

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – January 13, 2023 at 11:00 A.M.  
Atlantic County Board of County Commissioners’ Meeting Room  
Stillwater Building, 201 Shore Road, Northfield, New Jersey

---

Meeting was called to order by Commissioner Woods. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF COMMISSIONERS:**

Jacqueline Woods	Present
Tammi Robbins	Present
Janette Kessler	Present
Timothy Edmunds	Present
Michael Fedorko	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director PERMA Risk Management Services	<b>Brad Stokes</b>
---------------------------------------------------	--------------------

Claims Administrator	<u>Qual-Lynx</u> <b>Karen Beatty</b> <b>Kathy Kissane</b>
----------------------	-----------------------------------------------------------------

<u>PERMA Claims</u> <b>Jennifer Davis</b>
----------------------------------------------

CEL Underwriting Manager	Conner Strong & Buckelew
--------------------------	--------------------------

Attorney	<b>Alan Cohen for James F. Ferguson</b>
----------	-----------------------------------------

Treasurer	<b>Bonnie Lindaw (Not Present)</b>
-----------	------------------------------------

Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
-----------------	-----------------------------------------------------

Risk Management Consultant	Brown & Brown Insurance <b>Bob Gemmell (By Telephone)</b>
----------------------------	--------------------------------------------------------------

**ALSO PRESENT:**

Karen Read, PERMA Risk Management Services  
Chandra Anderson, Atlantic County

**APPROVAL OF MINUTES: OPEN MINUTES OF DECEMBER 9, 2022.**

**MOTION TO APPROVE OPEN MINUTES OF DECEMBER 9, 2022.**

<b>Motion:</b>	<b>Commissioner Robbins</b>
<b>Second:</b>	<b>Commissioner Fedorko</b>
<b>Vote:</b>	<b>5 Ayes</b>

**CORRESPONDENCE:** None.

Commissioner Woods turned the meeting over to the Executive Director to run the meeting for the election of officers.

Alan Cohen administered the oaths to the Commissioners.

Mr. Stokes opened the meeting for nominations of Chairperson. Commissioner Kessler nominated Jacqueline Woods and was seconded by Tammi Robbins. There were no other nominations.

Mr. Stokes opened the meeting for nomination of Vice Chairperson. Commissioner Woods nominated Tammi Robbins and was seconded by Commissioner Kessler. There were no other nominations.

**MOTION TO CLOSE NOMINATIONS FOR COMMISSION CHAIRPERSON AND VICE CHAIRPERSON AND TO ACCEPT THE NOMINATIONS AS PRESENTED.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Edmunds  
**Vote:** 5 Ayes

**EXECUTIVE DIRECTOR'S REPORT:** Brad Stokes presented the Executive Director's report. Mr. Stokes reviewed the reorganization resolutions.

Resolution 1-23 Certifying the Election of Fund Chairperson and Vice Chairperson

Resolution 2-23 Appointing CEL Commissioner Janette Kessler

Resolution 3-23 Appointing Commission Treasurer Bonnie Lindaw

Resolution 4-23 Appointing Commission Attorney James Ferguson

Resolution 5-23 Appointing Commission Secretary Chandra Anderson

Resolution 6-23 Designating Authorized Depositories for Commission Assets

Of note, Citizens Bank has purchased Investors Bank and rebranding will be completed in the near future.

Resolution 7-23 Designating Authorized Signatures for Commission Bank Accounts

Resolution 8-23 Establishing a Cash Management Plan

Of note, there were no changes to the Plan except for the years.

Resolution 9-23 Establishing Meeting Dates for 2023

Resolution 10-23 Designating PERMA as Custodian of Records

Resolution 11-23 Designating *The Press of Atlantic City* as Official Newspaper

**MOTION TO APPROVE REORGANIZATION RESOLUTIONS 1-23 THROUGH 11-23.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Robbins  
**Vote:** 5 Ayes

**MOTION TO APPROVE RESOLUTION 12-23 APPROVING PAYMENT OF A STIPEND TO HSING-YI CHOU FOR COMMISSION TREASURER SERVICES.**

**Motion:** Commissioner Robbins  
**Second:** Commissioner Fedorko  
**Vote:** 5 Ayes

Public hearing for the 2023 budget which was introduced during the December 9, 2022 meeting.

**MOTION TO OPEN THE PUBLIC HEARING OF THE 2023 BUDGET.**

**Motion:** Commissioner Fedorko  
**Second:** Commissioner Robbins  
**Vote:** 5 Ayes

The 2023 budget is in the amount of \$9,378,257. The CEL premiums went up and the ancillary coverages made up that increase. POL/EPL was 24% higher, med/mal was lower than anticipated, and cyber had an 11% increase, which was lower than anticipated. Overall the changes are at about 8%. The assessment allocations had some changes as well. The County has a 10.78% increase, the ACUA went down, and ACIA had no increase.

The CEL was initially looking at \$550,000 shortage and decided to use surplus to offset that increase, thereby saving all members a big increase in premiums. Dividends will also be issued. This was a very tough renewal. The property side is still very difficult. Having our yearly appraisals done early helps a lot with the property coverage. The CEL will be implementing an appraisal program for other Commissions.

**MOTION TO CLOSE THE PUBLIC HEARING OF THE 2023 BUDGET.**

**Motion:** Commissioner Fedorko  
**Second:** Commissioner Robbins  
**Vote:** 5 Ayes

**MOTION TO ADOPT THE 2023 PROPERTY AND CASUALTY BUDGET AND CERTIFY THE ANNUAL ASSESSMENTS.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Woods  
**Vote:** 5 Ayes

**CERTIFICATES OF INSURANCE:** There was one certificate issued for the month of December 2022.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT.**

**Motion:** Commissioner Woods  
**Second:** Commissioner Robbins  
**Vote:** 5 Ayes

The CEL and finance committees were very busy during this renewal. Their reports talk about the surplus premium offset of \$550,000 which directly saved us on our budget. The dividend for our Commission is

\$18,000 split among the member entities. Karen Read will be sending out choice options for the members to either charge back or receive a check.

The Fund's financial fast track for October has a decrease of about \$40,000. November had an increase of about \$39,000, so the two months almost evened out. There is a deficit of \$126,000. We are keeping a close eye on all years and will schedule another claims review in the coming months.

The CEL's financial fast track from August shows a \$15.3 million surplus.

Claims activity report shows 36 more open claims from October and 53 less open claims in November. Most of the closed claims were workers' compensation claims.

**CLAIMS SERVICES:** Jennifer Davis advised there was nothing to report for Claims Services.

**TREASURER:** Bonnie Lindaw was not present. Commissioner Woods reviewed the January Bills List which was a voided and reissued check in the amount of \$2,656.00 to Asset Works, because the original check was not received.

**MOTION TO APPROVE RESOLUTION 13-23 THE JANUARY BILLS LIST.**

**Motion:** Commissioner Robbins  
**Second:** Commissioner Fedorko  
**Vote:** 5 Ayes

**CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL:** Glenn Prince of JA Montgomery presented the safety report for December and January. The media library and online streaming services remain available. All training through March 31, 2023 have been listed on the website NJCE.org.

The Federal Motor Carrier Safety Administration requires any CDL applicant to complete a training program. JA Montgomery is developing a CDL training program to comply with that mandate. They will include a trainer packet with resources to train in house prior to going to the MVC to complete the test. The pre-trip inspection is very important and some applicants fail on that inspection. Commissioner Kessler looked into this training and there are challenges for the instructor, in that the instructor must have a CDL license and be competent to train. The instructor can only train with the license held (Class A to Class A, Class B to Class B, etc.). This training at a driver school is very expensive at \$4,000 to \$6,000 per student. JA Montgomery is working on getting a CDL licensed trainer. The program will be rolled out by the end of the month.

Mr. Prince is working with Angelier Hurt to schedule County loss control visits. They are also working with the ACUA to conduct various trainings.

**MANAGED CARE – QUAL-LYNX:** Karen Beatty presented the claims services report. There were end of year savings of 68% which is \$3,975,742, with 93% of bills in network. There are 347 claims for the year; 240 for the County; 105 for the ACUA; and 2 for the ACIA; with 47 COVID claims.

**CLAIMS SERVICES – QUAL-LYNX:** Kathy Kissane presented the Claims Services report. Pages 41 and 42 of the agenda are the updated contact information for the adjusting team. Email addresses changed when they changed computer platforms. Some phone numbers changed as well.

Ms. Kissane reported the Claims Committee met prior to the Commission meeting and reviewed 12 PARS. The PARS were reviewed and recommended for approval by the Committee. Unless there are any other questions which would require a closed session, she requested a motion for approval of the PARS as reviewed and recommended by the Claims Committee.

**MOTION TO APPROVE THE 12 PARS AS REVIEWED AND APPROVED DURING THE CLAIMS COMMITTEE MEETING OF JANUARY 13, 2023.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Fedorko  
**Vote:** 5 Ayes

**RISK MANAGER'S REPORT:** Bob Gemmell attended by telephone and presented the Risk Management report. The report covers all risk management activities which includes review of claims, coverages, certificates, and contracts. December work involved working with a lot of renewal information. Mr. Gemmell requested to be included on loss control visits and property inspections. Thank you for the opportunity to serve the Commission.

**OLD BUSINESS:** None.  
**NEW BUSINESS:** None.  
**PUBLIC COMMENT:** None.

Commissioner Woods opened the meeting to public comment. Having heard no public comment the public session is closed. The next meeting is scheduled for February 10, 2023 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

**Motion:** Commissioner Fedorko  
**Second:** Commissioner Kessler  
**Vote:** 5 Ayes

**MEETING ADJOURNED: 11:25 A.M.**  
Minutes prepared by: Chandra Anderson, Secretary