

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – September 14, 2018  
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

**FUND PROFESSIONALS PRESENT:**

Executive Director PERMA Risk Management Services	<b>Brad Stokes</b>
Claims Administrator	<u>Qual-Lynx</u> <b>Karen Beatty</b> <b>Kim DeLaurentis</b> <b>Kathy Kissane</b>
	<u>Conner Strong &amp; Buckelew</u> <b>Michael Cusak</b>
CEL Underwriting Manager	Conner Strong & Buckelew
Attorney	<b>James F. Ferguson</b>
Treasurer	<b>Amy Stover for Bonnie Lindaw</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
Risk Management Consultant	Insurance Agencies, Inc. <b>Michael Ridge</b> <b>Gene Siracusa</b>
	Glenn Insurance <b>Michael Thomas</b>

**ALSO PRESENT:**

Christine Baroudi, Conner Strong & Buckelew  
Rachel Chwastek, PERMA Risk Management Services  
James T. Dugan, Atlantic County  
Angelier Hurt, Atlantic County  
James Miles, Bowman & Company by phone  
Dennis Skalkowski, Bowman & Company by phone

**APPROVAL OF MINUTES: OPEN MINUTES OF JULY 13, 2018.**

**MOTION TO APPROVE OPEN MINUTES OF JULY 13, 2018.**

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

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR'S REPORT:**

Brad Stokes presented the Executive Director's report.

**2017 AUDIT REPORT:**

A draft of the audit was sent out to the members last week. A conference call was conducted earlier in the week to review any questions. There were no findings in the audit. Jim Miles and Dennis Skalkowski of Bowman & Company were present by phone, however, there were no questions on the audit.

**MOTION TO APPROVE RESOLUTION 18-18 CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2017.**

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

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:**

The report shows 15 certificates were issued from June 1, 2018 through August 31, 2018.

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

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

**AMENDING THE FUND CASH MANAGEMENT PLAN:**

Mr. Stokes reported that the Treasurer explained the Commission has been paying a lot of fees to the current bank. She has been soliciting quotes from various banks and recommends proceeding with Investors Bank as the designated depository. Commissioner Robbins asked how long this would take, and Mr. Stokes advised it would take about a month to get signature cards and have the funds transferred over.

**MOTION TO APPROVE RESOLUTION 19-18 AMENDING THE FUND'S CASH MANAGEMENT PLAN AND DESIGNATING DEPOSITORIES.**

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

The next CEL meeting is scheduled for September 27, 2018. There was a Claims Committee call where they passed PARS.

The Insurance Commission financial fast track as of June 30, 2018 shows the Commission's statutory surplus at \$5.8 million and reflects various reserve changes. The Commission continues to trend very well.

The CEL financial fast track report as of June 30, 2018, shows a surplus of approximately \$13.8 million and is a as result of an IBNR adjustment. Mike Thomas asked whether the CEL surplus includes this Commission's surplus. Mr. Stokes explained it includes our Commission's equity in the CEL surplus.

The Claims Activity Report for June and July 2018 shows four additional claims.

The 2019 renewal process has begun and the fund office has started collecting data. All remaining exposure data should be submitted by mid-September. We are waiting for the property appraisals, and they should be received by next week.

Michael Cusak noted the Best Practices Workshop will be held on October 31, 2018 at Conner Strong's office in Marlton. Topics will include controlled insurance programs, body worn cameras in law enforcement, opioids in the work place, and potential legalization of marijuana. Invitations will be sent by email.

Commissioner Woods asked about the RFP's for actuary, auditor and legal services. Mr. Stokes will check, but believes the contract is for more than one year.

**CLAIMS SERVICES:**

Michael Cusak introduced Christine Baroudi, a new associate at Conner Strong & Buckelew, who has almost 20 years of experience in the brokerage role on the claim side.

**TREASURER:**

Amy Stover presented Resolution 20-18, the August Bills List, for approval. Payments from fund year 2017 total \$7,182.00 and fund year 2018 total \$962,229.54. She also provided the Treasurer's report that as of August 31, 2018 the Commission admin account has \$6.483 million; the general liability account has five outstanding checks of \$3,075.93; and the workers' compensation account has 66 outstanding checks totaling \$76,311.20. There were no questions.

**MOTION TO APPROVE RESOLUTION 20-18 RATIFYING THE AUGUST 2018 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 loss control services for July through September. Two safety bulletins are included with the agenda; dangers of distracted driving and seat belt use. The Safety Committee will meet immediately following this meeting.

**MANAGED CARE – QUAL-LYNX:**

Karen Beatty presented the claim services report for July and August. The Cumulative Summary shows 65.7% savings in the month of July, and the savings for August were 56.4%. Savings for the year are at 59.3%. The intake reporting shows that for the month of July there were 27 new claims reported for the County and 10 for the ACUA. There were no claims for the ACIA. For the month of August there were 16 new claims for the County, 12 for the ACUA and 1 for the ACIA. There have been 214 claims reported for the year, 146 for the County, 66 for the ACUA and 2 for the ACIA.

HealthMed Associates has closed their Northfield and Absecon locations. They continue to operate out of Atlantic City.

**CLAIMS SERVICES – QUAL-LYNX:**

Kathy Kissane reported the Claims Committee met prior to the Commission meeting and reviewed 20 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 SEPTEMBER 14, 2018.**

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

**RISK MANAGER'S REPORT:**

Gene Siracusa presented the Risk Manager's report. The Risk Managers reviewed various claims summaries prepared by Qual-Lynx. They reviewed numerous Certificates of Insurance for accuracy and approval based on the vendor's contracts. They reviewed insurance requirements for projects of the ACIA and the County, including bond requirements for potential vendors. They reviewed various renewal applications with Chandra Anderson for the County and Joe Giraldo for the ACIA. The renewal application process should be completed by the end of September.

On August 1, 2018, Mr. Siracusa attended the NJCE JIF coverage committee at Conner Strong. Some items discussed were drone physical damage, professional liability in engineering and construction, inmate medical coverage, a NJ Assembly Bill for joint investments for public entities, and possible legalization of marijuana. It is possible the property deductible will be raised to \$250,000. The member entities would remain at \$100,000, but the CEL would fund the difference to \$250,000.

**OLD BUSINESS:** None.

**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 October 12, 2018 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

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

**MEETING ADJOURNED: 11:23 A.M.**

Minutes prepared by: Chandra Anderson, Secretary