

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – THURSDAY, OCTOBER 24, 2024
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
Scott Burns, Esq., Vice Chairman	Present
Karen Christina	Present
George Hayes (Alternate)	Absent

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes
Claims Service	Inservco Insurance Services, Inc. Veronica George, Sureatha Hobbs, Kelly Guerriero, Amy Zeiders
	Medlogix Jennifer Goldstein
	PERMA Jennifer Conicella
Underwriting Services Director/RMC	Hardenbergh Insurance Group Christopher J. Powell, Christina Violetti
Attorney	Chance & McCann, LLC Kevin McCann, Esq.
Auditor	Bowman & Company Dennis Skalkowski, Kaleigh Sawers
Safety Director	J.A. Montgomery Risk Consulting Glenn Prince
Treasurer	Tracey Giordano

ALSO PRESENT:

Cheryl Lewis, Rowan College of South Jersey
Jason Snyder, Hardenbergh Insurance Group
Susan Panto, Conner Strong & Buckelew
Cathy Dodd, PERMA Risk Management Services
Brandon Tracy, PERMA Risk Management Services
Gerard Torsiello, PERMA Risk Management Services
Shai Mcleod, PERMA Claims

APPROVAL OF MINUTES: Open and Closed Minutes of September 26, 2024.

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF SEPTEMBER 26, 2024

Motion: Commissioner Christina
Second: Commissioner Burns
Vote: Unanimous

CORRESPONDENCE: NONE

SAFETY & ACCIDENT REVIEW COMMITTEE REPORT - Ms. Violetti said there was nothing to report.

CLAIMS COMMITTEE - Chairman Sheehan advised the Claims Committee met on Tuesday, October 15th to discuss several PARS, which will be discussed further in closed session. Ms. Conicella of PERMA Claims reported the NJCE will be distributing a memo advising any Covid claims to be settled should be done via section 20, when possible, especially claims that are for little or no treatment. Ms. Conicella added any 2020 claims should be discussed with the NJCE prior to being settled. In response to Chairman Sheehan, Ms. George said there were still a few open Covid cases in the Commission.

EXECUTIVE DIRECTOR REPORT:

2023 AUDIT REPORT - The Auditor's Report as of December 31, 2023, has been sent under separate cover to the Fund Commissioners. Executive Director reported Bowman & Company, LLP reviewed the 2023 Audit with the Executive Director, Chairman Sheehan, and the Commission Treasurer. Mr. Skalkowski said Bowman & Company is issuing an unmodified clean opinion for financial statements and internal controls. There were no findings or recommendations.

Chairman Sheehan thanked Mr. Skalkowski for his thorough review of the Audit in the meeting held earlier in the week. Executive Director said the Group Affidavit Form has been distributed and sought approval of the 2023 Audit from the Commissioners via Resolution 60-24, Certification of Annual Audit Report for Period ending December 31, 2023.

MOTION TO APPROVE RESOLUTION 60-24, CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2023

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

EMPLOYEE DISHONESTY COVERAGE – The Employee Dishonesty Coverage policy with Selective Insurance Company was renewing on 11/23/24. Executive Director said this policy covers the positions of Executive Director, Third Party Administrator, and the Treasurer. The annual premium is \$1,274. The limit per loss is \$1,000,000 with a \$10,000 deductible and the cost of this coverage will be paid out of the miscellaneous and contingency budget line.

MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE DISHONESTY COVERAGE IN THE AMOUNT OF \$1,274

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

CERTIFICATE OF INSURANCE REPORT – Included in the agenda was the certificate of issuance report from the NJCE which lists those certificates issued in the month of September. Executive Director reported there were (6) six certificates of insurance issued during the month.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND - The NJCE met on September 26, 2024; included in the agenda was a summary report. Executive Director said the NJCE met prior to our meeting and the main discussion focused on the 2025 preliminary budget, which was trending positively compared to last year. The 2025 budget was scheduled to be introduced on November 15, 2024.

2025 GCIC BUDGETS (PROPERTY & CASUALTY & HEALTH DENTAL BUDGET) – Executive Director said the 2025 Budgets would be introduced at the December 12th meeting and schedule a Public Hearing and budget adoption in January. The Commission is not scheduled to meet in November.

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 July. Executive Director reported as of July 31, 2024, there was a statutory surplus of \$1,927,691. Executive Director said the dip in reserves was a result of surplus transfer being posted recently, which is normally reflected in the beginning of the year. Line 5 of the report, “Investment Income” is the interest received from the Fund’s Bank and has seen an increase of \$32,819.

Executive Director commended the Treasurer for negotiating higher interest rates. Line 11 of the report, “Investment in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the NJCE \$1,368,601. The total cash amount is \$4,478,290.

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 August. Executive Director reported that as of August 31, 2024 the NJCE has a surplus of \$9,080,642. Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of \$6,707,551. The cash amount was \$36,766,271.

GCIC HEALTH BENEFITS FINANCIAL FAST TRACK – Included in the agenda was a copy of Health Benefits Financial Fast Track for the month of July. Ms. Panto said as of July 31, 2024, there was a statutory surplus of \$438,558. The total cash amount was \$528,842.

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 July 31, 2024, and shows the actuarial target from one month to the next. Executive Director reported the commission is currently above the actuarial target range. Executive Director said a property claim had skewed the report, but advised reimbursement for the claim was received and will be reflected in the financials.

2024 ASSESSMENTS – The final assessment payment was due on October 15, 2024. Executive Director said the Treasurer’s Office advises they received payment from the Library, Improvement Authority and Utility Authority. The County’s payment will be on the November Bills List.

2025 AUTO ID CARDS/WC POSTING NOTICES/RENEWAL CERTIFICATE OF INSURANCES – The 2025 auto ID cards and WC Posting Notices will be sent to each member entity representative for distribution the beginning of December. Executive Director said the NJCE Underwriting Manager’s Team would review any certificates that need to be re-issued for the 2025 renewal.

2024 NEW JERSEY STATE LEAGUE OF MUNICIPALITIES (NJSLOM) ANNUAL CONFERENCE - As a reminder the 109th annual conference is scheduled for November 19th

through November 21st at the Atlantic City Convention Center in Atlantic City. Executive Director said included in the agenda was information on two education seminars the MEL JIF was holding, and the annual reception was being held at the Legacy Lounge at Bally’s Atlantic City at 6:00 p.m. on November 20th.

2025 PRE-RENEWAL WEBINAR - The NJCE Underwriting Manager held a webinar on the 2025 pre-renewal and the marketplace on September 27th. Executive Director said a copy the presentation and a recording of the webinar was uploaded to the NJCE website: njce.org.

2024 RFPS FOR PROFESSIONAL SERVICES – The RFPS were issued and advertised. Executive Director reported the responses except for Managed Care were due on October 17, 2024, at 2:00 pm, the Managed Care responses were due October 23, 2024 and the Risk Management Consultant RFP was re-issued with a due date of November 14, 2024. Executive Director said responses will be reviewed, and recommendations will be made at the December meeting.

NOVEMBER MEETING – Executive Director reported the Commission was not scheduled to meet in November. Our next meeting is scheduled for Thursday, December 12, 2024 at 1:00 PM in person and via zoom.

EMPLOYEE BENEFITS - Ms. Panto said her report was included in the agenda and reviewed the August report with the Commission noting the year-to-date total issues were 160.

TREASURER REPORT - Chairman Sheehan reported the agenda included the October Property, Casualty Bills List and Benefits Bills List, which were Resolutions 61-24 and Resolution 62-24. Chairman Sheehan requested a motion to approve.

MOTION TO APPROVE RESOLUTION 61-24, RESOLUTION 62-24

Motion: Commissioner Christina
 Second: Commissioner Burns
 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 63-24 Inservco Liability Check Register for the period of 9/1/24 to 9/30/24.

MOTION TO APPROVE RESOLUTION 63-24 LIABILITY CHECK REGISTER FOR THE PERIOD OF 9/1/24 TO 9/30/24.

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

MANAGED CARE PROVIDER - Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of September as noted below.

Month	Number of Bills	Total Provider Charges	Total Allowed	Total Reductions	Net Reductions	Percent of Net Savings	PPO Penetration
September	41	\$69,684.50	\$16,689.22	\$52,995.28	\$45,575.94	65%	93%

NJCE SAFETY DIRECTOR:

REPORT - Mr. Prince reported the Safety Director’s report was included in the agenda and referred to the Risk Control Activities from September through October 2024. The training opportunities through December 12th were listed in the agenda and have been added to njce.org. Safety Director

reported that the Leadership Academy will begin its open enrollment program on 12/1 for a start date of 1/1/2025 start date. In response to Chairman Sheehan, Safety Director said J.A. Montgomery staff teaches the academy.

**RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:
REPORT:**

2025 UNDERWRITING RENEWAL DATA: Ms. Violetti reported all members’ renewal information has been completed and inputted into the Origami and Broker Buddha Systems.

2025 SAFETY KICK OFF MEETING: Hardenbergh is working to schedule the 2025 Safety Kick Off meeting. The topic will be the J.A. Montgomery’s Learning Management System and additional details will be provided as the event gets closer.

UNDERWRITING SERVICES DIRECTOR

ANCILLARY COVERAGES: Ms. Violetti said 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
County	Pollution Liability – Underground Storage Tanks	Liberty Surplus Insurance Company	10/30/2024	\$4,737.06	\$5,024.43
Library	Notary Bond	C N A Surety	11/17/2024	\$91.00	\$79.62
Library	Volunteer Accident	Federal Insurance Company	11/23/2024	\$350.00	\$500.00

Ms. Violetti reported the 6% increase in premium to the County’s Pollution Liability policy is due to a carrier rate increase, the 13% decrease in premium on the Library’s Notary Bond is due to a decrease in the number of notaries from 8 to 7, and the 43% increase in premium is due to the increase in volunteers from 19 volunteers to 38 volunteers. All other terms and conditions are per expiring.

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

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

ATTORNEY: NONE
OLD BUSINESS: NONE
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 64-24 authorizing a Closed Session to discuss PARS & SARS relating to pending or anticipated litigation as listed.

MOTION TO GO INTO CLOSED SESSION

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

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 3530003821 FROM \$25,000.00 TO \$66,500.00 AN INCREASE OF \$41,500.00.

MOTION TO AUTHORIZE AN INCREASE IN AUTHORITY FOR CLAIM 3530003837 FROM \$25,000.00 TO \$149,500.00 AN INCREASE OF \$124,500.00.

MOTION TO AUTHORIZE AN AUTHORITY FOR CLAIM 3530003101 TO \$12,890.00.

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

Chairman Sheehan advised the next meeting would be December 12, 2024 at 1:00 PM in-person and zoom.

MOTION TO ADJOURN:

Motion: Commissioner Burns
Second: Commissioner Christina
Vote: Unanimous

MEETING ADJOURNED: 1:42 PM

Minutes prepared by: Brandon Tracy, Assisting Secretary