

ATLANTIC COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – January 8, 2021 at 11:00 A.M.
MEETING HELD TELEPHONICALLY via ZOOM
*In consideration of Executive Order No. 103 declaring a
Public Health Emergency in the State of New Jersey which was extended by
Executive Orders 119, 138, 151, 162, 171, 180, 186, 200 and 210.*

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>Conner Strong & Buckelew</u> Jennifer Conicella
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	Brown & Brown Insurance Bob Gemmel & Sean Gormley

ALSO PRESENT:

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

APPROVAL OF MINUTES: OPEN MINUTES OF DECEMBER 11, 2020.

MOTION TO APPROVE OPEN MINUTES OF DECEMBER 11, 2020.

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

CORRESPONDENCE: None

Jim Ferguson led the oaths of the Commissioners.

2021 REORGANIZATION:

Commissioner Woods requested 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 Commission Chairperson. Commissioner Kessler seconded the vote. There were no other nominations for Chairperson.

Commissioner Giraldo nominated Tammi Robbins as Commission Vice Chairperson. The nomination was seconded by Commissioner Fedorko. 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 Fedorko
Second: Commissioner Giraldo
Vote: 5 Ayes

EXECUTIVE DIRECTOR'S REPORT:

Brad Stokes presented the Executive Director's report. This is the reorganization meeting of the Atlantic County Insurance Commission.

Resolutions for reorganization are as follows:

- 1-21 Certifying the Election of Fund Chairperson and Vice Chairperson
- 2-21 Appointing CEL Commissioner - Janette Kessler
- 3-21 Appointing Commission Treasurer - Bonnie Lindaw
- 4-21 Appointing Commission Attorney - James Ferguson
- 5-21 Appointing Commission Secretary - Chandra Anderson
- 6-21 Designating Authorized Depositories for Commission Assets - Investor's Bank
- 7-21 Designating Authorized Signatures for Commission Bank Accounts
- 8-21 Establishing a Cash Management Plan. There were no changes from last year.
- 9-21 Establishing Meeting Dates for 2021. All are by Zoom conference call for now.
- 10-21 Designating Custodian of Records - PERMA
- 11-21 Designating Official Newspaper - *The Press of Atlantic City*

MOTION TO APPROVE REORGANIZATION RESOLUTIONS 1-21 THROUGH 11-21.

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

MOTION TO OPEN THE PUBLIC HEARING OF THE 2021 BUDGET.

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

The 2021 budget is in the amount of \$8,233,509. There was discussion regarding the various changes to the budget from last year. A lot of the ancillary coverages were up and down, specifically Cyber is up by 20%, however, on the municipal side they saw a 100% increase. There was only a 1.6% increase over 2020.

MOTION TO CLOSE THE PUBLIC HEARING OF THE 2021 BUDGET.

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

MOTION TO APPROVE THE 2021 PROPERTY AND CASUALTY BUDGET AND CERTIFY THE ANNUAL ASSESSMENTS.

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

Mr. Stokes will provide the budget breakdown by member entity for Bonnie Lindaw.

CERTIFICATES OF INSURANCE: There were no certificates issued.

The CEL held a special meeting on December 29, 2020 to approve the final 2021 budget. The CEL also approved \$1.5 million dividend. Entity members have the option to take the dividend as a check or a credit to the 2021 assessment. The next meeting is February 25, 2021.

The financial fast track reports for the Commission as of October 30, 2020 show the surplus to be \$4.4 million.

The CEL's financial fast track report for October 30, 2020 shows the surplus to be \$18.9 million. All years continue in the positive.

The claims activity report shows that as of October 2020 there were 10 open claims from the prior month. November had three more open claims over October.

Invoice from Qual-Lynx for the EPL/POL cases. The invoice is for \$900 per case for the three year period of 2018, 2019 and 2020 and totals \$8,100. Commissioner Kessler commented that the Commission should pay the invoice. Mr. Stokes notes the Commission can charge it off to miscellaneous in the previous years.

MOTION TO APPROVE THE PAYMENT BY THE COMMISSION OF THE EPL/POL INVOICE IN THE AMOUNT OF \$8,100 AND ALLOCATE THAT PAYMENT TO THE YEARS IN WHICH THE FEES WERE INCURRED.

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

The next meeting is on February 19, 2020, the third Friday in February.

CLAIMS SERVICES:

Jennifer Conicella provided the report. The Claims Committee met prior to this meeting. She reported more COVID claims being reported to the CEL in the last couple of months. Vaccinations are available now to police and fire in the first round.

TREASURER:

Bonnie Lindaw provided the monthly report. The bank reconciliations for the admin account has a current balance of \$9,003,947.38. The workers' comp account has outstanding checks in the amount of \$110,643.32 and \$867.66 interest earned. The GL account has \$585.22 in outstanding checks and \$189.86 interest earned.

CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL:

Glenn Prince of JA Montgomery presented the safety report for December and January. All webinar based training programs have been scheduled through February 26, 2021. Instructor lead training programs have been suspended, however, if we need instructors to come out for in person training they can do that with appropriate COVID protocols in place.

DER training is on January 14, 2021. The deadline was 12/31 to register, but there are any stragglers, just advise Mr. Prince.

Mr. Prince plans on attending the meeting to review the Wellness program, PEOSH activity, training, the safety manual, and loss control visits.

There was a carrier change from BRIT to Munich RE. He will be following up to confirm the safety grant funds would still be available to the members. Commissioner Kessler commented that if any of the members have information on the BRIT system, you will need to extract that data off of their system. For those who have used the BRIT team platform, his office has been working with the carrier and has been able to print administrative reports into an Excel format and get that out to all of the members. They are working on a learning management system with the Munich RE team and have a target date of March 1st.

The Safety Committee last met in October. He will be sending out proposed dates for 2021.

MANAGED CARE – QUAL-LYNX:

Karen Beatty presented the claims services report. The Cumulative Summary shows for the year, there were savings of 67% or \$2,450,589. The intake reporting shows for 2020 there are 273 claims, 189 for the County, 82 for the Utilities Authority, and 2 for the Improvement Authority.

CLAIMS SERVICES – QUAL-LYNX:

Kathy Kissane reported the Claims Committee met prior to the Commission meeting and reviewed 5 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 5 PARS AS REVIEWED AND APPROVED DURING THE CLAIMS COMMITTEE MEETING OF JANUARY 8, 2021.

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

RISK MANAGER’S REPORT:

Bob Gemmell provided the Risk Manager’s report. He is looking forward to working with the Commission. He is doing the leg work getting caught up. He asked for a five year loss run and is reviewing claims to get an idea where are and where we are going. He is also getting set up on the Origami system.

OLD BUSINESS: None.
NEW BUSINESS: None.

PUBLIC COMMENT:

Commissioner Woods opened the meeting to public comment. Having heard no public comment the public session is closed. The next meeting will be held on February 19, 2021 at 11:00 A.M.

MOTION TO ADJOURN THE MEETING.

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

MEETING ADJOURNED: 11:28 A.M.

Minutes prepared by: Chandra Anderson, Secretary