

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Thursday, January 26, 2023  
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
Scott Burns, Esq., Vice Chairman	Present
Karen Christina	Present
George Hayes (Alternate)	Absent

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Service	Inservco Insurance Services, Inc. <b>Richard Crooks, Yvonne Frey, Sureatha Hobbs, Amy Zeiders</b>
	Qual-Lynx
	Medlogix <b>Jennifer Goldstein</b>
	PERMA <b>Jennifer Davis</b>
Underwriting Services Director/RMC	Hardenbergh Insurance Group <b>Christina Violetti, Dominique McDuffie</b>
Attorney	Chance & McCann, LLC <b>Kevin McCann, Esq.</b>
Treasurer	<b>Tracey Giordano</b>
Safety Director	J.A. Montgomery Risk Consulting <b>Glenn Prince</b>

**ALSO PRESENT:**

Carolyn Oldt, Gloucester County Library Commission  
Prudence Higbee, Capehart Scatchard  
Susan Panto, Conner Strong & Buckelew  
Bradford Stokes, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services  
Brandon Tracy, PERMA Risk Management Services

**APPROVAL OF MINUTES:** Open and Closed Minutes of December 14, 2022 and Open Minutes of December 22, 2022.

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF DECEMBER 14, 2022 AND OPEN MINUTES OF DECEMBER 22, 2022**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

Chairman Sheehan advised this was the Commission's 2022 Reorganization Meeting.

Executive Director asked Mr. McCann to make a statement regarding the Oath of Office. Mr. McCann administered the Oath of Office and said the secretary will e-mailing the cards out for signature and then they will be returned once signed.

**CORRESPONDENCE: NONE**

**SAFETY & ACCIDENT REVIEW COMMITTEE REPORT:** Chairman Sheehan reported the Safety and Accident Review Committee has not met since our last meeting. The next meeting is scheduled for March.

**CLAIMS COMMITTEE:** Chairman Sheehan advised the Claims Committee met on January 10<sup>th</sup> to discuss several PARS and SARS, which we will discuss further in closed session.

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

**REORGANIZATION RESOLUTIONS** – Executive Director said the GCIC is required to reorganize at the January Executive Committee meeting as per the Commission's Rules & Regulations. Listed below are the necessary Reorganization Resolutions, which were included in the agenda. With the Chair's permission, Executive Director reviewed the Resolutions noting a corrected resolution, Resolution 4-23, was sent to the Commissioners and asked to approve as a consent agenda.

- Resolution 1-23 Certifying the Appointment of Chairperson and Vice Chairman
- Resolution 2-23 Appoint Agent for Service of Process and Custodian of Records For the year 2023
- Resolution 3-23 Designating Official Newspapers for the Commission
- Resolution 4-23 Designating Authorized Depositories for Fund Assets and Establishing Cash Management Plan.
- Resolution 5-23 Designating Commission Treasurer
- Resolution 6-23 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 7-23 Indemnifying Gloucester County Insurance Fund Commission Official/Employees
- Resolution 8-23 Appointing A Commissioner to the New Jersey Counties Excess Joint Insurance Fund for the Fund Year 2023
- Resolution 9-23 Authorizing Commission Treasurer to Process Contracted Payments and Expenses
- Resolution 10-23 Fixing Public Meeting Dates for Year 2023

**MOTION TO APPROVE REORGANIZATION RESOLUTIONS NUMBER 1-23 THROUGH 10-23 INCLUDING AMENDED 4-23 RESOLUTION**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**MEETING DATES FOR 2023** – Included in the agenda were the proposed meeting schedule for 2023. Executive Director said as we have done in the past there are no meetings scheduled for March, May, July, August, and November. However, the Commissioners can decide with enough advanced notice to schedule additional meetings or cancel any meeting. The NJCE is hosting a luncheon on April 27, 2023, which would have been the day of our April meeting. We will need to agree on an alternative date, and we will suggest some dates at the February meeting. Chairman Sheehan stated Ms. Dodd can send additional April meetings for the Commissioners to decide. The Meeting Dates were approved with the Reorganization Resolutions.

**2023 PROPERTY AND CASUALTY BUDGET** - At the December 14, 2022, meeting the 2023 Property and Casualty Budget was introduced. In accordance with the regulations the budget was advertised in the Commission's official newspapers. The Public Hearing for the budget will be held at this meeting. A copy of the introduced 2023 Property and Casualty Budget and the amended Budget in the amount of **\$8,203,164** appeared in the agenda. Based on the NJCEJIF excess renewal marketing results, the GCIC share of the NJCEJIF premium was increased to \$3,333,129 and the GCIC share of the Ancillary Coverages was decreased to \$1,256,636 resulting in no-bottom line change from introduction. Also included in the agenda were copies of the assessments by member entity. The assessments are due on 3/15/23, (40%), 5/15/23 (30%) and 10/15/23 (30%).

Included in the agenda was Resolution 11-23 Authorizing and Adopting the Property & Casualty Budget for the Gloucester County Insurance Commission.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2023  
PROPERTY & CASUALTY BUDGET**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**DISCUSSION OF BUDGET AND ASSESSMENTS: NONE  
MOTION TO CLOSE THE PUBLIC HEARING**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**MOTION TO APPROVE RESOLUTION 11-23 AUTHORIZING  
AND ADOPTING THE PROPERTY & CASUALTY BUDGET FOR  
THE GLOUCESTER COUNTY INSURANCE COMMISSION AS  
PRESENTED FOR THE COMMISSION YEAR 2023 & CERTIFY  
THE 2023 ASSESSMENTS**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**NJCE 2022 DIVIDEND** – The NJCE Finance Committee recommended the JIF authorize an \$850,000 dividend from various years. The Fund Commissioners accepted the recommendation and adopted a resolution on January 12 authorizing the release of a dividend in the amount of \$850,000 from various fund years, subject to State approval. The Insurance Commission's share of the dividend is \$146,848. Included in the agenda was a breakdown by member entity.

**MOTION TO ACCEPT THE NJCE DIVIDEND IN THE AMOUNT  
OF \$146,848**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Roll Call Vote:	3 Ayes – 0 Nays

**2023 HEALTH BENEFITS BUDGET** – At the December 14, 2022, meeting the 2023 Health Benefits Budget was also introduced. In accordance with regulations, the budget was advertised in the Commission’s official newspapers. The Public Hearing for the budget was held at this meeting. A copy of the 2023 Health Benefits Budget appeared in the agenda. Executive Director said the budget amount for 2023 is **\$702,304** and has not changed since introduction. The budget reflects the self-insured dental program only. Included in the agenda was Resolution 12-23 Authorizing and Adopting the Self Insurance Dental Program.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2023 HEALTH BENEFIT BUDGET**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**DISCUSSION OF BUDGET AND ASSESSMENTS  
MOTION TO CLOSE THE PUBLIC HEARING**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**MOTION TO APPROVE RESOLUTION 12-23 AUTHORIZING AND ADOPTING THE SELF INSURANCE DENTAL PROGRAM FOR THE GLOUCESTER COUNTY INSURANCE COMMISSION AS PRESENTED FOR THE COMMISSION YEAR 2023**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Roll Call Vote:	3 Ayes – 0 Nays

**2023 PROFESSIONAL SERVICES RESOLUTIONS** – At the December 22<sup>nd</sup> Commission meeting the Commissioners discussed the responses to the RFP’s and made their recommendations. Executive Director said Included in the agenda were the resolutions appointing the below Professional Vendors for a period of January 1, 2023 to December 31, 2023. With the Chair’s permission, Executive Director reviewed the Resolutions and asked to approve as a consent agenda.

Resolution 13-23 Appointing Auditor – *Bowman & Company, LLP*

Resolution 14-23 Appointing Actuary – *Actuarial Advantage, Inc*

Resolution 15-23 Appointing Defense Attorney

*Madden & Madden, P.A., Parker McCay, P.A., Capehart Scatchard, Brown & Connery, LLP & John A. Alice*

Resolution 16-23 Appointing Nurse Case Manager – *Susan Schaefer, RN CCM*

Resolution 17-23 Appointing Alternate Nurse Case Manager – *Medlogix, LLC*

Resolution 18-23 Appointing Commission Attorney – *Chance & McCann, LLC*

**MOTION TO APPROVE RESOLUTION NUMBERS 13-23 THROUGH 18-23 FOR A PERIOD OF JANUARY 1, 2023 TO DECEMBER 31, 2023**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**BENEFITS CONSULTING SERVICES** – Executive Director said at the December 22<sup>nd</sup> Commission Meeting the Commissioners appointed Conner Strong & Buckelew for Benefits Consulting Services for the period of January 1, 2023 to December 31, 2025. Included in the agenda was Resolution 19-23.

**MOTION TO APPROVE RESOLUTION 19-23 APPOINTING BENEFITS CONSULTING SERVICES TO CONNER STRONG &**

**BUCKELEW FOR FUND YEARS, 2023, 2024 AND 2025**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**CAIR MOTOR VEHICLE REPORTS** – We have received the renewal invoice from the New Jersey Motor Vehicle Commission for the annual administrative fee of \$150. Executive Director noted as we did in the past the Commission will pay for this expense and will be allocated to the miscellaneous and contingency account. The payment was included on the January Bill List.

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

Motion:	Commissioner Burns
Second:	Commissioner Christina
Roll Call Vote:	3 Ayes – 0 Nays

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE)** – The NJCE Finance Committee met on January 10<sup>th</sup> to review and finalize the 2023 NJCE JIF Budget for adoption based on the final marketing results and their 2022 dividend recommendation to the Board of Fund Commissioners. The NJCE met on January 12<sup>th</sup> and based on the finance committee recommendations adopted the 2023 budget and authorized a 2022 dividend.

A written summary report of the meeting was included in the agenda. The NJCE is scheduled to meet on Thursday, February 23, 2023 at 9:30 am via Zoom to conduct the 2023 Reorganization Meeting. Executive Director highlighted some key items discussed include:

**PROPERTY APPRAISALS:** Considering the issues with property insurers and the need for insurance to value, the NJCE will procure a vendor or vendors to perform property appraisals and collecting Construction, Occupancy, Protection and Exposure Characteristics (COPE) information for the larger county owned properties and establish a threshold. PERMA understands that a couple of our member counties do annual appraisals so we would need to coordinate the scope of the program. The goal is for our membership to determine their own insurable values for their larger locations rather than the insurer and to make sure we capture the necessary COPE information to obtain broader coverage at the best available price.

**CYBER SECURITY EXPERT:** The NJCE will procure Cyber Security Expert Services via Extraordinary Unspecifiable Services contract. NJCE Underwriting Manager expects to have a final proposal from the Chertoff Group for consideration and will provide a status update prior at the next NJCE meeting.

**2023 RENEWAL OVERVIEW WEBINAR:** NJCE Underwriting Manager will be scheduling a webinar in the coming weeks to provide a high-level overview of the changes in the 2023 renewal. Executive Director Please hold the tentative date of January 31, 2023 at 11AM via Zoom for this webinar; an invitation was be distributed.

**NJCE 10<sup>th</sup> YEAR ANNIVERSARY:** 2020 marked the 10<sup>th</sup> anniversary of the Fund's inception, which began with two County members and has grown to ten members and 19 affiliated entities. To commemorate the occasion, a luncheon and NJCE JIF meeting will be held on April 27, 2023 at the Forsgate Country Club in Monroe, NJ. Please save the date and an invitation will be sent to all Fund Commissioners,

Professionals, and staff to attend.

Executive Director said the remainder of the items in his report were informational.

**CERTIFICATE OF INSURANCE REPORTS** – Included in the agenda were the certificate of issuance report from the NJCE which lists those certificates issued in the month of December. There were (2) two certificates of insurance issued in December.

**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 November. As of **November 30, 2022** there is a statutory surplus of **\$3,159,152**. Line 10 of the report, “Investment in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the NJCE **\$2,247,360**. The total cash amount is **\$4,556,299**.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK** - Included in the agenda was a copy of the Financial Fast Track for the month of November. As of **November 30, 2022** the Fund has a surplus of **\$15,299,523**. Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE, **\$5,857,551**. The cash amount is **\$33,218,329**.

**GCIC HEALTH BENEFITS FINANCIAL FAST TRACK** – Included in the agenda was a copy of Health Benefits Financial Fast Track for the month of November. As of **November 30, 2022** there is a statutory surplus of **\$359,843**. The total cash amount is \$482,848.

**CLAIM TRACKING REPORTS** - Included in the agenda were copies of the Claim Activity Report and the Claims Management Report Expected Loss Ratio Analysis report as of November 30, 2022. The Executive Director will review the reports with the Commission.

**CERTIFICATE OF INSURANCE REPORT:** Executive Director referred to copies of the certificate of insurance issuance reports from the NJCE listing those certificates issued during the month of December, which were included in the agenda. Executive Director advised there were (37) thirty-seven certificates issued during the month of December. Executive Director asked if anyone had any questions on the reports.

Chairman Sheehan pointed out the monthly Treasurer’s reports were included in the agenda. Chairman Sheehan asked if anyone had any questions on the reports.

**Executive Director said**

**EMPLOYEE BENEFITS** - Ms. Panto said her report was included in the Appendix III section of the agenda and reviewed the August report with the Commission noting the year-to-date total issues were 237.

**TREASURER REPORT** - Chairman Sheehan reported the agenda included the January Property, Casualty Bills, and benefits list, which were Resolutions 20-23, Resolution 21-23, respectively. Chairman Sheehan requested a motion to approve.

**MOTION TO APPROVE RESOLUTION 20-23, RESOLUTION 21-23, RESPECTIVELY. CHAIRMAN SHEEHAN REQUESTED A MOTION TO APPROVE.**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Roll Call Vote	3 Ayes – 0 Nays

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

**CLAIMS ADMINISTRATOR:** Chairman Sheehan presented Resolution 22-23 Inservco Liability Check Register for the period of 12/1/22 to 12/31/22.

**MOTION TO APPROVE RESOLUTION 22-23 LIABILITY CHECK REGISTER FOR THE PERIOD OF 12/1/22 TO 12/31/22**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Roll Call Vote: 3 Ayes – 0 Nays

**MANAGED CARE PROVIDER:** Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of December as noted below and thanked the Commission for reappointment.

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
November	44	\$66,027.95	\$50,391.60	\$15,636.35	\$13,453.94	93%	97%
December	69	\$71,556.71	\$45,093.58	\$26,463.13	\$22,765.81	99%	100%

**NJCE SAFETY DIRECTOR:**

**REPORT:** Mr. Prince advised the Safety Director's report was included in the agenda and referred to the Risk Control Activities for December through January. Mr. Prince recommended the Winter , added PEOSH mandatory items are loaded . All of the training opportunities from March 23<sup>rd</sup> are uploaded to njce.org. Mr. Prince concluded his report unless anyone had any questions.

Chairman Sheehan and Mr. Henry will follow up with Mr. Prince on the Safety Committee meetings and topics for the year.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:**

**REPORT:** Ms. Violetti advised the 2023 Claims Charter was amended to replace Al Marmero with Kevin P. McCann and Shanna McCann for the Fund Attorney. Ms. Violetti reported a copy of the revised Charter was included in the agenda and requested a motion to adopt the amended Charter.

**MOTION TO ADOPT THE 2023 CLAIMS CHARTER**

Motion: Commissioner Burns  
Second: Commissioner Christina  
Roll Call Vote: 3 Ayes – 0 Nays

Ms. Violetti reported the below renewals were in the process and stated the policy was for volunteers and interns. Ms. Violetti requested authority to renew the policies contingent upon the premium not increasing more than 10% and no significant reduction in the terms and conditions. Chairman Sheehan will follow up with Ms. Violetti on the number of Volunteers.

Member	Coverage	Carrier	Exp. Date	Expiring Premium
County	Volunteer Accident	Berkley Life and Health Insurance Company	3/1/2023	\$1,209.00

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE ABOVE POLICY CONTINGENT UPON THE RENEWAL PREMIUM NOT INCREASING MORE THAN 10% AND NO SIGNIFICANT REDUCTION IN THE TERMS AND CONDITIONS**

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

**ATTORNEY:** Mr. McCann thanked the Commission for the appointment and noted his firm has been on the panel of Defense Attorney since inception. Executive Director thanked the Attorney for reviewing some of the 2023 reorganization resolutions.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO THE PUBLIC**

Moved:	Commissioner Burns
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 Burns
Second:	Commissioner Christina
Vote:	Unanimous

**CLOSED SESSION:** Chairman Sheehan read and requested a motion to approve Resolution 23-23 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 TO GO INTO CLOSED SESSION**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

Chairman Sheehan asked Mr. McCann to present the motion approving the PARs & SARs.

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM  
#3530003285 INCREASED OF \$67,000**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM  
#3530003393 INCREASED TO \$150,000.00**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM  
#3530003394 INCREASED TO \$150,000.00**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM  
#3530002966 INCREASED TO \$49,63007**

Prudence Higbee said Claim #3530002966 is a Settlement Authority Request.

Moved:	Commissioner Burns
Second:	Commissioner Christina
Roll Call Vote:	3 Ayes – 0 Nays

Chairman Sheehan advised the next meeting would be on February 22, 2023 at 1:00 PM

**MOTION TO ADJOURN:**

Motion:	Commissioner Burke
Second:	Commissioner Christina

Vote: Unanimous

**MEETING ADJOURNED: 1:43 PM**

Minutes prepared by: Brandon Tracy, Assisting Secretary