

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, October 23, 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	Absent
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 Ashley Nelms
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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 Bonnie Ridolfino
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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:

Patrick J. Madden, Madden & Madden
Matt Lyons, Gloucester County Counsel
Marjorie Workman, GCSSSD/GCVTSD
Cathy Dodd, PERMA Risk Management Services
Bradford Stokes, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of September 25, 2014.

**MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF
SEPTEMBER 25, 2014**

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

CORRESPONDENCE: None.

COMMITTEE REPORTS:

SAFETY & CLAIMS COMMITTEE: Mr. Prince advised the next Safety Committee meeting was scheduled for 12/2/14 and the prior safety committee report was provided at the last meeting.

Ms. Leighton advised the claims would be discussed in closed session. Ms. Leighton mentioned the Best Practices Workshop on October 7, 2014 was very well attended and an overview of the workshop was included in the agenda. Ms. Leighton thanked Mr. Sizemore and Ms. Ridolfino for their participation during the workshop.

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

COMMISSION ATTORNEY CONTRACT EXTENSION – Executive Director advised at the September meeting the Commissioners agreed to extend the Long Marmero & Associates, LLP contract for the period of October 23, 2014 to December 18, 2014. Executive Director referred to a copy of Resolution 45-14 which was included in the agenda ratifying that decision. Executive Director advised an addendum to the short term agreement would also be prepared for the extension to December 18, 2014.

**MOTION TO APPROVE RESOLUTION 45-14 TO EXTEND LONG
MARMERO ASSOCIATES, LLP CONTRACT FOR THE PERIOD OF
OCTOBER 23, 2014 UNTIL DECEMBER 18, 2014 WITH THE SAME
TERMS AND CONDITIONS**

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

EMPLOYEE DISHONESTY COVERAGE – Executive Director referred to a copy of the Employee Dishonesty Declaration page from Selective Insurance Company for the policy period of 11/23/14 to 11/23/15 which was included in the agenda. This policy covers the positions of Executive Director, Third Party Administrator, and the Treasurer. The limit per loss is \$1,000,000 with a \$10,000 deductible. Executive Director noted the annual premium was \$1,132 and would be paid out of the miscellaneous and contingency budget line.

MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE DISHONESTY COVERAGE IN THE AMOUNT OF \$1,132.00

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period 9/18/14 to 10/16/14. There were 46 certificates of insurance issued during this period.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the August Property & Casualty Financial Fast Track were included in the agenda. As of August 31, 2014 the Commission has a surplus of \$3,067,254. Line 8 of the report, “Investment in Joint Venture” is the Gloucester County Insurance Commission’s share of the equity in the CEL. Gloucester County Insurance Commission’s current equity in the CEL is \$1,097,997.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the August Financial Fast Track. Executive Director noted as of August 31st the Fund has a surplus of \$4,872,494.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the August Health Benefits Financial Fast Track were included in the agenda. Executive Director advised as of August 31, 2014 there is a surplus of \$118,759.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL met on September 25, 2014. A summary report of their meeting was included in the agenda. At that meeting the Board of Fund Commissioners scheduled a meeting on October 23, 2014 at 1:00 PM to introduce the 2015 budget and another meeting on November 20, 2014 to adopt the budget. The Board of Fund Commissioners also approved the 2013 Audit. The Underwriting Manager gave an update on the excess and ancillary renewal but stressed the importance of returning the applicable underwriting data timely from the membership which has delayed budget formulation. He also indicated that the CEL would be reviewing the adequacy of the current flood aggregate, as well as conducting a wind study to review the current limits due to the addition of Ocean County and possible addition of Atlantic County effective 1/1/15. In addition the underlying Commissions may

be asked to retain a higher WC retention to offset increase in medical expenses and to raise the attachment point for the workers compensation buffer layer.

2015 PROPERTY & CASUALTY BUDGET INTRODUCTION – Executive Director advised the Gloucester County Insurance Commission would introduce their budget at the December 18th meeting and with the budget adoption at the January meeting.

2014 PROPERTY & CASUALTY ASSESSMENT: Executive Director advised the third and final assessment payment for 2014 was due on October 15, 2014. Executive Director reported payments were received from the College, Library, Improvement Authority, and Utility Authority.

2015 AUTO ID CARDS/WC POSTING NOTICES/RENEWAL CERTIFICATES OF INSURANCE – Executive Director advised the 2015 auto ID cards and WC Posting Notices would be sent to each member entity representative for distribution the first week of December. The Executive Director’s office will review with Ms. Ridolfino any certificates which need to be re-issued for the 2015 renewal.

REPORTING OF CLAIMS MADE POLICIES PRIOR TO 12/31/14 EXPIRATION – Executive Director asked Ms. Leighton to review her letter to the Commissioners regarding the Claims to Claims Made Policies prior to 12/31/14. Ms. Leighton referred to a copy of the letter and limit schematics which were included in the agenda. Ms. Leighton stressed the importance of reporting any claim or potential claim be reported prior to the policy expiration. Ms. Ridolfino advised that Hardenberg would be contacting the department heads to offer assistance and ensure that any possible claims have been reported.

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

EMPLOYEE BENEFITS: Executive Director advised the client activity report for the month of September was included in the agenda. Executive Director advised there were 58 inquires for the month of September and the total year to date inquires was 429.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chairman White presented the September Supplemental and October Property & Casualty Bill Lists along with the October Health Insurance Fund Bill List which were included in the agenda. Chairman White requested motions to approve Resolutions, 46-14, 47-14 and 48-14.

**MOTION TO APPROVE THE SUPPLEMENTAL
SEPTEMER BILL LIST RESOLUTION 46-14**

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

**MOTION TO APPROVE THE OCTOBER BILL LIST
RESOLUTION 47-14**

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

**MOTION TO APPROVE THE OCTOBER HEALTH
BILL LIST RESOLUTION 48-14**

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

CLAIMS REPORT

REPORT:

Chairman White presented Resolution 49-14 Inservco Liability Check Register for the period of 9-1-14 through 9-30-14.

**MOTION TO APPROVE RESOLUTION 49-14 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 9-1-14 THROUGH 9-30-14.**

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the month of September which was included in the agenda. Ms. Goldstein advised there were 13 bills for September with a total of \$15,359.20. The total recommended allowed amount was \$12,509.65. The total reduction was \$2,849.55 and after fees the net reduction was \$2,450.61. Ms. Goldstein indicated the year to date savings was \$ 204,149.52 or 44%.

CEL SAFETY DIRECTOR:

REPORT: Mr. Prince reported the Safety Director's report was included in the agenda. The report included Risk Control Activities September through November 2014. Mr. Prince reported they had been working with Joseph D'Alessandro in the Public Works Department, to accommodate his request for a snow plow class on safe snow removal. Additional safety modules have been added to cover safe lifting, snow blowers and the importance of removing all snow from parking lots and entrances to all county buildings. The class will take place on December 5, 2014. Mr. Prince advised that concluded his report unless anyone had questions.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino advised her report for services performed for the period of September 21, 2014 through October 17, 2014 was included in the agenda. Ms. Ridolfino advised she had a few action items to review.

Ms. Ridolfino advised that Tammy, Danielle, Glenn and herself would be meeting for the annual safety training needs of 2015 for the Commission and to discuss their Safety “roll out” meeting in January. Last year’s meeting had an attendance of 65-70 people.

Ms. Ridolfino advised the first action item was to ratify the action of the renewal of the Volunteer & Student Accident policy with Starr Indemnity for the College effective 9/30/2014 with an annual premium of \$350.00.

MOTION TO RATIFY THE RENEWAL OF THE VOLUNTEER & STUDENT ACCIDENT POLICY WITH STARR INDEMNITY FOR THE COLLEGE FOR \$350.00

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

Ms. Ridolfino advised the next action item was to renew the Volunteer Accident policy with Starr Indemnity for the Library effective 11/23/2014 with an annual premium of \$350.00.

MOTION TO RENEW THE VOLUNTEER ACCIDENT POLICY WITH STARR INDEMNITY FOR THE LIBRARY FOR \$350.00

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

Ms. Ridolfino advised the next action item was to renew the notary bond effective 11/17/2014 with CNA for the Library with an annual premium of \$147.87.

MOTION TO RENEW THE NOTARY BOND WITH CNA FOR THE LIBRARY FOR \$147.87.

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

Ms. Ridolfino advised the next item was to renew the County bonds with CNA effective on various dates for various amounts.

MOTION TO RENEW THE FOLLOWING COUNTY BONDS WITH CNA:

UNDERSHERIFF (KNESTAUT) – 12/28/2014	\$175.00
UNDERSHERIFF (BAY) – 12/28/2014	\$175.00
SHERIFF MORINA – 12/31/2014	\$350.00
SURROGATE (REED) – 12/31/2014	\$70.00
TREASURER/CFO – 12/31/2014	\$2,200.62
DEPUTY SURROGATE (MCKENNA) – 1/1/2015	\$70.00

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

Ms. Ridolfino advised that she had concluded her 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

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

CLOSED SESSION: Chairman White read and requested a motion to approve Resolution 50-14 authorizing a Closed Session to discuss PARS & SARS.

RESOLUTION 50-14, EXECUTIVE SESSION FOR THE PURPOSE AS PERMITTED BY THE OPEN PUBLIC MEETINGS ACT, MORE SPECIFICALLY TO DISCUSS PAYMENT AUTHORIZATION REQUESTS (PARS) & SETTLEMENT (SARS) RELATED TO PENDING OR ANTICIPATED LITIGATION

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

MOTION TO GO INTO CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

Mr. Long made the following motions:

**MOTION TO APPROVE PAYMENT AUTHORITY REGARDING #
3530001121 OF \$55,747.00.**

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

**MOTION TO APPROVE PAYMENT AUTHORITY REGARDING #
3530001138 OF \$50,641.00.**

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

**MOTION TO APPROVE PAYMENT AUTHORITY REGARDING #
3530000576 OF \$250,000.00.**

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:05 AM
Minutes prepared by: Cathy Dodd, Assisting Secretary