

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Thursday, June 27, 2024  
HYBRID MEETING  
In-person & Virtual  
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>Bradford Stokes</b>
Claims Service	Inservco Insurance Services, Inc. <b>Richard Crooks, Veronica George, Kelly Guerriero, Amy Zeiders</b>
	Qual-Lynx <b>Michelle Narain</b>
	Medlogix <b>Jennifer Goldstein, Lizzie Lewis</b>
	PERMA <b>Jennifer Conicella</b>
Underwriting Services Director/RMC	Hardenbergh Insurance Group <b>Christina Violetti</b>
Attorney	Chance & McCann, LLC <b>Kevin McCann, Esq.</b>
Safety Director	J.A. Montgomery Risk Consulting <b>Glenn Prince</b>

**ALSO PRESENT:**

Susan Panto, Conner Strong & Buckelew  
Joseph Hrubash, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services  
Brandon Tracy, PERMA Risk Management Services

**APPROVAL OF MINUTES:** Open and Closed Minutes of April 25, 2024

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF APRIL  
25, 2024**

**June 27, 2024**

**Gloucester County Insurance Commission**

**OPEN Minutes**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**CORRESPONDENCE: NONE**

**SAFETY & ACCIDENT REVIEW COMMITTEE REPORT:** Ms. Violetti said the Committee is scheduled to meet on September 11<sup>th</sup> at the Gloucester County Utility Authority.

**CLAIMS COMMITTEE:** Chairman Sheehan advised the Claims Committee met on Tuesday, June 11<sup>th</sup> to discuss several PARS and SARS, which will be discussed further in closed session.

**EXECUTIVE DIRECTOR REPORT:**

**2024 RFPS FOR PROFESSIONAL SERVICES – FAIR & OPEN PROCESS** – Executive Director said the contracts for the Executive Director, Risk Management Consultant, Underwriting Services Director, Third Party Administrator, Managed Care Provider, Actuary, Auditor, Defense Panel Attorneys, Field Nurse Case Manager, and Commission Attorney expire as of 12/31/24. Included in the agenda was Resolution 38-24 Authorizing the Preparation and Advertisement of the Request for Proposals.

**MOTION TO APPROVE RESOLUTION 38-24 AUTHORIZING THE PREPARATION AND ADVERTISING THE REQUEST FOR PROPOSALS FOR THE POSITION OF EXECUTIVE DIRECTOR, RISK MANAGEMENT CONSULTANT, UNDERWRITING SERVICES DIRECTOR, THIRD PARTY CLAIMS ADMINISTRATOR, MANAGED CARE PROVIDER, ACTUARY, AUDITOR, DEFENSE PANEL ATTORNEYS, FIELD NURSE CASE MANAGER AND COMMISSION ATTORNEY**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**PROPERTY APPRAISAL SERVICES** – Executive Director said AssetWorks has completed and submitted the physical appraisals to the Fund Office for building values that exceed \$1 million and where building values is less than \$1 million, but the content value of that location exceeds \$1 million. PERMA and Hardenbergh Insurance Group have since reviewed the submissions and will discuss the results with member entities. Executive Director said once approved the submissions will be uploaded to Origami. Chairman Sheehan said AssetWorks has been in touch to schedule another visit for properties between \$500,000 and \$1 million.

**CERTIFICATE OF INSURANCE REPORTS** - Included in the agenda were the certificates of issuance reports from the NJCE which lists those certificates issued in the months of April and May. Executive Director reported there were (20) twenty certificates of insurance issued in April and (11) eleven certificates of insurance issued in May.

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE)** - The NJCE met on Thursday, April 25<sup>th</sup>, a written summary was included in the agenda. Executive Director said the NJCE met again this morning on June 27<sup>th</sup> at 9:30 AM via zoom. NJCE Executive Director provided a verbal update of the meeting highlighting the Draft Audit that was introduced with no recommendations by the Auditor, the Named Storm Deductible was further discussed and NJCE Executive Director will be in discussion with FEMA and the State how reimbursements could work for the Named Storm, NJCE Underwriting Manager identified an IT exposure where members have

shared IT service agreements and the Fund Office will distribute a survey identifying the need for Technology Errors & Omissions coverage, NJCE Board of Fund Commissioners approved the updated Cyber Framework and provided direction on next steps for a pending agreement between AmeriHealth and CRC for AmeriHealth's TPA business.

**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 March. Executive Director reported that as of March 31, 2024 there was a statutory surplus of \$2,071,221. Line 10 of the report, "Investment in Joint Venture" is the Gloucester County Insurance Commission's share of the equity in the NJCE, which totaled \$1,326,594. The total cash amount was \$4,894,499.

**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 that as of April 30, 2024 the NJCE has a surplus of \$8,110,960. Line 7 of the report, "Dividend" represents the dividend figure released by the NJCE of \$6,707,551. The cash amount is \$26,307,521.

**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 that as of March 31<sup>st</sup> there is a statutory surplus of \$419,281. The total cash amount is \$514,464.

**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 March 31<sup>st</sup>. Executive Director reviewed the Claims Activity Report which showed three open claims from the prior month and the Claims Management Report, this report shows the Actuary's projections versus actual losses, is showing that the Commission is above the projected losses of 7% at 23% and the losses are being driven by property and workers compensation losses.

**NJCE MEMBERSHIP** – Executive Director reported the Gloucester County's 3-year membership in the NJCE expires on December 31, 2024. The NJCE has mailed out the 2025 membership renewal notice to the County Administrator.

**ENTITY MEMBERSHIP IN THE INSURANCE COMMISSION** – Executive Director reported the three-year membership for the members of the Gloucester County Insurance Commission also expires at the end of the year. The Fund Office will mail the applicable Indemnity and Trust Agreement to the Commission Risk Management Consultant's office for the member entities execution. As in the past, each member entity will need to pass a resolution authorizing its participation in the Gloucester County Insurance Commission.

**2024 PRIMA CONFERENCE** - Chairman Sheehan, Commissioner Burns, Treasurer, and Executive Director attended the 2024 PRIMA Conference in Nashville. Chairman Sheehan reported PRIMA had excellent training opportunities and attended a J.A. Montgomery presentation led by Keith Hummel.

**2024 MEETING SCHEDULE** - As a reminder the Commission will not meet in July or August. Executive Director reported the next meeting is scheduled for Thursday, September 26<sup>th</sup> at 1pm in person at the Gloucester County Administration Building. A dial in option will be provided.

**EMPLOYEE BENEFITS:** Ms. Panto said her report was included in the agenda and reviewed the March report with the Commission noting the year-to-date total issues were 72.

**TREASURER REPORT:** Chairman Sheehan reported the agenda included the May Property, Casualty Bills, and benefits list, which were Resolutions 39-24, Resolution 40-24, and the June Property Casualty Bills, and benefits list, which were Resolution 41-24, Resolution 42-24 respectively. Chairman Sheehan requested a motion to approve.

**MOTION TO APPROVE RESOLUTION 39-24, RESOLUTION 40-24, RESOLUTION 41-24, AND RESOLUTION 42-24 RESPECTIVELY**

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 43-24 Inservco Liability Check Register for the period of 4/1/24 to 4/30/24 and 5/1/24 to 5/31/24.

**MOTION TO APPROVE RESOLUTION 43-24 LIABILITY CHECK REGISTER FOR THE PERIOD OF 4/1/24 TO 4/30/24 AND 5/1/24 TO 5/31/24**

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

**MANAGED CARE PROVIDER:** Ms. Goldstein introduced Lizzie Lewis, a new team member of Medlogix, and reviewed the Client Bill Review Summary Report for the month of February and March as noted below.

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
April	62	\$41,164.27	\$23,293.12	\$17,871.15	\$15,369.17	99%	98%
May	106	\$65,765.25	\$29,703.79	\$36,061.46	\$31,276.82	88%	91%

**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 April through June 2024. The training opportunities through August 29<sup>th</sup> were listed in the agenda and have been added to njce.org. Mr. Prince and Mr. Snyder performed a site visit at the Gloucester County Library – Swedesboro branch on June 25<sup>th</sup> and provided the manager with a variety of resources and information along with a couple of minor suggestions that the library is addressing. A follow up will be scheduled within the next couple of weeks.

In response to Chairman Sheehan, Mr. Prince said PEOSH is focusing on Heat Illness Prevention as New Jersey is using the general duty clause to cite employers for not taking the necessary steps to protect employees exposed to excess heat and having a written program in place. J.A. Montgomery uploaded a bulletin on Heat Illness Program. Mr. Prince added there is a voluntary PEOSH program where a compliance officer will conduct a site visit to identify any deficiencies and will likely not cite any violations.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:**

**REPORT:**

**RISK MANAGEMENT SERVICES**

**2024 WELLNESS INCENTIVE PROGRAM GRANT** – Ms. Violetti reported Hardenbergh received a late submission from the County Prosecutor's Office. The request is for Mindfulness

Coaching through Practices of Resilience Workshop for the employees of the department and County SWAT Team members.

**MOTION TO APPROVE ALL THE PROSECUTOR’S OFFICE REQUEST FOR THE WELLNESS INCENTIVE PROGRAM GRANT NOT TO EXCEED \$1,000**

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

**2024 NJCE REINSURER MUNICH RE SAFETY GRANT** - A second submission has been provided to J.A. Montgomery for the 2024 NJCE reinsurer Munich Re Safety Grant. Ms. Violetti said the submission was from the Gloucester County Sheriff’s Department for three in-car video systems including all hardware and warranties totaling \$23,014.00.

A benefit of the system is the recording of rear passengers with video evidence available on demand, reduces department liability claims and false claims of excessive force or violation of civil rights can be proven with video. Hardenbergh is awaiting the decision for both submissions sent to J.A. Montgomery.

**2025 UNDERWRITING RENEWAL DATA** - The NJCE JIF will begin the 2025 Underwriting Renewal Process, and, in turn, Hardenbergh will be reaching out to members to obtain updated exposure information.

**PROPERTY APPRAISALS** - The property appraisals are complete for all member locations that have building, contents and /or outdoor property valued over \$1,000,000. Ms. Violetti reviewed the reports and will be reaching out to all members to discuss the results and how each member’s property values will be affected for the upcoming renewal.

**UNDERWRITING SERVICES DIRECTOR**

**ANCILLARY COVERAGES** - 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 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	7/9/2024	\$755.70	\$835.81
Gloucester County Improvement Authority	Nursing Home Patient Trust Bond	CNA	8/3/2024	\$490.00	\$490.00
Rowan College of South Jersey	Accident Policy – Travel Only for Club Students	Chubb	9/1/2024	\$1,600	\$1,600

The 10% increase in premium on the College's Directors and Officers Liability policy for the Rowan College at Gloucester County Foundation is due to a carrier rate increase. All other terms and conditions are per expiring.

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES  
DIRECTOR TO RENEW THE ABOVE POLICIES.**

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

The following renewals are in process. Hardenbergh requested and received 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, Hardenbergh will seek direction from the member and then advise the Commissioners accordingly.

<b>Member</b>	<b>Coverage</b>	<b>Carrier</b>	<b>Exp. Date</b>	<b>Expiring Premium</b>
Improvement Authority	Pollution Liability – Storage Tank	Commerce & Industry Insurance Company	7/7/2024	\$1,116.76
Rowan College of South Jersey	Base Sports Accident Policy	United States Fire Insurance Company	8/1/2024	\$53,000.00
Rowan College of South Jersey	Catastrophic Sports Accident Policy	Liberty Mutual Insurance Company	8/1/2024	\$10,526.00
County	911 Teachers Professional Liability Policy	Landmark American Insurance Company	8/13/2024	\$15,000.00
Improvement Authority	Student Accident Policy	QBE Insurance Corporation	9/7/2024	\$460.00
Improvement Authority	Child Development Center Package and Umbrella Policies	Philadelphia Insurance Companies	9/12/2024	\$14,350.40

**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**

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

**ATTORNEY: NONE**

**OLD BUSINESS:** Ms. Zeiders, from Inservco, re-introduced Kelly Guerriero who is the Workers' Compensation supervisor and is coming up on a year. Chairman Sheehan also re-introduced Jay Snyder who works for Hardenbergh Insurance Group and is assigned to Gloucester County and the Commission.

**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 44-24 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 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 #3530001607 FROM \$55,701.74 TO \$106,000 AN INCREASE OF \$50,298.26 AND SETTLEMENT AUTHORITY IN THE AMOUNT OF \$40,000.**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001281 FROM \$163,500 TO \$166,802.50 AN INCREASE OF \$3,302.50 AND SETTLEMENT AUTHORITY IN THE AMOUNT OF \$30,000.**

**MOTION TO AUTHORIZE AN SETTLEMENT AUTHORITY FOR CLAIM #3530002726 IN THE AMOUNT OF \$228,000.**

**MOTION TO AUTHORIZE AN SETTLEMENT AUTHORITY FOR CLAIM #3530003285 IN THE AMOUNT OF \$30,000.**

**MOTION TO AUTHORIZE AN SETTLEMENT AUTHORITY FOR CLAIM #3530003368 IN THE AMOUNT OF \$26,000.**

**MOTION TO AUTHORIZE AN SETTLEMENT AUTHORITY FOR CLAIM #3530003393 IN THE AMOUNT OF \$87,000.**

**MOTION TO AUTHORIZE AN PAYMENT AUTHORITY FOR CLAIM #3530003768 FROM \$25,000 TO \$65,000 AN INCREASE \$40,000.**

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #2024322813 FROM \$10,000 TO \$71,000 AN INCREASE OF \$61,000**

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

Chairman Sheehan advised the next meeting would be September 26, 2024 at 1:00 PM at the Gloucester County Administration Building with a dial-in option.

**MOTION TO ADJOURN:**

Motion:	Commissioner Burns
Second:	Commissioner Christina
Vote:	Unanimous

**MEETING ADJOURNED: 2:03 PM**

Minutes prepared by: Brandon Tracy, Assisting Secretary