

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, June 22, 2017
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

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Veronica George Keith Platt Amy Zeiders
	Consolidated Services Group, Inc. Jennifer Goldstein
	Conner Strong & Buckelew
CEL Underwriting Manager	Conner Strong & Buckelew
Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino
Attorney	Long Marmero & Associates Doug Long Esq.
Treasurer	Tracey Giordano
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Karen Christina, Gloucester County
Prudence Higbee, Esq., Capehart & Scatchard
Greg Hunt, Conner Strong & Buckelew (*via teleconference*)
Christina Violetti, Hardenbergh Insurance Group (*via teleconference*)
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of April 27, 2017

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF
ARRIL 27, 2017**

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Sheehan reported the Safety and Accident Review Committee last met on June 6th at 9:30 AM at the Rowan County College. Mr. Sheehan advised the panic alarms were approved for the Animal Shelter and they were just waiting for the installation. Mr. Sheehan reported Mr. Prince spoke about the BRIT Online Training and a PEOSH inspection at the GCIA. Ms. Leigh submitted a new Exhibit Z forms and was waiting approval from the Freeholders. Mr. Sheehan reported Mr. Henry was working with the website vendor for fillable Supervisor Incident Report forms. Mr. Sheehan advised the committee reviewed four claims and their next meeting was scheduled for September 12th.

Chairman White introduced Mr. Sheehan and asked him to give the Commission some of his background. Mr. Sheehan advised his background was in law enforcement and was retired from the Woodbury Police Department as Captain after 26 years. Mr. Sheehan then joined Conner Strong & Buckelew as a Law Enforcement Consultant and was promoted to Safety Director for 5 Municipal JIF's and 105 Municipalities from Burlington County down to Cape May. Mr. Sheehan advised on May 1st he joined the Safety Department at Gloucester County.

CLAIMS COMMITTEE: Chairman White advised there was no claim report.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had two action items for his report and several informational items.

RFP FOR COMMISSION ATTORNEY: Executive Director advised at the April meeting the Commissioners appointed Long Marmero & Associates as the Commission Attorney for the period of April 27, 2017 to April 27, 2018 with a Service Provider Fee of \$150 per hour. Executive

Director referred to Resolution 31-17 which was included in the agenda and requested a motion to adopt the resolution.

MOTION TO ADOPT 31-17 APPOINTING LONG MARMERO & ASSOCIATES AS COMMISSION ATTORNEY FOR THE PERIOD OF APRIL 27, 2017 TO APRIL 27, 2018

Motion:	Commissioner Burke
Second:	Commissioner Jones
Roll Call Vote:	3 Ayes, Unanimous

ONLINE DRIVING TRAINING COURSES: Executive Director advised there was a request from Undersheriff Knestaut for 250 usages of the online National Safety Counsel Defensive Driver Course through SafeServe.com. Executive Director reported the cost for 250 usages was \$5,250 and asked the Commissioners to approve this expense. Executive Director noted the expense could be allocated to the miscellaneous and contingency account of the budget. Executive Director pointed out one of the benefits of the online course was no one had to travel from their work location to attend the training. In response to Chairman White’s inquiry, Mr. Sheehan advised it was an online 6 hour defensive course. Undersheriff Knestaut contacted Mr. Prince who recommended an instructor led class; however there was an issue with man power so Mr. Prince was in favor of the online course. Mr. Prince indicated one of the advantages of the online training was you could complete the course over a period of time.

MOTION TO APPROVE THE ONLINE DEFENSIVE DRIVER TRAINING COURSE FOR 250 USAGES FOR A COST OF \$5,250

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the months of April and May. There were 22 certificates issued for the month of April and 22 certificates for May. Executive Director asked if anyone had any questions regarding the reports.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF) – Executive Director advised the CEL did not meet in May. Executive Director referred to a copy of Coverage Committee agenda which was included in the agenda. Executive Director advised the Committee met on May 1st and would schedule another meeting. Executive Director noted the CELJIF was scheduled to meet again in the afternoon. The next CELJIF meeting was scheduled for September 28, 2017.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACKS: Executive Director advised the March Property & Casualty Financial Fast Track was included in the agenda and Ms.

Dodd distributed a copy of the April report. The Commission had a surplus of \$3,217,795 as of April 30, 2017. Executive Director advised that \$1,400,186 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 \$4,642,670.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACKS: Executive Director reported the agenda included the March and April Financial Fast Tracks for the NJ CEL. As of April 30, 2017 the CEL had a surplus of \$7,476,092. Executive Director noted the cash amount was \$20,195,055.

HEALTH BENEFITS FINANCIAL FAST TRACKS: Executive Director reported the agenda included the March, April and May Health Benefits Financial Fast Tracks. As of May 31, 2017 there was a surplus of \$185,052. Executive Director noted the cash amount was \$268,749. 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 May 31, 2017. Executive Director referred to the Claim Activity Report and noted he did not find any anomalies. Executive Director advised the Claims Management Report Expected Loss Ratio Analysis report as of May 31, 2017 was also included in the agenda. Executive Director reported this report measures how the losses are running compared to the actuary’s projections for each of the fund years. Executive Director noted this report was in line with the Financial Fast Track and was all good news. Executive Director asked if anyone had any questions on the reports.

2017 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the second assessment was due on May 15, 2017. Executive Director noted the Treasurer’s office advised payment was received from the Library, Improvement Authority and Utilities Authority. The College and County were processing their payments.

2018 RENEWALS: Executive Director advised the Fund Office would start the data collection process for the 2018 renewal and would work with the Commission Risk Manager to collect the data.

2017 MEETING SCHEDULE: Executive Director reminded the Commission there was no meeting scheduled for July and August. The Executive Director noted a meeting could be scheduled if need be. Executive Director advised the next meeting was scheduled for September 28, 2017 at 9:30 AM.

Executive Director advised that concluded his report and asked if anyone had any questions.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman White advised the May and June Bill Lists were included in the agenda and requested a motion to approve all.

**MOTION TO APPROVE RESOLUTION 32-17 MAY
BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 33-17 MAY
HEALTH INSURANCE FUND BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 34-17 JUNE
BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 35-17 JUNE
HEALTH INSURANCE FUND BILL LIST**

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

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

CLAIMS REPORT:

Chairman White presented Resolution 36-17 Inservco Liability Check Register for the period of 4/1/17 through 4/30/17 and 5/1/17 through 5/31/17.

**MOTION TO APPROVE RESOLUTION 36-17 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 4/1/17 THROUGH 4/30/17 AND 5/1/17
AND 5/31/17**

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of April and May which were included in the agenda. Ms. Goldstein reported for April there were 52 medical bills for a total of \$167,921.57 with a recommended allowance of \$47,050.53, for a total savings of \$120,871.04 and the overall savings was \$106,332.73 or 63%. Ms. Goldstein mentioned the charges were very high due to one bill for a claim that was discussed last month. The hospital stay invoice was \$71,667 and they were able to negotiate the bill to \$8,000. In response to Executive Director's inquiry regarding the penetration in May of 70% Ms. Goldstein advised it could have been an emergency room bill and there was also an anesthesiologist bill. Ms. Goldstein advised for the month of May there were 48 medical bills for a total of \$30,019.01 recommended allowance was \$19,080.22, and the overall savings was \$9,407.36 or 31%. Ms. Goldstein referred to a copy of a press release which was included in the agenda and advised she was happy to announce their new relationship with Excellere Partners as of May 15, 2017. Ms. Goldstein noted their name would not change or their staff. Ms. Goldstein advised that concluded her report unless anyone had any questions.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the April - June 2017 Risk Control Activity Report which was included in the agenda. Mr. Prince advised he submitted the proposal from the Sheriff's Department for the BRIT Safety Grant and was waiting approval. Submission was for body worn cameras, hardware, software, and docking stations. Mr. Prince also referred to the Safety Director Bulletin, Stationary Work Zones which was included in the agenda. Mr. Prince noted he would be teaching a Workzone Safety class on June 28th in Clayton. Mr. Prince noted a Workzone demonstration would be conducted outside. Mr. Prince advised that concluded his report unless there were any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino reported a copy of their report was included in the agenda. Ms. Ridolfino advised the first action items were changes to the Exhibit Z Form. Ms. Ridolfino advised the changes were recommended by the County's Safety Department and were outlined in her report.

MOTION TO APPORVE THE FORM AS AMENDED

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

Ms. Ridolfino advised there were a few ancillary coverages she needed authority to bind the coverages. Ms. Ridolfino asked for a motion to approve the Warden's Bond with C N A effective 7/1/17 with a renewal premium of \$122.50.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE WARDEN'S BOND THROUGH C N A FOR AN ANNUAL COST OF \$122.50 EFFECTIVE 7/1/17

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

Ms. Ridolfino stated the second item was for the Improvement Authority's Nursing Home Patient Trust Bond with C N A effective 8/3/17 with a renewal premium of \$490.00.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE IMPROVEMENT AUTHORITY NURSING HOME PATIENT TRUST BOND THROUGH C N A FOR AN ANNUAL COST OF \$490.00 EFFECTIVE 8/3/17

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

Ms. Ridolfino reported the next item was also for the Improvement Authority. Ms. Ridolfino advised the underground storage tank policy through Commerce and Industry was renewing on 7/7/17 with an annual premium of \$1,053.32.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE IMPROVEMENT AUTHORITY DREAM PARK'S UNDERGROUND STORAGE TANK POLICY THROUGH COMMERCE AND INDUSTRY FOR AN ANNUAL COST OF \$1,053.32 EFFECTIVE 7/7/17

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

Ms. Ridolfino advised there were a few renewals in the process of renewal and since the next Commission meeting was not scheduled for September she was requested authority to renew each policy contingent upon the premium not increasing more than 10% with not significant reduction in term and conditions. Ms. Ridolfino reported the policies were for the RC@GC Foundations' Directors and Officers Liability policy effective 7/9/17 along with the Base and Catastrophic Sports Accident policy effective 8/1/7. Ms. Ridolfino advised the County's 911 Teacher Professional Liability policy renewed on 8/13/17 along with the Improvement Authority's Package and Umbrella policy effective 9/7/17 and also the Student Accident policy Ms. Ridolfino indicated if there were any significant changes in cost or terms and conditions she would seek direction for the members and then advise the Commission.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE FOLLOWING POLICIES CONTINGENT UPON THE RENEWAL PREMIUM NOT INCREASING MORE THAN

10% AND NO SIGNIFICANT REDUCTION IN THE TERMS AND CONDITIONS

RC@GC FOUNDATION'S DIRECTORS AND OFFICERS LIABILITY POLICY EFFECTIVE 7/9/17
RC@GC BASE AND CATASTROPHIC SPORTS ACCIDENT POLICY EFFECTIVE 8/1/17
COUNTY 911 TEACHERS PROFESSIONAL LIABILITY POLICY EFFECTIVE 8/13/17
IA'S CHILD DEVELOPMENT CENTER PACKAGE AND UMBRELLA POLICIES EFFECTIVE 9/7/17
IA'S CHILD DEVELOPMENT CENTER STUDENT ACCIDENT POLICY 9/7/17

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

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

ATTORNEY: Mr. Long advised he did not have anything to discuss but noted that the resolution authorizing closed session should include the discussion on contracts negotiations. In response to Chairman White's inquiry, Executive Director advised there would be a discussion on nurse case management.

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 37-17 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed and contract negotiations.

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

Mr. Long advised he would read the applicable motions to approve the PARS discussed during closed session. In response to Chairman White's inquiry, Mr. Long requested a motion to approve the PARS by consent.

MOTION TO APPROVE THE PARS BY CONSENT

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

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001483 FROM \$12,963.45 TO \$27,963.45

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001633 FROM \$15,000.00 TO \$45,000 AN INCREASE OF \$30,000

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001726 FROM \$15,000 TO \$63,000 AN INCREASE OF \$48,000

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001687 FROM \$15,000 TO \$40,100 AN INCREASE OF \$25,100

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001738 FROM \$15,000 TO \$58,718 AN INCREASE OF \$43,718

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001722 FROM \$15,000 TO \$76,952 AN INCREASE OF \$61,952**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001696 FROM \$15,000 TO \$27,000 AN INCREASE OF \$12,000**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001241 FROM \$144,131 TO \$250,000 AN INCREASE OF \$105,869**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001444 FROM \$15,000 TO \$180,000 AN INCREASE OF \$165,000**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001761 FROM \$15,000 TO \$17,495.66 AN INCREASE OF \$2,495.66**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530000809 FROM \$15,000 TO \$23,317.61 AN INCREASE OF \$6,317.61**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM
3530001066 FROM \$15,000 TO \$21,609.77 AN INCREASE OF \$6,609.77**

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: 10:46 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary