

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, January 24, 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 Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Veronica George Amy Zeiders
	Consolidated Services Group, Inc. Jennifer Goldstein
	Conner Strong & Buckelew Christine Baroudi
CEL Underwriting Manager	Conner Strong & Buckelew
Underwriting Services Director/RMC	Hardenbergh Insurance Group Christina Violetti
Attorney	Grace Marmero & Associates Doug Long, Esq.
Treasurer	Tracey Giordano
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Prudence Higbee, 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 December 13, 2018

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF
DECEMBER 13, 2018**

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

CORRESPONDENCE: None

Executive Director stated this was the 2019 Reorganization Meeting of the Commission and asked the Commission Attorney to administer the Oath of Office.

Commission Attorney administered the Oath of Office to Chairman Sheehan, Commissioner Burke, Commissioner Jones and Commissioner Christina.

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Sheehan advised the Committee did not meet.

CLAIMS COMMITTEE: Mr. Sheehan advised the Claims Committee met on January 18, 2019 and reviewed the PARS and SARS that would be presented during closed session. Mr. Sheehan reported there was also an amendment to the Claims Charter which would be discussed later in the meeting.

Executive Director stated his report was included in the agenda and advised he had 4 action items.

EXECUTIVE DIRECTOR REPORT: Executive Director reviewed Resolutions 1-19 through 11-19 as noted below and requested a motion unless anyone had any questions.

- Resolution 1-19 Certifying the Appointment of Chairperson and Vice Chairman
- Resolution 2-19 Appointing Agent for Service of Process and Custodian of Records for the Year 2019
- Resolution 3-19 Designating Official Newspapers for the Commission
- Resolution 4-19 Designating Authorized Depositories for Fund Assets and Establishing Cash Management Plan
- Resolution 5-19 Designating Commission Treasurer
- Resolution 6-19 Designating Authorized Signatures for Commission Bank Accounts

- Resolution 7-19 Indemnifying Gloucester County Insurance Fund Commission Officials/Employees
- Resolution 8-19 Appointing A Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2019
- Resolution 9-19 Authorizing Commission Treasurer to Process Contracted Payments and Expenses
- Resolution 10-19 Fixing Public Meeting Dates for Year 2019
- Resolution 12-18 Plan of Risk Management for 2019

**MOTION TO APPROVE REORGANIZATION
RESOLUTIONS NUMBER 1-19 THROUGH 12-19**

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

MEETING DATES FOR 2019: Executive Director advised the 2019 Meeting Schedule was also approved with the Reorganization Resolutions. Executive Director pointed out there were no meetings scheduled for March, May, July, August and November. However, additional meetings could be scheduled with the proper notice. Executive Director pointed out the meeting schedule was approved with the Reorganization Resolutions.

2019 PROFESSIONAL SERVICE RESOLUTIONS: Executive Director reported at the December Meeting the Commissioners discussed the response to the RFP's and made their recommendations. Executive Director referred to copies of the resolutions which were included in the agenda. Executive Director noted the resolutions were reviewed by the Commission Attorney.

- Resolution 12-19 Appointing Third Party Administrators – *Inservco Ins Services*
- Resolution 13-19 Appointing Managed Care Provider – *Medlogix, LLC*
- Resolution 14-19 Appointing Executive Director - *PERMA*
- Resolution 15-19 Appointing Risk Management Consultant -*Hardenbergh Insurance Group*
- Resolution 16-19 Appointing Underwriting Service Director- *Hardenbergh Insurance Group*
- Resolution 17-19 Appointing Auditor – *Bowman & Company, LLP*
- Resolution 18-19 Appointing Actuary – *Actuarial Advantage, Inc.*
- Resolution 19-19 Appointing Defense Attorney:
Madden & Madden, P.A., Parker McCay, P.A., Chance & McCann, LLC, Capehart Scatchard, Brown & Connery, LLP, John A. Alice, Florio, Perrucci Steinhardt & Cappelli, LLC
- Resolution 20-19 Appointing Nurse Case Manager – *Susan Schaefer, RN CCM.*
- Resolution 21-19 Appointing Alternate Nurse Case Manager – *Medlogix, LLC*

MOTION TO APPROVE RESOLUTIONS NUMBER 12-19 THROUGH 21-19

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

FUNCTIONAL CAPACITY TESTING & EVALUATION SERVICES RFP: Executive Director advised the RFP was re-issued and the responses were due on January 18, 2019. Executive Director reported there was only one response from Synergy Joint & Spine. The response was sent to the Commissioners to review. Executive Director asked if anyone had any questions and asked the Commissioners to consider approving the appointment of Synergy Joint & Spine.

MOTION TO APPROVE THE APPOINTMENT OF SYNERGY JOINT & SPINE FOR THE PERIOD OF JANUARY 24, 2019 THROUGH DECEMBER 31, 2019

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

CAIR MOTOR VEHICLE REPORTS: Executive Director reported the renewal invoice from the New Jersey Motor Vehicle Commission was received. Executive Director stated as in the past the Commission would pay for this expense and the expense would be allocated to the miscellaneous and contingency account. Executive Director noted the payment was included on the January Bill List and requested a motion for approval.

MOTION TO APPROVE PAYMENT TO THE NEW JERSEY MOTOR VEHICLE COMMISSION IN THE AMOUNT OF \$150 FOR THE ANNUAL ADMINISTRATIVE FOR ONLINE MOTOR VEHICLE REPORTS

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

NJ EXCESS COUNTIES INSURANCE FUND (NJCE): Executive Director reported the NJCE would hold its Reorganization Meeting on February 28, 2019 at 1:00 PM at the Camden County College Regional Training Center.

CERTIFICATE OF INSURANCE REPORT: Executive Director referred to a copy of the Certificate of Insurance report from the NJCE listing the certificates issued for the month of December which was included in the agenda. Executive Director advised there were 16 certificates of insurances issued during December.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the November Property & Casualty Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$2,413,354 as of November 30, 2018. Executive Director advised that \$2,413,354 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 \$5,196,818.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the November Financial Fast Track for the NJCE. As of November 30, 2018, the NJCE had a surplus of \$14,196,075. Executive Director noted the cash amount was \$28,184,625.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the agenda included the November Health Benefits Financial Fast Track. As of November 30, 2018 there was a surplus of \$220,551. 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 November 30, 2018.

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

Executive Director reported the Employee Benefits monthly report for December was included in Appendix III section of the agenda. Executive Director noted the year to date activity was 207 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 22-19
JANUARY PROPERTY & CASUALTY BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 23-19
JANUARY 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 24-19 Inservco Liability Check Register for the period of 12/1/18 through 12/31/18.

MOTION TO APPROVE RESOLUTION 24-19 LIABILITY CHECK REGISTER FOR THE PERIOD OF 12/1/18 THROUGH 12/31/18

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 December which was included in the agenda. Ms. Goldstein advised for the month of December there were 28 bills with charges of \$21,167.95 and the recommended allowance was \$14,696.13. Ms. Goldstein advised during 2018 bills were received in the amount of \$734,751.90 and the total net savings was \$385,793.25 or 53%. Ms. Goldstein thanked the Commission for the re-appointment. Ms. Goldstein advised that concluded her report unless anyone had any questions.

NJCE SAFETY DIRECTOR:

REPORT: Mr. Prince introduced Jonathan Czernecki who was a summer intern with J.A. Montgomery and recently graduated from College. Mr. Prince reviewed the December - January 2019 Risk Control Activity Report which was included in the agenda. Mr. Prince spoke about the 2018 BRIT Safety Grant and indicated the reimbursement monies were being processed. would be forwarded to the NJCE and then distributed to the County. Mr. Prince reported the provisions of how the funds were going to be distributed for the 2019 Safety Grant was changing. Mr. Prince advised a letter would be included in the next NJCE agenda. In response to the Executive Director’s inquiry, Mr. Prince advised the amount was \$45,000. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Violetti advised a copy of their report was included in the agenda. Ms. Violetti referred to a summary of the 2019 Safety Kick Off Meeting evaluations which were included in the agenda. Ms. Violetti noted there was good feedback.

Ms. Violetti reported there was an amendment to the 2019 Claim Charter. The amendment to the Charter was the replacement of Carmen Trifiletti with Jennifer Campbell as the Improvement Authority representative.

MOTION TO ADOPT THE REVISED CLAIMS CHARTER

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

Ms. Violetti advised 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	Volunteer Accident Policy	National Union	3/1/19	\$2,345	Pending

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 and new business policies were in process and were finalized. No action was necessary.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
Improvement Authority	Dream Park Volunteer Accident	QBE	1/28/19	\$400	\$400

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Bond – Chila	CNA	1/1/19	N/A	\$70

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

ATTORNEY: Mr. Long thanked the Commission for the good group of law firms on the Defense Panel.

OLD BUSINESS: Ms. Zeiders advised on behalf of Inservco she thanked the Commission for the reappointment. Executive Director also thanked the Commission for the reappointment on behalf of PERMA.

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 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
Roll Call Vote : Unanimous

CLOSED SESSION: Chairman Sheehan read and requested a motion to approve Resolution 25-19 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 Sheehan requested Mr. Long to make the motion approving the PAR.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #35300017074 FROM \$15,000 TO \$18,079.01 AN INCREASE OF \$3,079.01

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: 9:55 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary