

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, April 24, 2014
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
Dean Sizemore, Vice Chairman	Present
Tamarisk Jones	Excused

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joe Hrubash
Claims Service	Inservco Insurance Services, Inc. Veronica George Steve Daveggia
	Consolidated Services Group, Inc. Stephen McNamara Jennifer Pard Goldstein
	Conner Strong & Buckelew Michelle Leighton (<i>via conference call</i>)
Underwriting Services Director/RMC	Hardenbergh Insurance Group Christopher Powell
Attorney	Long Marmero & Associates Albert K. Marmero Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Benefits	Conner Strong & Buckelew

ALSO PRESENT:

Prudence M. Higbee, Capehart & Scatchard
Patrick J. Madden, Madden & Madden
Matt Lyons, Gloucester County Counsel
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of February 27, 2014

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF
FEBRUARY 27, 2014**

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Commissioner Sizemore reported the Safety Committee was scheduled to meet again on June 3, 2014 and the meeting would be at the Gloucester County College.

CLAIMS COMMITTEE: Commissioner Sizemore advised the Claims Committee met via a teleconference on March 11th and discussed one claim that would be discussed during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and he only had one action item for the meeting.

RFP FOR COMMISSION ATTORNEY: Executive Director reported the first item of his report was a discussion on the RFP responses for the Commission Attorney. However, Executive Director advised at the request of the Chairman, the item would be tabled until the next Commission meeting of June 26, 2014.

2014 RISK MANAGEMENT PLAN: Executive Director advised the 2014 Risk Management Plan was previously approved, however required a few changes. Executive Director referred to Resolution 18-14 which was included in Appendix II of the agenda and indicated the changes were highlighted in blue on pages 4, 11, & 13. Executive Director noted the changes were cosmetic and there were no material changes.

**MOTION TO APPROVE RESOLUTION 18-14,
REVISED RISK MANAGEMENT PLAN**

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

CYBER LIABILITY: Executive Director advised the CEL would bill the cyber liability premiums with the final 2014 assessment bill for the County and the Improvement Authority who purchased the coverage. Executive Director indicated the final assessment bill would also include a credit for the 2014 coverage with respects to the 2014 ancillary program coverage. Executive Director noted the credit would cover the cyber liability for the County but not for the Improvement Authority.

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 2/26/14 to 4/17/14. There were a total of 25 certificates issued for this period.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised that the January & February Property & Casualty Financial Fast Tracks were included in the agenda. As of February 28, 2014 the Commission had a surplus of \$2,697,408. Executive Director advised that \$977,858 on line 8 of the report “Investment in Joint Venture was the GCIC’s share of the CEL JIF equity.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the January & February Financial Fast Tracks for January and February. Executive Director noted as of February 28, 2014 there was a statutory surplus of \$3,922.310.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the January and February Health Benefits Financial Fast Tracks were included in the agenda. Executive Director advised as of February 28, 2014 there was a statutory surplus of \$ 152,367.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL held their Reorganization Meeting on February 27, 2014 and a summary report of that meeting was included in the agenda. Executive Director reported the CEL also held a Public Hearing on March 27, 2014 to amend the budget due to two new members of the CEL, Hudson County and the Mercer County Insurance Fund Commission. Executive Director advised a summary report of that meeting was also included in the agenda. Executive Director also advised the CEL was scheduled to meet in the afternoon and the focus would be an overview of a potential new member, Ocean County effective June 1, 2014.

DOBI COMMISSIONER KOBYSLOWSKI SPEECH: Executive Director reported the Municipal Excess Liability Joint Insurance Fund was sponsoring a speech by Kenneth E. Kobylowski, the Commissioner of Banking and Insurance. Executive Director advised the MELJIF

extended the invitation to the members of the CELJIF. Executive Director referred to a copy of the announcement which was included in the agenda and noted the speech would take place on Tuesday, April 29th at 12:30 at the Crowne Plaza.

FINANCIAL DISCLOSURE FORM: Executive Director referred to a copy of a statement release from the Department of Community Affairs regarding the filing of the 2014 Financial Disclosure Form. Executive Director advised the State was revising its on-line procedure again in 2014 and would announce an extension of its filing deadline.

2014 SEARCH AND SEIZURE IN SERVICE: Executive Director referred to information on a 2014 Search and Seizure In-Service Training Program which was included in the agenda. Executive Director advised the program was presented by Guy Ran, Esq. at the Richard Stockton College on June 11th and the cost of the training program was \$119 per person. Executive Director noted the program was designed for a law enforcement officer to review the recent law changes in NJ. Mr. Prince advised he had an alternative program and explained there was a similar training session used by the MEL which was very successful. Mr. Prince noted the training sessions would be done in a class setting and the cost would be much less. After a discussion it was agreed Mr. Prince would send information to the Sheriff and the Prosecutor.

2014 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the 2014 property and casualty assessments were mailed to the member entities via certified mail and e-mail. Executive Director reported the Treasurer advised all of the assessment payments that were due on March 15th were received. Executive Director noted the second assessment payment was due on May 15, 2014.

2014 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director advised the CEL Underwriting Manager distributed an e-mail on April 3, 2014 providing login information and instructions to access the Conner Strong & Buckelew website to view the insurance policies and endorsements. Executive Director noted if anyone had any difficulties accessing the site they should contact Ms. Dodd.

EPL PAK PREMIER: Executive Director referred to information which was included in the agenda on AIG's Employment Practices Training, Loss Prevention and Risk Management. Executive Director asked Ms. Leighton to comment on the EPL Risk Manager Lunch and Learn. Ms. Leighton thanked Ms. Rick for initiating the idea to coordinate the EPL seminar. Ms. Leighton advised AIG presented an overview of the EPL Risk Manager online risk management tool during the Lunch and Learn held on March 27, 2014. Ms. Leighton advised the members could visit the AIG website using their policy number. Executive Director noted more detailed instructions were included in the agenda.

2015 RENEWAL APPLICATIONS AND UPDATED EXPOSURE INFORMATION: Executive Director reported the CEL Underwriting Manager advised his office was in the early stages of working on the 2014 renewals. Executive Director advised the CEL Underwriting Manager would be in contact the Underwriting Services Manager to obtain updated exposure information and also would be sending out the renewal applications to be completed.

2013 AUDIT: Executive Director reported the auditor was in the process of preparing the 2013 Fund Year Audit. Executive Director advised once the audit was completed, Mr. Jim Miles of Bowman of Company would attend a Commission meeting to review his report.

2014 MEETING SCHEDULE: Executive Director reported the Commission would not meet in May and the next scheduled meeting was scheduled for June 26, 2014. Executive Director advised that before the meeting Commissioner Sizemore suggested cancelling the July Commission meeting. Executive Director noted that the Commission was not meeting in August. Commissioner Sizemore indicated that the month of July was typically a slow month for the Commission. Executive Director advised there would be two months with no meetings. Commissioner Sizemore advised he would make a motion to cancel the July meeting pending paying any appropriate expenses. Ms. Dodd advised a resolution was approved at the re-organization meeting authorizing the treasurer to pay any bills when the Commission did not meet.

**MOTION TO APPROVE THE CANCELLATION OF
THE JULY COMMISSION MEETING**

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

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

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Executive Director advised the client activity reports for the months of February and March were included in the agenda. Executive Director advised the total year to date inquires was 155.

TREASURER REPORT: Chairman White presented the March and April Property & Casualty Bill Lists along with the March and April Health Insurance Fund Bill Lists which were included in the agenda. Chairman White requested a motion to approve Resolutions, 19-14, 20-14, 21-14 and 22-14.

**MOTION TO APPROVE THE MARCH AND APRIL
BILL LISTS, RESOLUTIONS 19-14, 20-14, 21-14 & 22-
14**

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

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

CLAIMS REPORT

REPORT:

Chairman White presented Resolution 23-14 Inservco Liability Check Register for the period of 2-1-14 TO 2-28-14 and 3-1-14 to 3-31-14.

MOTION TO APPROVE RESOLUTION 23-14 LIABILITY CHECK REGISTER FOR THE PERIOD OF 2-1-14 THROUGH 2-28-14 AND 3-1-14 TO 3-31-14

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

Ms. George referred to Inservco's charts which were included in the agenda and asked if anyone had any questions.

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report which was included in the agenda. Ms. Goldstein advised there were 22 bills for February for a total of \$19,644.63. The total allowed amount was \$10,016.56. The total reduction was \$9,628.07 and after fees the net reduction was \$8,280.14. Ms. Goldstein also noted the report also included the figures for the month of March. Ms. Goldstein advised there were 35 bills for March for a total of \$12,299.87. The total allowed amount was \$8,773.53. The total reduction was \$3,526.34 and after fees the net reduction was \$3,032.65.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the February through May 2014 Risk Control Activity Report which was included in the agenda. Mr. Prince also added the agenda included a loss control report for Emergency Medical Services. Mr. Prince advised he visited all of the stations operated by the County of Gloucester and found some minor issues. Mr. Prince noted he spoke with Commissioner Sizemore prior to the meeting who advised they were working diligently to correct the minor issues. Mr. Prince also advised in February there was an Ergonomic lifting training session and his office was working with Ms. LaPorta to schedule some additional presentations. Lastly, Mr. Prince advised he was continuing to work with EMS on the Back Safety Program and they meet once a month on Monday evenings.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Mr. Powell advised his report for services performed for the period of March 27, 2014 through April 21, 2014 was included in the agenda. Mr. Powell advised Ms. Rick attended the Employment Practices Liability Lunch and Learn. Mr. Powell indicated he wanted to point out one of the important items discussed and referred to the information regarding definition of a claim which was included in their report.

Mr. Powell advised he had four action items to review.

Mr. Powell advised there were some changes with the County's Sports Accident policy regarding the dates and indicated there were fewer participants this year. Mr. Powell requested a motion to bind the coverage as of 5/17/14 with AIG with an annual premium of \$1,916.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO THE COUNTY'S SPORTS ACCIDENT POLICY THROUGH AIG AN ANNUAL PREMIUM OF \$1,916 EFFECTIVE 5/17/14

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

Mr. Powell advised the next item was also for the County. The carrier offered to renew the County's general liability coverage (camps) at an annual premium of \$1,577. Mr. Powell advised the premium was reduced due to fewer participants and a new rating system.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE SPORTS ACCIDENT POLICY THROUGH AIG AT AN ANNUAL PREMIUM OF \$1,577 EFFECTIVE 5/21/14

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

Mr. Powell advised the policy for the GCIA, Dream Park was renewing on 5/21/14. Mr. Powell advised his office submitted the renewal applications; however they were waiting for the formal proposal. The underwriter stated the total premium should not increase more than 5%. Mr. Powell advised if the premium did increase more than 5% the Commissioners would be advised accordingly.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE GCIA'S PACKAGE-CARE, CUSTODY &

CONTROL AND UMBRELLA POLICIES THROUGH GREAT AMERICAN AT AN ANNUAL TOTAL COST NOT TO EXCEED \$71,420 PREMIUM EFFECTIVE 5-21-14

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

Lastly, Mr. Powell advised the Underground Storage Tank policy for the GCIA was renewing on July 7, 2014. The carrier offered a flat renewal of \$867.14 per the expiring terms and conditions.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE GCIA'S UST POLICY THROUGH AIG AT AN ANNUAL PREMIUM OF \$867.74 EFFECTIVE 7/7/14

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

ATTORNEY: Commission Attorney advised he did not have anything to report.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

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

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 24-14 authorizing a Closed Session to discuss PARS & SARS.

RESOLUTION 24-14, EXECUTIVE SESSION FOR THE 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 DIANE OWENS V GLOUCESTER COUNTY, # 2013-9510, JOSEPH TODARO V GLOUCESTER COUNTY, # 2011-9531, LARRY WEIL V. GLOUCESTER COUNTY, # 2011-16819, AND SHEREECE HOLDER V GLOUCESTER COUNTY # 2012-4027 AND DISCUSSION ON PATRICK GEORGETTE

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

MOTION TO GO INTO CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:55 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary