

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING –July 8, 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	Not 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</b>
Treasurer	<b>Bonnie Lindaw (not present)</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:**

Rachel Chwastek, PERMA Risk Management Services  
Chandra Anderson, Atlantic County

**APPROVAL OF MINUTES: OPEN MINUTES OF JUNE 10, 2016.**

**MOTION TO APPROVE OPEN MINUTES OF JUNE 10, 2016.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Giraldo  
**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 June 1, 2016 to June 29, 2016.

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

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

Mr. Stokes reported the CEL meeting was on June 23, 2016. The Risk Management Plan was amended to adjust the payment schedules for the members. Bowman and Company was present for a discussion of the draft audit, and the Fund office authorized to file for an extension which will be approved at the next meeting. The amendment to the by-laws to allow county colleges to join the JIF was discussed. Five members have now approved the amendment; however, the college program has been put on hold until the end of the year.

The financial fast track shows the Commission's statutory surplus at \$2.4 million. There was a \$12,000 increase. This shows the Commission is trending very well on the financial side.

There are two CEL financial fast track reports, one for April which shows a surplus of \$5.6 million and the May report which shows a surplus of \$5.7 million. April had a couple big reserve changes from other counties.

The claims activity report for May shows a lot of claims were closed. Kathy Kissane explained that because the Commission has been running for 18 months, we are starting to see resolution of some of the early workers' compensation claims which is now adding to the number of closed claims.

The renewal for 2017 is coming up and requests for information will be sent out soon. The appraisals should be done by the time the information is collected from the members. Commissioner Kessler asked

if the appraisal company would be contacting the members to set up the appraisals and Mr. Stokes confirmed they would. The spreadsheets for the members are in the process of being prepared.

Bowman and Company will be in attendance at the September meeting to discuss the 2015 audit. There will be no August meeting.

### **CLAIMS SERVICES:**

Danielle Batchelor reported that they are working on their sixth annual Best Practices Work Shop. It's a good opportunity to meet other Fund members and provide input on topics for discussion. An invitation to join the set up committee will be sent around and Ms. Batchelor encouraged members to join. She noted the work shop is typically held in mid-October, however, they are open to hearing whether that is working for the members or if a different time of year may be better. Hot topics will be proposed and the committee will hear what topics members would want covered.

Commissioner Kessler asked about the status of claims for named storm Jonas. Ms. Batchelor advised all of Atlantic's information has been received. Cumberland and Gloucester counties also had claims. The dollar amount required for the Fund to kick in has been met and they are figuring out the pro rata amounts and sorting out the deductibles. Commissioner Woods advised Ms. Batchelor that she would be contacting her to confirm all information required from Atlantic County has been received.

Mr. Stokes noted that as part of Best Practices they will be looking at cyber liability. It was discussed that cyber was covered at last year's meeting. Commissioner Kessler advised that the ACUA took advantage of everything that was offered, including the cyber edge program, software, etc. Ms. Batchelor noted that potentially re-exploring the cyber is a hot topic right now, and it was looked at from a coverage perspective at the last work shop. For the next session, it would be looked at from the risk assessment view.

Mr. Stokes noted that a few of the Commissions are looking at September to hold a seminar run by Mark Pfeiffer formerly of DCA, covering best practices for employees, such as identifying emails that should not be opened, and it's more of a hands on type of seminar to bring awareness. The fee is \$250 per session.

### **TREASURER:**

Bonnie Lindaw was not present for the reading of the Resolution and requested Chandra Anderson to read the resolution. Resolution 20-16 is the July bills list and has one payment for a reimbursement check to be issued to Atlantic County. The reimbursement is for a subrogation check that was deposited into the Commission account and should have been deposited into Atlantic County's account. This resolution authorizes Qual-Lynx to issue the reimbursement. Ms. Kissane added that during the May meeting there was discussion of a procedure to avoid this situation going forward where Qual-Lynx will advance the money through the Commission and reimburse the County so they can track every payment and give direction as to which accounts the checks need to be deposited into. This particular check is an older check that was issued before the change in procedure. She noted there is another subrogation check made payable to Atlantic County which was voided, sent back to the carrier, and they requested it to be reissued payable to the Commission. She is also waiting to clarify one more check that may have to be reimbursed.

**MOTION TO APPROVE RESOLUTION 20-16 THE JULY BILLS LIST.**

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

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

Glenn Prince presented the safety report. The safety director's report covers risk control safety activities for May and June 2016. Mr. Prince reported there will be a safety committee meeting after today's Commission meeting. He will cover a PEOSH update. He attended a quarterly meeting of the PEOSH Advisory Board who advised that they are now focusing on the counties. Members can use the PEOSH most commonly cited citations as a self-assessment guide to try and keep the citations to a minimum. Four out of the 10 counties he provides service for currently have active citations. The citations are primarily for Public Works, Roads and Highway Departments. He will discuss this during today's meeting and see what services can be provided.

Commissioner Kessler commended JA Montgomery on the Hazwoper training provided for the ACUA. She noted the training was specially customized for the ACUA and made the eight hour course very effective and valuable. Mr. Prince noted Robert Holwood spent a lot of time and effort on the program.

**MANAGED CARE – QUAL-LYNX:**

Karen Beatty presented the claims services report. The Cumulative Claims Summary report for June showed 197 bills were processed resulting in a savings of 76.4% and a PPO penetration rate of 99.2%. Overall we have 69.9% of savings and 98.6% PPO penetration rate. There were four out of network bills including two for pain management which came in just prior to the physician coming on board. The provider is in network as of June 1. They were able to negotiate with the physician, getting them to acknowledge their contracted rates and had 57% savings on those bills. There was also one emergency room and one pathologist bill that were out of network. There were 19 claims reported in June; 18 for the County proper, 1 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 10 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 JULY 8, 2016.**

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

**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. There will be no meeting in the month of August. The next meeting will be held on September 9, 2016 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

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

**MEETING ADJOURNED: 11:16 A.M.**

Minutes prepared by: Chandra Anderson, Secretary