

ATLANTIC COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – September 10, 2021 at 11:00 A.M.
MEETING HELD VIRTUALLY via ZOOM

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
Michael Fedorko	Present

FUND PROFESSIONALS PRESENT:

Executive Director PERMA Risk Management Services	Brad Stokes
Claims Administrator	<u>Qual-Lynx</u> Karen Beatty Kathy Kissane
	<u>PERMA Claims</u> Jennifer Conicella (not present)
CEL Underwriting Manager	Conner Strong & Buckelew
Attorney	James F. Ferguson (not present)
Treasurer	Bonnie Lindaw
Safety Director	J.A. Montgomery Risk Control Jonathan Czarnecki for Glenn Prince
Risk Management Consultant	Brown & Brown Insurance Bob Gemmell

ALSO PRESENT:

Dennis Skalkowski, Bowman & Co.
James Miles, Bowman & Co.
Rachel Chwastek, PERMA Risk Management Services
James Dugan, Atlantic County
Chandra Anderson, Atlantic County

APPROVAL OF MINUTES: OPEN MINUTES OF JULY 9, 2021.

MOTION TO APPROVE OPEN MINUTES OF JULY 9, 2021.

Motion: Commissioner Robbins
Second: Commissioner Giraldo
Vote: 5 Ayes

CORRESPONDENCE: None.

CERTIFICATES OF INSURANCE: There were 12 certificates issued from June 1, 2021 to August 1, 2021.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT.

Motion: Commissioner Giraldo
Second: Commissioner Robbins
Vote: 5 Ayes

EXECUTIVE DIRECTOR'S REPORT: Brad Stokes presented the Executive Director's report. The 2020 audit report is reviewed. Bowman & Company provided an in depth review of the audit earlier this week. Dennis Skalkowski provided a brief overview of the results of the audit. The 2020 audit is a clean audit with no claims or recommendations noted. The Commission is in a very good financial position. Mr. Stokes thanked Bowman & Company for their assistance with the audit.

MOTION TO APPROVE RESOLUTION 19-21 CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2020.

Motion: Commissioner Fedorko
Second: Commissioner Giraldo
Vote: 5 Ayes

On August 21, 2020, Governor Murphy signed Senate Bill 855 into law which changes the title of Chosen Freeholder to County Commissioner. In order to comply with this new law the Commission's rules and regulations have to be amended. Several amendments have been made in the rules and regulations to change Chosen Freeholder to County Commissioner. A public hearing and adoption can occur at the October 8, 2021 meeting.

MOTION TO APPROVE THE FIRST READING OF AN AMENDMENT TO THE COMMISSION'S RULES AND REGULATIONS AND SCHEDULE A PUBLIC HEARING AND ADOPTION AT THE FUND'S OCTOBER 8, 2021 MEETING.

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

Since the inception of the Commission in 2015, funds have been allocated in the Commission's budget each year for treasurer services and attorney services. The County's attorney and treasurer have spent many

hours on Commission matters and have not collected those funds. The County would like to draw those funds down retroactively to 2015.

MOTION TO APPROVE RESOLUTION 20-21 AMENDING RESOLUTION 3-21 ALLOWING ATLANTIC COUNTY TO BE PAID BUDGETED FUNDS FOR COMMISSION TREASURER SERVICES AND RESOLUTION 21-21 AMENDING RESOLUTION 4-21 ALLOWING ATLANTIC COUNTY TO BE PAID BUDGETED FUNDS FOR COMMISSION ATTORNEY SERVICES.

Motion: Commissioner Giraldo
Second: Commissioner Robbins
Vote: 5 Ayes

The Atlantic County Treasurer's Office requested a stipend of \$3,000 per year to be paid to Inna Parasmov for work she has performed on behalf of the Commission retroactive to 2018.

MOTION TO APPROVE RESOLUTION 22-21 APPROVING PAYMENT OF A STIPEND TO INNA VASILIEVA PARASMO FOR COMMISSION TREASURER SERVICES.

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

The next CEL meeting is September 23, 2021 at 9:30 A.M. via Zoom. The 2022 renewal will be reviewed during that meeting.

The Fund's financial fast track from May 31, 2021 shows the Commission has a statutory surplus of \$3.6 million. There is \$6.6 million in cash.

The CEL financial fast track for the month of May shows a surplus of \$13.6 million and a cash amount of \$27.3 million.

Claim tracking shows 7 less open claims from May to June and 17 less open claims for June to July. Most of the closed claims were property claims.

Asset Works has completed the fieldwork for the appraisals and will be distributing their reports to the member entities and risk manager.

The 2022 renewal is underway with a deadline to complete the data entry of September 17, 2021.

Upcoming conferences include the 2021 Government Finance Officers Association of NJ from September 21st to September 24th. JA Montgomery will be presenting at this conference. The 2021 New Jersey Association of Counties Conference is scheduled for October 12th to October 14th at Caesar's in Atlantic City. JA Montgomery will also be presenting at this conference. Finally, the 2021 NJ Legal of Municipalities conference is scheduled for November 16th to November 18th at the Atlantic City Convention Center.

The next meeting is October 8, 2021.

CLAIMS SERVICES:

No report.

TREASURER:

Bonnie Lindaw provided the monthly report. Resolution 18-21 is the August Bills List and checks were issued in August. The bills were reviewed according to the budget. The total was \$1,133,117.14, all from fund year 2021.

At the end of August, the admin account had a balance of \$11,147,135.64 with outstanding checks in the amount of \$163,672.79. The general liability account has outstanding checks in the amount of \$28.00 which includes a stale dated check. There was \$98.60 collected in interest year to date. The workers' comp account has outstanding checks in the amount of \$140,062.79 and year to date interest of \$524.93.

MOTION TO APPROVE RESOLUTION 18-21 THE AUGUST BILLS LIST.

Motion: Commissioner Giraldo
Second: Commissioner Fedorko
Vote: 5 Ayes

CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL:

Jonathan Czernecki of JA Montgomery presented the safety report for July through September. The media library and online streaming services remain available. Training is available on the website NJCE.org. Instructor led programs may be available. If that method is requested then members should contact Glenn Prince, Natalie or Jonathan.

September is preparedness month and members are encouraged to visit ready.gov for ideas and recommendations.

A loss control visit was conducted at the Brigantine Golf Links with only minor recommendations.

MANAGED CARE – QUAL-LYNX:

Karen Beatty presented the claims services report. The cumulative savings report reflects savings of 67% with 97% of the care being in network. There are no changes in the top 10 providers. The intake reporting shows so far this year there are 214 claims, 137 claims from the County, and 77 from the Utilities Authority. There are 20 COVID-19 claims, 6 from the County and 14 from the Utilities Authority.

CLAIMS SERVICES – QUAL-LYNX:

Kathy Kissane reported the Claims Committee met prior to the Commission meeting and reviewed 12 PARS. After some discussion on defense strategies, the PARS were recommended for approval by the Committee. 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 12 PARS AS REVIEWED AND APPROVED DURING THE CLAIMS COMMITTEE MEETING OF SEPTEMBER 10, 2021.

Motion: Commissioner Robbins
Second: Commissioner Giraldo
Vote: 5 Ayes

RISK MANAGER'S REPORT:

Bob Gemmell provided the Risk Manager's report. The report covers all risk management actions completed in the past couple of months, including claims review, loss control and safety visits, review of certificates of insurance, and insurance requirement reviews. He came to the County and met with individuals about the safety manual and the job titles within the County departments to make sure all mandatory OSHA training is being completed. He has been actively involved with updating the vehicle and equipment lists on Origami. We have the most accurate information available.

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 October 8, 2021 at 11:00 A.M. via Zoom.

MOTION TO ADJOURN THE MEETING.

Motion: Commissioner Giraldo
Second: Commissioner Robbins
Vote: 5 Ayes

MEETING ADJOURNED: 11:24 A.M.

Minutes prepared by: Chandra Anderson, Secretary