

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, June 23, 2022
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
Michael Burke, Vice Chairman	Present
Karen Christina	Present
Scott Burns, Esq. (Alternate)	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Inservco Insurance Services, Inc. Veronica George Richard Crooks Amy Zeiders Sureatha Hobbs
	Qual-Lynx Chris Roselli
	Medlogix Jennifer Goldstein
	PERMA Jennifer Conicella, Jacqueline Cardenosa
Underwriting Services Director/RMC	Hardenbergh Insurance Group Christina Violetti Danielle Colaianni Joseph Henry
Attorney	Marmero Law, LLC John Carlton, Esq.
Treasurer	Tracey Giordano
Safety Director	J.A. Montgomery Risk Consulting Glenn Prince

ALSO PRESENT:

Prudence Higbee, Esq., Capehart Scatchard
Therese M. Taraschi, Esq, Brown & Connery, LLP
Carolyn Oldt, Gloucester County Library Commission
Susan Panto, Conner Strong & Buckelew
Cathy Dodd, PERMA Risk Management Services
Brandon Tracy, PERMA Risk Management Services

APPROVAL OF MINUTES: Open and Closed Minutes of April 28, 2022

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF APRIL 28, 2022

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

CORRESPONDENCE: None

SAFETY & ACCIDENT REVIEW COMMITTEE REPORT: Chairman Sheehan said the committee met on June 1, 2022, and the report was included in the risk managers report.

CLAIMS COMMITTEE: Chairman Sheehan said the Claims Committee did not meet since the last meeting.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and there was one action item.

2023 RFP’S FOR PROFESSIONAL SERVICES – FAIR & OPEN PROCESS– Executive Director said the contracts for Actuary, Auditor, Defense Panel Attorneys, Field Nurse Case Manager, and Commission Attorney expire as of 12/31/22. Included in the agenda was Resolution 50-22 Authorizing the Preparation and Advertisement of the Request for Proposals.

MOTION TO APPROVE RESOLUTION 50-22 AUTHORIZING THE PREPARATION AND ADVERTISING THE REQUEST FOR PROPOSALS FOR THE POSITION OF ACTUARY, AUDITOR, DEFENSE PANEL ATTORNEYS, FIELD NURSE CASE MANAGER AND COMMISSION ATTORNEY

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

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) – A report of the meeting was included in the agenda. Executive Director reported the NJCE met earlier today and highlighted the discussion topics such as the renewal of certain professional contracts, the presentation of the 12/21 draft audit which had no findings, a status update on the Manuscript policies and the introduction of a new learning management system. The New Jersey Counties Excess Joint Insurance Fund will meet again on September 22, 2022, at 9:30 AM.

SEWER BACKUP COVERAGE (GCUA) – In April, the NJCE Board authorized the Executive Director’s request for the NJCE to provide coverage to interested Member Utility Authorities for one year at either \$250,000 x \$250,000 or \$400,000 x \$100,000. If coverage is selected, the additional assessment will be charged directly to the respective authorities. Executive Director reported initially, there were four utility authorities; however, CCMUA and GCUA are no longer seeking this coverage. A revised coverage proposal was presented on June 10th and a second revision on June 21st to the remaining two utility authorities. The NJCE board approved coverage for Atlantic and Cumberland. Executive Director said as of now, we are waiting on the two authorities to determine which coverage limit and premium best meets their needs.

CERTIFICATE OF INSURANCE REPORTS– Included in agenda were the certificate of issuance reports from the NJCE which lists those certificates issued in the months of April and May. Executive Director said there were (15) fifteen certificates of insurance issued in April and (12) twelve in May.

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 April. Executive Director reported as of April 30, 2022, there is a statutory surplus of \$2.9 million. Line 10 of the report, “Investment in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the NJCE, which stands at \$2.2 million. The total cash amount is \$4 million.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK - Included in the agenda was a copy of the NJCE Financial Fast Track Report for the month of April. Executive Director reported as of April 30, 2022, there was a statutory surplus of \$14 million despite the issuance of \$5.9 million dividends, which is noted on Line 7. Executive Director said line 7 represents the dividend figure released by the NJCE. The total cash amount is \$34,378,613.

GCIC HEALTH BENEFITS FINANCIAL FAST TRACK– Included in the agenda was a copy of Health Benefits Financial Fast Track for the month of March. Ms. Panto reported as of March 31, 2022, there is a statutory surplus of \$294,704 and a total cash amount of \$401,608.

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 April 30, 2022. The Executive Director said the Claims Management Report shows the claims experience and how it aligns with the actuarial projection. Executive Director reviewed the report noting a positive year in 2020.

2023 RENEWAL – UNDERWRITING DATA COLLECTION – Executive Director said the Fund office is beginning the data collection process earlier this year for the 2023 renewal to provide relevant information to underwriters in a timely manner. The 2023 renewal process this year will be mid-June through mid- August. Members and/or risk managers will manage the renewal via Origami, the online platform where members’ exposure data (property, vehicles, etc.) may be accessed and edited.

Executive Director said was pleased to announce that Conner Strong & Buckelew is utilizing a new platform called Broker Buddha, which streamlines renewal applications for the ancillary

coverages. The online portal gives the user the ability to save applications as a draft and finish later if needed. The portal will also display last year's information. Executive Director said more information will follow on this new platform, but the software is intuitive, and instructions are provided when you sign on. In addition, the Payroll Auditor is conducting payroll audits which will be uploaded by the Fund office into Origami.

NJCE CYBER TASK FORCE – Included in the agenda was a Cyber Bulletin, Prevent Cyber Events: Learn from Each Other. Executive Director said this update outlines two claims experienced by members and their experience with the claims process and encouraged members to reach out to the Underwriter for any questions.

AUTO ID CARDS AND WC POSTING NOTICES – Executive Director reported the NJCE Underwriting Team has uploaded the auto ID cards and WC Posting Notices into Origami for members to download on an as-needed basis.

2022 MEL, MRHIF & NJCE JIF EDUCATIONAL SEMINAR – Executive Director said the 11th annual seminar was conducted virtually on April 29th and May 6th and the Fund Office has submitted attendance records to the respective agencies for continuing education credits. Initially the MEL/MRHIF/NJCE Educational Seminar was approved for insurance producer credits – 2 general and 1 ethics for each day.

However, upon final review, the State did not approve the ethics credit but approved 3 general credits for each day. Due to a communication issue in their office, April 29th producer certificates were issued for 2 credits in error. Executive Director said we are working with the State to resolve this issue and suggested members contact Ms. Dodd for any related questions.

2022 PROPERTY & CASUALTY ASSESSMENTS – The Treasurer's Office advises all the member entities have paid the May assessment. Executive Director reported the final payment will be due on October 15, 2022 and Statement of Accounts will be sent out in September.

2022 PRIMA CONFERENCE – Executive Director and Chairman Sheehan attended the 2022 PRIMA Conference in San Antonio. Chairman Sheehan said the conference was well attended and provided a lot of risk management sharing tips among professionals.

2022 MEETING SCHEDULE – Executive Director reminded the Commission will not meet in July or August. The next meeting is scheduled for Thursday, September 22, 2022, at 1:00 PM. Chairman Sheehan asked the Executive Director for time to determine whether the meeting will be held in person or via Zoom.

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Ms. Panto said her report was included in the Appendix II section of the agenda and reviewed the May report with the Commission noting the year-to-date total issues were 112.

TREASURER REPORT: Chairman Sheehan reported the agenda included the May Property, Casualty Bills and Benefits list and the April Property and benefits list, which were Resolutions 40-22, Resolution 41-22, Resolution 42-22, and Resolution 43-22 respectively. Chairman Sheehan requested a motion to approve.

MOTION TO APPROVE RESOLUTION 40-22 APRIL BILLS LIST, RESOLUTION 41-22 APRIL BENEFIT BILLS LIST, RESOLUTION 42-22 MAY BILLS LIST, AND RESOLUTION 43-22 MAY BENEFIT BILLS LIST

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

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 44-22 Inservco Liability Check Register for the period of 4/1/22 to 4/30/22 and 5/1/22 to 5/31/22.

MOTION TO APPROVE RESOLUTION 44-22 LIABILITY CHECK REGISTER FOR THE PERIOD OF 4/1/22 TO 4/30/22 AND 5/1/22 TO 5/31/22

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of April and May as noted below.

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
April	30	\$139,319.56	\$86,794.53	\$52,525.03	\$45,505.26	87%	88%
May	147	\$108,501.75	\$38,606.53	\$69,895.22	\$60,606.07	98%	96%

Ms. Goldstein asked if there were any questions and concluded her report.

NJCE SAFETY DIRECTOR:

REPORT: Included in the agenda was the report noting Risk Control Activities for April through June. Mr. Prince said the NJCE held its first Safety Committee meeting on June 20th and thanked the members for their participation. The next meeting is scheduled for September 19th and Mr. Prince encouraged individuals to submit any agenda topics. Mr. Prince also discussed the new learning management system, which is being implemented after First Net advised J.A. Montgomery that they won’t be able to continue to meet their training needs. Safety Director said BIS, the new system, is user-friendly and J.A. Montgomery will be holding trainings on how to use the new site. Mr. Prince said the system will be set to launch in the first quarter of 2023.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Colaianni reported the Safety Accident & Review Committee report was included in the risk management report and the 2023 renewal is soon to be underway. Hardenbergh will be reaching out to members to obtain updated exposure information.

Ms. Colaianni reported that the following coverages for members could not be placed through the GCIC/NJCELJIF for its master programs at this time and it has been determined the following bond/policies listed in the report need to be renewed.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
Rowan College of South Jersey	Director and Officers Liability Policy for the Rowan College at Gloucester County Foundation	United States Liability Group	7/9/2022	\$673.95	\$673.95
Gloucester County Improvement Authority	Nursing Home Patient Trust Bond	CNA	8/3/2022	\$490.00	\$490.00

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE ABOVE

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

The following renewals are in process. We request authority to renew the policies contingent upon the premium not increasing more than 10% and no significant reduction in the terms and conditions. If there is, we will seek direction from the member and then advise the Commissioners accordingly.

Member	Coverage	Carrier	Exp. Date	Expiring Premium
Rowan College of South Jersey	Base Sports Accident Policy	United States Fire Insurance Company	8/1/2022	\$56,700.00
Rowan College of South Jersey	Catastrophic Sports Accident Policy	Liberty Mutual Insurance Company	8/1/2022	\$12,168.00
County	911 Teachers Professional Liability Policy	Landmark American Insurance Company	8/13/2022	\$13,875.00
Improvement Authority	Student Accident Policy	QBE Insurance Corporation	9/7/2022	\$460.00
Improvement Authority	Child Development Center Package and Umbrella Policies	Philadelphia Insurance Companies	9/12/2022	\$12,231.95

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

Executive Director thanked Hardenbergh for piloting the Broker Buddha application software. Ms. Colaianni concluded her report.

ATTORNEY: Mr. Carlton advised the PARS and SARS would be reviewed in closed session and did not have anything to report for open.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO THE PUBLIC

Moved: Commissioner Burke
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 Burke
Second: Commissioner Christina
Vote: Unanimous

CLOSED SESSION: Chairman Sheehan read and requested a motion to approve Resolution 56-22 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: Alternate Commissioner Burns
Second: Chairman Sheehan
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

Chairman Sheehan asked Mr. Carlton to present the motion approving the PARS. It is noted Mr. Carlton did not return to the open portion of the meeting. Ms. Dodd said the SARS would be approved via resolution once settled.

Chairman Sheehan request motions for Resolutions, 57-22, 58-22 and 59-22.

APPROVAL OF RESOLUTION 57-22, AUTHORITY FOR SETTLEMENT WITH JAMES M BALLENGER, JR.

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

APPROVAL OF RESOLUTION 58-22, AUTHORITY FOR SETTLEMENT WITH DEON HENRY

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

APPROVAL OF RESOLUTION 59-22, AUTHORITY FOR JUNE SUPPLEMENTAL BILL LIST

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

MOTION TO ADJOURN:

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MEETING ADJOURNED: 1:43 PM

Minutes prepared by: Brandon Tracy, Assisting Secretary