

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Thursday, February 28, 2019  
2 South Broad Street  
Woodbury, NJ 9:30 AM**

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	Present
Karen Christina (Alternate)	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Service	Inservco Insurance Services, Inc. <b>Nancy Fowlkes</b> <b>Amy Zeiders</b> <b>Yvonne Frey</b>
	Consolidated Services Group, Inc. <b>Jennifer Goldstein</b>
	Conner Strong & Buckelew <b>Michelle Leighton</b>
CEL Underwriting Manager	Conner Strong & Buckelew
Underwriting Services Director/RMC	Hardenbergh Insurance Group <b>Christina Violetti</b> <b>Bonnie Ridolfino</b> <b>Danielle Colaianni</b>
Attorney	Grace Marmero & Associates <b>Al Marmero, Esq.</b>
Treasurer	
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>

**ALSO PRESENT:**

Leigh VanOyen, Gloucester County  
Michael Bileci, Esq., Capehart Scatchard  
Tom Campo, Esq., Gloucester County  
Jonathan Czarnecki, J.A. Montgomery Risk Control  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES:** Open Minutes and Closed Minutes of January 24, 2019

**MOTION TO APPROVE THE OPEN MINUTES OF JANUARY 24, 2019**

Motion: Commissioner Burke  
Second: Commissioner Jones  
Vote: Unanimous

**MOTION TO APPROVE THE CLOSED MINUTES OF JANUARY 24, 2019**

Motion: Commissioner Burke  
Second: Commissioner Jones  
Vote: Unanimous

**CORRESPONDENCE:** Executive Director referred to a copy of a memo from PERMA which was included in the agenda. Executive Director advised PERMA and Conner Strong and Buckelew had a cyber incident that temporarily impacted access to the e-mail system. Executive Director advised none of the data in the system was compromised.

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Ms. VanOyen reported the Safety Committee last met on February 5, 2019 and was well attended. Ms. VanOyen advised the Wellness Grant was discussed and was increased to \$1,000. Ms. VanOyen indicated many of the departments were interested in participating in the grant program and advised Ms. Violetti would send out reminders. Ms. VanOyen reported the Committee agreed to invite a guest department supervisor to the Committee meetings to discuss their claims and also to provide a better understanding of how important safety is. Ms. VanOyen also reported they discussed the Fast Track Training offered by J.A. Montgomery. Ms. VanOyen advised the Fast Track Training was a series of regulatory PEOSH classes presented in one session. Ms. VanOyen indicated she continues to mention the BRIT Training System at the meetings and encourages its utilization. Ms. VanOyen advised the next meeting was scheduled for June 4<sup>th</sup> and asked if anyone had any questions.

**CLAIMS COMMITTEE:** Mr. Sheehan advised the Claims Committee met on February 12, 2019 and reviewed the PARS and SARS that would be presented during closed session.

Ms. Leighton reminded the Commission that the 2019 Excess Insurance and Ancillary Coverage Policies would again be available electronically through the Conner Strong & Buckelew “Egnyte Connect Website”. Ms. Leighton advised she wanted to take a minute to also remind everyone of the

importance of prompt claim reporting. Ms. Leighton referred to a copy of the 2019 Claim Reporting Procedures which were included in the Appendix section of the agenda. Ms. Leighton expressed the importance of reporting any claims on the ancillary line of coverages as the majority of coverages were written on a claims made and reported forms. Ms. Leighton indicated cyber claims should be reported the same day. Ms. Leighton also referred to a copy of the “Zurich Environmental Emergency Response” pamphlet included in the agenda and reviewed the key benefits. After a brief discussion on cyber claims, Mr. Sheehan suggested this topic again be on the agenda at the Best Practices Workshop, such as lessons learned from an actual event.

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised he had three action items in his report.

**RFP FOR COMMISSION ATTORNEY:** Executive Director reported the Commission Attorney’s Contract expired effective May 3, 2019. Executive Director advised the Fund would advertise and issue the RFP in March. After a brief discussion it was agreed the Commission Attorney’s contract would expire on December 31, 2019 to coincide with the other professional contracts.

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

Motion:	Commissioner Burke
Second:	Commissioner Jones
Vote	Unanimous

**2019 PRIMA CONFERENCE:** Executive Director reported the PRIMA Conference would take place this year in Orlando, Florida on June 9-12. Executive Director referred to Resolution 29-19, Authorizing Advanced Travel Expenses for Authorized Official Travel which was included in the agenda. Executive Director advised the amount of the expense was not to exceed \$3,000. Executive Director advised if any Commissioners were interested in attending the Conference they should contact the Fund Office.

**MOTION TO APPROVE RESOLUTION 29-19  
AUTHORIZING ADVANCE TRAVEL EXPENSES FOR  
AUTHORIZED OFFICIAL TRAVEL**

Motion:	Commissioner Jones
Second:	Commissioner Burke
Roll Call Vote	2 Ayes, 1 Abstained

**WORKERS’ COMPENSATION SEMINAR:** Executive Director reported the Fund Office received a request from Chairman Sheehan to attend the seminar on Current Issues in New Jersey Workers’ Compensation on April 11<sup>th</sup>. Executive Director advised the seminar would be moderated by John H. Geaney, Esq. of Capehart Scatchard and information was included in the agenda. Executive Director noted the cost of the seminar was \$299 and if any Commissioner was interested in attending the Conference they should contact the Fund Office. Executive Director indicated John H. Geaney was an expert in NJ Workers Compensation.

**MOTION TO APPROVE AN EXPENDITURE OF \$299  
FOR THE WORKERS COMPENSATION SEMINAR**

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

**NJ EXCESS COUNTIES INSURANCE FUND (NJCE):** Executive Director reported the NJCE was scheduled to hold their Reorganization Meeting this afternoon. Executive Director advised he expected the PERMA contract to be approved at the meeting and if so that would allow us to start working with Origami on the new RIMIS system.

**CERTIFICATE OF INSURANCE REPORT:** Executive Director advised the January Certificate of Insurance Report was not available and 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. Executive Director reported the Commission had a surplus of \$2,692,646 as of December 31, 2018. Executive Director advised that \$2,539,720 on 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 \$4,754,495 and dividends were issued in the amount of \$2,692,646.

**NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the agenda included the December Financial Fast Track for the NJCE. As of December 31, 2018, the NJCE had a surplus of \$14,919,348. Executive Director noted the cash amount was \$27,803,733.

**HEALTH BENEFITS FINANCIAL FAST TRACK:** Executive Director reported the agenda included the December Health Benefits Financial Fast Track. As of December 31, 2018 there was a surplus of \$220,270. 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 December 31, 2018.

**2019 PROPERTY & CASUALTY ASSESSMENTS:** Executive Director reported in accordance with the Commission’s By Law’s the Property & Casualty Assessment Bills were e-mailed to the member entities on February 11, 2019. Executive Director advised the assessment bills included the NJCE dividend credit along with GCIC dividend credit. Executive Director noted the first installment was due on March 15<sup>th</sup> and future due dates were May 15<sup>th</sup> and October 15<sup>th</sup>.

**2019 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES:** Executive Director advised the NJCE renewal policies would again be available electronically through the Conner Strong and Buckelew “Egnyte Connect Website” for authorized users as Ms. Leighton mentioned earlier. Executive Director noted if anyone had any difficulty in accessing the site they should contact the Fund Office.

**2019 MEETING SCHEDULE:** Executive Director reported the Commission was not scheduled to meet in March and the next meeting was scheduled for April 25, 2019.

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

Executive Director reported the Employee Benefits monthly report for January was included in Appendix III section of the agenda. Executive Director noted the year to date activity was 21 items.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Chairman Sheehan advised the January Bill Lists were included in the agenda and requested motions for approval.

**MOTION TO APPROVE RESOLUTION 30-19  
FEBRUARY PROPERTY & CASUALTY BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 31-19  
FEBRUARY HEALTH INSURANCE FUND BILL LIST**

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

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

**CLAIMS REPORT:**

Chairman Sheehan presented Resolution 32-19 Inservco Liability Check Register for the period of 1/1/19 through 1/31/19.

**MOTION TO APPROVE RESOLUTION 32-19 LIABILITY CHECK  
REGISTER FOR THE PERIOD OF 1/1/19 THROUGH 1/31/19**

Motion: Commissioner Burke  
Second: Commissioner Jones  
Vote: Unanimous

**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 advised for the month of January there were 32 bills with charges of \$42,775.28 and the recommended allowance was

\$23,405.77 and the net reductions were \$16,765.38 with an overall savings of 39%. Ms. Goldstein advised that concluded her report unless anyone had any questions.

**NJCE SAFETY DIRECTOR:**

**REPORT:** Mr. Prince reviewed the January – February Risk Control Activity Report which was included in the agenda. Mr. Prince advised the agenda also included two Safety Director Bulletins, “ADA Accessible Websites” and “Injury Recording Summary Logs”. Mr. Prince referred to a copy of the Matrix in the agenda and noted this was helpful to determine when a report should be made to PEOSH when an employee was injured. Mr. Prince advised last month he spoke about the BRIT Safety Grant and the reimbursement for the County. Mr. Prince stated he received all of the information and after his calculations it appeared there was tax paid for the order, however the County was tax exempt. Mr. Prince advised there was a difference of \$1,190 and recommended the County contact the vendor for a reimbursement. Mr. Prince reported the County should receive a reimbursement in the amount of \$11,209.00 under the BRIT Safety Grant. Mr. Sheehan thanked Mr. Prince and advised Mr. Burke was going to work on the tax issue. Mr. Prince advised that concluded his report unless there were any questions.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:**

**REPORT:** Ms. Violetti reported a copy of the December 4, 2018 Safety and Accident Review Committee approved meeting minutes were included in the agenda.

Ms. Violetti advised effective July 1, 2019 Cumberland County College would be dissolved and would merge with Rowan College at Gloucester County to form Rowan College of South Jersey. Ms. Violetti noted a new governing body would be established, Rowan College of South Jersey. This would be one entity with two locations, Gloucester County and Cumberland County. Ms. Violetti advised the Board would be appointed by both of the County Freeholders with Gloucester County having the majority. Ms. Violetti reported her office was gathering all of the information and she would make a presentation to the Commissioners once all of the information was collected.

Ms. Violetti advised the service team at Hardenbergh Insurance Group was growing. Ms. Violetti reported Fran Eddis would be the claims account manager who will service the claim needs of the Commission and its members. Ms. Violetti would remain as the account manager. Ms. Violetti introduced Danielle Colaianni, of her office and noted she was the Public Entity Supervisor and would provide support to the entire staff. Mr. Henry would continue to assist with the safety efforts of the Commission and Chris Powell and Bonnie Ridolfino would provide oversight and guidance for the Insurance Commission. Mr. Sheehan noted Ms. Eddis did a great job while Ms. Violetti was out on maternity leave and the transition was going well.

Ms. Violetti advised this month there was one policy that could not be placed through the GCIC/NJCELJIF and requested a motion to renew the policy noted below.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Bond – Scirrotto	CNA	4/2/19	\$70.00	\$70.00

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES  
DIRECTOR TO RENEW THE POLICY AS LISTED**

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

Ms. Violetti advised the following renewal was in process and had been finalized. Ms. Violetti reported the coverage was moved from AIG to Berkley Life and Health Insurance Company through Bob McCloskey Insurance based upon a reduction in cost, enhanced claims services and similar terms and conditions.

Member	Coverage	Carrier Change	Exp. Date	Expiring Premium
County	Volunteer Accident	Berkley Life and Health Insurance Company	3/1/19	\$2,345

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

**ATTORNEY:** Mr. Marmero advised he did not have anything for open session.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO PUBLIC**

Moved: Commissioner Burke  
 Second: Commissioner Jones  
 Vote: Unanimous

Seeing 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 Jones  
 Second: Commissioner Burke  
 Vote: Unanimous

**CLOSED SESSION:** Chairman Sheehan read and requested a motion to approve Resolution 33-19 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

Motion: Commissioner Jones  
Second: Commissioner Burke  
Vote: Unanimous

**MOTION TO GO INTO CLOSED SESSION**

Motion: Commissioner Jones  
Second: Commissioner Burke  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion: Commissioner Jones  
Second: Commissioner Burke  
Vote: Unanimous

Chairman Sheehan requested Mr. Marmero to make the motions approving the PARS.

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001313 FROM \$40,625.00 TO \$80,025 AN INCREASE OF \$39,400**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530002088 FROM \$15,000 TO \$39,792.43 AN INCREASE OF \$24,163.07**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001495 FROM \$15,000 TO \$225,000 AN INCREASE OF \$210,000**

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

**MOTION TO ADJOURN:**

Motion: Commissioner Jones  
Second: Commissioner Burke  
Vote: Unanimous

**MEETING ADJOURNED: 10:17 AM**  
Minutes prepared by: Cathy Dodd, Assisting Secretary