

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, December 9, 2021
TELEPHONIC MEETING
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
Michael Burke, Vice Chairman	Present
Tamarisk Jones	Absent
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 Richard Crooks Suretha Hobbs Amy Zeiders
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Qual-Lynx
Chris Roselli

Medlogix
Jennifer Goldstein

PERMA
Jennifer Conicella
Robyn Walcoff

NJCE Underwriting Manager	Conner Strong & Buckelew
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Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino
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Attorney	Marmero Law, LLC Amy Krumenacker, Esq.
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Treasurer

Safety Director	J.A. Montgomery Risk Consulting Glenn Prince
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ALSO PRESENT:

Scott Burns, Esq., Gloucester County
Joe Henry, Hardenbergh Insurance Group
Tom Reilly, J.A. Montgomery
Susan Panto, Conner Strong & Buckelew
Brandon Tracy, PERMA Risk Management Services
Bradford Stokes, PRMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open and Closed Minutes of October 28, 2021

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF
OCTOBER 28, 2021**

Motion:	Commissioner Burke
Second:	Commissioner Christina
Vote:	Unanimous

CORRESPONDENCE: None

SAFETY & ACCIDENT REVIEW COMMITTEE REPORT: Chairman Sheehan reported the Safety and Accident Review Committee met in November and he was not able to attend the meeting. Chairman Sheehan asked Ms. Violetti to comment, however she was not on the call.

CLAIMS COMMITTEE: Ms. Conicella advised she did not have anything to report.

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

2022 PROPERTY AND CASUALTY BUDGET INTRODUCTION: Executive Director referred to a copy of the proposed 2022 Property & Casualty Budget in the amount of \$7,345,103. Executive Director said the introductory budget represented an overall increase of \$276,689 or 3.91%. Executive Director noted the budget was previously reviewed with the Chair, Treasurer and Risk Manager. Executive Director referred to lines 1 through 7 of the budget and advised the loss fund figures came from the actuary and there was a reduction of 4.19%. Executive Director reported one of the biggest increases was at the NJCE level and we've communicated very thoroughly with the Commissioners at prior meetings that there was a significant delta from the 2021 renewal marketplace and it continues to be troublesome. Executive Director said there were increases in excess premiums and ancillary premiums due to the current hard market conditions, adverse loss experience for property and exposures increases. The CEL premium increased by 15.38%.

Executive Director reviewed the expense section of the budget and indicated the figures were taken from the RFP responses.

Executive Director referred to the Ancillary Coverages and noted the Medical Practice was up along with Cyber Coverage.

Executive Director advised the NJCE authorized a dividend credit of \$750,000 and the Gloucester County Insurance Commission's share of the dividend was \$138,769 and appeared on line 47 of the proposed budget.

Executive Director referred to a copy of the proposed assessments for the member entities which were included in the agenda. Executive Director noted the annual assessment would be billed in three installments and payable as follows: 40% due on 3/15/22, 30% on 5/15/22 and 30% on 10/15/22. Executive Director said the Fund Office would advertise the proposed 2022 budget in the applicable newspapers.

MOTION TO INTRODUCE THE 2022 PROPERTY AND CASUALTY BUDGET IN THE AMOUNT OF \$7,345,103 AND SCHEDULE A PUBLIC HEARING ON JANUARY 27, 2022 AT 1:00 PM

Motion:	Commissioner Burke
Second:	Commissioner Christina
Vote:	Unanimous

2022 HEALTH DENTAL BUDGET INTRODUCTION: Executive Director reported the Health Dental Budget was with Conner Strong & Buckelew and indicated they did discuss the budget with the Chair previously. Executive Director asked Ms. Panto to review the budget. Ms. Panto referred to a copy the proposed 2022 Health Dental Budget in the amount of \$699,653 which was included in the agenda. Ms. Panto advised the budget comparison was based on claims through August 2021 and they were recommending a flat renewal for this year. Ms. Panto noted the claim activity was significantly higher this year due to Covid last year where there were several month where there was no claim activity. Ms. Panto continued to review several lines of the budget and advised the introductory budget represented an overall reduction of \$2,577 or 0.37. Ms. Panto asked if anyone had any questions and requested a motion to introduce the budget.

MOTION TO INTRODUCE THE 2022 HEALTH DENTAL BUDGET IN THE AMOUNT OF \$699,653 AND SCHEDULE A PUBLIC HEARING ON JANUARY 27, 2022 AT 1:00 PM

Motion:	Commissioner Burke
Second:	Commissioner Christina
Vote:	Unanimous

RFP'S FOR PROFESSIONAL SERVICES: Executive Director reported the Fund Office prepared the Request for Proposals for the positions of Actuary, Auditor, Defense Panel, Nurse Case Manager, Commission Attorney, Third Party Administrator, Managed Care Services, Risk Management Consultant, Underwriting Services Director and Executive Director. Executive Director advised the responses were due on November 16, 2021. Executive Director said the responses were being reviewed and evaluated. Executive Director noted we would schedule a special meeting on Tuesday, December 14, 2021 at 9:30 AM to discuss further.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE met on October 28, 2021 and a written summary report of the meeting was included in

the agenda. Executive Director advised the NJCE also met on November 18, 2021 and introduced the 2022 budget in the amount of \$31,498,143 which represented an increase of \$1,559,335 or 5.2% over the 2021 Annualized Budget and \$3,447,381 or 12.3% over the 2021 Assessed Budget. Executive Director noted a Public Hearing was scheduled for Thursday, December 16, 2021 at 9:30 AM.

CERTIFICATE OF INSURANCE REPORTS: Executive Director referred to copies of the certificate of insurance issuance reports from the NJCE listing those certificates issued during the month of October and November, which were included in the agenda. Executive Director advised there were (7) seven certificates issued in October and (21) twenty-one in November. Executive Director asked if anyone had any questions on the reports.

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 \$3,119,760 as of September 30, 2021. Executive Director advised that \$2,283,655 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 \$3,844,639.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the NJCE Financial Fast Track was not available and would appear in the next agenda.

HEALTH BENEFITS FINANCIAL FAST TRACK: Ms. Panto reported the agenda included the September Health Benefits Financial Fast Track. As of September 30, 2021 there was a surplus of \$284,584. Ms. Panto noted the cash amount was \$359,131. Ms. Panto asked if anyone had any questions.

CLAIMS TRACKING REPORTS: Executive Director advised the Claim Tracking reports as of September 30, 2021 were included in the agenda.

2022 PROPOSED MEETING SCHEDULE: Executive Director reviewed the proposed meeting dates for 2022 which were included in the agenda. Executive Director advised the start time of the meetings would be at 1:00 PM. Executive Director noted the 2022 GCIC Reorganization meeting was scheduled for January 27, 2022. Executive Director said if the dates were acceptable a resolution would be prepared for approval with the Reorganization Resolutions in January. Additional meetings can be scheduled if needed. Executive Director said he thought the Commissioners expressed an interest of returning to in-person meetings starting with the Re-Organization Meeting. Chairman Sheehan advised that was correct and asked Commissioner Burke and Commissioner Christina if they agreed. The Commissioners agreed. Executive Director said he look forward to seeing everyone again. Chairman Sheehan advised their conference room included Zoom technology with a large TV so if anyone did not feel comfortable attending the meeting in person the professionals were more than welcome to participate through Zoom.

January 28, February 24, April 28, June 23, September 22, October 27 and December 8

Executive Director introduced Brandon Tracy. Executive Director said Mr. Tracy worked on the NJCE account and was being added to the GCIC account.

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Ms. Panto advised her report was included in the Appendix II section of the agenda and reviewed the October report with the Commission and noted the year to date total issues were 123.

TREASURER REPORT: Chairman Sheehan advised the agenda included the November Bill List, Resolution 63-21, the November Benefit Bill List, Resolution 64-21, December Bill List, Resolution 65-21 and December Benefit Bill List 66-21 and requested a motion to approve.

**MOTION TO APPROVE RESOLUTION 63-21
NOVEMBER BILL LIST, RESOLUTION 64-21,
NOVEMBER BENEFIT BILL LIST, RESOLUTION 65-
21 DECEMBER BILL LIST AND RESOLUTION 66-21
DECEMBER BENEFIT BILL LIST**

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

Chairman Sheehan pointed out the monthly Treasurer's reports were included in the agenda. Chairman Sheehan asked if anyone had any questions on the reports.

CLAIMS SERVICE: Ms. Conicella referred to a copy of a memorandum which was included in the agenda regarding Mandatory Year-End Claims Reporting. Ms. Conicella reviewed the letter and requested any claims relating to Public Officials, Employment Practices Liability, Employed Lawyers Professional Liability, Cyber, Healthcare Professional and General Liability, Crime or Pollution claims, suits and or incidents of which you may be aware be reported prior to the policy expiration of 12/31/21. Ms. Conicella said Hardenbergh Insurance Group was very good at this so they were in good hands. Chairman Sheehan said the memo was sent to Administration and they sent it out to all Department Heads.

CLAIMS ADMINISTRATOR: Chairman Sheehan presented Resolution 67-21 Inservco Liability Check Register for the period of 10/1/21 to 10/31/21 and 11/1/21 to 11/30/21.

**MOTION TO APPROVE RESOLUTION 67-21 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 10/1/21 TO 10/31/21 AND 11/1/21 TO
11/30/21**

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of October and November as noted below.

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
October	55	\$ 66,242.81	\$ 27,845.26	\$ 38,397.55	\$ 33,182.05	50%	91%
November	55	\$ 141,442.83	\$ 52,953.07	\$ 88,489.76	\$ 78,838.08	56%	98%

Ms. Goldstein asked if there were any questions and concluded her report.

NJCE SAFETY DIRECTOR:

REPORT: Mr. Prince advised the Safety Director’s report was included in the agenda and referred to the Risk Control Activities for October through November. Mr. Prince reported a list of all of the training webinars were included in the agenda through February 28. Mr. Prince said the training webinars were also posted on the NJCE website for review and registration. Mr. Prince said on Monday he was planning to have a Munich Re Safety Grant Committee Meeting. Mr. Prince advised the Underwriting Manger was successful in obtaining \$50,000 grant funds. Mr. Prince advised the submissions would be reviewed and presented to the NJCE next Thursday. Mr. Prince said he would be advocating aggressively next year for the program as well, as we think the program was very successful. Mr. Prince concluded his report unless anyone had any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino reported she was filling in for Ms. Violetti today. Ms. Ridolfino advised a copy of their report was included in the agenda. Ms. Ridolfino reported a copy of the 9-1-21 Safety and Accident Review Committee Meeting Minutes were included in the agenda.

Ms. Ridolfino referred to a copy of the 2022 Meeting Schedules for the Safety and Accident Review Committee and the Claims Committee. Ms. Ridolfino requested a motion to approve the schedules.

MOTION TO APPROVE BOTH SCHEDULES AS PRESENTED

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

Ms. Ridolfino reported the Safety and Accident Review Committee met on December 1st and advised they were respectfully requesting continued funding for the Wellness Incentive Grant for 2022. Ms. Ridolfino said there were no changes to the program and indicated the program documentation was included in the agenda. Ms. Ridolfino requested a motion to approve an amount not to exceed \$10,000 (\$1,000 per grant – total of 10 grants) for the program.

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

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

Ms. Ridolfino reported invitations would be sent out shortly for the 2022 Gloucester County Insurance Commission Safety Kick Off meeting. Ms. Ridolfino advised the date was set for January 13th at

Auletto’s Caterers in Deptford. Ms. Ridolfino said they would like to provide pens with Gloucester County Insurance Commission on them to all the attendees. Ms. Ridolfino requested a motion to authorize up to \$250 for the purchase of pens.

MOTION TO AUTHORIZE UP TO \$250 FOR THE PRUCHASE OF PENS FOR THE 2022 GLOUCESTER COUNTY INSURANCE COMMISSION SAFETY KICK OFF

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

Ms. Ridolfino reported they contacted all the members and reminded them to advise their office if anyone had “knowledge of a claim” to notify their office. Ms. Ridolfino said they needed to report any potential claims to the carriers prior to 1/1/22.

Ms. Ridolfino advised the County has made three submissions for the 2021 Munich Re Safety Grant and they were waiting for approval.

Ms. Ridolfino said the below coverages for members could not be placed through the GCIC/NJCELJIF as noted below. Ms. Violetti requested a motion to renew the listed policies below. Ms. Violetti noted originally, the bonds for Knestaut and Bay had an expiration date of 12/28/21, but coverage was extended until 1/1/22.

ember	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
College	Volunteer Accident	Starr Indemnity	12/31/2021	\$3,027.00	\$3,027.00
County	Bond – Chila	CNA	1/1/2022	\$70.00	\$70.00
County	Bond – McKenna	CNA	1/1/2022	\$70.00	\$70.00
County	Bond – Knestaut	CNA	1/1/2022	\$175.00	\$175.00
County	Bond – Bay	CNA	1/1/2022	\$175.00	\$175.00
Improvement Authority	Dream Park Volunteer Accident	QBE	1/28/2022	\$400.00	\$400.00

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW ALL POLICIES AS OUTLINED ABOVE

Motion: Commissioner Burke
 Second: Commissioner Christina
 Roll Vote: Unanimous

Ms. Ridolfino reported the below renewals were in the process and were finalized. No action was required. Ms. Ridolfino noted there was a 20% decrease in the County’s pollution liability policy due to the removal of a waste oil tank and the Library’s notary bond decreased due to the number of notaries from 10 to 8.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Pollution Liability – Underground Storage Tanks	Liberty Surplus Insurance Companies	10/30/2021	\$5,250.00	\$4,081.89
Library	Notary Bond	CNA	11/17/2021	\$113.75	\$91.00

Lastly, Ms. Ridolfino said they were working with County to obtain information to secure a bond for the new Sheriff effective 1/1/22.

ATTORNEY: Ms. Krumenacker advised she did not have anything to report in open.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO THE PUBLIC

Moved: Commissioner Burke
 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 Burke
 Second: Commissioner Christina
 Vote: Unanimous

CLOSED SESSION: Chairman Sheehan read and requested a motion to approve Resolution 68-21 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed. Chairman Sheehan advised Closed Session would be held using a Zoom breakout room.

Motion: Commissioner Burke
 Second: Commissioner Christina
 Vote: Unanimous

MOTION TO GO INTO CLOSED SESSION

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

Chairman Sheehan asked Ms. Krumenacker to present the motion approving the PARS.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002046 FROM \$15,000 TO \$74,733 AN INCREASE OF \$69,733

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #2022246085 FROM \$10,000 TO \$53,000 AN INCREASE OF \$43,000

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002726 FROM \$71,844.14 TO \$185,000 AN INCREASE OF \$113,155.86

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002777 FROM \$150,000 TO \$300,000 AN INCREASE OF \$150,000

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002779 FROM \$15,000 TO \$34,259.09 AN INCREASE OF \$19,259.09

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

Chairman Sheehan advised the next meeting would be on December 14, 2021 at 9:30 AM to review the RFP's and the next scheduled meeting was on January 27, 2022 at 1:00 PM.

MOTION TO ADJOURN:

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MEETING ADJOURNED: 1:58 PM

Minutes prepared by: Cathy Dodd, Assisting Secretary