

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, February 25, 2016
2 S. Broad Street, Conference Room B
Woodbury, NJ 9:30 AM**

Meeting called to order by Gerald A. 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

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joe Hrubash
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Claims Service	Inservco Insurance Services, Inc. Veronica George Ashley Nelms Keith Platt Nancy Fowlkes
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	Consolidated Services Group, Inc. Jennifer Goldstein
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	Conner Strong & Buckelew Michelle Leighton
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Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino Jenna Quattrone (<i>via conference call</i>)
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Attorney	Long Marmero & Associates Doug Long, Esq.
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Treasurer	Tracey Giordano
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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ALSO PRESENT:

Leigh Bary, Gloucester County
Karen Christina, Gloucester County
Matt Lyons, Esq. Gloucester County
Prudence Higbee, Esq. Capehart Scatchard
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of January 28, 2016

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF
JANUARY 28, 2016**

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Chairman White introduced Leigh Bary, the new Chairman of the Safety Committee. Ms. Ridolfino advised she would provide the Safety Committee Report this month. Ms. Ridolfino reported the Committee met a few weeks ago and reviewed the online supervisor's accident investigation form. The committee tweaked a few questions along with the format and is now being handled by the webmaster. Ms. Ridolfino advised the Committee discussed ideas for the BRIT grant and suggested body cameras. Mr. Prince advised the BRIT grant was increased to \$30,000 for the ten commissions on a first come basis. Mr. Prince advised he would submit the proposals for the body cameras to the BRIT program. Ms. Ridolfino also reported Mr. Prince was working on an inspection schedule with Mr. Brewer to visit some of the facilities including the playgrounds at the Day Care Centers and Parks.

CLAIMS COMMITTEE: Chairman White advised he was now the Chairman of the Claims Committee and did not have anything to report.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had two action items for his report and would begin with the 2016 Plan of Risk Management.

2016 RISK MANAGEMENT PLAN: Executive Director reported Ms. Dodd distributed a revised Risk Management Plan as the Risk Manager asked for a few additional changes. Executive Director advised the changes were highlighted in yellow and the major revision pertained to the worker compensation retention. The retention was amended to from \$250,000 to \$300,000. Executive Director advised the CEL purchased a non owned aircraft policy and also purchased additional flood limits. The flood limits were increased from \$75 million to \$100 million. Executive Director asked if anyone had any questions regarding the Risk Management Plan and requested a motion to adopt Resolution 24-16, Plan of Risk Management, which was distributed at the meeting.

MOTION TO ADOPT 24-16, PLAN OF RISK MANAGEMENT FOR 2016

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

RFP FOR COMMISSION ATTORNEY: Executive Director advised the Commission Attorney's Contract expired on April 25, 2016. Executive Director indicated the Fund Office would advertise and issue the RFP within the next few weeks. Executive Director requested a motion to authorize the Fund Office to issue and advertise the RFP for the Commission Attorney position.

MOTION TO AUTHORIZE THE FUND OFFICE TO ISSUE AND ADVERTISE AN RFP FOR THE COMMISSION ATTORNEY POSITION

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 1/25/16 to 2/21/16. There were a total of 19 certificates issued for this period.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the Board of Fund Commissioners held a special meeting on January 28, 2016 to review a Settlement Authority request. Executive Director noted no other fund business was discussed. Executive Director advised the CEL would hold its Reorganization Meeting in the afternoon. Executive Director noted the results of the RFP's for the positions of Executive Director, Safety Director, and Underwriting Manager would be discussed. . Executive Director stated a summary report of the meeting would appear in the next agenda.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the December Property & Casualty Financial Fast Track was included in the agenda. The Commission had a surplus of \$3,856,516 as of December 31, 2015. Executive Director advised that \$1,224,970 on line 9 of the report "Investment in Joint Venture was the GCIC's share of the CEL JIF equity. Executive Director noted the cash amount was \$5,436,513.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the December Financial Fast Track for the NJ CEL. As of December 31, 2015 the CEL had a surplus of \$5,906,279. Executive Director noted the cash amount was \$17,194,034. Executive Director noted the surplus was decreased for the fund year of 2010 as the CEL released a dividend to Camden and Gloucester County Insurance Commissions.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the agenda included the December Health Benefits Financial Fast Track. As of December 31, 2015 there was a surplus of \$138,802. Executive Director asked if anyone had any questions on the Financial Fast Track.

CLAIMS TRACKING REPORTS: Executive Director reported the agenda included the claim monitoring reports as of January 31, 2016. Executive Director referred to the Claim Activity Report and advised the purpose of the report was to review the number of claims along with changes in reserve. Executive Director advised he reviewed the report and did not find any anomalies with the report. Executive Director also reviewed the Claims Management Report Expected Loss Ratio Analysis” report as of January 31, 2016. Executive Director reported all of the years expect 2011 were running better than the actuary projected. Executive Director reviewed the report and asked if anyone had any questions.

2016 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the property and casualty assessment bills were mailed to the member entities via certified mail and e-mail. Executive Director noted the first installment was due on March 15, 2016. Executive Director indicated the second installment was due on May 15th and the last installment was due on October 15th.

2016 MEETING SCHEDULE: Executive Director reported the Commission was not scheduled to meet in March and the next meeting was scheduled for April 21, 2016 at 9:30 AM.

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

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman White advised the February Bill Lists were included in the agenda and requested motions to approve.

**MOTION TO APPROVE THE FEBRUARY BILL LIST,
RESOLUTION 25-16 IN THE AMOUNT OF
\$1,650,920.05**

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

**MOTION TO APPROVE THE FEBRUARY HEALTH
BILL LIST, RESOLUTION 26-16 IN THE AMOUNT
OF \$3,350.50**

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

Executive Director also pointed out the monthly Treasurer's reports showing the cash transactions and investments were included in the agenda.

CLAIMS REPORT:

Chairman White presented Resolution 27-16 Inservco Liability Check Register for the period of 1/1/16 through 1/31/16.

MOTION TO APPROVE RESOLUTION 27-16 LIABILITY CHECK REGISTER FOR THE PERIOD OF 1/1/16 THROUGH 1/31/16

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

Ms. George advised she would review the Stewardship Report which was prepared for the Commission as of 12/31/15. Ms. George referred to the Executive Summary of the report and indicated if anyone had any questions regarding the information within the report they should contact Staci L. Ulp. Ms. George pointed out that the Emergency Response had the most claims of any location and also had the highest net incurred. Ms. George advised the highest claim day was Wednesday. Ms. Ridolfino thought this was due to the shift work. Ms. George advised the strain, sprain, and tear claims were the most frequent and the most frequent body was multiple parts and the lower back. Ms. George encouraged everyone to review the report further. Ms. George advised a Stewardship Report could also be prepared for each member entity.

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of January which was included in the agenda. Ms. Goldstein noted there was a correction to the report and advised the month in the middle page should read January and not December. Ms. Goldstein advised there were 46 bills received for the month of January. Ms. Goldstein advised the total provider charge was \$29,838.88. The total allowed amount was \$18,414.56. Ms. Goldstein advised the total net savings for January was \$10,236.62 or 34% savings. Ms. Goldstein mentioned there was an invoice from an out of network provider for a recent claim. Ms. George asked for a copy of the invoice so she could review. Ms. Goldstein advised that concluded her report unless anyone had any questions.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the January through February 2016 Risk Control Activity Report which was included in the agenda. Mr. Prince noted he was coordinating the loss control visits with Ms. Bary and Mr. Brewer. Mr. Prince advised he was scheduled to visit the Justice Center next week. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino advised she distributed her report and had two actions.

Ms. Ridolfino advised the County's Volunteer Accident policy with AIG was renewing on 3/1/16. Ms. Ridolfino noted the expiring premium was \$3,700 and the renewal premium was \$2,894 due to a decrease of volunteers. Ms. Ridolfino indicated the terms and conditions were as per the expiring and requested a motion to authorize the renewal.

MOTION TO AUTHORIZE THE ACTION OF THE UNDERWRITING SERVICES DIRECTOR TO BIND THE AUTHORITY'S VOLUNTEER ACCIDENT POLICY FOR THE COUNTY THROUGH AIG EFFECTIVE 3/1/16 FOR AN ANNUAL PREMIUM OF \$2,894

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

Ms. Ridolfino advised the next policy was for the County's 4-H Association Crime Bond. Ms. Ridolfino noted her office was able to obtain the quote from the carrier yesterday and the premium was \$250 per year for a three year term. Ms. Ridolfino requested a motion to authorize the renewal.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE CRIME BOND THROUGH SELECTIVE FOR AN ANNUAL COST OF \$250.00 PER YEAR FOR A THREE YEAR TERM

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

Ms. Ridolfino advised that concluded her report unless anyone had any questions.

ATTORNEY: Commission Attorney stated he did not have anything to discuss.

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 Burke
Second: Commissioner Jones
Roll Call Vote : Unanimous

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 28-16 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

Commission Attorney advised he would read the applicable motions to approve the PARS discussed during closed session.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001270 FROM \$15,000 TO \$90,000 INCREASE OF \$75,000

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

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001415 FROM \$15,000 TO \$53,470 AN INCREASE OF \$38,457**

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: 10:03 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary