

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, January 22, 2015
115 Budd Blvd.
Woodbury, NJ 9:30 AM**

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

ROLL CALL OF COMMISSIONERS:

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

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
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Claims Service	Inservco Insurance Services, Inc. Veronica George Dave McCabe
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	Consolidated Services Group, Inc. Jennifer Pard Goldstein
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	Conner Strong & Buckelew Michelle Leighton
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Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino Jenna Quattrone (via teleconference)
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Attorney	Long Marmero & Associates Al Marmero, Esq.
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Treasurer

Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Benefits	Conner Strong & Buckelew
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ALSO PRESENT:

Shanna McCann, Chance and McCann
Matt Lyons, Gloucester County Counsel
Bradford Stokes, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of December 18, 2014.

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF
DECEMBER 18, 2014**

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

Chairman White introduced Michael Burke who would be replacing Dean Sizemore as the Vice Chairman of the Commission. Chairman White advised Mr. Burke worked in the County Treasurer’s office. Executive Director then asked the attendees at the meeting to introduce themselves to Mr. Burke.

Executive Director thanked Mr. Sizemore for all of his support, guidance, and dedication to the Commission and its members over the past year. Executive Director then presented Mr. Sizemore with a clock which was engraved “Dean Sizemore, Vice Chairman, March 2010 – December 2014, With Great Appreciation, Gloucester County Insurance Commission”. Mr. Sizemore thanked everyone for the clock and their kind words.

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY & ACCIDENT REVIEW COMMITTEE: Mr. Sizemore advised the Safety and Accident Review Committee was scheduled to meet in February.

CLAIMS COMMITTEE: Mr. Sizemore reported the Claims Committee met via teleconference to discuss and review the PARS that would be presented during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and there were several action items for the meeting.

WELCOME COMMISSIONER MICHAEL BURKE: Executive Director reported Mr. Burke was already introduced as a new Commissioner; however, he needed motions for two resolutions. Executive Director advised a revised Resolution 1-15 was distributed at the beginning of the meeting which appointed Mr. Burke as Vice Chairman. Executive Director indicated Resolution 2-15, amended the authorized signatures on the Commission Bank Accounts.

MOTION TO APPROVE RESOLUTION 1-15, APPOINTMENT OF VICE CHAIRMAN

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

MOTION TO APPROVE RESOLUTION 2-15, DESIGNATING AUTHORIZED SIGNATURES FOR COMMISSION BANK ACCOUNTS

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

2015 PROPERTY AND CASUALTY BUDGET – Executive Director reported today was the Public Hearing for the 2015 Property and Casualty. Executive Director advised the budget was introduced at the December meeting and was advertised in the Commission’s official newspapers. Executive Director advised the budget was in the amount of \$5,829,958 and there were no changes since it was introduced. Executive Director requested a motion to open the Public Hearing.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2015 PROPERTY & CASUALTY BUDGET

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

Chairman White advised this was now a Public Hearing on the 2015 Property & Casualty Budget and asked if anyone had any comments. Seeing no one come forward Chairman White requested a motion to close the Public Hearing.

MOTION TO CLOSE THE PUBLIC HEARING

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

MOTION TO ADOPT THE PROPERTY & CASUALTY BUDGET FOR THE GLOUCESTER COUNTY INSURANCE COMMISSION AS PRESENTED FOR THE COMMISSION YEAR 2015 & CERTIFY THE 2015 ASSESSMENTS

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

OPTIONAL NETWORK PRIVACY & SECURITY INDICATION: Executive Director reported Ms. Ridolfino requested the CEL Underwriting Manager to bind cyber coverage for the Rowan College at Gloucester County and the Gloucester Library effective 1/1/15. Executive Director advised once the CEL budget was amended to reflect this change, the GCIC budget would also be amended.

2015 HEALTH BENEFITS BUDGET INTRODUCTION – Executive Director referred to a copy of the 2015 Health Benefit Budget in the amount of \$608,987 which was included in the agenda. Executive Director advised the public hearing for the budget was today. Executive Director indicated there were no changes to the budget since introduction and the budget was advertised in the Commission’s official newspapers.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2015 HEALTH BENEFIT BUDGET

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

Chairman White advised this was now a Public Hearing on the 2015 Health Benefits Budget and asked if anyone had any comments. Seeing no one come forward Chairman White requested a motion to close the Public Hearing.

MOTION TO CLOSE THE PUBLIC HEARING

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

MOTION TO ADOPT THE HEALTH BUDGET FOR GLOUCESTER COUNTY INSURANCE COMMISSION AS PRESENTED FOR THE COMMISSION YEAR 2015

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period 12/13/14 to 1/13/15. There were 35 certificates of insurance issued during this period.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the November Property & Casualty Financial Fast Track was included in the agenda. As of November 30, 2014 the Commission has a surplus of \$3,535,095. Line 8 of the report, “Investment

in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the CEL. Gloucester County Insurance Commission’s current equity in the CEL is \$1,177,895.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the November Financial Fast Track. Executive Director noted as of November 30th the Fund has a surplus of \$5,382,690.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the December Health Benefits Financial Fast Track was included in the agenda. Executive Director advised as of November 30, 2014 there was a surplus of \$97,574.

TERRORISM RISK INSURANCE ACT: Executive Director referred to a copy of an announcement which was included in the agenda advising Congress had passed the extension of the Terrorism Risk Insurance Act. Executive Director indicated President Obama had signed into law legislation extending the federal terrorism insurance backstop through December 31, 2020.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL would hold their reorganization on February 26, 2015 at 1:00 at the Camden County College Regional Emergency Training Center.

GCIC WEBSITE: Executive Director reported the GCIC website was set up through an affiliated company of Conner Strong & Buckelew, AIM. Executive Director explained there have been some technical issues with the website recently and suggested the Commission look at one of the vendors used by other CEL Commission members. Executive Director advised PERMA requested a quote from Sparks Creative Group for the Commission’s consideration. The quote for the website design, programming and layout was \$2,450, with a yearly website hosting and domain service of \$350.00. Sparks Creative Group would also provide two hours per month for any assistance with editing or developing the site textual content and then an hourly rate of \$105. Executive Director advised a copy of the proposal was included in the agenda and noted the cost could be paid out of the miscellaneous and expense contingency account. Executive Director asked if anyone had questions and recommended approving the cost proposal from Sparks Creative Group. Chairman White requested the website be created as soon possible and would like to review the site before it went live.

MOTION TO APPROVE THE COST PROPOSAL FROM SPARKS CREATIVE GROUP FOR THE COMMISSION WEBSITE

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

RE-ORGANIZATION MEETING – Executive Director advised the next Commission meeting was scheduled for February 26, 2015 and would be the Re-Organization meeting. Chairman White requested the meeting location be changed to 2 South Broad Street, Woodbury, NJ. Executive Director advised his office would advertise the change of the meeting location.

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

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Executive Director reported he would review the Employee Benefits Report with the Commission which was included in the agenda. Executive Director advised the Client Activity Summary Report for the period of 12/1/14 to 12/31/14 indicated there were 29 inquiries during December and the year to date total was 565.

TREASURER REPORT: Chairman White presented the January Property & Casualty Bill List along with January Health Insurance Fund Bill List which were included in the agenda. Chairman White requested motions to approve Resolutions 3-15 and 4-15.

**MOTION TO APPROVE THE JANUARY PROPERTY
& CASUALTY BILL LIST, RESOLUTION 3-15**

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

**MOTION TO APPROVE THE JANUARY HEALTH
INSURANCE FUND LIST, RESOLUTION 4-15**

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

CLAIMS REPORT

REPORT:

Chairman White presented Resolution 5-15 Inservco Liability Claims Check Register for the period 12-1-14 to 12-31-14

**MOTION TO APPROVE RESOLUTION 5-15 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 12-1-14 TO 12-31-14**

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of December which was included in the agenda. Ms. Goldstein advised there were 29 bills for the month of December for a total of \$25,691.99. The total recommended allowed amount was \$17,518.40. Ms. Goldstein also reviewed the year to date totals and advised the total net savings were \$287,697.16 or 47%.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reported the Safety Director's report was included in the agenda. The report included Risk Control Activities for December through January 2015. Mr. Prince advised he had received some specialized training requests for the Dream Park and he was currently developing those programs and would report again next month on the status. Also, Mr. Prince advised the BRIT Online Platform was rolled out at the recent Safety Kickoff meeting and should be live for all employees to utilize the training. Mr. Prince advised that concluded his report unless anyone had any questions. Commissioner Jones advised the Health Department was using the BRIT online training and it was very well received. Commissioner Jones reported she mandated two trainings, Right to Know, and the Supervisory Accident Reporting. In response to Chairman White's inquiry, Ms. Ridolfino advised she was working with Ms. LaPorta to engage all of the departments with regard to the online training system. Chairman White recommended the Animal Shelter and the EMS should head up the list.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino advised she had a verbal report for the meeting. Ms. Ridolfino reported the EPL section of the BRIT online training was not rolled out yet as it was being reviewed by Mr. Milton Hinton, EEOC Officer, and then Mr. Lyons group would also review along with AIG.

Ms. Ridolfino also advised the Inservco Stewardship report was distributed. Ms. Ridolfino noted the report would be amended to combine the information for the County College and Rowan College as they are the same entity. Ms. Ridolfino indicated in reviewing the report she noted 2013 looked like a troublesome year, however, there were numerous weather related claims. Ms. Ridolfino pointed out that Friday's generated the most claims and due to the severity and frequency of the accidents this issue would be a goal for 2015.

Ms. Ridolfino noted on a positive note the number of days to report an accident has decreased significantly and also thanked Mr. Sizemore and his team as the Improvement Authority's claims had decreased.

Ms. Ridolfino asked the Commission if any of the Safety Resources could be posted on the website. Chairman White suggested reaching out to the website vendor to see if there was an additional cost to post the items.

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

ATTORNEY: Mr. Marmero advised he did not have anything to report.

OLD BUSINESS: None

NEW BUSINESS: Mr. Sizemore advised he had a request from a Safety and Health meeting that the Corrections Department was asking if we could afford to purchase new windshield wiper blades and headlights because the ones that were standard on the vehicles were sub-standard.

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 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: Commissioner Jones
Roll Call Vote : Unanimous

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 6-15 authorizing a Closed Session to discuss PARS & SARS.

RESOLUTION 6-15, EXECUTIVE SESSION FOR PURPOSE AS PERMITTED BY THE OPEN PUBLIC MEETINGS ACT, MORE SPECIFICALLY TO DISCUSS PARS RELATED TO PENDING OR ANTICIPATED LITIGATION AS IDENTIFIED IN THE LIST OF CLAIMS PREPARED BY THIRD-PARTY CLAIM ADMINISTRATOR INSERVCO INSURANCE SERVICES, INC. AND ATTACHED TO THIS AGENDA ALSO THE POSSIBLE SETTLEMENT OF CRYSTAL GARLAND VS. GLOUCESTER COUNTY

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

Mr. Marmero requested the following motions:

MOTION TO APPROVE PAYMENT AUTHORITY REGARDING # 3530000694 IN THE AMOUNT OF \$125,000 AND IF NOT ACCEPTED OFFER THE DEFENSE COUNSEL TO FILE THE REQUIRED DENOUEMENT

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

MOTION TO APPROVE SETTLEMENT AUTHORITY REGARDING # 3530000295 IN THE AMOUNT OF \$1,500

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

MOTION TO APPROVE AN INCREASE IN PAYMENT AUTHORITY REQUEST IN THE AMOUNT OF \$ 11,500 FOR A TOTAL OF \$53,179.12 REGARDING # 3530000234

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

MOTION TO APPROVE AN INCREASE IN PAYMENT AUTHORITY REQUEST IN THE AMOUNT \$19,501 REGARDING # 3530001215 FOR A TOTAL AMOUNT OF \$34,500

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

MOTION TO APPROVE AN INCREASE IN PAYMENT AUTHORITY REQUEST IN THE AMOUNT \$23,002 REGARDING # 3530001141 FOR A TOTAL AMOUNT OF \$38,000

MOTION TO APPROVE AN INCREASE IN PAYMENT AUTHORITY REQUEST IN THE AMOUNT \$20,200 REGARDING # 3530001206 FOR A TOTAL AMOUNT OF \$35,200

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

Mr. Marmero advised he did not include any motions for claim # 3530000762 as he had stepped outside during the discussion for this case due to a conflict.

Commissioner Jones advised she would make the motion.

**MOTION TO APPROVE AN INCREASE IN PAYMENT AUTHORITY
REQUEST IN THE AMOUNT \$35,000 REGARDING # 3530000762 FOR
A TOTAL AMOUNT OF \$50,000**

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

Chairman White indicated there was one more motion for the same claim.

**MOTION TO AUTHORIZING COUNSEL TO SEND A LETTER OF
ENGAGEMENT TO ARCHER GREINER FOR CLAIM # # 3530000762**

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: 10:40 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary