

ATLANTIC COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – April 10, 2015
Freeholders’ Meeting Room
Stillwater Building
201 Shore Road
Northfield, New Jersey 08225
11:13 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

FUND PROFESSIONALS PRESENT:

Executive Director PERMA Risk Management Services **Bradford C. Stokes**

Claims Administrator Qual-Lynx
Kathy Kissane
Karen Beatty

Conner Strong & Buckelew
Robyn Walcoff

CEL Underwriting Manager Conner Strong & Buckelew

Attorney **James F. Ferguson**

Treasurer **Amy Stover for Bonnie Lindaw**

Safety Director J.A. Montgomery Risk Control
Glenn Prince

Risk Management Consultant Insurance Agencies, Inc.
Michael Ridge
Gene Siracusa

Glenn Insurance
Michael Thomas

ALSO PRESENT:

Joseph J. Giraldo, Atlantic County Improvement Authority
Rachel Chwastek, PERMA Risk Management Services
Bob English, Willis
Kirk Marks, Atlantic County Justice Facility
James T. Dugan, Atlantic County
Chandra Anderson, Atlantic County

APPROVAL OF MINUTES: OPEN MINUTES OF MARCH 13, 2015

MOTION TO APPROVE OPEN MINUTES OF MARCH 13, 2015

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

APPROVAL OF MINUTES: CLOSED MINUTES OF MARCH 13, 2015

MOTION TO APPROVE CLOSED MINUTES OF MARCH 13, 2015

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

CORRESPONDENCE: None.

EXECUTIVE DIRECTOR’S REPORT:

Executive Director Stokes presented the Executive Director’s report. He starts with a revision to the 2015 Risk Management Plan. The underwriter, Mr. Hrubash, has worked through some updates. Mr. Hrubash then reviewed Appendix II to the agenda. All changes are highlighted in yellow. Other than one item there were changes clarifying the intent. One is the named storm deductible and the terminology used for per member deductible, which was deleted based on input from Risk Management. The terminology in the Special Flood Deductible for locations in the 100 year flood plain was updated to reflect the current terminology of special flood hazard area. The section on Cyber Liability was updated as well. When the plan was originally drafted the Atlantic County Insurance Commission had not purchased the coverage. The coverage was subsequently purchased on February 19, 2015, so the plan was amended to reflect that change. Commissioner Kessler pointed out that there were outstanding items with regard to the Risk Management Plan and suggests tabling the Motion to approve the changes in the Risk Management Plan until all questions have been resolved. Everyone agreed.

MOTION TO TABLE APPROVAL OF RESOLUTION 24-15 AMENDMENT TO THE 2015 RISK MANAGEMENT PLAN UNTIL THE MAY MEETING

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

CERTIFICATE OF INSURANCE ISSUANCE REPORT:

Executive Director Stokes reported there were four Certificates of Insurance issued during the period of March 6, 2015 to April 6, 2015.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

Executive Director Stokes reported the CEL committee did not meet in March. The next scheduled meeting is April 23, 2015.

The CEL’s financial fast track continues to trend well and show over \$5.3 million in surplus. There are only a handful of claims that have reached that level in the CEL. ACIC is not even close.

The OPRA request form was updated by the CEL to include the ACIC. This will be posted on the ACIC website.

The ACIC test website was circulated by Chandra, Executive Director Stokes believes it looks great, and says the in house project is saving approximately \$3,000.00. He expressed thanks to everyone involved with getting the website up and running. He noted if everyone is in agreement we could go live. Commissioner Woods pointed out that we added a Finance tab and an OPRA tab. She noted the Commissioners should do a final look then give approval to go live. Commissioner Kessler questioned whether we should wait until next month’s meeting or consider a Motion to go live once final approval has been given. It was agreed to have a last look and go live upon approval by the Commissioners.

MOTION TO APPROVE THE ACIC WEBSITE BASED ON ONE LAST LOOK BY THE COMMISSIONERS

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

CLAIMS SERVICES:

Robin Walcoff, Esq. presented the claims services report. There are no claims to discuss, nothing further to report, and no PARS for this meeting. The agenda will be sent for the May meeting which will begin at 10:30 A.M.

TREASURER:

Amy Stover from the Atlantic County Treasurer’s Office reviewed Resolution 25-15 which is the April 2015 bill list. It has two bills being paid, *The Press of Atlantic City* and MGL Printing Solutions for a total of \$265.66.

MOTION TO ADOPT RESOLUTION 25-15 ADOPTING THE APRIL 2015 BILLS LIST

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

CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL:

Commissioner Woods introduced the CEL Safety Director, Glenn Prince, to provide the safety report. He thanked Commissioner Woods for her assistance during his loss control visits on April 5th and 6th to the Sheriff's Office, Prosecutor's Office, and the County Office Building. He saw only minor issues which he will make cost effective recommendations for and cover in the loss control report at the end of the month. The first Safety Committee meeting will be held immediately following this meeting today. The agenda is prepared and he's looking forward to the participation from all the County Departments invited to attend. That concludes his report.

MOTION TO APPROVE THE SAFETY DIRECTOR'S REPORT

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

MANAGED CARE – QUAL-LYNX:

Commissioner Woods introduced Kathy Kissane to provide claims reports. Ms. Kissane reported that Karen Beatty would be providing the report today. Ms. Beatty reported there were 11 claims reported in March from the County. The top 10 providers utilized by all three entities were all in network. They've been able to show 70.4% savings, and a participating provider rate of 99.2%, which is down from 100% due to an emergency. They have established a new 1-800 line into their Egg Harbor Township office for claims reporting purposes. The number is 1-877-822-9368. She will also provide a hand out with the number on it for posting purposes. They anticipate the number to go live at 4:00 P.M. today. If there are any issues she will advise. This will alleviate long holds that were previously reported. This concludes the report.

CLAIMS SERVICES – QUAL-LYNX:

Commissioner Woods asked if Kathy Kissane had anything to report, and she did not have anything to report in open or closed session.

Commission Attorney Ferguson reported there were a couple of reports that came in from Katie Perri on County run off claims and she did a nice job on those reports.

Commissioner Woods reported she was advised the Improvement Authority was waiting to hear back from an adjuster on a claim. Kathy Kissane reported that she would follow up with the adjuster and update Joe Giraldo accordingly.

EXECUTIVE SESSION: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Commissioner Woods opened the meeting to public comment. Having heard nor seen any public comment the public session is closed. The next meeting will be held on May 8, 2015.

MOTION TO ADJOURN THE MEETING

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

MEETING ADJOURNED: 11:28 A.M.

Minutes prepared by: Chandra Anderson, Secretary