

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – April 7, 2017  
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**  
**Karen Berenato**  
**Kathy Kissane**

Conner Strong & Buckelew  
**Danielle Batchelor**

CEL Underwriting Manager

Conner Strong & Buckelew

Attorney

**James F. Ferguson**

Treasurer

**Bonnie Lindaw**

Safety Director

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

Risk Management Consultant

Insurance Agencies, Inc.  
**J. Eugene Siracusa**  
**Michael Ridge**

Glenn Insurance  
**Michael Thomas**

**ALSO PRESENT:**

Ed Cooney, Conner, Strong & Buckelew  
James T. Dugan, Atlantic County  
Rachel Chwastek, PERMA Risk Management Services  
Chandra Anderson, Atlantic County

**APPROVAL OF MINUTES: OPEN MINUTES OF FEBRUARY 10, 2017.**

**MOTION TO APPROVE OPEN MINUTES OF FEBRUARY 10, 2017.**

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

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR'S REPORT:**

Brad Stokes presented the Executive Director's report.

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:** One certificate was issued from February 1, 2017 to February 28, 2017.

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

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

The last CEL meeting was February 23, 2017 at the Camden County Emergency Center. This was the CEL's reorganization meeting. Although an offer was extended to Monmouth County to join the CELJIF, they declined at this time. The team will look at Monmouth County again for next year. A Coverage Committee was formed. Coverage Committees are used in the Municipal JIF, and it was determined to be prudent to form one for the CELJIF. Risk Managers will be involved and invited to attend the Committee. The next meeting is May.

The Insurance Commission financial fast track as of December 31, 2016 shows the Commission's statutory surplus at over \$4 million. 2015 and 2016 finished out very well. There was a slight decrease in surplus for the January 2017 report at \$3.98 million.

The CEL financial fast track report as of December 31, 2016, shows a surplus of \$8.3 million. All years are in the positive.

Claims Activity Report shows the claims activity for February at 25 claims, while this is an increase, there does not appear to be a trend forming. Kathy Kissane commented that nothing seemed out of the ordinary, but perhaps had something to do with the nice weather during the month of February.

Property appraisals will be done again this year. \$2,500 has been allocated for this purpose and will allow for approximately 22 buildings to be appraised. Asset Works held the cost per appraisal at \$110 per

building. The ACUA's list of seven properties has been received. Commissioner Woods indicated the County's list would be forthcoming shortly.

The CEL issued Bulletin 17-01 regarding drones. This includes the FAA's summary for the use of drones. Bulletins are issued routinely on the municipal side of the JIF.

Ed Cooney advised the Commission that the Bulletins go hand in hand with the Coverage Committee. These are coverage bulletins and cover hot topics or major changes in coverage. Bulletin 17-01 covers drones. He noted drones are in use by the Commission members, and there is coverage throughout the program for them. He asked that if drones are being used that the members provide the type of drone and the purpose of it. Most uses outside of weaponry are included in the coverage. He recommended consulting with counsel before using the drones to make sure they are used properly within the FAA guidelines.

Mr. Cooney also discussed cyber coverage and what we can do through our insurance policy for cyber. The policy comes with a lot of resources to use. Some resources are pre-breach (before things happen) and post-breach (after an event). Most public entities, commercial companies and their in house counsel are not set up to handle what to do after a breach occurs. Breaches are becoming more complex, and every week there is a new complexity added to the breach. Once something happens or you think something may have happened you need to call it in to the insurance company. He stressed there is no harm in reporting it. Counsel provided to defend these claims are cyber experts. The legal counsel will guide you through the entire process, advise what needs to be done, send proper notices to the State Attorney General's office and others, bring in forensic firms if needed, etc.

Mr. Stokes advised that the 2017-2018 limit schematics will be sent out in the near future. They will also be available on the Conner Strong portal along with the coverage policies.

The CEL had a service team change for AmeriHealth. Mande Metzger will be the contact for the account taking over for Tom Watkins.

The actuarial came out in May of last year and reviewed the actuarial report for the Commission. Mr. Stokes will invite the actuarial to come out for the next Commission meeting.

**CLAIMS SERVICES:** The Claim Services report was presented by Danielle Batchelor, Esquire. There are three property damage claims to give a report on in Executive Session.

**TREASURER:**

Bonnie Lindaw presented Resolution 14-17, the April bills list. It contains one payment to the JIF for Atlantic County's first installation of the 2017 assessments.

**MOTION TO APPROVE RESOLUTION 14-17 THE APRIL 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. The Safety Director’s report covers risk control safety activities for February through April. He provided a Safety Director Bulletin for departments that encourage taking your child to work day. The fourth Thursday in the month of April is designated as take your son or daughter to work day. The Bulletin provides some best practices to follow.

Safety Committee is scheduled to meet after today’s Commission meeting.

**MANAGED CARE – QUAL-LYNX:**

Karen Beatty presented the claims services report. The cumulative claims summary shows savings for the month of February at 58%. In March savings were 69.5%. For the year we are at 66% which represents savings of \$572,283.53 and a PPO penetration rate of 98.5%. Ms. Beatty pointed out there was one bill from Penn Hospital which had a 72.7% savings.

There were 17 claims reported for the month of February, all for the County. In March there were 22 claims, 14 for the County and 8 for the Utilities Authority. There were zero claims for the Improvement Authority.

**CLAIMS SERVICES – QUAL-LYNX:**

Kathy Kissane reported the Claims Committee met prior to the Commission meeting and reviewed 14 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 APRIL 7, 2017.**

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

**EXECUTIVE SESSION:**

**MOTION TO APPROVE ENTERING INTO EXECUTIVE SESSION.**

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

**MOTION TO RETURN TO OPEN SESSION.**

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

**OLD BUSINESS:**

Commissioner Kessler asked the Treasurer how the payment for the safety grant from 2016 will be handled. Bonnie Lindaw asked whether payment had been issued to the County or the Commission. Commissioner Kessler advised that a PAR was approved at the CELJIF meeting for a check to be issued from the CELJIF to the Atlantic County Insurance Commission. The Commission should have received a check for about \$9,000 from the CELJIF. Ms. Lindaw advised it is possible the check was received and deposited into the Commission account, but she would have to check. Ms. Lindaw further indicated that if the check went to the Commission and it was deposited, then the Commission would have to issue the check to the ACUA. Mr. Stokes confirmed that process would be correct.

**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 May 12, 2017 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

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

**MEETING ADJOURNED: 11:34 A.M.**  
Minutes prepared by: Chandra Anderson, Secretary