

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – May 12, 2023 at 11:00 A.M.  
Atlantic County Board of County Commissioners’ Meeting Room  
Stillwater Building, 201 Shore Road, Northfield, New Jersey

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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>
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Claims Administrator	<u>Qual-Lynx</u> <b>Karen Beatty</b> <b>Katie Perry</b>
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<u>PERMA Claims</u> <b>Jennifer Davis</b>
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CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	<b>James F. Ferguson</b>
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Treasurer	<b>Bonnie Lindaw</b>
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Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
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Risk Management Consultant	Brown & Brown Insurance <b>Bob Gemmell (by phone)</b>
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**ALSO PRESENT:**

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

**APPROVAL OF MINUTES: OPEN MINUTES OF APRIL 14, 2023.  
MOTION TO APPROVE OPEN MINUTES OF APRIL 14, 2023.**

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

**CORRESPONDENCE:** None.

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

**CERTIFICATES OF INSURANCE:** There were 11 certificates issued from April to May of 2023.

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

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

The CEL held their much delayed 10<sup>th</sup> anniversary luncheon meeting on April 27, 2023 at Forsgate Country Club in Monroe, NJ which was well attended. The next meeting of the CEL is on June 22, 2023.

Several contracts were awarded including actuary and auditor. The RFP responses for the property appraisals were rejected, because they did not meet the specifications and the Fund will re-advertise.

Commissioner Kessler commented that the pandemic issue was finally put to rest with the insurer.

The financial fast track reports for the Commission shows that for February, the Commission continues with a deficit of \$1.2 million. There is total cash on hand of \$5.6 million.

The CEL's financial fast track for February shows the Fund has a surplus of \$14.3 million and over \$15 million in cash.

Claims tracking for March has 19 more open workers' compensation claims.

The assessment bills were issued to the member entities and are due on June 15, 2023. The final statement will be sent out in early August and will be due on September 15, 2023.

Cyber reporting information was provided in the agenda. There were a couple of cyber attacks on other members in the CEL, but not in our Commission. The attacks were not from the same entity.

The MEL 2023 Educational Seminar was held on April 21<sup>st</sup> and April 28<sup>th</sup> with excellent attendance. They are working on issuing the CEU certificates to the participants.

Jennifer Davis commented that they are working on coordinating the next Best Practices meeting which will be held on October 5, 2023 at 1:00 P.M. The meeting will most likely be held via Zoom, because attendance is much higher. She noted that if anyone wants to volunteer to please contact either Robin Walcoff or Ms. Davis.

The 72<sup>nd</sup> annual NJAC Conference was held at Caesar's Atlantic City from May 3<sup>rd</sup> to May 5<sup>th</sup>. The CEL had a booth at the conference. Mr. Stokes congratulated Bonnie Lindaw on the County Service Award she was presented during the conference.

**CLAIMS SERVICES:** Jennifer Davis had nothing new to report.

**TREASURER:** Bonnie Lindaw provided the Treasurer's monthly report. Resolution 16-23 is the May Bills List for a total of \$198,933.87 and includes payments from fund year 2023 for the second quarter

payment to all the professionals. The payments are in line with the budgeted figures and she recommends approval of the list.

Ms. Lindaw also reported the bank reconciliations show the admin account balance is \$5,599,457.59. The general liability account has \$7,275.75 in outstanding checks. Workers' compensation has \$113,120.52 in outstanding checks.

**MOTION TO APPROVE RESOLUTION 16-23 THE MAY BILLS LIST.**

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

**CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL:** Glenn Prince of JA Montgomery presented the safety report for April and May 2023. All training through June 30, 2023 have been listed on the website NJCE.org. As of May 1<sup>st</sup>, the media library and online streaming services have been converted to the new Learning Management System. If there are any questions, please contact either Glenn Prince or Natalie Dougherty.

Mr. Prince thanked Commissioner Kessler for hosting their ELDT driver training session in April, which was well attended. Several trainings have already been held throughout the State.

Commissioner Robbins asked about the NJCE Leadership Academy and how many participants can attend each session. Mr. Prince explained that the majority of the classes are available on line which is very high attendance, and some others are in person. It's easy to register on line and includes the 21 irrefutable laws which is a great program.

**MANAGED CARE – QUAL-LYNX:** Karen Beatty presented the claims services report. The cumulative savings report shows so far this year we have had a total savings of 70% (\$1,078,334.00). There was 92% network penetration rate. April had an 81% network penetration rate, and this is due to the use of neuromonitoring companies after spinal surgeries. This company will not contract with providers. They will negotiate bills, but not by much.

The intake reporting shows so far this year there are 101 claims, 25 were report only, with one COVID-19 claim.

When Bacharach Institute for Rehab closed, Nova Care and AtlantiCare are now operating some of the outpatient facilities under the name of Osprey Rehabilitation d/b/a Nova Care in partnership with AtlantiCare. They continue to work on an option for the driving test program. The provider who ran this program at Bacharach has not landed anywhere yet.

**CLAIMS SERVICES – QUAL-LYNX:** Katie Perry reported the Claims Committee met prior to the Commission meeting, reviewed 10 PARS, and answered questions that were presented. 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 10 PARS AS REVIEWED AND APPROVED DURING THE CLAIMS COMMITTEE MEETING OF MAY 12, 2023.**

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

**RISK MANAGER'S REPORT:** Bob Gemmell presented the Risk Management report via phone. The report covers all risk management activities, including review of claims, coverages, certificates, loss control reports, work station assessments, and contracts. The Atlantic City Library claim continues to be monitored.

Mr. Gemmell noted that he will update the Origami system with the new appraisals that were just received. However, he will hold off on the ACUA appraisals until he is further advised. He requested to be advised throughout the year if there are any changes to the equipment lists.

**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 July 14, 2023 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

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

**MEETING ADJOURNED: 11:16 A.M.**  
Minutes prepared by: Chandra Anderson, Secretary