

**GLOUCESTER COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – Thursday, October 22, 2015  
2 S. Broad Street, Conference Room B  
Woodbury, NJ 9:30 AM**

Meeting called to order by Gerald A. White, Chairman. Open Public Meetings notice read into record.

**ROLL CALL OF COMMISSIONERS:**

Gerald White, Chairman	Present
Michael Burke, Vice Chairman	Present
Tamarisk Jones	Excused

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joe Hrubash</b>
Claims Service	Inservco Insurance Services, Inc. <b>Veronica George</b> <b>Ashley Nelms</b> <b>Keith Platt</b>
	Consolidated Services Group, Inc. <b>Jennifer Goldstein</b> <b>Taylor Jacob</b>
	Conner Strong & Buckelew <b>Michelle Leighton</b>
Underwriting Services Director/RMC	Hardenbergh Insurance Group <b>Bonnie Ridolfino</b> <b>Jenna Quattrone (via teleconference)</b>
Attorney	Long Marmero & Associates <b>Doug Long, Esq.</b>
Treasurer	<b>Tracey Giordano</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>

**ALSO PRESENT:**

Dean Sizemore, Gloucester County (*via conference call*)  
Matt Lyons, Gloucester County  
Patrick Madden, Esq. Madden & Madden  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES:** Open Minutes and Closed Minutes of September 24, 2015

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF  
SEPTEMBER 24, 2015**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. Prince reported the GCIC Safety and Accident Review Committee was scheduled to meet again on December 1, 2015 and will be hosted by the Gloucester County Improvement Authority at Budd Boulevard, Woodbury, NJ.

**CLAIMS COMMITTEE:** Ms. Leighton referred to a copy of the overview which was included in the agenda summarizing the fourth annual Best Practices Workshop that was held on October 6<sup>th</sup> at the Marlton Conner Strong & Buckelew office. Ms. Leighton thanked everyone who attended and participated in the Workshop.

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised he had 1 action item for his report along with some informational items.

**EMPLOYEE DISHONESTY:** Executive Director reported the Employee Dishonesty Coverage policy with Selective Insurance Company was renewing on 11/23/15. Executive Director advised the policy covered the positions of Executive Director, Third Party Administrator and the Treasurer. Executive Director indicated the annual premium was per expiring, \$1,132 and the limit of loss was \$1,000,000 with a \$10,000 deductible. Executive Director noted the cost of the policy would be paid out of the miscellaneous and contingency budget line. Executive Director asked if anyone had questions regarding the coverage and requested a motion to approve the expenditure.

**MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE  
DISHONESTY COVERAGE IN THE AMOUNT OF \$1,132**

Motion: Commissioner Burke  
Second: Chairman White

Roll Call Vote:

Unanimous

**RULES & REGULATIONS:** Executive Director reported Chairman White had some suggested revisions for the Rules and Regulations. Executive Director advised the revisions would be reviewed by the Commission Attorney. A copy of the proposed amendments would appear in the next agenda and then a Public Hearing would be scheduled.

**CERTIFICATE OF INSURANCE REPORT:** Executive Director reported on the Certificate of Insurance Report for the period of 9/15/15 to 10/16/15. There were a total of 6 certificates issued for this period.

**NJ EXCESS COUNTIES INSURANCE FUND (CELJIF):** Executive Director advised the CEL met on September 24, 2015 and a copy of the summary report was included in the agenda. Executive Director noted the CEL would be meeting in the afternoon to introduce the 2016 budget. The Fund Commissioners would also vote on a resolution authorizing the release of a dividend in the amount of \$150,000 subject to State approval for the Camden and Gloucester Commissions.

**2016 PROPERTY & CASUALTY BUDGET INTRODUCTION:** Executive Director reported the GCIC budget would be introduced at the December 17<sup>th</sup> meeting. The public hearing and budget adoption would be scheduled for the January 2016 meeting.

**GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK:** Executive Director advised the August Property & Casualty Financial Fast Track was included in the agenda. The Commission had a surplus of \$2,975,502 as of August 31, 2015. Executive Director advised that \$1,215,440 on line 8 of the report "Investment in Joint Venture was the GCIC's share of the CEL JIF equity. Executive Director noted the cash amount was \$5,516,145.

**NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the agenda included the August Financial Fast Track for the NJ CEL. As of August 31, 2015 the CEL had a surplus of \$5,603,885.

**HEALTH BENEFITS FINANCIAL FAST TRACK:** Executive Director reported the agenda included the July and August Health Benefits Financial Fast Tracks. As of August 31, 2015 there was a surplus of \$93,008. 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 August 31, 2015. Executive Director referred to the Claim Activity Report and advised the purpose of the report was to look for any inconsistencies in open and closed claims along with changes in reserve. Executive Director advised he did not note anything unusual about the report. Executive Director also reviewed the Claims Management Report Expected Loss Ratio Analysis" report as of August 31<sup>st</sup>. Executive Director noted while 2011 was running a surplus the report indicated losses were running at 109% versus the projected amount. Executive Director advised 2015 was running higher and he thought it was attributed to the worker compensation claims. Executive Director requested Inservco to review the worker compensation claims for 2015.

**NON-OWNED/OWNED AIRCRAFT:** Executive Director reported certain Counties did not have coverage for non-owned/owned aircraft or aircraft operations. Executive Director advised the CEL Underwriting Manager sent out applications for completion and he indicated there might be some ancillary coverage offered for this exposure as of 1/1/16.

**2016 AUTO ID CARDS/WC POSTING NOTICES/RENEWAL CERTIFICATE OF INSURANCE:** Executive Director reported the 2016 auto ID cards and WC Posting Notices would be sent to each member entity representative for distribution the beginning of December. Executive Director advised Ms. Dodd would review with Ms. Ridolfino any certificates which needed to be re-issued for the 2016 renewal.

**REPORT OF CLAIMS TO CLAIMS MADE POLICIES PRIOR TO 12/31/15 EXPIRATION:** Executive Director asked Ms. Leighton to review her memo with the Commission regarding the Claims to Claims Made Policies prior to 12/31/15. Ms. Leighton referred to her memo and the limit schematics which were included in the agenda and stressed the importance of reporting any claim or potential claim prior to the policy expiration date. Ms. Leighton reviewed the different lines of coverages and asked that all claims be reported to Conner Strong & Buckelew no later than December 19, 2015.

**2015 MEETING SCHEDULE:** Executive Director reported the Commission was not scheduled to meet in November and the next meeting was scheduled for December 17, 2015 at 9:30 AM.

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

Executive Director's Report Made Part of Minutes.

**EMPLOYEE BENEFITS:** Executive Director reported the September Client Activity Report was included in the agenda. Executive Director advised the report indicated there were 48 inquires for the month. Executive Director noted the year to date inquires were 397.

**TREASURER REPORT:** Chairman White advised the October Bill Lists were included in the agenda and requested motions to approve.

**MOTION TO APPROVE THE OCTOBER BILL LIST,  
RESOLUTION 59-15 IN THE AMOUNT OF \$67,465.77**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote Unanimous

**MOTION TO APPROVE THE OCTOBER HEALTH  
BILL LIST, RESOLUTION 60-15 IN THE AMOUNT  
OF \$3,350.50**

Motion: Commissioner Burke

Second: Chairman White  
Roll Call Vote Unanimous

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

**CLAIMS REPORT:**

Chairman White presented Resolution 61-15 Inservco Liability Check Register for the period of 9/1/15 through 9/30/15.

**MOTION TO APPROVE RESOLUTION 61-15 LIABILITY CHECK REGISTER FOR THE PERIOD OF 9/1/15 THROUGH 9/30/15**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**MANAGED CARE PROVIDER:** Ms. Goldstein introduced Taylor Jacob, an Account Manager with CSG who was attending the meeting. Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of September which was included in the agenda. Ms. Goldstein advised there were 35 bills received for the month. Ms. Goldstein advised the total provider charge was \$21,446.94. The total allowed amount was \$16,485.91. Ms. Goldstein advised the total savings for September was \$4,961.03 or 23% savings. Ms. Goldstein advised that concluded her report unless anyone had any questions.

**CEL SAFETY DIRECTOR:**

**REPORT:** Mr. Prince reviewed the September through November 2015 Risk Control Activity Report which was included in the agenda. Mr. Prince noted on October 19<sup>th</sup> one session of PPE Safety was conducted for the Correctional Officers. Mr. Prince advised he would also attend the next EMS meeting. Mr. Prince advised that concluded his report unless anyone had any questions.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:**

**REPORT:** Ms. Ridolfino advised her report was included in the agenda. Before reviewing her report Ms. Ridolfino noted the member entities' membership through the Commission was expiring as of 1/1/16. Ms. Ridolfino advised it was her recommendation the member entities renew their membership and her office would send out the Indemnity and Trust Agreements for processing. Ms. Ridolfino noted she was meeting with Mr. Prince, Ms. LaPorta, and Ms. Jones to co-ordinate the 2016 Training Schedule with a focus on EMS.

Ms. Ridolfino advised she met with the Rowan College at Gloucester County with Glenn Prince to discuss armed security guard exposure on October 13, 2015. A brief discussion ensued on the security of the campus.

Ms. Ridolfino advised the following coverages for members could not be placed through the GCIC/NJCEJIF.

Ms. Ridolfino reported the County appointed a new Treasurer, Tracey Giordano, and a bond was secured through Western Surety effective 10/1/15 with an annual premium of \$2,200.62. The bond for Gary Schwarz was cancelled as of 10/1/15.

**MOTION TO MEMORIZE THE ACTION OF THE UNDERWRITING SERVICES DIRECTOR TO BIND THE TREASURER'S BOND EFFECTIVE 10/1/15 AT AN ANNUAL PREMIUM OF \$2,200.62**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

Ms. Ridolfino advised at the last meeting the Commissioners authorized her office to bind coverage for the renewal of the GCIA Volunteer Accident Nursing Home policy not to exceed \$500. Starr Indemnity elected to no longer provide this coverage so the coverage was bound with QBE with an annual premium of \$350.

**MOTION TO MEMORIZE THE ACTION OF THE UNDERWRITING SERVICES DIRECTOR TO BIND THE AUTHORITY'S VOLUNTEER ACCIDENT POLICY FOR THE NURSING HOME THROUGH QBE EFFECTIVE 10/9/15 FOR AN ANNUAL PREMIUM OF \$350**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

Ms. Ridolfino advised the next item was the same; however it was for the Library. Ms. Ridolfino indicated the coverage was bound with QBE with an annual premium of \$350.

**MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO BIND FOR THE LIBRARY'S VOLUNTEER ACCIDENT POLICY THROUGH QBE EFFECTIVE 11/17/15 FOR AN ANNUAL PREMIUM OF \$350**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

Ms. Ridolfino advised that concluded her report unless anyone had any questions.

**ATTORNEY:** Commission Attorney reported Linda Galella; one of the Commissions's Defense Panel Attorneys, has changed her employer to Parker McKay. Ms. Galella did take the files she was working on with her. Commission Attorney recommended an amendment to Ms. Galella's current agreement which terminated as of 1/1/16 and requested a motion to do so.

**MOTION TO AUTHORIZE THE COMMISSION ATTORNEY TO PREPARE AN AMENDMENT TO MS. GALELLA'S AGREEMENT**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO PUBLIC**

Moved: Commissioner Burke  
Second: Chairman White  
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 Burke  
Second: Chairman White  
Roll Call Vote : Unanimous

**CLOSED SESSION:** Chairman White read and requested a motion to approve Resolution 62-15 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**MOTION TO GO INTO CLOSED SESSION**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

Commission Attorney advised he would read the applicable motions to approve the PARS/SARS discussed during closed session.

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001422 FROM \$15,000 TO \$24,083.15 AN INCREASE OF \$9,083.15**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530001423 FROM \$15,000 TO \$71,800 AN INCREASE OF \$56,800**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM # 3530000547 FROM \$111,429.14 TO \$131,429.14 AN INCREASE OF \$20,000**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**MOTION TO ADJOURN:**

Motion: Commissioner Burke  
Second: Chairman White  
Roll Call Vote: Unanimous

**MEETING ADJOURNED: 10:12 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary