

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, May 23, 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 David McHale
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Benefits	Conner Strong & Buckelew
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ALSO PRESENT:

Tony Fiola, Gloucester County
Prudence M. Higbee, Capehart Scatchard
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes of April 25, 2013 & May 8, 2013 and Closed Minutes of April 25, 2013 & May 8, 2013

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF APRIL 25, 2013 & MAY 8, 2013

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Commissioner Sizemore advised the next quarterly Safety Committee meeting was scheduled for June 2nd at 2 South Broad Street in Conference B on the 2nd floor at 9:30 AM.

CLAIMS COMMITTEE: Commissioner Sizemore reported the Claims Committee held a teleconference on May 14th to discuss the PARS that would be presented during closed session. Commissioner Sizemore also reported after the Committee discussed the PARS, members of the Comp Action Team discussed and determined that a worker compensation claim for an employee of the Gloucester County Improvement Authority at the Shady Lane Nursing Home would be denied.

EXECUTIVE DIRECTOR REPORT: Executive Director advised there were two action items for today's meeting.

COMMISSION ATTORNEY APPOINTMENT: Executive Director reported at the last meeting the Commission re-appointed the office of Long Marmero & Associates as Commission Attorney for the period of April 25, 2013 to April 25, 2014. Executive Director requested a motion to approve Resolution 33-13 Awarding a Professional Contract to Long Marmero & Associates, LLP.

**MOTION TO ADOPT RESOLUTION 33-13
AWARDING PROFESSIONAL SERVICE CONTRACT
TO LONG, MARMERO & ASSOCIATES**

Motion: Commissioner Jones
Second: Commissioner Sizemore

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 4/19/13 to 5/16/13. There were a total of 17 certificates issued for this period.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the March Property & Casualty Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,403,757 as of March 31, 2013. Executive Director noted the Commission added an additional surplus of \$156,812 between the months of February and March. Executive Director advised \$676,212 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 March Financial Fast Track for the NJ CEL. As of March 31, 2013 the CEL had a surplus of \$2,472,100.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director advised the March Health Benefit Financial Fast Track was included in the agenda. The Insurance Commission had a Health Benefit surplus of \$81,051 as of March 31, 2013.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL met on April 25, 2013 and a summary report of their meeting was included in the agenda. Executive Director advised the CEL scheduled a special meeting today at 1:00 as the CEL Underwriting Manager was presenting a proposal to replace the Meadowbrook program effective 7/1/13. The CEL Executive Director would also explain how the new program would impact the 2013 and 2014 budgets.

JODY SANDBERG RESOLUTION: Executive Director advised a special meeting was held on May 8, 2013 to discuss the Jody Sandberg claim. At the meeting the Commission approved a settlement for Ms. Sandberg. Executive Director referred to Resolution 34-14 which was included in the agenda. Executive Director indicated the Resolution was prepared by the Commission Attorney to ratify the approval of the claim settlement on May 8, 2013.

2013 NOTICE OF AWARD PUBLICATION: Executive Director referred to a copy of the 2013 Notice of Award Publication which was included in the agenda. Executive Director advised the Commission was required to publish all awarded contracts annually. Executive Director noted the publication was reviewed and approved by the Commission Attorney and would be advertised in the applicable newspapers.

2013 PROPERTY & CASUALTY ASSESSMENT DUE MAY 15, 2013: Executive Director advised the second Property & Casualty Assessment payment was due on May 15th. Executive Director noted the Treasurer’s office indicated payment was received from the Gloucester County College and Gloucester County Utility Authority. The County, Library, and Improvement Authority were processing their payments.

2013 FINANCIAL DISCLOSURE STATEMENTS: Executive Director reported the Department of Community Affairs implemented an online filing system for the Local Disclosure Forms. Executive Director explained Commissioners needed to submit a form for the Gloucester County Insurance Commission separately from the form they submitted for their employer. Executive Director advised Ms. Dodd distributed an e-mail with instructions and if anyone had any questions, they should contact Ms. Dodd at the PERMA office.

2012 AUDIT: Executive Director advised the auditor was preparing the 2012 Fund Year Audit. Executive Director reported when the audit was completed Mr. Jim Miles of Bowman & Company would attend the meeting to review his report with the Commissioners.

LITIGATION MANAGEMENT PLAN: Executive Director referred to the Litigation Management Plan which was included in Appendix II of the agenda. Executive Director explained the plan was revised by the Commission Attorney and reviewed by Ms. Rick and him. Executive Director reported he and Ms. Rick were recommending approval of the plan as drafted. Executive Director requested a motion to adopt Resolution 35-13 approving the Litigation Management Plan.

**MOTION TO ADOPT RESOLUTION 35-13
APPROVING THE LITIGATION MANAGEMENT
PLAN DRAFTED BY THE COMMISSION ATTORNEY**

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

GLOUCESTER HOUSING AUTHORITY: Executive Director reported Conner Strong & Buckelew was working with the Housing Authority to provide a proposal for membership in the Gloucester County Insurance Commission. Executive Director noted once the CEL resolved the remarketing of the Meadowbrook program Conner Strong & Buckelew would continue preparing the proposal.

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 Commission. Executive Director advised the Client Activity Summary Report for the period of 4/1/13 to 4/30/13 was included in the agenda. Executive Director indicated there were 85 inquiries during April and the year to date totaled 482.

TREASURER REPORT: Chairman White presented the May Property & Casualty Bill List in the amount of \$48,305.92 and requested a motion to approve.

**MOTION TO APPROVE THE APRIL PROPERTY &
CASUALTY BILL LIST, RESOLUTION 36-13 IN THE
AMOUNT OF \$48,305.92**

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

Chairman White presented the May Health Insurance Fund Bill List in the amount of \$7,430.00 and requested a motion to approve.

**MOTION TO APPROVE THE MAY HEALTH
INSURANCE FUND BILL LIST, RESOLUTION 37-13
IN THE AMOUNT OF \$7,430**

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 38-13 Inservco Liability Check Register for the period of 4/1/13 through 4/30/13.

**MOTION TO APPROVE RESOLUTION 38-13 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 4/1/13 THROUGH 4/30/13**

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

MANAGED CARE PROVIDER: Ms. Pard referred to the Bill Review/PPO Savings Report which was included in the agenda. Ms. Pard advised there were 65 bills received in April for a total of \$49,231.19. The total allowed amount was \$35,224.97. The total reduction was \$14,006.94 and after fees the net reduction was \$12,045.97. Ms. Pard noted the savings were on the low side; however she was working with Ms. George and Ms. Rick obtaining a contract with Premier Orthopaedics.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reviewed the April through June 2013 Risk Control Activity Report which was included in the agenda along with the training calendar. Mr. Prince noted they were concentrating on seasonal training including, Landscape Safety and Chain Saw and Chipper Safety.

Executive Director introduced Dave McHale, Director of Loss Control for Public Entities, who was attending the meeting. Executive Director noted Mr. McHale would be working with Mr. Prince on the safety efforts for the CEL and the Commissions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Rick advised her report was verbal this month and she had two action items.

Ms. Rick advised the Commission was sponsoring a Worker Compensation Educational Seminar on June 12, 2013 at the Gloucester County College. Ms. Rick reported Dr. Dwyer and a representative of Capehart Scatchard were providing presentations. Ms. Rick advised the Risk Manager of the College required that anyone using their facility must have liability insurance. Ms. Rick explained the Commission did not have liability insurance and suggested the Commission purchase a one day event policy for \$103.00. After a brief discussion it was agreed the Commission should purchase the one day event policy. Ms. Rick requested a motion to purchase the coverage.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO PURCHASE THE ONE DAY EVENT POLICY FOR THE WORKER COMPENSATION EDUCATIONAL SEMINAR ON 6-12-13 IN THE AMOUNT OF \$103.00

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 6/24/13. Ms. Rick advised she was able to negotiate a renewal premium of \$2239 which was \$700 less than last year. Ms. Rick requested a motion to bind the coverage.

MOTION TO AUTHORIZE THE UNDERWRITING SERVICES DIRECTOR TO BIND COVERAGE FOR THE COUNTY'S LIABILITY POLICY EFFECTIVE 6-24-13 WITH AIG/MAKSIN WITH AN ANNUAL PREMIUM OF \$2239.00

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

ATTORNEY: Commission Attorney reported he wanted to discuss Ceres Park located in Mantua Township and the adjoining property owned by the County of Gloucester. Commission Attorney advised a Loss Control Report of various trail style obstacles was provided by Mr. Prince and the County Safety Department also supplemented that report. Commission Attorney explained after several conversations with the Commission's Professionals it was agreed the various trail style obstacle made by JORBA were hazardous. Commission Attorney suggested that the Commission

allow him to send correspondence to the County to dismantle the improvements to mitigate any liability. Chairman White requested a motion to allow the Commission Attorney to send correspondence to the County based on the reports from the County and J.A. Montgomery.

MOTION TO AUTHORIZE THE COMMISSION ATTORNEY TO SEND CORRESPONDENCE TO THE COUNTY TO DISMANTLE THE TRAIL STYLE OBSTACLES MADE ON COUNTY OWNED PROPERTY ADJOINING CERES PARK IN MANTUA TOWNSHIP

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

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 39-13 authorizing a Closed Session to discuss PARS & SARS.

RESOLUTION 39-13, 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 THE POSSIBLY SETTLEMENT OF JOSEPH WILSON VS GLOUCESTER COUNTY CLAIM PETITION NO. 2011-29611 AND MICHELE MCGUIRE VS 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 Sizemore
Second: Commissioner Jones
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 \$36,491.90 FOR A TOTAL OF \$51,491.90 FOR CLAIM # 3530000750

Motion: Commissioner Sizemore
Second: Chairman White
Roll Call Vote: Unanimous (Commissioner Jones Abstained)

MOTION TO APPROVE RESOLUTION 40-13 REGARDING WORKER COMPENSATION MATTER INVOLVING JOSEPH WILSON, CLAIM PETITION NO. 2011-29611, TO RESOLVE UP TO \$40,800

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

OLD BUSINESS: None

NEW BUSINESS: Commissioner Sizemore asked about the HIPPA Form included in Inservco's packet. Ms. George advised the HIPPA forms were being sent out. Commissioner Sizemore indicated he did have a proposal before the Freeholders to include this form the next time the Human Resources Manual was updated so the HIPPA form would be included with the formal Z Form.

Commissioner Sizemore also noted he and Mr. Bruner had been touring the Correctional Facility at various times during the day and night.

Chairman White noted the next Commission meeting would be on June 27, 2013.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:09 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary