

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, April 25, 2013
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	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joe Hrubash
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Claims Service	Inservco Insurance Services, Inc. Veronica George
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	Consolidated Services Group, Inc. Jennifer Pard Stephen McNamara
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	Conner Strong & Buckelew Michelle Leighton
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Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Rick
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Attorney	Long Marmero & Associates Doug Long, 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:

Tony Fiola, Gloucester County
Marjorie Workman, GCIT/GCSSSD
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes of March 28, 2013 and Closed Minutes of March 28, 2013

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF MARCH 28, 2013

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Commissioner Sizemore advised the next quarterly Safety Committee meeting was scheduled in June.

CLAIMS COMMITTEE: Commissioner Sizemore reported the Claims Committee held a teleconference on April 9, 2013 to discuss the PARS that would be presented during closed session.

EXECUTIVE DIRECTOR REPORT:

Executive Director advised there was one action item for today's meeting, the RFP for Commission Attorney.

RFP FOR COMMISSION ATTORNEY: Executive Director reported there were three responses received for the position of Commission Attorney. Responses were received from Long Marmero & Associates, LLP, Chance & McCann and Trimble & Armano. Mr. Long excused himself from the discussion while the responses were being discussed by the Commissioners. Chairman White advised he completed the evaluation sheets based on the review and input by Commissioner Sizemore and Commissioner Jones. Chairman White reported the cost proposals were comparable, however one firm illustrated they had more Insurance Commission experience than the others. The Commissioners indicated they agreed with Chairman White's scoring. Chairman White advised the office of Long Marmero & Associates, LLP would be re-appointed as the Commission Attorney. In response to Chairman White's inquiry, Ms. Dodd advised the Commission Attorney's contract was extended until April 25, 2013 so the new contract award would be effective as of April 25, 2013. Chairman White requested the necessary documents be prepared and requested a motion to appoint Long Marmero & Associates, LLP. Chairman White

also requested Mr. Long to return to the meeting and advised his office had been re-appointed as the Commission Attorney.

**MOTION TO APPOINT LONG, MARMERO &
ASSOCIATES, LLP AS COMMISSION ATTORNEY
EFFECTIVE 4/25/13 TO 4/25/14**

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 3/22/13 to 4/18/13. There were a total of 6 certificates issued for this period.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the February Property & Casualty Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,246,945 as of February 28, 2013. Executive Director advised that \$657,885 on line 7 of the report "Investment in Joint Venture was the GCIC's share of the CEL JIF equity and was part of the GCIC surplus.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the February Financial Fast Track for the NJ CEL. As of February 28, 2013 the CEL had a surplus of \$2,355,756.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director advised the Health Benefit Financial Fast Track was included in the agenda. The Insurance Commission had a Health Benefit surplus of \$106,423 as of February 28, 2013.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL did not meet in March. Executive Director noted the CEL was scheduled to meet in the afternoon and a summary of the meeting would appear in the next agenda. Executive Director indicated he expected the CEL Underwriting Manager would provide an update of the re-marketing of the Meadowbrook program.

2013 PROPERTY & CASUALTY ASSESSMENTS DUE MAY 15, 2013: Executive Director reminded the Commission the second 2013 assessment payment was due on May 15, 2013. Executive Director noted checks should be made payable to the Gloucester County Insurance Commission and should be sent to Gary Schwarz, Treasurer, c/o Gloucester County, P.O. Box 337, Woodbury, NJ 08096.

2013 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director reported the CEL Underwriting Manager distributed an e-mail on April 4, 2013 providing login information and instructions to access the Conner Strong & Buckelew website to

view the insurance policies and endorsements. Executive Director advised if anyone experienced any difficulties accessing the site they should contact the PERMA office.

GLOUCESTER COUNTY CORRECTIONS DEPARTMENT UPDATE: Chairman White reported there were contracts in place with Cumberland, Salem, Burlington and Essex Counties and are expected to approve the respective shared service agreements to house Gloucester County inmates. Chairman White also indicated they already had some inmates in the Camden County facility. Chairman White advised the County would no longer house any inmates in their facility. Chairman White explained inmates would start transitioning to other facilities the beginning of June and by July 1st all inmates would be transferred. Most of the inmate intake would be transferred to Salem County. Chairman White noted there would be some Correction Officers employed by Gloucester County but assigned to units at Salem and Cumberland correction facilities. In response to Ms. Rick's inquiry, Chairman White advised the Corrections Officers would be reporting to both the Gloucester County Warden and the ranking officers at the housing facility. Chairman White indicated since there are officers employed by Gloucester County a worker compensation exposure would still exist. Ms. Rick mentioned the importance of disclosing all information to ensure the proper insurance coverage was in place. Chairman White noted there would be a follow up meeting to discuss the inmate health insurance. Further discussion ensued on the operations of the Salem, Cumberland and Essex County facilities.

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Executive Director reported Ms. Brown could not attend the meeting but he would review her report with the Commissioners. Executive Director advised the Client Activity Summary Report for the period of 3/1/13 to 3/31/13 was included in the agenda. Executive Director indicated there were 116 calls during March and the year to date totaled 397. Executive Director advised the report also included more specific information relating to each call.

TREASURER REPORT: Chairman White presented the April Property & Casualty Bill List in the amount of \$1,063,889.66 and requested a motion to approve.

MOTION TO APPROVE THE APRIL PROPERTY & CASUALTY BILL LIST, RESOLUTION 29-13 IN THE AMOUNT OF \$1,063,889.66

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

Chairman White presented the April Health Insurance Fund Bill List in the amount of \$7,425.00 and requested a motion to approve.

MOTION TO APPROVE THE APRIL HEALTH INSURANCE FUND BILL LIST, RESOLUTION 30-13 IN THE AMOUNT OF \$7,425

Motion: Commissioner Sizemore
Second: Commissioner Jones
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

REPORT: Chairman White presented Resolution 31-13 Inservco Liability Check Register for the period of 3/1/13 through 3/31/13.

MOTION TO APPROVE RESOLUTION 31-13 LIABILITY CHECK REGISTER FOR THE PERIOD OF 3/1/13 THROUGH 3/31/13

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

MANAGED CARE PROVIDER: Ms. Pard reviewed the Bill Review/PPO Savings Report which was included in the agenda. Ms. Pard advised there were 68 bills received in March for a total of \$73,460.33. The net reduction after fees was \$32,134.90. Ms. Pard also advised at the request of the Commission, South Jersey Healthcare Urgent Care in Mullica Hill, was now in their network as of April 10th and can be utilized.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the March through April 2013 Risk Control Activity Report which was included in the agenda along with the training calendar. Mr. Prince noted he attended a meeting at the GCIA Scalehouse to address a slip, trip, and fall hazard. Mr. Prince advised the condition was corrected by applying anti slide grip tape to the doorways of the facility. While there Mr. Prince also noted the stair treads needed immediate replacement. Mr. Prince notified Commissioner Sizemore who had the condition corrected. Mr. Prince also advised he visited Ceres Park in Mantua Township along with Howard Spencer (representing Mantua) of his office to provide a Risk Control Assessment of the BMX off road trail and obstacle course that was constructed in the park in Mantua Township as well as the adjoining property owned by Gloucester County. Mr. Prince advised his report would be available for the next meeting. A brief discussion ensued on the activities taking place at the park. Ms. Rick advised she was working with Mr. Prince to obtain all of the documents including certificate of insurances relating to the park and would then share the information with the Commission Attorney.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Rick advised their report was included in the agenda and had a few action items.

Ms. Rick reported there were several policies for members that could not be placed through the GCIC/NJCEJIF or its masters programs and reviewed the information for those policies.

Ms. Rick advised the Mutual of Omaha policy providing accidental death and specific loss (limbs) benefits for the Freeholders traveling outside of the County by auto or aircraft was renewing on 6/1/13. Ms. Rick explained the renewal premium was increased to \$750 per year/\$2,250 for 3 years as the carrier's minimum premium increased. Ms. Rick requested a motion to renew the policy.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE TRAVEL ACCIDENT COVERAGE FOR THE FREEHOLDERS THROUGH MUTUAL OF OMAHA FOR A THREE YEAR PERIOD FOR A TOTAL PREMIUM OF \$2,250 EFFECTIVE 6/1/13

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

Ms. Rick also advised the County's General Liability for the Sport Camps was renewing on 5/31/13. The premium was reduced to \$3,064 and would be written with New Hampshire Insurance Company an affiliate of Chartist. Ms. Rick advised there was an exclusion in the Meadowbrook policy for sports and recreation. Ms. Rick indicated this coverage could possibly be non renewed next year if the new program for the CEL included this type of program. Executive Director suggested Ms. Rick discuss with the CEL Underwriting Manager.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO BIND THE LIABILITY COVERAGE THROUGH NEW HAMPSHIRE INSURANCE COMPANY FOR AN ANNUAL PREMIUM OF \$3,064 EFFECTIVE 5/31/13

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

Ms. Rick advised she did not have a renewal premium yet for the County's Accident policy for the Recreation Camps and would present this item at the May meeting.

Ms. Rick reported the policies for the GCIA Dream Park were renewing on 5/21/13. Ms. Rick advised once the CEL changed their insurance program she would approach the CEL Underwriting Manager to see if this coverage could be placed in the Commission program. Ms. Rick indicated she was waiting for the final figures from Great American, however the underwriter advised the premium would not go up more than 2%. Ms. Rick explained the Equine policy would increase to \$4,952 due to additional horses being boarded at the facility.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE PACKAGE-EQUINE AND UMBRELLA COVERAGES THROUGH GREAT AMERICAN EFFECTIVE 5/21/13 UPON RECEIPT OF RENEWAL PROPOSAL

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

Ms. Rick advised she met with Bollinger to discuss the College's Student/Sports Accident Policy which renews on 6/15/13 and this item would be table until next month as the State is still determining what is mandatory for the college students.

Lastly, Ms. Rick reported the CEL conducted a Best Practice Workshop last October and it was agreed it would benefit the Commission to request Dr. Dwyer to conduct an educational seminar for the primary physicians. Ms. Rick advised the seminar was scheduled for May 22nd and would also include Camden, Burlington, Salem and Cumberland Insurance Commissions.

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

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved: Commissioner Jones
Second: Commissioner Sizemore
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 MEETING TO PUBLIC

Moved: Commissioner Sizemore
Second: Commissioner Jones
Roll Call Vote : Unanimous

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 32-13 authorizing a Closed Session to discuss PARS & SARS.

RESOLUTION 32-13, 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 ALONG WITH DISCUSSION ON MCGUIRE V. GLOUCESTER COUNTY

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

MOTION TO GO INTO CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

Commission Attorney made motions to authorize the payments on the below items discussed in closed session.

MOTION TO AUTHORIZE AN INCREASE OF \$30,000 FOR A TOTAL OF \$45,000 FOR CLAIM # 3530000061

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

MOTION TO AUTHORIZE AN INCREASE OF \$75,616.99 FOR A TOTAL OF \$90,616.99 FOR CLAIM # 3530000771

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

Chairman White noted the next Commission meeting would be on May 23, 2013.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:35 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary