

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, June 26, 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	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joe Hrubash
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Claims Service	Inservco Insurance Services, Inc. Veronica George Steve Daveggia Debbie Stout Terry Sheerin Nancy Fowlkes
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	Consolidated Services Group, Inc. Stephen McNamara Jennifer Pard Goldstein
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	Conner Strong & Buckelew Michelle Leighton
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Underwriting Services Director/RMC	Hardenbergh Insurance Group Christopher Powell
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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 Dave McHale
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Benefits	Conner Strong & Buckelew
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ALSO PRESENT:

Prudence M. Higbee, Capehart & Scatchard
Patrick J. Madden, Madden & Madden
Linda A. Galella, Richardson & Galella and Austemuhl
Matt Lyons, Gloucester County Counsel
Cathy Dodd, PERMA Risk Management Services
Brad Stokes, PERMA Risk Management Services
Joe Porch, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of April 24, 2014

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF APRIL 24, 2014

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

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF MAY 5, 2014

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

CORRESPONDENCE: Executive Director advised there was no correspondence; however he wanted to introduce Brad Stokes and Joe Porch of the PERMA South office. Executive Director indicated Mr. Stokes was the Executive Director of the Salem and Cumberland Insurance Commissions and Mr. Porch heads the School Practices and due to the expansion of the CEL, Mr. Porch would play a role in the future Commissions. Ms. Stout also introduced Nancy Fowlkes, the worker compensation supervisor at Inservco along with Terry Sheerin, the liability supervisor.

COMMITTEE REPORTS:

SAFETY & CLAIMS COMMITTEE: Commissioner Sizemore reported the Safety Committee and Claims Committee met in June and a report of those meetings was included in the agenda.

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

COMMISSION ATTORNEY CONTRACT: Executive Director reported the Commission Attorney's contract terminated on April 25, 2014 and his office had issued an RFP. Executive Director advised this item was tabled at the last Commission meeting. Executive Director indicated

after a discussion with Chairman White it was recommended the Commissioners extend the Long Marmero & Associates, LLP contract until October 23, 2014 with an hourly rate of \$150 and not to exceed an amount of \$17,000. Executive Director advised his office would prepare the necessary documents to extend the contract and request a motion to approve the extension.

MOTION TO EXTEND LONG MARMERO ASSOCIATES, LLP CONTRACT FOR THE PERIOD OF APRIL 25, 2014 UNTIL OCTOBER 23, 2014 WITH AN HOURLY RATE OF \$150 AND NOT TO EXCEED AN AMOUNT OF \$17,000

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

GLOUCESTER COUNTY COLLEGE NAME CHANGE: Executive Director advised as of July 1, 2014 the College changed its name to Rowan College at Gloucester County. Executive Director reported his office was in the process of amending the GCIC website, Risk Management Plan, and that the Underwriting Manager would amend all applicable insurance policies. Executive Director also reported new auto identification cards would be issued and also new certificates of insurance reflecting the new name. Executive Director referred to a copy of Resolution 26-14 prepared by the Commission Attorney which was included in the agenda acknowledging the name change and authorizing the name change on all Gloucester County Insurance Commission documents.

MOTION TO ADOPT RESOLUTION 26-14 ACKNOWLEDGING THE NAME CHANGE OF GLOUCESTER COUNTY COLLEGE TO ROWAN COLLEGE AT GLOUCESTER COUNTY AND AUTHORIZING THE NAME CHANGE OF ALL GLOUCESTER COUNTY INSURANCE COMMISSION DOCUMENTS

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 4/17/14 to 6/20/14. There were a total of 11 certificates issued for this period.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the March & April Property & Casualty Financial Fast Tracks were included in the agenda. As of April 30, 2014 the Commission had a surplus of \$2,608,117. Executive Director advised that \$1,003,958 on line 8 of the report “Investment in Joint Venture was the GCIC’s share of the CEL

JIF equity. Executive Director also pointed out that the 2010 Fund Year was pretty close to full maturity and noted there was a surplus of \$395,264 which was approximately 40% of the claims fund.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the March, April, & May Financial Fast Tracks. Executive Director noted as of May 31, 2014 there was a surplus of \$4,130,805.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the March and April Health Benefits Financial Fast Tracks were included in the agenda. Executive Director advised as of April 30, 2014 there was a surplus of \$ 152,677.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL met April 24, 2014 and a summary report of that meeting was included in the agenda. Executive Director reported the Board of Fund Commissioners passed a resolution to offer membership to Ocean County. Executive Director advised Ocean County did join the CEL as of June 1, 2014. Executive Director reported the CEL was meeting in the afternoon. At that meeting they would be reviewing a draft copy of the 2013 audit and presenting an amended 2014 budget to include Ocean County.

SAFETY NATIONAL ATTENTION & DISTRACTION DRIVER TRAINING: Executive Director reported the agenda included a copy of a letter from Mr. Prince to Commissioner Sizemore regarding Safety National's Attention & Distraction Driver Training Course. Mr. McHale indicated the class focused on the importance of not eating, texting, or using your cell phone while driving. Mr. McHale advised the course was 20 to 30 minutes and could be accessed through the internet. Mr. McHale indicated after the completion of the course, a certificate would be issued. Mr. McHale noted the instructions for accessing the site were included in the letter. Mr. McHale also mentioned another on line training program which was rolled out several months ago called S:ERVE. Mr. McHale explained this program focused on how to safely navigate through an intersection for emergency responders. Commissioner Sizemore indicated the programs could be discussed further at the next Safety Committee meeting and requested Mr. Prince or Mr. McHale also send the information to Danielle LaPorta, the Training Coordinator for the County. In response to Commissioner Jones response, Mr. McHale advised the courses could be tracked by the certificate or a sign in sheet could be used for the S:ERVE course. Mr. McHale indicated he planned to send a reminder e-mail to the Insurance Commissions regarding the BRIT program and their online resources and offering webinars.

COMP SERVICES, INC. NAME CHANGE: Executive Director reported the TPA for the CEL announced they changed their name to AmeriHealth Casualty Services. Executive Director noted a copy of the announcement was included in the agenda.

FINANCIAL DISCLOSURE FORM: Executive Director advised the DCA did not consider Commissions as JIF'S; therefore the Commissioners did not have to file a separate Financial Disclosure Form.

2014 PROPERTY & CASUALTY ASSESSMENT: Executive Director advised the second Property & Casualty Assessment payment was due on May 15, 2014. Executive Director indicated the Treasurer's office advised that all assessments were received.

2015 RENEWALS: Ms. Leighton reported the Claims Department was working with the CEL Underwriting Manager's office to collect the loss data for the 2015 renewal. Ms. Leighton indicated her office was also partnering with Hardenbergh Insurance Group to obtain the historical loss data. Ms. Leighton advised it was their goal to collect this information by July 15th.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JONT INSURANCE CLAIMS COMMITTEES BEST PRACTICE WORKSHOP: Ms. Leighton reported she was in the early stages of planning the third Best Practices Workshop. Ms. Leighton advised the tentative date was scheduled for October 7, 2014. Ms. Leighton indicated a planning committee would be formulated to discuss the agenda, format, and location of the workshop. Ms. Leighton noted the invitation would extend to the CEL's new members, Mercer, Hudson and Ocean Counties.

2014 MEETING SCHEDULE: Executive Director reminded the Commission that there were no meetings in July or August. Executive Director indicated the next meeting was scheduled for September 25, 2014 at 9:30 AM.

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 report for the month of April was included in the agenda. Executive Director advised there were 34 inquires for the month of April and the total year to date inquires was 190.

TREASURER REPORT: Chairman White presented the May and June Property & Casualty Bill Lists along with the May and June Health Insurance Fund Bill Lists which were included in the agenda. Chairman White requested a motion to approve Resolutions, 27-14, 28-14, 29-14 and 30-14.

**MOTION TO APPROVE THE MAY BILL LIST
RESOLUTION 27-14**

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

**MOTION TO APPROVE THE JUNE BILL LIST
RESOLUTION 28-14**

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

**MOTION TO APPROVE THE MAY HEALTH BILL
LIST RESOLUTION 29-14**

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

**MOTION TO APPROVE THE JUNE HEALTH BILL
LIST RESOLUTIONS 30-14**

Motion: Commissioner Jones
Second: Commissioner Sizemore
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 31-14 Inservco Liability Check Register for the period of 4-1-14 to 4-30-14 and 5-1-14 to 5-31-14.

**MOTION TO APPROVE RESOLUTION 31-14 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 4-1-14 THROUGH 4-30-14 AND 5-1-14
TO 5-31-14**

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of April and May which were included in the agenda. Ms. Goldstein advised there were 51 bills for April for a total of \$26,218.76. The total recommended allowed amount was \$19,841.41. The total reduction was \$6,377.35 and after fees the net reduction was \$5,484.52. Ms. Goldstein also reviewed the information for May. Ms. Goldstein advised there were 28 bills for May for a total of \$152,225.90. Ms. Goldstein advised the amount was higher due to a spinal surgery. The total recommended allowed amount was \$36,511.98. The total reduction was \$115,713.92 and after fees the net reduction was \$103,084.21. Ms. Goldstein indicated the year to

date savings was \$136,510.72 or 54%. Commissioner Sizemore noted the spinal surgery was due to a motor vehicle accident which was not the County's fault and there should be subrogation.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the April through July 2014 Risk Control Activity Report which was included in the agenda. Mr. Prince advised he was continuing his initiatives with the EMS. A meeting was held on June 9th and they were scheduled to meet again on June 30th. Mr. Prince indicated Tool Box Talks were initiated along with a volunteer Fitness Program. Chairman White requested to prioritize the distracted driving course with the EMS. Mr. McHale also recommended the S:ERVE course for the EMS.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Mr. Powell advised his report for services performed for the period of April 24, 2014 through June 24, 2014 was included in the agenda. Mr. Powell advised he had a few action items to review.

Mr. Powell advised the first item was to renew the County's Underground Storage Tank coverage with AIG effective 8/25/14.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE UNDERGROUND STORAGE TANK POLICY THROUGH AIG FOR A TOTAL PREMIUM OF \$3,130.98 EFFECTIVE 8/25/14

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

Mr. Powell advised the second item was also for the County. Mr. Powell advised the Warden's Bond with C N A was renewing on 7/1/14 with an annual premium of \$122.50.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE WARDEN'S BOND THROUGH C N A FOR A TOTAL PREMIUM OF \$122.50 EFFECTIVE 7/1/14

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

Mr. Powell advised the next item was to renew the Directors & Officers Liability for Rowan College at Gloucester County with Markel effective 7/9/14 with an annual premium of \$1,078.62.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE DIRECTORS & OFFICERS POLICY THROUGH MARKEL FOR A TOTAL PREMIUM OF \$1,078.62 EFFECTIVE 7/9/14

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

Mr. Powell advised the next item was also for the College. Mr. Powell advised the update on the Base Sports Accident Policy was \$82,000 and the update on the Catastrophic Sports policy was \$10,864. Mr. Powell advised there was no action needed, however since there were no meetings in July or August Mr. Powell wanted authorization for those premium and if there were any adjustments his office would reach out to the Commission.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE SPORTS ACCIDENT CATASTROPHIC SPORTS ACCIDENT POLICY FOR ROWAN COLLEGE AT GLOUCESTER COUNTY IN THE AMOUNT OF \$10,864 EFFECTIVE 8/1/14

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

Mr. Powell advised the last action item was for the Nursing Home Patient Bond which was required by State Regulations. Mr. Powell advised the bond renewed on 8/3/14 with C N A with an annual premium of \$490.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO RENEW THE PATIENT TRUST BOND THROUGH C N A FOR A TOTAL PREMIUM OF \$490 EFFECTIVE 8/3/14

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

Mr. Powell advised that concluded his report unless anyone had questions.

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

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

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

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 32-14 authorizing a Closed Session to discuss PARS & SARS.

RESOLUTION 32-14, 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 FRANKLIN HART V GLOUCESTER COUNTY, # 2011-30659 & 2012-26253, TYRONE BROWN V GLOUCESTER COUNTY, # 2013-8624, AND DISCUSSION ON JEFFREY BELL V GLOUCESTER COUNTY, ESTATE OF PATRICK GEORGETTE V GLOUCESTER COUNTY AND LORI SHAW V GLOUCESTER COUNTY

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

MOTION TO GO INTO CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

Mr. Long indicated that Resolution 32-14 should include the matters for Cathy Robinson, Joseph Todaro, Margaret Van Nata- Schoen, Brian Evans, and Helen Grant.

MOTION TO AMEND RESOLUTION 32-14 TO INCLUDE CATHY ROBINSON JOSEPH TODARO, MARGARET VAN NATA- SCHOEN, BRIAN EVANS, AND HELEN GRANT

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

Mr. Long indicated there was one settlement resolution and made the following motion:

MOTION TO APPROVE SETTLEMENT IN THE CASE OF ESTATE OF PATRICK GEORGETTE VS THE COUNTY OF GLOUCESTER, SUPERIOR COURT DOCKET NUMBER L-843-13, COMMISSION CASE NUMBER 3530000494 FOR PAYMENT IN THE AMOUNT OF \$82,500 TO THE ESTATE OF PATRICK GEORGETTE, PAYMENT IN THE AMOUNT OF \$37,500 TO THE LAW FIRM OF IONNO AND HIGBEE AND PAYMENT OF DECEDENT'S OUTSTANDING MEDICAL EXPENSES FOR TREATMENT RECEIVED ON 9/15/11 AND 9/16/11 IN THE AMOUNT OF \$3,096.22

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

Mr. Long made the following motions:

MOTION TO INCREASE PAYMENT AUTHORITY REGARDING # 3530000277 TO \$28,604.33 AN INCREASE OF \$13,604.33

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

**MOTION TO INCREASE PAYMENT AUTHORITY REGARDING #
3530000286 TO \$32,559.04 AN INCREASE OF \$17,559.04**

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

**MOTION TO INCREASE PAYMENT AUTHORITY REGARDING #
3530000547 TO \$66,429.14 AN INCREASE OF \$51,419.14**

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

**MOTION TO INCREASE PAYMENT AUTHORITY REGARDING #
3530001032 TO \$18,248.05 AN INCREASE OF \$8,248.05**

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:55 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary