

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – July 12, 2024 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
<i>Timothy Edmunds</i>	<i>Absent</i>
Michael Fedorko	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director PERMA Risk Management Services                      **Brad Stokes**

Claims Administrator    Qual-Lynx  
**Kathy Kissane**  
**Christine Gallagher**

PERMA Claims  
**Jennifer Conicella**

CEL Underwriting Manager                                      Conner Strong & Buckelew

Attorney    **N. Lynne Hughes**

Treasurer    **Bonnie Lindaw**

Safety Director    J.A. Montgomery Risk Control  
**Glenn Prince**

Risk Management Consultant                                Insurance Agencies  
**Michael Ridge**  
**Gene Siracusa**

**ALSO PRESENT:**

Brandon Tracy, PERMA Risk Management Services  
Chandra Anderson, Atlantic County  
Arthur Murray, Atlantic County

**APPROVAL OF MINUTES: OPEN MINUTES OF MAY 10, 2024.  
MOTION TO APPROVE OPEN MINUTES OF MAY 10, 2024.**

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

**CORRESPONDENCE:** July 5, 2024 letter from County Executive Dennis Levinson regarding the appointment of a new attorney for the Insurance Commission. Mr. Levinson recommends the appointment of N. Lynne Hughes, Acting County Counsel, or her designee.

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

**MOTION TO APPROVE RESOLUTION 20-24 APPOINTING N. LYNNE HUGHES AS COMMISSION ATTORNEY.**

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

**CERTIFICATES OF INSURANCE:** There were 11 certificates issued from May 1, 2024 to July 1, 2024.

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

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

The CEL met on June 27, 2024. The 2023 audit was approved and submitted to the State. Professional services were discussed. Commissioner Kessler commented that technology errors and omissions coverage was discussed. This would be for when for example, a County is providing I.T. related services to a third-party municipality. A survey is being distributed to member entities in order to determine the need for coverage. The next meeting is scheduled for September 26, 2024.

The financial fast track through March 31, 2024 has a deficit of \$5 million. Total cash on hand is \$5.9 million. A discussion with the actuary indicates the second quarter looks better. Mr. Stokes will request the actuary to present after the third quarter in our October meeting. Commissioner Robbins asked if we would receive a summary of the second quarter, and it will be included the next Financial Fast Track report.

The CEL's financial fast track through April 30, 2024 has a surplus of \$8.1 million, with cash on hand in the amount of \$26 million.

Claims tracking shows there were seven less open claims in April. May had eight new open claims.

The underwriting team will be sending an email out regarding the 2025 renewal which will be conducted through Broker Buddha. Bowman & Company is preparing the payroll audits.

AssetWorks is scheduled to begin property appraisals for the member entities next week. ACUA appraisals are scheduled for Wednesday. The reports will be completed in time for the 2025 renewal.

Brandon Tracy distributed a memo regarding the technology errors and omissions coverage and the requested survey. Ed Cooney is looking to fill in cyber coverage gaps. Commissioner Kessler commented that our current cyber coverage does not cover losses associated with a member entity providing I.T. related services to a third-party. The survey is needed to determine the need for the coverage.

Alternate Commissioner Fedorko asked if the County's radio system is covered. Mr. Stokes will follow up with Ed Cooney about this inquiry.

There is no meeting in August. The Insurance Commission's next meeting is scheduled for September 6, 2024.

**CLAIMS SERVICES:** Jennifer Conicella reported that the Claims Committee met prior to the Commission meeting and did not have anything else to report.

**TREASURER:** Bonnie Lindaw provided the monthly report. Resolution 21-24 is the July Bills List for a total of \$1,562,802.93. All payments are from fund year 2024 and are in line with the budgeted amounts. This also includes the second assessment payment in the amount of \$1,368,865.20.

Ms. Lindaw also reported the bank reconciliations for the month of June have been completed. The admin account balance is \$4,566,525.21. Interest earned is \$135,632.04. The workers compensation account has \$218,917.81 in outstanding checks. Interest earned is \$4,962.07. The general liability account has \$62,595.07 in outstanding checks. Interest earned is \$795.40.

**MOTION TO APPROVE RESOLUTION 21-24 THE JULY BILLS LIST.**

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

**CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL:** Glenn Prince of JA Montgomery presented the safety report for May through July. All training through September 2024 have been listed on the website NJCE.org and LMS. The Leadership Academy will reopen in December for a January 1 start.

The last safety committee meeting was held via Zoom on June 12, 2024. Due to the lack of participation, the safety committee meetings will be held in person following Commission meetings.

**MANAGED CARE – QUAL-LYNX:** Christine Gallagher presented the claims services report. There are 169 claims so far this year, with 40 report only, 94 medical only, and 35 lost time. The cumulative savings report reflects a 66% savings in May with a 96% PPO penetration. The June report is not yet available because Qual-Lynx is migrating to a new billing system called Smart Advisor. They are also in the middle of a contract audit. The June report will be provided.

**CLAIMS SERVICES – QUAL-LYNX:** Kathy Kissane reported the Claims Committee met on July 12, 2024 prior to the Commission meeting, reviewed 15 PARS, and answered questions that were presented. Five of the PARS were for ratification from prior emergency approvals. 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 JULY 12, 2024 AND RATIFY THE PRIOR APPROVALS OF FIVE PARS.**

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

**RISK MANAGER'S REPORT:** Michael Ridge and Gene Siracusa of Insurance Agencies were present. Mr. Siracusa presented the Risk Management report for the months of May and June. The managers reviewed various excess liability claims, tort claim notices, attended the Safety Committee meeting, and reviewed JA Montgomery's loss control reports.

**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 September 6, 2024 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

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

**MEETING ADJOURNED: 11:17 A.M.**  
Minutes prepared by: Chandra Anderson, Secretary