

**GLOUCESTER COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – Thursday, September 25, 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
--------------------	--

Claims Service	Inservco Insurance Services, Inc. Veronica George Terry Sheerin
----------------	---

	Consolidated Services Group, Inc. Stephen McNamara Jennifer Pard Goldstein
--	--

	Conner Strong & Buckelew Michelle Leighton
--	--

Underwriting Services Director/RMC	Hardenbergh Insurance Group Bonnie Ridolfino
------------------------------------	--

Attorney	Long Marmero & Associates Doug Long, Esq.
----------	---

Treasurer

Safety Director	J.A. Montgomery Risk Control Dave McHale
-----------------	--

Benefits	Conner Strong & Buckelew
----------	--------------------------

ALSO PRESENT:

Dennis Skalkowski, Bowman & Company LLP
Prudence M. Higbee, Capehart & Scatchard
Patrick J. Madden, Madden & Madden
Linda A. Galella, Richardson & Galella and Austemuhl
Matthew Weng, Chance & McCann
Marjorie Workman, GCSSSD/GCVTSD
Matt Lyons, Gloucester County Counsel
Cathy Dodd, PERMA Risk Management Services
Brad Stokes, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services

Chairman White noticed many new faces attending the meeting and asked all attendees introduce themselves to the Commission.

APPROVAL OF MINUTES: Open Minutes and Closed Minutes of June 26, 2014 and July 3, 2014.

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF JUNE 26, 2014

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

MOTION TO APPROVE THE OPEN MINUTES & CLOSED MINUTES OF JULY 3, 2014

Motion:	Commissioner Jones
Second:	Commissioner White
Roll Call Vote:	2 Ayes, 0 Nays, 1 Abstain

CORRESPONDENCE: None.

COMMITTEE REPORTS:

SAFETY & CLAIMS COMMITTEE: Commissioner Sizemore reported the Safety Committee and Accident Committee had met and the Commission had no accidents or injuries to review from a supervisory report standpoint. The meeting was very productive and they recognized the GCUA for their excessive amount of days without injury. The GCUA's previous record was over 700 days and they are currently approaching 500 days without injury. The Claims Committee meeting was cancelled as there were no PARS to discuss.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda. The Executive Director reported the Auditor was to be in attendance to deliver draft copies of the audit, however the Executive Director understands the Commissioners had already reviewed

the audit and unless there were any questions Executive Director requested a motion to approve the audit.

MOTION TO APPROVE RESOLUTION 34-14 CERTIFICATION OF ANNUAL AUDIT REPORT FOR THE PERIOD ENDING DECEMBER 31, 2013

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

CORRECTIVE ACTION PLAN FOR 2013 AUDIT – Executive Director advised the agenda included the Corrective Action Plan for the Gloucester County Insurance Commission 2013 Audit and Resolution 35-14. Although there were no current findings the Corrective Action Plan and the Resolution accepting the Corrective Action Plan were required by State Law.

MOTION TO APPROVE RESOLUTION 35-14 AUTHORIZING THE CORRECTIVE ACTION PLAN FOR THE 2013 ANNUAL AUDIT

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

COMMISSION ATTORNEY CONTRACT: Executive Director reported at the June meeting the Commissioners agreed to extend the Long Marmero & Associates, LLP contract for the period of April 25, 2014 to October 23, 2014. A short term agreement was prepared for the extension; also, Resolution 36-14 which ratified that decision.

MOTION TO APPROVE RESOLUTION 36-14 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 Sizemore
Second:	Commissioner Jones
Roll Call Vote:	Unanimous

COMMISSION ATTORNEY CONTRACT CONT'D: Executive Director reported after a previous discussion with Chairman White it was recommended the short term agreement be extended from October 23, 2014 to December 18, 2014 with the same terms and conditions, but with no increase in the original “not to exceed” amount of \$17,000. If agreed a resolution will be prepared for the next meeting ratifying this decision and the short term contract will be amended.

MOTION TO EXTEND SHORT TERM AGREEMENT FOR LONG MARMERO ASSOCIATES, LLP TO DECEMBER 18, 2014 WITH THE SAME TERM AND CONDITIONS

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 6/21/14 to 9/17/14. There were 135 certificates of insurance issued during this period. There was an increase in the number of certificates issued for this period due to the College's name change.

GCIC PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director advised the May, June and July Property & Casualty Financial Fast Tracks were included in the agenda. As of July 31, 2014 the Commission has a surplus of \$2,937,580. 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 \$1,098,734.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the June and July Financial Fast Tracks. Executive Director noted as of July 31st the Fund has a surplus of \$4,842,732.

HEALTH BENEFITS FINANCIAL FAST TRACK: Executive Director reported the May, June and July Health Benefits Financial Fast Tracks were included in the agenda. Executive Director advised as of July 31, 2014 there is a surplus of \$108,940.

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL met June 26, 2014 and a summary report of that meeting was included in the agenda. Executive Director reported at that meeting the auditor presented and reviewed a draft copy of the 2013 audit. The CEL also held a public hearing on July 24, 2014 to approve and amended budget due to the addition of Ocean County. Also the CEL Fund Commissioners voted to approve the re-appointment of AmeriHealth Casualty Services as the Fund's Claims Administrator. The CEL was scheduled to meet again that afternoon.

2014 PROPERTY & CASUALTY ASSESSMENT: Executive Director advised the third and final assessment payment for 2014 was due on October 15, 2014. The Statement of Accounts were e-mailed on September 9, 2014 to the member entities. Payments can be made to the Gloucester County Insurance Commission and sent to the County of Gloucester, c/o Gary Schwarz, Treasurer, PO Box 337, Woodbury, NJ 08096.

2015 RENEWAL APPLICATIONS AND UPDATED EXPOSURE INFORMATION: Executive Director advised the 2015 property and casualty budget is reliant on a number of factors including updated renewal applications and exposure data. The CEL Underwriting Manager's office

sent certain renewal applications and exposure data spreadsheets to Hardenbergh Insurance Group in early August. It is imperative that this information be forwarded as soon as possible to the CEL Underwriting Manager, otherwise it will hold up the budgeting process.

POWER DMS (DOCUMENT MANAGING SYSTEM) – The Executive Director advised the Risk Manager will be discussing this item during her report.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JONT INSURANCE CLAIMS COMMITTEES BEST PRACTICE WORKSHOP: Ms. Leighton advised the date for the Workshop was scheduled for October 7, 2014. Ms. Leighton thanked all those members who helped with the planning and suggestions for the topics. This year the best practices workshop will include additional presentations from multiple outside resources. Ms. Leighton asked that those who wish to attend please RSVP to the email invitation that was sent by her office. Ms. Leighton advised a copy of agenda was included in the agenda.

AUDITOR: The Executive Director then mentioned a representative from the auditing firm was in attendance at the Commission meeting and asked if he had anything he would like to add. Mr. Skalkowski advised that there were no findings with the audit and it was a clean report.

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 reports for the months of June, July, and August were included in the agenda. Executive Director advised there were 55 inquires for the month of August and the total year to date inquires was 365.

TREASURER REPORT: Chairman White presented the July (2) and August Property & Casualty Bill Lists along with the August and September Health Insurance Fund Bill Lists which were included in the agenda. Chairman White requested a motion to approve Resolutions, 37-14, 38-14, 39-14, 40-14 and 41-14.

**MOTION TO APPROVE THE JULY BILL LIST
RESOLUTION 37-14**

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

**MOTION TO APPROVE THE JULY BILL LIST
RESOLUTION 38-14**

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

**MOTION TO APPROVE THE JULY BILL LIST
RESOLUTION 39-14**

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

**MOTION TO APPROVE THE AUGUST HEALTH
BILL LIST RESOLUTION 40-14**

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

**MOTION TO APPROVE THE SEPTEMBER HEALTH
BILL LIST RESOLUTIONS 41-14**

Motion: Commissioner Sizemore
Second: Commissioner Jones
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 43-14 Inservco Liability Check Register for the period of 6-1-14 to 6-30-14, 7-1-14 to 7-31-14 and 8-1-14 to 8-31-14.

**MOTION TO APPROVE RESOLUTION 43-14 LIABILITY CHECK
REGISTER FOR THE PERIOD OF 6-1-14 THROUGH 6-30-14, 7-1-14
THROUGH 7-31-14 AND 8-1-14 TO 8-31-14**

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

MANAGED CARE PROVIDER: Ms. Goldstein reviewed the Client Bill Review Summary Report for the months of June, July and August which were included in the agenda. Ms. Goldstein advised there were 24 bills for June for a total of \$141,833.15. The total recommended allowed amount was \$80,132.24. The total reduction was \$61,700.91 and after fees the net reduction was \$53,062.77. Ms. Goldstein also reviewed the information for July. Ms. Goldstein advised there were 30 bills for July for a total of \$29,192.79. The total recommended allowed amount was \$19,484.53. The total reduction was \$9,708.26 and after fees the net reduction was \$8,349.10. Ms. Goldstein also reviewed the information for August. Ms. Goldstein advised there were 46 bills for

August for a total of \$20,429.71. The total recommended allowed amount was \$16,038.64. The total reduction was \$4,391.07 and after fees the net reduction was \$3,776.32. Ms. Goldstein indicated the year to date savings was \$ 201,698.91 or 45%.

CEL SAFETY DIRECTOR:

REPORT: Mr. McHale reviewed the June through September 2014 Risk Control Activity Report which was included in the agenda. Mr. McHale advised they were continuing their efforts with the Gloucester County EMS Department and during the September 18th meeting the Committee was advised of the updated media library and advised to access the EMS specific resources.

Mr. Sizemore commented that J. A. Montgomery held a seminar focusing on violence in the workplace, which went very well and there were 69 people in attendance.

Mr. McHale advised that they have also been in contact with the prosecutor's office about holding command staff training, which would be provided by retired Chief Keith Hummel. Funding for command staff training was available through the BRIT Safety Program, to offset some of the cost. Mr. McHale advised each session would be approximately \$325.00. Mr. McHale then concluded his report.

Mr. Sizemore suggested the remaining corrections staff and the sheriff's office also be included in the command staff training. Mr. McHale advised they were planning to reach out to the sheriff's office, but the material did not really apply to corrections.

RISK MANAGEMENT/UNDERWRITING SERVICES DIRECTOR:

REPORT: Ms. Ridolfino advised her report for services performed for the period of June 24, 2014 through September 21, 2014 was included in the agenda. Ms. Ridolfino advised she had a few action items to review.

Ms. Ridolfino advised the first item for review was the handout from Inservco, the quarterly claims by type. Inservco can now break the claims out by member and by department. One important note, the frequency we saw in 2010 has dropped. Ms. Ridolfino also advised that they were developing their training courses based upon where the losses were. Also, for 2015 Safety, which normally rolls out in January, there will be a BRIT online demonstration. It has not been rolled out yet, because they want the online demonstration to be New Jersey specific. The program should be ready to go the 1st quarter of 2015, as their kickoff safety topic.

Mr. McHale advised that J. A. Montgomery was working diligently to prepare the BRIT demonstration.

Ms. Ridolfino advised that following up on Commissioner Sizemore's comment about the workplace violence seminar, the library commission has asked for some workplace violence training.

Ms. Ridolfino reported there was a request from County Proper for the GCIC to consider funding Power DMS. Ms. Ridolfino explained the program was specifically designed for law enforcement departments. Ms. Ridolfino advised the County's sheriff's office and prosecutor's office were already using the program. Ms. Ridolfino advised there would be a one time total cost to the GCIC of \$5100 which would include the annual fee for one year, initial site creation and the initial training. The warden has committed to pay the renewal subscription fee. Ms. Ridolfino reported she reviewed the request with the Executive Director and he noted there were sufficient funds in the Miscellaneous Contingency line of the 2014 budget. After a discussion Ms. Ridolfino requested a motion to approve the funding request.

MOTION TO AUTHORIZE \$5,100.00 FOR THE INITIAL DMS SUBSCRIPTION FOR THE CORRECTIONS DEPARTMENT

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

Ms. Ridolfino advised the next item was to ratify the action of the renewal of the 911 Teachers Error & Omissions for the County with Landmark effective 8/13/14 with an annual premium of \$12,000.00.

MOTION TO RATIFY THE RENEWAL OF THE 911 TEACHERS E&O POLICY FOR THE COUNTY FOR \$12,000.00.

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

Ms. Ridolfino reported that Hardenbergh's report had been adjusted slightly due to a request from the State.

Ms. Ridolfino advised the next item was to ratify the action of the renewal of the Child Development Center's Student Accident for GCIA with AIG effective 9/7/14 with an annual premium of \$500.00.

MOTION TO RATIFY THE RENEWAL OF THE CHILD DEV. CENTER'S STUDENT ACCIDENT FOR GCIA FOR \$500.00.

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

Ms. Ridolfino advised the next item was to ratify the action of the renewal of the Child Development Center's General & Professional Liability and Excess Liability for GCIA with Markel effective 9/12/14 with annual premiums of \$7,150.00 and \$2,219.80, respectively.

**MOTION TO RATIFY THE RENEWAL OF THE CHILD DEV. CENTER'S
GENERAL AND PROFESSIONAL LIABILITY AND EXCEEDS LIABILITY
FOR GCIA FOR \$7,150.00 AND \$2,219.80, RESPECTIVELY**

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

Ms. Ridolfino advised the next item was to renew the Antique IM for the County with Travelers effective 10/7/14 with an annual premium of \$4,884.00.

**MOTION TO RENEW THE ANTIQUE IM POLICY FOR THE COUNTY
FOR \$4,884.00.**

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

Ms. Ridolfino advised the next item was to renew the UST for the County with Environmental Insurance effective 10/30/14 with an annual premium of \$1,300.00.

**MOTION TO RENEW THE UST POLICY FOR THE COUNTY FOR
\$1,300.00.**

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

Ms. Ridolfino advised the next item was to renew the UST for the College with AIG effective 10/22/14 with an annual premium of \$2,087.00.

**MOTION TO RENEW THE UST POLICY FOR THE COLLEGE FOR
\$2,087.00.**

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

Ms. Ridolfino advised the next item was to renew the Nursing Home Volunteer Accident for the County with Starr Indemnity effective 10/9/14 with an annual premium of \$350.00.

**MOTION TO RENEW THE NURSING HOME VOLUNTEER ACCIDENT
POLICY FOR GCIA FOR \$350.00.**

Motion: Commissioner Jones
Second: Commissioner Sizemore
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: 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 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 44-14 authorizing a Closed Session to discuss PARS & SARS.

RESOLUTION 44-14, 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 JASON HAGG V GLOUCESTER COUNTY, # 2010-9324, KATIE JACKSON V GLOUCESTER COUNTY DEPARTMENT OF CORRECTIONS, # 2013-29641, JULIE NELSON V GLOUCESTER COUNTY IMPROVEMENT AUTHORITY # 2014-4904 , KEVIN ROTHMILLER V SHADY LANE NURSING HOME # 2013-34814, JOSE VAZQUEZ V GLOUCESTER COUNTY, # 2013-11355 AND KAREN LUCAS 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 made the following motions:

**MOTION TO INCREASE PAYMENT AUTHORITY REGARDING #
3530000770 FROM \$15,000 TO \$22,370.95 AN INCREASE OF \$7,370.95**

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

**MOTION TO INCREASE PAYMENT AUTHORITY REGARDING #
3530000434 FROM \$15,000 TO \$29,739.25 AN INCREASE OF \$14,739.25**

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

**MOTION TO INCREASE PAYMENT AUTHORITY REGARDING #
3530000915 TO \$94,410.79 AN INCREASE OF \$26,910.79**

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

**MOTION TO INCREASE PAYMENT AUTHORITY REGARDING #
3530001107 FROM \$15,000 TO \$75,798 AN INCREASE OF \$60,798**

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

MOTION TO INCREASE PAYMENT AUTHORITY REGARDING # 3530000445 FROM \$33,120.02 TO \$39,391.24 AN INCREASE OF \$6,271.22

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

MOTION TO INCREASE PAYMENT AUTHORITY REGARDING # 3530000694 FROM \$15,000 TO \$100,000 AN INCREASE OF \$85,000

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

MOTION TO INCREASE PAYMENT AUTHORITY REGARDING # 3530001078 FROM \$15,000 TO \$100,000 AN INCREASE OF \$85,000

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

MOTION TO INCREASE PAYMENT AUTHORITY REGARDING # 3530000687 FROM \$115,000 TO \$129,377.49 AN INCREASE OF \$14,377.49

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

Commissioner Sizemore briefly provided the Commission with an update regarding some of the fence claims in Washington Twp. Commissioner Sizemore noted he had a conversation with one individual on July 9th at 1:38 and proposed if he wanted to pursue any further he would have to provide a certified survey of his property showing the fence was on his property. He then reduced his demands to only for or five posts. Commissioner Sizemore advised he did not hear anything further. A brief discussion ensued on adjusting the fence claims and Chairman White advised the Commission was open to equitable resolution if and when any documentation was provided.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:55 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary