

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, May 3, 2018
2 South Broad Street
Woodbury, NJ 9:30 AM**

Meeting called to order by Joseph Hrubash, Executive Director. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Michael Burke, Vice Chairman	Present
Tim Sheehan	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 Keith Platt
	Consolidated Services Group, Inc. Taylor Jacob
	Conner Strong & Buckelew
NJCE Underwriting Manager	Conner Strong & Buckelew
Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino Christina Violetti
Attorney	Grace Marmero & Associates Doug Long, Esq.
Treasurer	Tracey Giordano
Safety Director	J.A. Montgomery Risk Control Glenn Prince

ALSO PRESENT:

Leigh vanOyen, Gloucester County
Prudence M. Higbee, Esq., Capehart Scatchard
Tom Campo, Esq., Gloucester County
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of February 22, 2018 and March 22, 2018

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF FEBRUARY 22, 2018 AND MARCH 22, 2018

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

CORRESPONDENCE:

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Sheehan advised the Committee did not meet. Ms. vanOyen reported the Committee was scheduled to meet again on June 5th at the Rowan College at Gloucester County.

CLAIMS COMMITTEE: Mr. Sheehan advised the Claim Committee meet on April 10th via teleconference and reviewed 8 Payment Authority Requests and 3 Settlement Authority Requests which would be presented today during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and had a number of action items.

WELCOME TIM SHEEHAN: Executive Director welcomed Tim Sheehan to the meeting and advised the Board of Chosen Freeholder of the County of Gloucester passed a resolution appointing Mr. Sheehan as a Commissioner to the Commission. Executive Director stated at this time he would accept nominations to fill the vacancy of the Chairman's position. Commissioner Jones indicated she would like to nominate Mr. Sheehan as the Chairman of the Commission.

MOTION TO NOMINATE TIM SHEEHAN AS THE CHAIRMAN OF THE GLOUCESTER COUNTY INSURANCE COMMISSION

Motion:	Commissioner Jones
Second:	Commissioner Burke
Roll Call Vote:	2 Ayes, 1 Abstained

Executive Director asked if there was a change to the position of Vice Chairman and Commissioner Burke advised he would remain as the Vice Chairman. In response to Executive Director's inquiry, Ms. Dodd replied the County Freeholders had previously sworn in Mr. Sheehan. Executive Director referred to Resolution 23-18 which was included in the agenda Certifying the Appointment of Chairman and Vice Chairman.

**MOTION TO APPROVE RESOLUTION 23-18
CERTIFYING THE APPOINTMENT OF CHAIRMAN
& VICE CHAIRMAN**

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

COMMISSION BANK ACCOUNTS: Executive Director referred to a copy of Resolution 24-18 which was included in the agenda. Executive Director advised the resolution amended the authorized signatories on the Commission Bank Account. Mr. White was deleted and Mr. Sheehan was added.

**MOTION TO APPROVE RESOLUTION 24-18
DESIGNATING AUTHORIZED SIGNATURES FOR
COMMISSION BANK ACCOUNT**

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

APPOINTING OF A COMMISSIONER TO THE NJCE: Executive Director reported the agenda included Resolution 25-18 which appointed Tim Sheehan as the Gloucester County Insurance Commission representative to the NJCE for the remainder of the year.

**MOTION TO APPROVE RESOLUTION 25-18
APPOINTING A COMMISSIONER TO THE NEW
JERSEY COUNTIES EXCESS JOINT INSURANCE
FUND**

Motion:	Commissioner Burke
Second:	Commissioner Jones
Roll Call Vote	2 Ayes, 1 Abstained

2018 PRIMA CONFERENCE: Executive Director advised the PRIMA Conference would take place in Indianapolis this year on June 3rd through June 6th. Executive Director reviewed some of the educational sessions that were offered at the conference. Executive Director referred to Resolution 26-18 which was included in the agenda Authorizing Advance Travel Expense for Authorized Travel. Executive Director advised if the Commissioners approved this expense the funds would be allocated to the Miscellaneous and Expense account of the budget. Executive Director advised if the Commissioners approved this expense, Resolution 26-18, Authorizing Advanced Travel Expenses

for Authorized Official Travel was included in the agenda for approval. Executive Director noted if any Commissioner was interested in attending the Conference they should contact the Fund Office.

**MOTION TO APPROVE RESOLUTION 26-18
AUTHORIZING ADVANCED TRAVEL EXPENSES
FOR AUTHORIZED OFFICIAL TRAVEL**

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

RFP FOR COMMISSION ATTORNEY: Executive Director reported the Commission Attorney's Contract expired on April 27, 2018. Executive Director advised the Fund Office issued and advertised a Request for Proposals. Executive Director stated there was only one response from the incumbent, Grace Marmero & Associates, LLP. Executive Director indicated the Fund Office would prepare the applicable resolution and service agreement.

**MOTION TO APPROVE THE APPOINTMENT OF
GRACE MARMERO & ASSOCIATES, LLP AS
COMMISSION ATTORNEY FOR THE PERIOD OF
MAY 3, 2018 TO MAY 3, 2019**

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

Mr. Long thanked the Commission for the re-appointment.

RFP FOR NURSE CASE MANAGER: Executive Director advised the contract for the Nurse Case Manager expired on April 27, 2018. Executive Director reported the Fund Office issued and advertised a Request for Price Proposals. One response was received from the incumbent, Susan Schaefer, RN, CCM. Executive Director asked if anyone had any questions or comments. Ms. Ridolfino suggested the agreement for the Nurse Case Manager and Functional Capacity & Testing Evaluation Services expire on December 31, 2018 to coincide with the other Commission Agreements. After a discussion it was agreed the two agreements would expire on December 31, 2018.

**MOTION TO APPROVE THE APPOINTMENT OF
SUSAN SCHAEFER, RN, CCM AS THE NURSE CASE
MANAGER FOR THE PERIOD OF MAY 3, 2018 TO
DECEMBER 31, 2018**

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

RFP FOR FUNCTIONAL CAPACITY TESTING & EVALUATION SERVICES: Executive Director advised the contract for Functional Capacity Testing & Evaluation Services expired on April 27, 2018. Executive Director reported the Fund Office issued and advertised a Request for Price Proposals. One response was received from the incumbent, Synergy Joint & Spine. Executive Director noted this agreement would also expire on December 31, 2018.

MOTION TO APPROVE THE APPOINTMENT OF SYNERGY JOINT AND SPINE AS THE FUNCTIONAL CAPACITY TESTING & EVALUATION SERVICES FOR THE PERIOD OF MAY 3, 2018 TO DECEMBER 31, 2018

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

Executive Director noted copies of the responses were available at the meeting if anyone wanted to review the documents.

NJ COUNTIES EXCESS INSURANCE FUND (NJCE): Executive Director reported the NJCE held its Reorganization Meeting on February 22, 2018 and adopted the respective reorganization resolutions. It was announced at that meeting Atlantic, Burlington and Cumberland Counties renewed their membership in the NJCE for three years. Executive Director noted a summary report of the meeting was included in the agenda. Executive Director advised the NJCE also met on April 26, 2018 and the agenda included a summary report of that meeting. Executive Director advised the NJCE Underwriting Manager reported efforts were underway to offer membership to the County of Monmouth and County of Essex. Executive Director advised a resolution was approved authorizing the use of competitive contracting to issue an RFP for the online Risk Management Information System. Executive Director explained the RIMIS was comprised of two components, underwriting data collection and claims. Executive Director advised the Underwriting Manager discussed the 2019 Property Renewal indicating there would be a \$250K deductible in 2019 and expected there would be a rate increase. Lastly, Executive Director reported the firm of Citta, Holzapfel & Zabarsky, P.A. was reappointed for Litigation Management Services for a one year term.

CERTIFICATE OF INSURANCE REPORT: Executive Director referred to a copy of the Certificate of Insurance report from the NJCE listing the certificates issued for the months of February and March. Executive Director advised there were 49 certificates issued in February and 10 certificates in March.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the February Property & Casualty Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$2,821,852 as of February 28, 2018. Executive Director advised that \$1,844,730 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 \$4,564,047.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the February Financial Fast Track for the NJCE. As of February 28, 2018 the NJCE had a surplus of \$10,515,477. Executive Director noted the cash amount was \$19,331,388.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the agenda included the February Health Benefits Financial Fast Track. As of February 28, 2018 there was a surplus of \$214,571. 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 March 31, 2018. Executive Director advised he reviewed the Claim Activity Report and did not see any anomalies. Executive Director referred to the Claims Management Report Expected Loss Ratio Analysis and advised this report measured how the losses were running compared to the actuary's projections for each of the fund years. Executive Director noted all of the fund years were performing exceptionally well except for 2011 and 2015. Executive Director advised 2011 was slightly higher than the actuary's projections, however, there was still a surplus for that year. Executive Director reported the actuary's projections for 2015 were 96.22%, however the actual was 121.20%.

2018 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the Treasurer's Office advised all of the member entities paid their March 15th assessment. Executive Director noted the second assessment was due on May 15, 2018.

2018 MEETING SCHEDULE: Executive Director advised the Commission was not scheduled to meet at the end of the month and the next meeting was scheduled for June 28, 2018.

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

Executive Director reported the Employee Benefits monthly reports for February and March were included in Appendix III of the agenda and detailed the monthly activities.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman Sheehan advised the March and April Bill Lists were included in the agenda and requested motions for approval.

**MOTION TO APPROVE RESOLUTION 27-18 MARCH
BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 28-18 MARCH
HEALTH INSURANCE FUND BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 29-18 APRIL
BILL LIST**

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

**MOTION TO APPROVE RESOLUTION 30-18 April
HEALTH INSURANCE FUND BILL LIST**

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. Chairman Sheehan asked if anyone had any questions regarding the reports.

CLAIMS REPORT:

Chairman Sheehan presented Resolution 31-18 Inservco Liability Check Register for the period of 2/1/18 through 2/28/18 and 3/1/18 to 3/31/18.

**MOTION TO APPROVE RESOLUTION 31-18 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 2/1/18 THROUGH 2/28/18 AND 3/1/18
THROUGH 3/31/18**

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

MANAGED CARE PROVIDER: Ms. Jacob reviewed the Client Bill Review Summary Report for the months of February and March which was included in the agenda. Ms. Jacob advised for the month of February there were 37 bills with charges of \$81,271.26 and the recommended allowance was \$21,711.59 with a net reduction of \$52,164.85 or 64%. Ms. Jacob advised for the month of March there were 46 bills received with charges of \$94,921.17 and the recommended allowance was \$32,354.01 with a net reduction of \$53,933.76 or 57%. Lastly Ms. Jacob advised the Year to Date Net Savings was \$120,907.31 or 59%.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the February - May 2018 Risk Control Activity Report which was included in the agenda. Mr. Prince advised the agenda also included a Safety Director Bulletin on “Comprehensive Playground Inspection Programs”. Mr. Prince advised that concluded his report unless anyone had any questions. Chairman Sheehan reported he received a submission for the BRIT Safety Grant and would send a copy for Mr. Prince’s review.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Violetti advised a copy of their report was included in the agenda. Ms. Violetti reported the circuit breaker labels which were approved at the last meeting were ordered and received.

Ms. Violetti reported Gloucester County which included the Gloucester County Utilities Authority, Gloucester County Improvement Authority and Rowan College at Gloucester County increased their cyber liability limits to \$7,000,000 per incident/\$7,000,000 annual aggregate. Gloucester County Library Commission has a sublimit of \$1,000,000 per incident/\$1,000,000 annual aggregate with a \$5,000 deductible. Ms. Violetti noted the other members had deductibles had a \$25,000.

Ms. Violetti advised her report included a list of coverages for members that could not be placed through the GCIC/NJCELJIF and are noted below:

Member	Coverage	Carrier	Exp. Date	Expiring Premium	Renewal Premium
County	4H Crime Policy	Selective Insurance Company	4/14/18	\$750 three year policy premium billed \$250 annually	\$750 three year policy premium billed \$250 annually
Improvement Authority	Above Ground Storage Tanks Pollution Liability Policy	Commerce and Industry Insurance Company	7/7/18	\$1,053.32	\$1,053.32
Improvement Authority	Dream Park Package Policy (Property and General Liability)	Great American Insurance Company	5/21/18	\$70,656.41	Estimated Renewal Premium: \$87,907.00
Improvement Authority	Dream Park Care Custody and Control Policy	Great American Insurance Company	5/21/18	\$4,016.96	Estimated Renewal Premium: \$822.00
Improvement Authority	Dream Park Umbrella Policy	Great American Insurance Company	5/21/18	\$14,956.20	Estimated Renewal Premium: \$12,201.00

Ms. Violetti advised the report also included two renewal policies that were being processed and requested authority to renew the policies contingent upon the premium not increasing more than 10% and no significant reduction in the terms and conditions. Below is a listing of the policies:

Member	Coverage	Carrier	Exp. Date	Expiring Premium
County	Parks and Recreation Accident Policy	National Union Fire Insurance Company	5/17/18	\$1,339.00
County	Summer Camp Sports General Liability Policy	AIG Serviced through NSM Insurance Group	5/21/18	\$584.00

Ms. Violetti noted her office just received the renewal premium from National Union Fire Insurance Company in the amount of \$1,165 which was a decrease from last year's premium. Ms. Violetti advised the decrease was due to number of participants. Ms. Violetti stated she would send a formal notification to Chairman Sheehan.

Ms. Violetti requested motions to authorize the renewal of the policies. Chairman Sheehan requested the motions.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE POLICIES LISTED IN HER REPORT

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

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE POLICIES LISTED IN THE REPORT 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

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

ATTORNEY: Mr. Long advised he did not have anything to report during open.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

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

CLOSED SESSION: Chairman Sheehan read and requested a motion to approve Resolution 32-18 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

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

Chairman Sheehan requested Mr. Long to make the motion approving the PARS. Mr. Long advised he would request the motion and approval could be done by consent.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001742 FROM \$15,000 TO \$49,880 AN INCREASE OF \$34,880

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001897 FROM \$15,000 TO \$90,900 AN INCREASE OF \$75,900

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001925 FROM \$15,000 TO \$71,125 AN INCREASE OF \$56,125

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001331 FROM \$15,000 TO \$43,173.27 AN INCREASE OF \$28,173.27

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001487 FROM \$15,000 TO \$27,069.60 AN INCREASE OF \$12,069.60

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530000761 FROM \$15,000 TO \$22,567.76 AN INCREASE OF \$7,567.76

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530000874 FROM \$15,000 TO \$18,085.12 AN INCREASE OF \$3,085.12

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001554 FROM \$15,000 TO \$30,028.72 AN INCREASE OF \$15,028.72

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM #3530001370 FROM \$15,000 TO \$69,000 AN INCREASE OF \$54,000

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: 10:30AM

Minutes prepared by: Cathy Dodd, Assisting Secretary