



**ALSO PRESENT:**

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

**APPROVAL OF MINUTES: OPEN MINUTES OF DECEMBER 14, 2018.**

**MOTION TO APPROVE OPEN MINUTES OF DECEMBER 14, 2018.**

**Motion: Commissioner Kessler**  
**Second: Commissioner Giraldo**  
**Vote: 4 Ayes**

**CORRESPONDENCE:** None.

**2019 REORGANIZATION:**

Jim Ferguson led the administration of the oaths of the Commissioners.

Commissioner Robbins requests Executive Director Brad Stokes to run the meeting for election of officers.

Mr. Stokes opened the floor for nomination of a Chairperson. Commissioner Giraldo nominated Jackie Woods for Chairperson. Commissioner Robbins seconded the vote. There were no other nominations for Chairperson.

Commissioner Kessler nominated Tammi Robbins as Commission Vice Chairperson. The nomination was seconded by Commissioner Giraldo. There were no other nominations and Mr. Stokes requested a Motion to close nominations.

**MOTION TO CLOSE NOMINATIONS FOR COMMISSION CHAIRPERSON AND COMMISSION VICE CHAIRPERSON AND TO ACCEPT THE NOMINATIONS AS PRESENTED.**

**Motion: Commissioner Giraldo**  
**Second: Commissioner Fedorko**  
**Vote: 4 Ayes**

**EXECUTIVE DIRECTOR'S REPORT:**

Brad Stokes presented the Executive Director's report. There are several resolutions for the reorganization of the Atlantic County Insurance Commission for 2019.

Resolution 1-19 Certifying the Election of Fund Chairperson and Vice Chairperson  
Resolution 2-19 Appointing Janette Kessler as CEL Commissioner  
Resolution 3-19 Appointing Bonnie Lindaw as Commission Treasurer  
Resolution 4-19 Appointing James Ferguson as Commission Attorney  
Resolution 5-19 Appointing Chandra Anderson as Commission Secretary  
Resolution 6-19 Designating Wells Fargo and Investors Bank as Authorized Depositories  
for Commission Assets

Resolution 7-19 Designating Authorized Signatures for Commission Bank Accounts  
Resolution 8-19 Establishing a Cash Management Plan  
Resolution 9-19 Establishing Meeting Dates for 2019  
Resolution 10-19 Designating PERMA as the Custodian of Records  
Resolution 11-19 Designating *The Press of Atlantic City* as the Official Newspaper

**MOTION TO APPROVE RESOLUTIONS 1-19 THROUGH 11-19.**

**Motion:** Commissioner Giraldo  
**Second:** Commissioner Kessler  
**Vote:** 4 Ayes

Public hearing of the 2019 budget. The 2019 budget was introduced at the December 8, 2018 meeting.

**MOTION TO OPEN THE 2019 BUDGET TO PUBLIC HEARING.**

**Motion:** Commissioner Giraldo  
**Second:** Commissioner Fedorko  
**Vote:** 4 Ayes

The 2019 budget had a very nominal increase of 0.25% to \$7,987,916 over the 2018 budget. The CEL premium increased because they are picking up the retention from \$100,000 to \$250,000 and establishing a new online renewal system. This will be a big help to the Risk Managers. There were no real changes to the professionals' fees. There were no questions.

**MOTION TO CLOSE THE PUBLIC HEARING OF THE 2019 BUDGET.**

**Motion:** Commissioner Giraldo  
**Second:** Commissioner Fedorko  
**Vote:** 4 Ayes

**MOTION TO ADOPT THE 2019 BUDGET AND CERTIFY THE ANNUAL ASSESSMENTS.**

**Motion:** Commissioner Giraldo  
**Second:** Commissioner Fedorko  
**Vote:** 4 Ayes

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:**

The report shows 8 certificates were issued from December 1, 2018 to January 1, 2019. Commissioner Kessler asked whether the renewal certificates were sent to the holders or just emailed to the member entity. Rachel indicated she believes they were mailed to the holders, but would check.

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

**Motion:** Commissioner Fedorko  
**Second:** Commissioner Giraldo  
**Vote:** 4 Ayes

The CEL is scheduled to meet on February 22, 2019 for reorganization.

The Insurance Commission financial fast track as of October 31, 2018 showed the Commission's statutory surplus at \$4.9 million.

The CEL financial fast track report as of October 31, 2018, some reserve changes reduced the surplus, but it is still at a very good \$14 million.

The Claims Activity Report shows a decrease of 10 claims.

Risk Management Plan is attached as Appendix II and is provided for everyone to review and comment upon. The plan does reflect the change on the property numbers by the CEL. The Commission will act on this next month.

**CLAIMS SERVICES:**

Michael Cusak reported the Claims Committee met prior to the Commission meeting and approved the PARS as presented. He will be looking into the EPL/POL claims authority process and there are some details that need to be worked out. Additional discussions will be happening internally and he is hoping to come up with a consensus that can be presented at next month's meeting.

The Claims Committee Charter is the same as has been in place. The Claims Committee is an advisory board that makes recommendations on how to handle claims submitted to it. The TPA has authority up to \$7,500.00 for everything except for workers' compensation, and up to \$15,000.00 for workers' compensation. The April meeting date needs to be changed to April 5<sup>th</sup>.

**TREASURER:**

Bonnie Lindaw advised there is no Treasurer's report.

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

Glenn Prince of JA Montgomery presented the safety report for December through January. He provided three Safety Director's Bulletins; checking MVR's, fire service CDL exemptions; and avoiding deer collisions. The 2019 Safety Committee schedule will remain quarterly. He will be working with the Risk Managers to get the agenda together. He has also sent some proposed dates to Angie Hurt for loss control visits. The Risk Managers will also be present during the loss control visits.

**MANAGED CARE – QUAL-LYNX:**

Karen Beatty presented the claim services report. The Cumulative Summary for year end report shows 61.8% savings overall and represents savings of \$1,472,021.00. 96.6% of claims were in network. Year to date is 277 claims reported for 2018. 197 for the County, 77 for the Utilities Authority and 3 for the Improvement Authority.

**CLAIMS SERVICES – QUAL-LYNX:**

Kathy Kissane reported the Claims Committee met prior to the Commission meeting and reviewed 3 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 recommended by the Claims Committee.

**MOTION TO APPROVE THE PARS AS REVIEWED DURING THE CLAIMS COMMITTEE MEETING OF JANUARY 11, 2019.**

**Motion:** Commissioner Kessler  
**Second:** Commissioner Giraldo  
**Vote:** 4 Ayes

**RISK MANAGER’S REPORT:**

Mike Thomas presented the Risk Manager’s report. He noted that since there are now four years in the CEL he is going to work with Glenn Prince and Kathy Kissane to analyze trends from a workers’ compensation perspective and compare the findings to other JIF’s.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

Commissioner Robbins opened the meeting to public comment. Mike Thomas asked about page 18 of the budget where it shows ancillary coverages. He wanted to know if the named insureds on those policies are just the ACIC member entities or is it a master policy for all the groups handled by the CEL? It was discussed that POL and EPLI is a policy for our Commission and each member has their own retentions. All three members are on one policy. However, Mike Cusak will double check.

Having neither heard nor seen any further public comment the public session is closed. The next meeting will be held on February 8, 2019 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

**Motion:** Commissioner Giraldo  
**Second:** Commissioner Kessler  
**Vote:** 4 Ayes

**MEETING ADJOURNED: 11:21 A.M.**

Minutes prepared by: Chandra Anderson, Secretary