

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – February 10, 2017  
Freeholders' Meeting Room  
Stillwater Building  
201 Shore Road  
Northfield, New Jersey 08225  
11:00 A.M.

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
Joseph Giraldo	Present
Geraldine Cohen	Not 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>Conner Strong &amp; Buckelew</u> <b>Danielle Batchelor</b>
CEL Underwriting Manager	Conner Strong & Buckelew
Attorney	<b>James F. Ferguson (Not Present)</b>
Treasurer	<b>Bonnie Lindaw</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
Risk Management Consultant	Insurance Agencies, Inc. <b>J. Eugene Siracusa</b> <b>Michael Ridge</b>
	Glenn Insurance <b>Michael Thomas</b>

**ALSO PRESENT:**

James T. Dugan, Atlantic County  
Rachel Chwastek, PERMA Risk Management Services  
Chandra Anderson, Atlantic County

**APPROVAL OF MINUTES: OPEN MINUTES OF JANUARY 13, 2017.**

**MOTION TO APPROVE OPEN MINUTES OF JANUARY 13, 2017.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Robbins  
**Vote:** 3 Ayes

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR’S REPORT:**

Brad Stokes presented the Executive Director’s report.

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:** 50 certificates were issued from December 1, 2016 to January 31, 2017.

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

**Motion:** Commissioner Kessler  
**Second:** Commissioner Robbins  
**Vote:** 3 Ayes

The next meeting of the CEL is February 23, 2017 at the Camden County Emergency Center. A special meeting was held on January 25, 2017 to process some claim payments.

The Insurance Commission financial fast track as of November 30, 2016 shows the Commission’s statutory surplus at \$3.4 million. 2015 and 2016 were both very good years.

The CEL financial fast track report as of November 30, 2016, shows a surplus of \$7.7 million. All years are in the positive.

Property casualty assessments have been issued to the entity members and are due on March 15, 2017.

Property appraisals will be done this year and members should start preparing their list of properties. The CEL is considering starting a similar program for appraisals beginning in 2018. If the CEL does adopt an appraisal program similar to our Commission’s program then the CEL would pay for the appraisals. Commissioner Kessler noted the ACUA has seven properties for appraisal this year. She wants to make sure the coastal properties are properly valued. Mr. Stokes noted it has been very convenient having the appraisal information available for various properties.

Claim activity report shows 75 claims were closed as of December 31, 2016. Kathy Kissane noted Claim Petitions are being resolved, settlements are paying out, medical only claims are closing and lost time files are closing out.

**CLAIMS SERVICES:** No report.

**TREASURER:**

Bonnie Lindaw presented Resolution 13-17, the February bills list. It contains one payment from fund year 2016 to PERMA for postage and filing fees. There are payments from fund year 2017 which are the first quarter professional payments and a payment to the Press of Atlantic City.

**MOTION TO APPROVE RESOLUTION 13-17 THE FEBRUARY BILLS LIST.**

**Motion:** Commissioner Robbins  
**Second:** Commissioner Kessler  
**Vote:** 3 Ayes

**CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL:**

Glenn Prince of JA Montgomery presented the safety report. The Safety Director's report covers risk control safety activities for January and February 2017. He provided a bulletin for best practices for snow which can be used by all departments. There is a bulletin with regard to 300A logs along with a matrix to assist those responsible for PEOSH reporting and notifications. A webinar is available for individuals responsible for reporting and completing the 300A logs, and can be done anytime. Commissioner Kessler commented that PEOSH requested she re-do the 300A logs for 2016 and separate them into waste water and solid waste. Commissioner Woods confirmed the County's 300A logs are separated by payroll location. She also noted that Stephanie of Qual-Lynx was working on their system to be able to break out the report by payroll location for 2017. Mr. Prince noted PEOSH is requiring the reports to be broken down by the location where the employee reports out of and posted in each separate location from February 1 to April 30 of each year.

The CEL has received the money for the BRITT safety grant. Distributions will be made February 23, 2017.

Mr. Prince has been in touch with Captain Kelsey for the 2017 safety grant and expressed interest in purchasing cameras for the Atlantic County Justice Facility.

**MANAGED CARE – QUAL-LYNX:**

Karen Beatty presented the claims services report. The cumulative claims summary shows savings of 57.5%. Page 17 of the agenda shows the breakdown by entity.

There were 17 claims reported for the month of January; 12 for the County, 5 for the Utilities Authority and zero for the Improvement Authority.

Page 15 is the breakdown of the top 10 providers.

Shore Urgent Care closed all locations except for Northfield. Commissioner Kessler noted that she used to use the Shore Urgent Care Atlantic City location for vaccines only under the ACUA's BBP program.

**CLAIMS SERVICES – QUAL-LYNX:**

Kathy Kissane reported the Claims Committee met prior to the Commission meeting and reviewed 8 PARS. The PARS were recommended for approval by the Committee with an amendment to one PAR. There were two informational PARS. Unless there are any other questions which would require a closed session she requests a motion for approval of the PARS as reviewed and recommended by the Claims Committee.

**MOTION TO APPROVE THE PARS AS REVIEWED DURING THE CLAIMS COMMITTEE MEETING OF FEBRUARY 10, 2017.**

**Motion: Commissioner Kessler**  
**Second: Commissioner Woods**  
**Vote: 3 Ayes**

**EXECUTIVE SESSION:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

Commissioner Woods opened the meeting to public comment. Having neither heard nor seen any public comment the public session is closed. The next meeting will be held on April 7, 2017 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

**Motion: Commissioner Robbins**  
**Second: Commissioner Kessler**  
**Vote: 3 Ayes, 0 Nays**

**MEETING ADJOURNED: 11:14 A.M.**  
Minutes prepared by: Chandra Anderson, Secretary