

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING –June 10, 2016  
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                      **Brad Stokes**

Claims Administrator    Qual-Lynx  
**Karen Beatty**  
**Kathy Kissane**

Conner Strong & Buckelew  
**Danielle Batchelor**

CEL Underwriting Manager    Conner Strong & Buckelew

Attorney    **James F. Ferguson**

Treasurer    **Bonnie Lindaw (not present)**

Safety Director    J.A. Montgomery Risk Control  
**Glenn Prince (not present)**

Risk Management Consultant    Insurance Agencies, Inc.  
**J. Eugene Siracusa**  
**Michael Ridge**

Glenn Insurance  
**Michael Thomas**

**ALSO PRESENT:**

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

**APPROVAL OF MINUTES: OPEN MINUTES OF MAY 13, 2016.**

**MOTION TO APPROVE OPEN MINUTES OF MAY 13, 2016.**

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

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR'S REPORT:**

Executive Director Brad Stokes presented the Executive Director's report.

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:**

Mr. Stokes reported there were 7 Certificates of Insurance issued during the period of April 30, 2016 to May 31, 2016.

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

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

Mr. Stokes reported the last CEL meeting was on May 5, 2016. The meeting was to review an amendment to the by-laws which would allow county colleges to join the JIF. County members were asked to review and approve resolutions that would allow this amendment. Mr. Stokes thanked Atlantic County for passing such a resolution. The program has been put on hold and the deadline of July 1, 2016 has been pushed to January 2017.

The actuary lowered the Commission's IBNR substantially, by approximately (\$990,000). The statutory surplus is sitting at over \$2.3 million. Commissioner Robbins asked whether the Underwriting Income line on the Commission's financial fast track report (\$9.6 million) reflects money collected. Mr. Stokes indicated that number is the assessments. She also asked whether that was money projected to come in through the end of the year or actual receipt. Mr. Stokes indicated that amount is what is anticipated for the year.

The CEL's financial fast track report showed a dip in some reserves. The surplus is at \$6 million and total cash of \$15 million. This is tracking very well.

The claims activity report monitors claims and there were 40 claims closed for the month. GL had 8, auto had 7, and workers' compensation had 23 closed claims.

The second assessment bills were sent out and payments are due June 15<sup>th</sup>.

The renewal for 2017 is coming up and spreadsheets will be sent out to the Risk Managers. Mr. Stokes would like to collect the renewal information in August. Mike Ridge asked whether the Commission was going to do the appraisals for the County properties. Mr. Stokes indicated that was correct and the list had been received for the County properties to be appraised. He pointed out that the JIF's policy is not to appraise properties with value of less than \$150,000 because the swing on the value of those properties is not substantial enough to affect the totals. Commissioner Woods advised that two properties which were on the original list to be appraised which had values of \$150,000 or less were removed. The County has a total of 12 properties for appraisal. Commissioner Kessler indicated the list for the ACUA properties would be submitted in the near future.

#### **CLAIMS SERVICES:**

Danielle Batchelor did not have anything to report. Commissioner Kessler asked whether the Richman claim was reported to the GL and property carriers. Ms. Batchelor confirmed the claim was reported as to both entities on the public officials and GL, but only pollution for the ACUA as the County doesn't carry the pollution coverage.

Mr. Stokes noted that the storm which came through on Wednesday, June 8, 2016 was very damaging. If there was damage to any member properties it should be reported.

Jim Dugan noted there was a claim where an employee had a branch drop on their car in a parking lot. He wanted to know if that was considered an Act of God or is it a paid claim. Ms. Kissane advised him that it depends if it occurred during the storm, and if so, it would be denied under the weather immunity. She further noted there are other factors and investigation to look at in order to make the determination.

#### **TREASURER:**

No Treasurer's report.

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

Glenn Prince was not able to be present and Mr. Stokes presented the safety report. Mr. Prince reported the last meeting of the Safety Committee was on April 8<sup>th</sup>. The next meeting will be held on July 8<sup>th</sup>.

Hazwoper training has been scheduled on June 13<sup>th</sup> and 15<sup>th</sup> for the ACUA. Mr. Stokes noted this training is not usually offered, however, it was approved for the ACUA. Commissioner Kessler is very excited because the training was customized for the ACUA. They will come out to the ACUA facility and perform drills with the actual equipment and chemicals. Commissioner Robbins asked for an explanation of the training. Commissioner Kessler explained the training involves hazardous material response, PPE, chemicals, and chemical spills. This is an annual 8 hour refresher course.

#### **MANAGED CARE – QUAL-LYNX:**

Karen Beatty presented the claims services report. The Cumulative Claims Summary report for May showed 218 bills were processed resulting in a savings of 65.6% and a PPO penetration rate of 98.5%. Overall we have 68.5% of savings and 98.4% PPO penetration rate. There were 6 out of network bills including an emergency room physician, ambulance, and a bill that was submitted under an incorrect tax identification number. That bill will be re-priced and the money will be recaptured. Mr. Stokes asked about the ambulance bill and Ms. Beatty advised it was not a township ambulance service. There were 21

claims reported in May; 17 for the County proper, 4 for the Utility Authority and zero for the Improvement Authority.

**CLAIMS SERVICES – QUAL-LYNX:**

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

**MOTION TO APPROVE THE PARS AS REVIEWED DURING THE CLAIMS COMMITTEE MEETING OF JUNE 10, 2016.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Woods  
**Vote:** 2 Ayes, 1 abstain (Commissioner Robbins)

**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 July 8, 2016 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

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

**MEETING ADJOURNED: 11:13 A.M.**

Minutes prepared by: Chandra Anderson, Secretary