURNED: 1:42 PM

Minutes prepared by: Brandon Tracy, Assisting Secretary