

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, February 24, 2022
ZOOM VIRTUAL 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
Karen Christina	Present
Scott Burns, Esq. (Alternate)	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash, Bradford Stokes
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Claims Service	Inservco Insurance Services, Inc. Veronica George Richard Crooks Amy Zeiders Sureatha Hobbs
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Qual-Lynx
Chris Roselli

Medlogix
**Jennifer Goldstein
Adam Giaquinto**

PERMA
Jennifer Conicella

NJCE Underwriting Manager	Conner Strong & Buckelew
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Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino Chris Powell Christina Violetti
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Attorney	Marmero Law, LLC Al Marmero, Esq.
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Treasurer

ALSO PRESENT:

Carolyn Oldt, Gloucester County Library Commission
Leigh vanOyen, Gloucester County Safety
Susan Panto, Conner Strong & Buckelew
Cathy Dodd, PERMA Risk Management Services
Brandon Tracy, PERMA Risk Management Services

APPROVAL OF MINUTES: Open and Closed Minutes of January 27, 2022

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF
JANUARY 27, 2022**

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

CORRESPONDENCE: None

SAFETY & ACCIDENT REVIEW COMMITTEE REPORT: Ms. vanOyen reported the Safety and Accident Review Committee met prior to the Insurance Commission meeting via Zoom and discussed several items such as ensuring 300 A and 380 logs were completed and posted in the breakout departments. Most of the Bureau of Labor Statistics reports were completed. The Committee also discussed new Legislation that amends the New Jersey Workers Compensation laws. The amendment changes when employment is deemed to commence.

Ms. vanOyen also reported Governor Murphy announced the widen of the Covid scope. There were 45 Covid claims reported. The next meeting is scheduled for June 1st.

CLAIMS COMMITTEE: Chairman Sheehan advised the Claims Committee met on February 7th to discuss several PARS and SARS, which will be discussed further in closed session.

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

2022 PLAN OF RISK MANAGEMENT– Executive Director said the Plan of Risk Management was included in Appendix II of the agenda. The Plan is an overview of the Commission’s coverage, risks retained by the Commission, reserving philosophy, method of assessing member contributions, claims payment authority, etc. The changes were highlighted in yellow. Executive Director said the changes were discussed during the webinars held earlier in the year.

**MOTION TO APPROVE RESOLUTION 28-22, PLAN OF RISK
MANAGEMENT**

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

2022 PRIMA CONFERENCE – Executive Director said the PRIMA Conference will take place this year on June 5-8 in San Antonio, Texas. Included in the agenda was Resolution 29-22 Authorizing Advanced Travel Expenses for Authorized Official Travel. Executive Director said Chairman Sheehan has expressed interest in attending the Conference and added if the other Commissioners are interested in attending they should contact the Fund Office.

MOTION TO APPROVE RESOLUTION 29-22 AUTHORIZING ADVANCE TRAVEL EXPENSES FOR AUTHORIZED OFFICIAL TRAVEL

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

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) – Executive Director said the NJCE held their Reorganization Meeting prior to the Insurance Commission meeting. Executive Director provided a report noting the highlights of the meeting such as the award of several professional contracts to vendors that responded to the RFP, finalized the reorganization and EUS resolutions for the excess placement, and discussed the meeting of the Finance sub-committee.

Executive Director said the NJCE Finance Committee met on February 22nd and discussed ancillary coverages, which resulted in a delta of \$740,455. The committee recommended an additional assessment be assessed and gave the members three options on how to pay back the assessment. Chairman Sheehan, a member of the NJCE Finance Sub-committee, opted for option 1 for the Insurance Commission. Executive Director added the NJCE is scheduled to meet next on Thursday, April 28, 2022 at 9:30 am.

2022 RENEWAL OVERVIEW WEBINAR – Executive Director said the NJCE Underwriting Manager held two webinars on Wednesday, January 26th and Wednesday February 2nd and it was well attended with over 50 participants. A recording of the webinar has been posted to njce.org. For any questions please contact the Fund office.

KEY TASKS FOR 2022– Included in the agenda was a copy of the Key Tasks for 2022 prepared by the NJCE Underwriting Manager. Executive Director said if we can get some of this information that appeared in the list it will help strengthen our position with the Underwriters as we work towards the renewal.

NJCE CYBER TASK FORCE–Included in the agenda were four cyber stories our members have experienced. The story focused on Third Party Vulnerabilities, which is one of our top 3 causes of claims. Executive Director said we finish the story of pointing to which NJCE Cyber Program items directly address the four claims examples.

CERTIFICATE OF INSURANCE REPORTS– Included in agenda were the certificate of issuance report from the NJCE which lists those certificates issued in the month of January. Executive Director said there were (10) ten certificate of insurances issued in January.

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 December. Executive Director said as of **December 31, 2021** there was a statutory surplus of **\$2,885,335 Line**

10 of the report, “Investment in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the NJCE **\$2,107,206**. The total cash amount is **\$4,335,047**.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director said the December Financial Fast Track was not available.

GCIC HEALTH BENEFITS FINANCIAL FAST TRACK – Included in the agenda was a copy of Health Benefits Financial Fast Track for the month of December. Executive Director said as of **December 31, 2021** there is a statutory surplus of **\$260,961** and a cash balance of **\$348,001**.

CLAIM TRACKING REPORTS - Included in the agenda were copies of the Claim Activity Report, the Claims Management Report and Expected Loss Ratio Analysis report as of December 31, 2021. The Executive Director noted Years 2018, 2019 and 2020 were ahead of the actuarial projection. Executive Director noted Fund Year 2021 is off to a slow start but still has time to improve. The Commission experienced a tough Fund Year 2015, but that was similar for the Insurance Commissions across the board.

AVASCI TECHNOLOGY – Executive Director said Joe Luciano, of AvaSci Technology will hold an in-person demonstration of his new technology for certain professionals of Gloucester and Cumberland Counties. The new technology combines biomechanical data from motion capture cameras with an artificial intelligence-based movement algorithm to detect falsified or exaggerated injury and workers’ compensation claims. Invitations were sent for the demonstration scheduled on March 2nd.

2022 PROPERTY & CASUALTY ASSESSMENTS – In accordance with the Commission’s By Law’s the Property & Casualty Assessment Bills will be e-mailed to the member entities. Executive Director said the assessment bills include the NJCE dividend credit for the Fund Years 2010, 2011, 2012, 2013, 2014 and 2016. The first installment is due on March 15, 2022, however we have extended the due date to March 31. Future assessments will be due on May 15, 2022 and October 15, 2022.

2022 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES – Executive Director said the NJCE renewal policies will again be available electronically through the Conner Strong & Buckelew Egnite Connect for authorized users. The Limit Schematics are also posted to the site. If anyone has any difficulty in accessing the website, they should contact the Fund Office.

2022 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR – Executive Director said the 11th Annual Educational Seminar will be held virtually again this year. This year there will be two sessions, Friday, April 29th and Friday, May 6th, 9:00 AM to Noon. The seminar qualifies for Continuing Education Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. Included in the agenda was more information on seminar. A registration link was included in the agenda. If you have any questions or need assistance in registering, please contact the Fund Office.

Executive Director added Jacquelyn Suarez, Director NJ Division of Local Governmental Services, will be the Keynote speaker for the Seminar. Ms. Suarez will be discussing The Local Government Ethics Law during the April 29th session.

2022 MEETING SCHEDULE – Executive Director said the Commission will not meet in March. Executive Director said the next meeting is scheduled for April 28, 2022 at 1:00 PM and asked the

Commissioners if the meeting should be held in-person or via Zoom. Chairman Sheehan said to keep virtual and will advise Cathy if plans change.

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Ms. Panto said her report was included in the Appendix III section of the agenda and reviewed the January report with the Commission and noted the year to date total issues were 12.

TREASURER REPORT: Chairman Sheehan reported the agenda included the February Property and Casualty Bills List, Resolution 30-22 and the February Benefits Bills List, Resolution 31-22 and requested a motion to approve.

MOTION TO APPROVE RESOLUTION 30-22 FEBRUARY BILLS LIST AND RESOLUTION 31-22, FEBRUARY BENEFIT BILLS LIST

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

Chairman Sheehan noted the monthly Treasurer's reports were included in the agenda. Chairman Sheehan asked if anyone had any questions on the reports. There were no questions.

CLAIMS ADMINISTRATOR: Chairman Sheehan presented Resolution 32-22 Inservco Liability Check Register for the period of 1/1/22 to 1/31/22.

MOTION TO APPROVE RESOLUTION 32-22 LIABILITY CHECK REGISTER FOR THE PERIOD OF 1/1/22 TO 1/31/22

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

MANAGED CARE PROVIDER: Ms. Goldstein introduced Adam Giaquinto who is a new member to the account management team. Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of January as noted below.

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
January	38	\$87,676.90	\$19,693.42	\$67,983.48	\$61,164.10	70%	87%

Ms. Goldstein advised there were two surgery bills that made up most of the in network savings for the month. Ms. Goldstein asked if there were any questions and concluded her report.

NJCE SAFETY DIRECTOR:

REPORT: Included in the agenda was the report noting Risk Control Activities for January through February. Also included in the report was the 2022 Safety Expo schedule. Mr. Prince reported the NJCE is forming a Safety Committee that will meet quarterly via zoom to discuss topics such as joint training programs and effectiveness of the safety program. The committee will consist of a representative from each member entity. Mr. Prince noted he has a visit at the Dream Park at the request of the Director and concluded his report.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Violetti reported the Safety and Accident Review Committee meeting minutes were included in the agenda and the AvaSci technology presentation has been scheduled for March 2nd at 10:30am.

Ms. Violetti also reported that 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 listed in the report need to be renewed.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Bond – Scirrotto	CNA	4/2/2022	\$70.00	\$70.00

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE ABOVE POLICY

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

Ms. Violetti reported the Volunteer Accident policy, listed in the report, are in the process of being finalized and added the policy premium had decreased by 13% due to the change in number of volunteers from 520 to 473. Ms. Violetti concluded her report.

ATTORNEY: Mr. Marmero advised the PARS and SARS would be reviewed in closed session and did not have anything to report for 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 33-22 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 Jones
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 Mr. Marmero to present the motion approving the PARS.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002983 FROM \$25,000.00 TO \$65,000.00 AN INCREASE OF \$40,000.00

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530003005 FROM \$25,000 TO \$65,000 AN INCREASE OF \$40,000

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002726 FROM \$185,000 TO \$300,000 AN INCREASE OF \$115,000

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

Chairman Sheehan added the Commission received more information on Claim #GLO-L-1106-17 and may require a special Commission meeting to approve the claim. Chairman Sheehan advised the next meeting would be on April 28, 2022 at 1:00 PM .

MOTION TO ADJOURN:

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MEETING ADJOURNED: 1:48 PM

Minutes prepared by: Brandon Tracy, Assisting Secretary