

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, January 25, 2018
2 South Broad Street
Woodbury, NJ 9:30 AM**

Meeting called to order by Gerald 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
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 Nancy Fowlkes Keith Platt
	Consolidated Services Group, Inc. Jennifer Goldstein
	Conner Strong & Buckelew Michelle Leighton
CEL Underwriting Manager	Conner Strong & Buckelew Ed Cooney <i>(arrived (9:50)</i>
Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino Christina Violetti
Attorney	Grace Marmero & Associates Doug Long, Esq.
Treasurer	Tracey Giordano
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Tim Sheehan, Gloucester County
Tom Campo, Esq., Gloucester County
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of December 14, 2017

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF DECEMBER 14, 2017

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Sheehan advised there was no report this month as the Committee did not meet since his last report.

CLAIMS COMMITTEE: Chairman White advised the Claims Committee did not meet. Ms. Leighton advised effective 1-1-18 the Cyber coverage and the POL/EPL coverage was rewritten to Chubb Insurance Company. Ms. Leighton reported if there was a cyber incident the breach coach retention drops to “zero dollars” and expressed the importance of contacting the Chubb Cyber Incident Response Coach Hotline. Ms. Leighton noted that engaging the Breach Coach did not constitute a notice of claim. Ms. Leighton distributed a handout reviewing the steps for reporting any Cyber Claims. Ms. Leighton also distributed information on Chubb’s resource tool “EPL Assist”. Insureds have the opportunity to seek out expert advice and counsel as a benefit of the program. Ms. Leighton advised that concluded her report unless there were any questions.

Executive Director stated this was the 2018 Reorganization Meeting of the Commission. Commission Attorney advised Resolution 1-18 should be approved and then he would administer the Oath of Office.

Executive Director reviewed Resolution 1-18 which was included in the agenda and requested a motion for approval.

MOTION TO APPROVE RESOLUTION NUMBER 1-18 CERTIFYING THE APPOINTMENT OF CHAIRPERSON AND VICE CHAIRMAN

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

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

EXECUTIVE DIRECTOR REPORT: Executive Director reported he would continue his report by reviewing the Reorganization Resolutions and then they could be approved by consent.

- Resolution 2-18 Appointing Agent for Service of Process and Custodian of Records for the Year 2018
- Resolution 3-18 Designating Official Newspapers for the Commission
- Resolution 4-18 Designating Authorized Depositories for Fund Assets and Establishing Cash Management Plan
- Resolution 5-18 Designating Commission Treasurer
- Resolution 6-18 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 7-18 Indemnifying Gloucester County Insurance Fund Commission Officials/Employees
- Resolution 8-18 Appointing A Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2018
- Resolution 9-18 Authorizing Commission Treasurer to Process Contracted Payments and Expenses
- Resolution 10-18 Fixing Public Meeting Dates for Year 2018
- Resolution 11-18 Appointing Defense Attorneys for the Fund Year 2018
- Resolution 12-18 Plan of Risk Management for 2018

**MOTION TO APPROVE REORGANIZATION
RESOLUTIONS NUMBER 2-18 THROUGH 12-18**

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

2018 RISK MANAGEMENT PLAN: Executive Director reported the Risk Management Report was included in the Appendix II section of the agenda. Executive Director noted the changes were highlighted and the Plan was approved with the Reorganization Resolutions.

MEETING DATES FOR 2018: Executive Director advised the 2018 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.

DEFENSE PANEL APPOINTMENTS: Executive Director reported the one year renewal contracts for the Defense Panel appointments were issued. Executive Director advised the appointments were approved with the Reorganization Resolutions.

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 22, 2018 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 the report included the renewal certificates.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the October Property & Casualty Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$3,113,372 as of October 31, 2017. Executive Director advised that \$1,525,979 on line 10 of the report “Investment in Joint Venture was the GCIC’s share of the CEL JIF equity. Executive Director noted the cash amount was \$4,937,815.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the October Financial Fast Track for the NJ CEL. As of November 30, 2017 the CEL had a surplus of \$9,330,802. Executive Director noted the cash amount was \$23,847,520.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the agenda included the November Health Benefits Financial Fast Track. As of November 30, 2017 there was a surplus of \$199,649. 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, 2017.

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 II of the agenda.

Executive Director's Report Made Part of Minutes.

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

**MOTION TO APPROVE RESOLUTION 13-18
JANUARY BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 14-18
JANUARY HEALTH INSURANCE FUND BILL LIST**

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

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

CLAIMS REPORT:

Chairman White presented Resolution 15-18 Inservco Liability Check Register for the period of 12/1/17 through 12/31/17.

**MOTION TO APPROVE RESOLUTION 15-18 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 12/1/17 THROUGH 12/31/17**

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

Executive Director advised Inservco prepared their annual Stewardship Report and asked Ms. George to review the worker compensation report.

Ms. George referred to the Executive Summary page of the Stewardship Report and noted if anyone had questions to contact Staci Ulp, Executive President. Ms. George advised she would highlight some of the observations, conclusions and suggestions in the report. Ms. George indicated as usual the highest claim location was the Gloucester County EMS followed by the Public Works. Ms. George stated she distributed some additional reports which provided more detail and report # 3 related to the EMS. Ms. George reported the number of claims had decreased for all policy years and noted the highest year was 2015 with 120 claims. Ms. George referred to the additional report # 2 and explained the report detailed motor vehicle accidents. Ms. George advised slip and falls were the

most frequent reported claims. Ms. George indicated report # 1 represented claims for the College. Ms. George reported there were some recoveries and reviewed the last page of the report. Ms. George asked everyone to review the report and if anyone had any questions after their review to let her know.

Ms. Zeiders advised a Liability Stewardship Report was also prepared for the last three years. Ms. Zeiders referred to the Claim Summary page of the report and indicated there were 140 claims during 2015, 80 claims in 2016 and for 2017 there were 89 claims. Ms. Zeiders advised the general liability claims were the highest type of claims. Ms. Zeiders continued to review the summaries in the report. A discussion took place on the number of claims for Public Works and it was determined that the numerous pot hole claims were in this category.

Executive Director referred to the Financial Fast Track which was included in the agenda and pointed out that 2015 Fund Year was running a deficit. Executive Director also noted the Claims Management Report for 2015 indicated the claims were higher than the Actuary projected. Executive Director explained the two reports corresponded to the information in Inservco's report.

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 44 bills with charges of \$110,662.80 and the recommended allowance was \$24,959.28 with a net reduction of \$76,842.31 or 69%. Ms. Goldstein advised during 2017 bills were received in the amount of \$1,056,257.56 and the total net savings was \$510,241.80 or 48%. Ms. Goldstein advised that concluded her report unless anyone had any questions.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the December - January 2018 Risk Control Activity Report which was included in the agenda. Mr. Prince advised the agenda also included the Safety Director Bulletin on Conducting Motor Vehicle Record Checks which he recommended annually. Mr. Prince advised all of the documents were submitted to BRIT for the 2017 Safety Grant and the reimbursement monies would be forwarded to the NJCE and then distributed to the County. Mr. Prince reported the 2018 Safety Grant was increased to \$45,000 to be shared between nine Counties. Lastly Mr. Prince advised yesterday there was a Tool Box Talk conducted at the Public Works for head injury protection. Mr. Prince advised that concluded his report unless anyone had any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino advised a copy of their report was included in the agenda. Ms. Ridolfino reported the first action item was to approve the 2018 Claims Charter. Ms. Ridolfino noted there were two amendments to the Charter. The first amendment was the replacement of Gerald White with Tim Sheehan as the Chairman and the replacement of Elizabeth Hall with Cheryl Lewis as the College representative.

MOTION TO ADOPT THE REVISED CLAIMS CHARTER

Motion:	Commissioner Jones
Second:	Commissioner Burke

Roll Call Vote: Unanimous

Ms. Ridolfino reported Ms. Leighton discussed the change of insurance carriers for the Cyber coverage to Chubb. Ms. Ridolfino advised her office would distribute new laminated wallet cards with all of the pertinent contact information including the hotline number and policy number.

Ms. Ridolfino reported she received a quote to increase the limits from \$5M to \$7M on the cyber, however the deductible increases from \$25,000 to \$50,000. Ms. Ridolfino explained since it was a group purchase program she would need to have all of the participating members agree. The participating members were the County, College, Improvement Authority and Utility Authority. Ms. Ridolfino noted the Library had a separate limit. Ms. Ridolfino advised she would reach out to each member’s Commissioner to advise the additional premium and discuss the increased deductible. Executive Director suggested Hardenbergh contact the NJCE Underwriting Manager again to see if the deductible could be reduced.

Ms. Ridolfino advised her last item was the request for approval of the ancillary coverages and referred to the information which was included in the agenda and noted below.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Bond – Scirrotto	CNA	04/02/18	\$70.00	\$70.00

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE POLICIES AS LISTED

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

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

Executive Director advised he attended the Safety Kick Off Meeting and complimented Hardenbergh for a great meeting and indicated the guest speaker was fantastic.

ATTORNEY: Mr. Long advised he did not have anything to report during open.

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 Jones
Second: Commissioner Burke
Roll Call Vote : Unanimous

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 16-18 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 White requested Mr. Long to make the motion approving the PARS. Mr. Longo advised he would request the motion and approval could be done by consent.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001274 FROM \$15, 00 TO \$100,000 AN INCREASE OF \$85,000

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001886 FROM \$15,000 TO \$99,000 AN INCREASE OF \$84,000

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: 10:09AM

Minutes prepared by: Cathy Dodd, Assisting Secretary