

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, June 26, 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 Yvonne Frey (<i>via teleconference</i>)
	Consolidated Services Group, Inc. Jennifer Goldstein
	Conner Strong & Buckelew Michelle Leighton Alexander Clemmer Christine Baroudi (<i>via teleconference</i>)
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Underwriting Services Director/RMC	Hardenbergh Insurance Group Christina Violetti Bonnie Ridolfino
Attorney	Grace Marmero & Associates Doug Long, Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT

Leigh VanOyen, Gloucester County
Tom Campo, Esq., Gloucester County
Patrick Madden, Esq., Madden & Madden
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of April 25, 2019 and May 14, 2019

MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF APRIL 25, 2019

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF MAY 14, 2019

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Ms. VanOyen advised the Safety Committee last met on June 4, 2019 and the meeting was well attended. Ms. VanOyen reported the Committee discussed and met with personnel from Cumberland College and a brief presentation on how worker compensation claims were handled along with the program.

Ms. VanOyen spoke about the County’s relationship with Inspira Network and advised all employees would now state they were an employee of the Gloucester County Insurance Commission. Ms. VanOyen noted Inspira was notified of this change and Hardenbergh Insurance Group provided updated cards. Ms. VanOyen passed out one of the cards.

Ms. VanOyen reported May and June were busy with over 21 worker compensation claims, total of 49 claims from the beginning of the year. Ms. VanOyen noted EMT had numerous lifting injuries, nothing to major, along with bug and tick bites.

Ms. VanOyen advised the Committee also discussed and approved the 2019 Wellness Incentive Program Submission and noted Ms. Violetti would discuss more about this topic during her report.

Ms. VanOyen reported the Safety Staff trained over 47 seasonal employees and there were 2 more classes scheduled. Ms. VanOyen noted the next Safety Committee Meeting was scheduled for September.

CLAIMS COMMITTEE: Mr. Sheehan advised the Claims Committee met on June 11, 2019 and reviewed the PARS and SARS that would be presented during closed session.

Ms. Leighton introduced Alexander Clemmer, Senior Claims Assistant, with the Conner Strong & Buckelew Claims Team.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had seven action items in his report.

APPOINTMENT OF COMMISSION ATTORNEY: Executive Director reported at the last meeting the Commissioners appointed Grace Marmero & Associates, LLP as the Commission Attorney. Executive Director referred to a copy of Resolution 45-19, Appointing Grace Marmero & Associates, LLP as the Commission Attorney for the period of May 3, 2019 to December 31, 2019 which was included in the agenda.

**MOTION TO ADOPT RESOLUTION 45-19
APPOINTING GRACE MARMERO & ASSOCIATES,
LLP AS COMMISSION ATTORNEY**

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

ROWAN COLLEGE AT GLOUCESTER COUNTY NAME CHANGE: Executive Director advised as of July 1, 2019 the College would change its name to Rowan College of South Jersey due to the merger of Cumberland County College and Rowan College at Gloucester County. Executive Director said his office was in the process of amending the GCIC website. Executive Director noted the Conner Strong & Buckelew Underwriting Manager's team was in the process of amending the insurance policies, issuing new certificate of insurances, worker compensation posting notices and auto identification cards. Executive Director referred to Resolution 46-19 acknowledging the name change and authorizing a name change on all of the Insurance Commission Documents. Executive Director noted the resolution was reviewed by the Commission Attorney.

**MOTION TO ADOPT RESOLUTION 46-19
ACKNOWLEDGING THE NAME CHANGE OF
ROWAN COLLEGE AT GLOUCESTER COUNTY TO
ROWAN COLLEGE OF SOUTH JERSEY AND
AUTHORIZING THE NAME CHANGE ON ALL
GLOUCESTER COUNTY INSURANCE COMMISSION
DOCUMENTS**

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

REVISED 2019 PLAN OF RISK MANAGEMENT: Executive Director reported the 2019 Plan of Risk Management needed to be revised due to the merger of the Colleges. Executive Director advised the Plan was also amended moving the Garagekeepers Liability coverage to the Property section allowing full limits for Garagekeepers Liability. Executive Director said the revised Plan of Risk Management, Resolution 47-19, was included in the Appendix II of the agenda. Executive Director noted the changes were highlighted in yellow. Mr. Cooney advised the changes were for clarification purposes. Executive Director asked if anyone had any questions and requested a motion to approve the resolution.

**MOTION TO ADOPT RESOLUTION 47-19, REVISED
2019 PLAN OF RISK MANAGEMENT**

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

2019 BUDGET AMENDMENT: Executive Director reported the 2019 Budget should be amended to reflect the additional assessment for the College merger. Executive Director advised the additional pro-rated assessment was \$134,751. Executive Director referred to a copy of the amended budget in the amount of \$6,284,244 which was included in the agenda. Executive Director noted the additional assessment did not warrant a public hearing.

**MOTION TO AMEND THE 2019 GLOUCESTER
COUNTY INSURANCE COMMISSION BUDGET**

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

RISK MANAGEMENT CONSULTANT'S AGREEMENT AMENDMENT: Executive Director advised Hardenbergh Insurance Group had submitted a letter to the GCIC Chairman requesting an increase of \$35,000 to their annual fee due to the additional risk management services with the new campus. Executive Director noted the pro-rated amount for 2019 was \$17,500. Executive Director reported Commission Attorney advised the agreement with the approval of the Chairman could be amended and he prepared Resolution 48-19 which was included in the agenda.

**MOTION TO ADOPT RESOLUTION 48-19,
AMENDING PROFESSIONAL SERVICE CONTRACT
FOR RISK MANAGEMENT CONSULTING SERVICES
WITH HARDENBERGH INSURANCE GROUP FOR
FUND YEAR 2019, 2020 AND 2021**

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

TRANSFER OF FUNDS: Executive Director asked the Commissioners to approve a Transfer of Funds in the amount of \$10,000 from Fund Year 2012 “unused” Administration Line to Fund Year 2019 Administration Miscellaneous Line to cover expenses incurred and expenses that were anticipated. Executive Director reported we expect to exceed our 2019 Miscellaneous Expense Budget of \$20,000 due to the unexpected and/or emergent expenses such as the Wellness Incentive Grant in the amount of \$5,000 for approved submissions by member entities and also Cyber Security Awareness Training in the amount of \$15,810. Executive Director noted this line item was also used to pay for miscellaneous items such as postage, advertising, website updates and the bond policy. Executive Director referred to Resolution 49-19, Transfer of Funds, which was included in the agenda. Executive Director noted the resolution was reviewed by the Commission Attorney.

MOTION TO ADOPT RESOLUTION 49-19, TRANSFER OF FUNDS

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

2020 RFP’S FOR PROFESSIONAL SERVICES-FAIR & OPEN PROCESS: Executive Director reported the contracts for the Actuary, Auditor, Defense Panel Attorneys, Commission Attorney, Field Nurse Case Manager, Functional Capacity Evaluation Services and Benefits Consulting Services expired on 12/31/19. Executive Director referred to a copy of Resolution 50-19, Authorizing the Preparation and Advertisement of the Request for Proposals. Executive Director noted the resolution was reviewed by the Commission Attorney.

MOTION TO APPROVE RESOLUTION 50-19 AUTHORIZING THE PREPARTION AND ADVERTISING THE REQUEST FOR PROPOSALS FOR THE POSITION OF ACTUARY, AUDITOR, DEFENSE PANEL ATTORNEYS, COMMISSION ATTORNEY, FIELD NURSE CASE MANAGER AND FUNCTIONAL CAPACITY EVALUATION SERVICES AND BENEFITS CONSULTING SERVICES

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

NJ EXCESS COUNTIES INSURANCE FUND (NJCE): Executive Director advised the NJCE last met on April 25, 2019 and a written summary of the meeting was included in the agenda. Executive Director reported the next NJCE meeting was in the afternoon.

NJCE COVERAGE COMMITTEE: Executive Director advised the NJCE Coverage Committee was scheduled to meet on July 9, 2019. Mr. Cooney reported the meeting would take place at the new Conner Strong & Buckelew Headquarters in Camden. Mr. Cooney advised the Cyber Task Force

would be launched at the meeting. In response to Ms. Leighton's inquiry, Mr. Cooney indicated instructions would be set out for parking.

CERTIFICATE OF INSURANCE REPORT: Executive Director advised the April and May Certificate of Insurance Reports were included in Appendix III of the agenda. Executive Director reported there were 8 certificates during April and 4 for the month of May.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the April Property & Casualty Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$2,898,542 as of April 30, 2019. Executive Director advised that \$2,823,806 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 \$3,513,178.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the April Financial Fast Track for the NJCE. As of April 30, 2019, the NJCE had a surplus of \$17,081,651. Executive Director noted the cash amount was \$29,211,967.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the agenda included the April Health Benefits Financial Fast Track. As of April 30, 2019 there was a surplus of \$195,194. Executive Director asked if anyone had any questions on the Financial Fast Tracks.

LEGISLATION: Executive Director reported he wanted to provide a Legislation update on Senate Bill no. S.477 (Statute of Limitations) as well as, amending Bills S3739 and A5392 which extended the statute of limitations in civil actions for sexual abuse claims from two years to virtually unlimited. Executive Director noted a joint effort with the MEL, LOM, NJAC and NJSIG and with help from other parties, the sponsor agreed to amend the Bill to bring back "common law" immunities and "case law" immunities for public entities. Executive Director reported that while Title 59 immunities were not reinstated this was a better result than having public entities in a "strict liability" situation. Executive Director said the MEL was working on a training and education program as well as a formulating a specialized claims handling and defense program. Executive Director said this topic would be discussed at the next NJCE meeting to see if the Board of Commissioners wanted to participate.

2019 PRIMA CONFERENCE: Chairman Sheehan advised he attended the PRIMA Conference in Orlando, Florida from June 9-12. Chairman Sheehan reported the conference was great and there were a lot of educational opportunities. Chairman Sheehan advised he met many professionals and Risk Managers from around the Country and thanked the Commission for allowing him to attend.

CLAIMS TRACKING REPORTS: Executive Director reported the agenda included the claim monitoring reports as of February 28, 2019. Executive Director advised all years were performing well except Fund Year 2015 was problematic.

2019 PROPERTY & CASUALTY ASSESSMENTS: Executive Director reported the Treasurer's Office advised payments were received from the Improvement Authority, Utilities Authority and the County for the May 15th assessment billing. Executive Director advised his office would follow up with the College and Library. Executive Director noted the final assessment payment was due on October 15, 2019.

MEL, MRHIF & NJCE EDUCATIONAL SEMINAR: Executive Director advised the 9th Annual Educational Seminar was held on May 3rd at the National Conference Center in East Windsor. Executive Director reported over 200 people attended the event which covered a wide range of topics including legalized marijuana and cyber liability. Executive Director noted positive feedback was received regarding the seminar.

2019 MEETING SCHEDULE: Executive Director reported the Commission was not scheduled to meet in July and August. Executive Director advised the next meeting was scheduled for September 26, 2019. Executive Director noted a special meeting could be scheduled if there were any pertinent action items.

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

Executive Director reported the Employee Benefits monthly report for April was included in Appendix IV section of the agenda. Executive Director noted the year to date activity was 75 items.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman Sheehan advised the agenda included an April Supplement Bill List along with the May and June Bill Lists. Chairman Sheehan requested a motion to approve all of the bill lists.

MOTION TO APPROVE RESOLUTIONS 51-19 THROUGH 55-19

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 56-19 Inservco Liability Check Register for the period of 4/1/19 through 4/30/19 and 5/1/19 to 5/31/19.

MOTION TO APPROVE RESOLUTION 56-19 LIABILITY CHECK REGISTER FOR THE PERIOD OF 4/1/19 THROUGH 4/30/19 AND 5/1/19 TO 5/31/19

Motion:	Commissioner Burke
Second:	Commissioner Jones
Vote:	Unanimous

Ms. George distributed copies of the Stewardship Report and referred to a copy of the Executive Summary. Ms. George noted if anyone had any questions regarding the Summary they could reach out to Ms. Ulp and her contact information was included in the summary. Ms. George referred to the Observations, Conclusions and Suggestions section of the report and noted as we know the Emergency Response had the most claims for any location for all policy years included in this report with 67 claims. Ms. George noted that 53 of the claims were only medical payments and no wage loss benefits and 14 claims involved wage benefits or litigation. The Public Works Department had 35 claims and represent 11.2% of the claims reported for the Commission. Ms. George advised there were a lot of lifting and strain injuries for the EMT. Ms. George continued to review the bullet points in this section and did note the number of claims had decreased for all policy years included in the report. Ms. George pointed out there was \$21,831 in recoveries received for the policy year beginning 1/1/16. Ms. George advised that concluded the report and if anyone had any questions after reviewing the report to let her know.

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
April	55	\$ 40,934.43	\$ 25,524.33	\$ 15,410.10	\$ 13,450.40	33%
May	26	\$ 12,385.56	\$ 7,420.25	\$ 4,965.31	\$ 4,270.17	34%

Ms. Goldstein asked if anyone had any questions and concluded her report.

NJCE SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the April – June Risk Control Activity Report which was included in the agenda. Mr. Prince advised the agenda also included a Safety Director Bulletin, “Preparing for the 2019 Hurricane Season” which could also be used for Tool Box Talks. Mr. Prince advised there were some upcoming training classes. Mr. Prince noted there were requests for Fork Lift Training Classes by the College. Also on August 7th Mr. Prince reported he was conducting a Flagger Work Zone Safety Training Session. Mr. Prince reported the insurance company was going to wire the funds for 2018 BRIT Grant and then the monies would be distributed to the Counties that were approved. Chairman Sheehan thanked Mr. Prince for scheduling the Fork Lift Training Classes so quickly. Mr. Prince advised that concluded his report unless there were any questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Violetti reported a copy of her report was included in the agenda. Ms. Violetti advised an approved copy of the Safety and Accident Review Committee Meeting Minutes were also included in the agenda.

Ms. Violetti advised she was excited to report there were four 2019 Wellness Incentive Program Grant Submissions received. Ms. Violetti noted copies were included in the agenda. Ms. Violetti reported the Safety and Accident Committee reviewed all of the submissions and believed they all promoted wellness and recommended approval of all submissions. Ms. Violetti provided a brief overview of

the submissions. Ms. Violetti asked if anyone had any questions and asked for a motion to approve the grants.

MOTION TO APPROVE THE WELLNESS INCENTIVE PROGRAM GRANTS

Motion: Commissioner Burke
 Second: Commissioner Jones
 Vote: Unanimous

Ms. Violetti reported the new official name for the College as of July 1st was Rowan College of South Jersey. Ms. Violetti advised there was a meeting with the College to present the County’s Exhibit Z and Supervisor Investigation Report.

Ms. Violetti reported the 2019 Safety Kick Off meeting focused on ergonomics and her office completed a workers’ compensation claims review and concluded that the County Transportation Department would benefit from ergonomics training due to the severity of claims pertaining to strains when operating the wheelchair lift. Ms. Violetti noted her office was working with the County Safety Department and J.A. Montgomery to schedule training for all employees who operate the wheelchair lift.

Ms. Violetti reported the NJCE Underwriting Manager was starting the 2020 Underwriting Renewal Data process. Ms. Violetti advised she would be reaching out to the members to obtain updated exposure information. Mr. Hrubash indicated he expected the new Origami System to be ready for the renewal process.

Ms. Violetti advised the following coverages for members could not be placed through the GCIC/NJCEJIF for its master programs at this time and it was determined the following bond/policies needed to be renewed:

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
Gloucester County Improvement Authority	Nursing Home Patient Trust Bond	CNA	8/3/19	\$490.00	\$490.00

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE ABOVE POLICY

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

Ms. Violetti advised the following renewals were in the process. Ms. Violetti reported she was requesting authority to renew the policies contingent upon the premium not increasing more than 10%

and no significant reduction in the terms and conditions. Ms. Violetti noted if there was, she would seek direction from the member and advise the Commission.

Member	Coverage	Carrier	Exp. Date	Expiring Premium
Rowan College at Gloucester County	Directors and Officers Liability policy for the Rowan College at Gloucester County Foundation	Markel American Insurance Company	7/9/19	\$1,731.33
Rowan College of South Jersey	Base Sports Accident Policy	United States Fire Insurance Company	8/1/19	\$45,602.00
Rowan College of South Jersey	Catastrophic Sports Accident Policy	Mutual of Omaha	8/1/19	\$10,864.00
County	911 Teachers Professional Liability Policy	Landmark American Insurance Company	8/13/19	\$12,000.00
Improvement Authority	Student Accident Policy	QBE Insurance Corporation	9/7/19	\$415.00
Improvement Authority	Child Development Center Package and Umbrella Policies	Markel Insurance Company	9/12/19	\$9,839.05

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 Jones
 Roll Call Vote: Unanimous

Lastly, Ms. Violetti advised the following renewals were in the process and had been finalized per the below. Ms. Violetti noted this was informational and no action was needed.

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	Parks and Recreation Accident Policy	QBE Insurance Company serviced through Bob McCloskey Insurance Company (BMI) ⁱ	5/17/19	\$1,165.00	\$1,050.00

¹ We recommended that the County moved coverage from AIG to QBE Insurance Company written through Bob McCloskey Insurance (BMI) based upon a reduction in cost, enhanced claims services and similar terms and conditions. The County accepted our recommendation.

Improvement Authority	Dream Park Package Policy (includes Property/ General Liability/ Care, Custody and Control / Umbrella)	Great American Alliance Insurance Company ⁱⁱ	5/21/19	\$100,987.00	\$110,258.00
County	Summer Camp Sports General Liability Policy	AIG Serviced through NSM Insurance Group ³	5/21/19	\$598.00	Policy Cancelled

² The 10% premium increase on the Dream Park package policy is due to adverse claims experience. We did market the coverage but were unsuccessful in obtaining an alternate quote.

³ The County’s Summer Camp Sports General Liability policy has been cancelled due to the cancellation of the Summer Program field trips.

Ms. Violetti pointed out the County Summer Camp Sport General Liability was cancelled due to the cancellation of the Summer Program field trips as noted.

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

ATTORNEY: Mr. Long advised he wanted to mention the merger with the Colleges was an incredible complicated process. Mr. Long reported he represented Cumberland in the process and commended Hardenbergh Insurance Group, especially, Ms. Ridolfino in her role with the merger.

OLD BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved: Commissioner Burke
 Second: Commissioner Jones
 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 Burke
 Second: Commissioner Jones
 Vote: Unanimous

CLOSED SESSION: Chairman Sheehan read and requested a motion to approve Resolution 57-19 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

Motion: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

MOTION TO GO INTO CLOSED SESSION

Motion: Commissioner Burke
Second: Commissioner Christina
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Burke
Second: Commissioner Jones
Vote: Unanimous

Chairman Sheehan requested Mr. Long to make the motion approving the PAR.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001849 FROM \$91,752.00 TO \$117,260.08 AN INCREASE OF \$25,508.08

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530000502 FROM \$55,243.57 TO \$57,243.57 AN INCREASE OF \$2,000

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530000955 FROM \$27,872.94 TO \$33,872.94 AN INCREASE OF \$6,000

Motion: Commissioner Jones
Second: Commissioner Burke
Vote: Unanimous

MOTION TO ADJOURN:

Motion: Commissioner Jones
Second: Commissioner Burke
Vote: Unanimous

MEETING ADJOURNED: 10:37 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary
