

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, December 14, 2017
2 South Broad Street
Woodbury, NJ 9:30 AM**

Meeting called to order by Gerald White, Chairman. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Gerald White, Chairman	Present
Michael Burke, Vice Chairman	Present
Tamarisk Jones	Present
Karen Christina (Alternate)	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
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Claims Service	Inservco Insurance Services, Inc. Veronica George Amy Zeiders
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	Consolidated Services Group, Inc. Jennifer Goldstein <i>(via conference call)</i>
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	Conner Strong & Buckelew Greg Hunt
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CEL Underwriting Manager	Conner Strong & Buckelew Ed Cooney
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Underwriting Services Director/RMC	Hardenbergh Insurance Group Chris Powell Christina Violetti
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Attorney	Long Marmero & Associates Al Marmero Esq.
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Treasurer	Tracey Giordano
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Safety Director	J.A. Montgomery Risk Control Glenn Prince <i>(via conference call)</i>
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ALSO PRESENT:

Sue Bleiberg, Conner Strong & Buckelew, *(via teleconference)*
Prudence Higbee, Esq, Capehart Scatchard
Tim Sheehan, Gloucester County
Tom Campo, Esq., Gloucester County
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of November 2, 2017

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF
November 2, 2017**

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Sheehan reported the Committee last met on December 5, 2017 and there was good representation from all of the member entities and professionals. Mr. Sheehan advised several topics were discussed including the Wellness Incentive. Mr. Sheehan noted three claims were reviewed and letters would be sent to the respective department heads.

CLAIMS COMMITTEE: Chairman White advised the Claims Committee met and the PARS would be presented during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director reported there were three action items and the first item was the Public Hearing on the 2018 Property and Casualty Budget.

2018 PROPERT AND CASUALTY BUDGET: Executive Director referred to a copy of the budget in the amount of \$5,973,427 which was included in the agenda and advised the budget did not change since introduction. Executive Director asked if there were any questions and requested a motion to open the Public Hearing.

**MOTION TO OPEN THE PUBLIC HEARING ON THE
2018 PROPERTY & CASUALTY BUDGET**

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

MOTION TO CLOSE THE PUBLIC HEARING

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

MOTION TO ADOPT THE PROPERTY & CASUALTY BUDGET FOR THE GLOUCESTER COUNTY INSURANCE COMMISSION AS PRESENTED FOR THE COMMISSION YEAR 2018 & CERTIFY THE 2018 ASSESSMENTS

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

2018 HEALTH BENEFITS BUDGET: Executive Director advised the next action item was the adoption of the 2018 Health Benefits Budget in the amount of \$591,723. Executive Director reported there were no changes to the budget since introduction and Ms. Bleiberg was on the phone if anyone had any questions. Executive Director requested a motion to open the Public Hearing as there were no questions.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2018 HEALTH BENEFIT BUDGET

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

MOTION TO CLOSE THE PUBLIC HEARING

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

MOTION TO ADOPT THE HEALTH BENEFIT BUDGET FOR THE GLOUCESTER COUNTY INSURANCE COMMISSION AS PRESENTED FOR THE COMMISSION YEAR 2018

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

DEFENSE PANEL AGREEMENTS: Executive Director reported the Defense Panel Agreements expired as of December 31, 2017. Executive Director advised the Fund Office issued an RFP and the responses were due on November 3, 2017. Chairman White reported the responses were reviewed with his colleagues and they completed the joint evaluation forms. Chairman White advised they recommended the same panel be appointed for 2018. Chairman White noted the Executive Director's

office had conversations with each of the firms confirming they agreed to the rate of \$150 an hour with one exception. Executive Director advised a resolution would be prepared for the January meeting, however a motion for approval of the panel could be done now.

**MOTION TO APPROVE THE APPOINTMENTS OF
FOR THE PERIOD OF JANUARY 1, 2018 THROUGH
DECEMBER 31, 2018**

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the months of October and November. Executive Director advised a total of 22 certificates were issued. Executive Director advised if there were any questions he would reach out to the NJCE Underwriting Manager.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL met on November 16, 2017 and adopted the 2018 budget. Executive Director noted the CEL was scheduled to meet again on February 22, 2018. Executive Director advised Salem was still contemplating renewing their membership in the CEL and there have been ongoing discussions with the County of Essex. Executive Director reported Sussex County decided not to make a move at this time, however discussions would continue for future membership.

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 \$3,433,214 as of September 30, 2017. Executive Director advised that \$1,585,412 on line 10 of the report “Investment in Joint Venture was the GCIC’s share of the CEL JIF equity. Executive Director noted the cash amount was \$4,964,461.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the September Financial Fast Track for the NJ CEL. As of September 30, 2017 the CEL had a surplus of \$8,743,341. Executive Director noted the cash amount was \$24,194,197.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the agenda included the September Health Benefits Financial Fast Track. As of September 30, 2017 there was a surplus of \$195,465. Executive Director noted the cash amount was \$269,305. 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, 2017. Executive Director referred to the Claim Activity Report and noted he did not find any anomalies. Executive Director advised the Claims Management Report Expected Loss Ratio Analysis report as of September 30, 2017 was also included in the agenda. Executive Director reported this report measured how the losses were running compared to

the actuary's projections for each of the fund years. Executive Director noted the Commission was performing very well and was reflected in the fact that dividends were issued.

2018 MEETING SCHEDULE: Executive Director advised the 2018 Meeting Schedule was included in the agenda. Executive Director reported there would be no meetings in March, May, July, August and November as have been done in the past. Executive Director noted meetings could be scheduled if necessary with additional notice required by statute. Executive Director stated if the dates were acceptable a resolution would be prepared for the January meeting.

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

Executive Director reported the Employee Benefits monthly report for October was included in Appendix II of the agenda.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman White advised the December Bill Lists were included in the agenda and requested motions for approval.

**MOTION TO APPROVE RESOLUTION 61-17
DECEMBER BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 62-17
DECEMBER HEALTH INSURANCE FUND BILL LIST**

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

Chairman White pointed out the monthly Treasurer's reports showing the cash transactions and investments were included in the agenda.

CLAIMS REPORT:

Chairman White presented Resolution 63-17 Inservco Liability Check Register for the period of 10/1/17 through 10/31/17 and 11/1/17 through 11/30/17.

**MOTION TO APPROVE RESOLUTION 63-17 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 10/1/17 THROUGH 10/31/17 AND 11/1/17
AND 11/30/17**

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 and November which were included in the agenda. Ms. Goldstein advised for the month of October the net savings was \$60,785.10, 27% and November was \$9,705.27, 32%. Ms. Goldstein noted during October there was a large invoice from Capital Health and the charges were over \$117,000. They were able to obtain a 20% discount from the hospital. Ms. Goldstein indicated there were 10 invoices which were out of network, however they were trying to recruit the provider. In response to Chairman White's inquiry, Ms. Goldstein advised it was Synergy Joint & Spine. Ms. Goldstein advised that concluded her report unless anyone had any questions.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the October - September 2017 Risk Control Activity Report which was included in the agenda. Mr. Prince advised he previously spoke about the 2017 Safety BRIT Grant and he was working with the Risk Manager to obtain the necessary documentation to reimburse the County for the purchase of their cameras. Mr. Prince noted when the 2018 Funding was announced he would make the appropriate notification for those that wish to apply for the grant. Mr. Prince advised the concluded his report unless anyone had any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Violetti reported a copy of their report was included in the agenda. Ms. Violetti advised the Safety & Accident Review Committee Meeting Minutes were also included in the agenda. Ms. Violetti noted the 2018 Meeting Schedules for the Claims and Safety and Accident Committee were included in the agenda. Ms. Violetti reported the date for the Safety Kick-Off Meeting was set for January 10, 2018 at the Rowan College at Gloucester County. Ms. Violetti advised the focus topic for this year was "A Second Can Change Your Life" relating to Safety. Ms. Violetti mentioned a cyber-liability video was added to the agenda and Mr. Taylor of the County IT Department would speak on the topic.

Ms. Violetti advised her office contacted the member entities to remind them to advise their office if they had any knowledge of an incident which may give rise to a claim under the "claims made" policies prior to the end of the year.

Ms. Violetti spoke about the Wellness Incentive Program which was discussed at the Safety & Accident Review Committee of December 5th. Ms. Violetti referred to a copy of the proposal which was included in the agenda. The Committee requested the Commission approve an amount not to exceed \$2,500 (\$500 per grant, total of 5 grants) for the program. Ms. Violetti requested a motion to authorize \$2,500 for the Wellness Incentive Program.

MOTION TO AUTHORIZE \$2,500 FOR THE WELLNESS INCENTIVE PROGRAM

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

Ms. Violetti advised her last item was the request for approval of the ancillary coverages and referred to the information which was included in the agenda and noted below.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
College	Volunteer Accident	Starr Indemnity	12/31/17	\$2,073.00	pending
County	Bond – McKenna	CNA	1/1/18	\$70.00	\$70.00
Improvement Authority	Dream Park Volunteer Accident	QBE	1/28/18	\$400.00	pending

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE POLICIES AS LISTED

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

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

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

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

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

Seeing no members of the public wishing to speak Chairman White asked for a motion to close the public comment portion of the meeting.

MOTION TO CLOSE THE MEETING TO THE PUBLIC

Moved: Commissioner Jones
 Second: Commissioner Burke

Roll Call Vote : Unanimous

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 64-17 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

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

MOTION TO GO INTO CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

Chairman White requested Mr. Marmero to make the motion approving the PARS. Mr. Marmero advised he would request the motion and approval could be done by consent.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001254 FROM \$52,130.00 TO \$58,309.72 AN INCREASE OF \$6,179.72

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001332 FROM \$15,000 TO \$34,897.91 AN INCREASE OF \$19,897.91

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001802 FROM \$15,000, TO \$90,000 AN INCREASE OF \$75,000

MOTION TO APPROVE THE PARS:

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:07AM

Minutes prepared by: Cathy Dodd, Assisting Secretary