

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, January 24, 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. Debra Stout Veronica George Megan Callahan
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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 Tammy Brown
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ALSO PRESENT:

Marjorie Workman, GCIT/GCSSSD
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes of December 13, 2012 and Closed Minutes of December 13, 2012

MOTION TO APPROVE OPEN & CLOSED MINUTES OF DECEMBER 13, 2012

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

CORRESPONDENCE: Executive Director referred to a copy of a letter from First MCO which was included in the agenda. Executive Director advised Mr. Mooney wanted to thank the Commission for their longstanding support and confidence in his company and hoped for another opportunity in the future.

COMMITTEE REPORTS:

SAFETY COMMITTEE: Commissioner Sizemore advised the first formal meeting of the Safety and Accident Committee would take place on March 5, 2013 at the GCUA Facility. The Committee would continue to meet on a quarterly basis at 2 South Broad Street, Woodbury. Commissioner Sizemore indicated there would be a brief meeting after the Commission meeting with the County Training Coordinator, Ms. Rick, Mr. Prince and himself to finalize the 2013 training schedule. In response to Chairman White's inquiry, Ms. Rick advised she was attending a meeting next week with the EMS Department, Training Coordinator and Mr. Prince to review their training needs.

CLAIMS COMMITTEE: Commissioner Sizemore indicated he thought the Commission had an excellent 2012 year with respect to claims requiring medical attention. However, for the month of January the County already had 12 claims, however, they were minor and employees were back to work.

EXECUTIVE DIRECTOR REPORT:

WELCOME CONSOLIDATED SERVICE GROUP (CSG) – Executive Director introduced Debra Stout of Inservco who was attending the meeting. Executive Director also welcomed Stephen McNamara and Jennifer Pard of CSG, the newly appointed vendor handling the Managed Care Services for the Commission. Executive Director advised Jennifer would be the Account Manager and her contact information along with Steve's was included in the agenda.

Executive Director advised there were two action items in his report.

2013 PROPERTY AND CASUALTY BUDGET AMENDMENT: Executive Director reported the first action item was an amendment to the 2013 Property and Casualty budget. Executive Director explained at the last meeting the Commission agreed to amend the Gloucester County equipment physical damage deductible to \$5,000. Executive Director referred to a copy of the revised budget which was included in the agenda and reported the revised budget amount was \$5,727,702 with an additional assessment of \$3,708. Executive Director indicated the amendment did not require a public hearing as the change was less than 5%. Executive Director requested a motion to approve the revised budget.

MOTION TO APPROVE THE REVISED BUDGET IN THE AMOUNT OF \$5,727,702

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

2013 PROFESSIONAL SERVICES RESOLUTIONS: Executive Director advised at the last meeting the Commission reviewed the RFP responses and appointed several professional for a three year term. Executive Director reported the Commission Attorney prepared the necessary Resolutions which were included in the agenda. Executive Director read and reviewed Resolutions 1-13 through 5-13 appointing the professionals. Executive Director advised the Commission Attorney was preparing the contracts for each Professional. Executive Director requested a motion to approve Resolutions 1-13 through 5-13.

- Resolution 1-13 Appointing Third Party Administrator to Inservco Insurance Services
- Resolution 2-13 Appointing Managed Care Provider to Consolidated Services Group
- Resolution 3-13 Appointing Executive Director to PERMA Risk Management
- Resolution 4-13 Appointing Risk Manager Consultant to Hardenbergh Insurance Group
- Resolution 5-13 Appointing Underwriter Services Director Consultant to Hardenbergh Insurance Group.

MOTION TO APPROVE RESOLUTIONS NUMBER 1-13 THROUGH 5-13 APPOINTING CERTAIN PROFESSIONALS FOR A THREE YEAR TERM FOR THE FUND YEARS, 2013, 2014 AND 2015

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

EMPLOYEE DISHONESTY COVERAGE: Executive Director referred to a copy of the Selective Insurance Company endorsement which was included in the agenda. Executive Director explained the endorsement increased the amount of insurance to \$1,000,000 with a deductible of \$10,000 on the Employee Dishonesty Coverage. At the last meeting the Commission agreed to increase this coverage. Executive Director advised the additional premium of \$240.00 would be paid out of the Miscellaneous Expense and Contingency Account. The total premium is \$1,107.00.

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 12/20/12 to 1/18/13. There were a total of 103 certificates issued for this period.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised that the November Property & Casualty Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,321,483 as of November 30, 2012. Executive Director advised that \$ 545,843 on line 7 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 November Financial Fast Track for the NJ CEL. As of November 30, 2012 the CEL had a surplus of **\$1,915,929**.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the December Health Benefit Financial Fast Track was included in the agenda. The Insurance Commission now has a Health Benefits surplus of \$126,820 as of December 31, 2012. Ms. Brown advised a recent rebate check for the month of April 2012 in the amount of \$116,000 was posted and they were continuing to monitor for the run-off claims from the old policy.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL was meeting later in the day and a summary of that meeting would appear in the next agenda.

2013 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the 2013 Assessment bills were mailed and e-mailed to the member entities. Executive Director explained the first payment of 40% was due on January 15th and the second and third payments of 30% each would be due on May 15th and October 15th. Executive Director reported the Treasurer's office advised payment was received from the College. Executive Director requested the assessment payments be sent to the Treasurer as soon as possible as the commercial insurance policies purchased through the CEL are due in full by January 30th.

2013 RENEWAL INFORMATION AND 2013 REMARKETING INFORMATION: Executive Director reported the CEL Underwriting Manager still needed some additional information to complete the 2013 renewal and with regard to the re-marketing of the Meadowbrook program. Executive Director stressed the importance of returning the information to the CEL Underwriting Manager as a complete underwriting submission has a direct bearing on the program coverage and pricing. Executive Director advised the CEL Underwriting Manager recently sent an

e-mail to the members of the outstanding items. Ms. Rick advised her office just received the request and was working on obtaining the additional information.

INDEMNITY & TRUST AGREEMENT: Executive Director reported the Indemnity and Trust Agreements for the Member Entities to continue their membership in the Commission were sent to Ms. Rick in December. Ms. Rick advised the Improvement Authority documents were sent and the Library and County would be forthcoming. Ms. Rick also indicated the Utility Authority listed this item on their February agenda and she would follow up with the College.

2013 AUTOMOBILE LIABILITY – UNINSURED AND UNDERINSURED MOTORIST: Executive Director advised Star Insurance Company does not give the option to purchase nor did the policy provide Uninsured/Underinsured Motorist coverage. Executive Director indicated an acknowledgement form would be provided to the Chairman for his signature.

REORGANIZATION FOR 2013-14: Executive Director advised the reorganization of the Gloucester County Insurance Commission would be held at the February 28, 2013 Commission meeting.

RFP FOR DEFENSE PANEL: Chairman White indicated he had a discussion with the Executive Director last week and advised he would like to have an RFP issued to supplement the Defense Panel. Chairman White requested a motion to authorize the Executive Director's office to prepare and advertise a RFP for the Defense Panel.

**MOTION TO AUTHORIZE THE EXECUTIVE
DIRECTOR'S OFFICE TO PREPARE AND
ADVERTISE A RFP TO SUPPLEMENT THE
DEFENSE PANEL**

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

Executive Director's Report Made Part of Minutes.

EMPLOYEE BENEFITS: Ms. Brown advised the Client Activity Summary Report for December was included in the agenda. Ms. Brown indicated there was an increase in activity since November. Ms. Brown referred to the report and noted the increase in activity was for enrollment changes and enrollment inquiries. Ms. Brown advised that this was as a result of the Open Enrollment for the State Health Benefit Plan. Horizon experienced some challenges as their systems were down due to the Sandy Storm.

TREASURER REPORT: Chairman White presented the January bill list in the amount of \$1,591,687.78 and requested a motion to approve.

**MOTION TO APPROVE THE JANUARY BILL LIST,
RESOLUTION 6-13 IN THE AMOUNT OF
\$1,591,687.78**

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

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

CLAIMS REPORT

REPORT: Ms. George reported the Inservco Stewardship Report as of December 31, 2012 was included in the agenda and a copy was also distributed. Ms. George advised Ms. Stout was in attendance if anyone had any questions. Executive Director suggested the Commissioners review the report and provide any feedback or questions at the next meeting.

Ms. Pard of CSG advised a sample copy of their monthly report was included in the agenda. Ms. Pard indicated if there was any other type of information the Commissioners needed to let her know.

Chairman White presented Resolution 7-13 Inservco Liability Check Register for the period of 12/1/12 through 12/31/12.

**MOTION TO APPROVE RESOLUTION 7-13 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 12/1/12 THROUGH 12/31/12**

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

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the December through February 2013 Risk Control Activity Report which was included in the agenda along with the training calendar. Mr. Prince also pointed out that the report now included the utilization of the MEL Media Library for 2012 and 2013. In response to Chairman White's earlier inquiry regarding the EMS, Mr. Prince advised he would be discussing a customized power point presentation for the EMS at the Safety Committee meeting after the Commission meeting.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Rick advised their report was included in the agenda. Ms. Rick reported her office did review the Inservco Stewardship Report and there were a few areas that needed

amendments. Ms. Rick indicated she would work with the member entities on the reporting process. Ms. Rick advised she forwarded a revised Z form to the Commission Attorney and County Counsel for their review. The Commission Attorney is preparing a Resolution for the Commission to adopt the revised form. Ms. Rick reported she is working with Dr. Dwyer to schedule an educational workshop on workers compensation for the Commission's primary medical providers. Ms. Rick indicated the County's Safety Department submitted requests for training along with the members and the 2013 training schedule would be finalized at the meeting following the Commission meeting.

Ms. Rick advised she had two action items. The first was a bond for Prosecutor Dalton which was renewing on 3/9/13 with C N A. The bond premium was \$70.00 and the terms and conditions were per the expiring policy. Ms. Rick also advised the Volunteer Accident policy with AIG was renewing on 3/1/13. Ms. Rick pointed out the expiring premium was \$3,678, and due to a rate increase for interns, the renewal premium would be \$3,862. Ms. Rick requested a motion to renew both policies.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO BIND COVERAGE FOR THE COUNTY'S BONDS FOR PROSECUTOR DALTON WITH C.N.A EFFECTIVE 3/9/13 AT AN ANNUAL PREMIUM OF \$70.00 AND THE COUNTY'S VOLUNTEER ACCIDENT POLICY WITH AIG EFFECTIVE 3/1/13 AT AN ANNUAL PREMIUM OF \$3,862.00.

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

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

OLD BUSINESS: None

NEW BUSINESS: A brief discussion ensued on the protocol for Bloodborne Pathogen Shots particularly at the jail. Chairman White suggested that since a protocol was in place Commissioner Sizemore should discuss the issue with the Warden and advise Chairman White if anything else needed to be done.

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 Jones
Second: Commissioner Sizemore
Roll Call Vote : Unanimous

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 8-13 authorizing a Closed Session to discuss PARS.

RESOLUTION 8-13, 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.

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

MOTION TO AUTHORIZE AN INCREASE OF \$36,458.41 FOR CLAIM # 353000473

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

MOTION TO AUTHORIZE AN INCREASE OF \$43,025.00 CLAIM # 353000695

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

MOTION TO AUTHORIZE AN INCREASE OF \$71,894.62 FOR CLAIM # 353000685

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

MOTION TO AUTHORIZE AN INCREASE OF \$66,500 TO DEFEND CLAIM # 353000187

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

MOTION TO AUTHORIZE AN INCREASE OF \$31,500 FOR DEFENSE IN CLAIM # 353000658

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:20 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary