

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – April 8, 2022 at 11:00 A.M.  
MEETING HELD VIRTUALLY via ZOOM

Meeting was called to order by Commissioner Robbins. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF COMMISSIONERS:**

Jacqueline Woods	Absent
Tammi Robbins	Present
Janette Kessler	Present
John Lamey	Present
Michael Fedorko	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director PERMA Risk Management Services                      **Brad Stokes**

Claims Administrator    Qual-Lynx  
**Karen Beatty**  
**Kathy Kissane**

PERMA Claims  
**Jennifer Conicella**

CEL Underwriting Manager    Conner Strong & Buckelew

Attorney    **James F. Ferguson**

Treasurer    **Julie Sharkey for Bonnie Lindaw**

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

Risk Management Consultant    Brown & Brown Insurance  
**Bob Gemmell**

**ALSO PRESENT:**

Karen Read, PERMA Risk Management Services  
Chandra Anderson, Atlantic County  
Alan Cohen, Atlantic County

**APPROVAL OF MINUTES: OPEN MINUTES OF FEBRUARY 18, 2022.**

**MOTION TO APPROVE OPEN MINUTES OF FEBRUARY 18, 2022 AS CORRECTED.**

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

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR'S REPORT:** Brad Stokes presented the Executive Director's report.

**CERTIFICATES OF INSURANCE:** There were three certificates issued through March 31, 2022.

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

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

The annual educational seminar will be held on April 29<sup>th</sup> and May 6<sup>th</sup> from 9:00 A.M. to 12:00 P.M. The attendance has been fantastic with the virtual meetings. The keynote speaker is the Director of the Division of Local Government Services. The seminar qualifies for continuing education credits. You can register on the NJ MEL website (njmel.org).

The CEL held its reorganization meeting on February 24, 2022. Joe Hrubash is the Executive Director, Ross Angilella is the Chair, and Timothy Sheehan is the Secretary. Commissioner Kessler reported the Finance Committee met and decided to cover the delta from the 2022 budget. The member entities need to decide how they want to make the payment for the \$744,000 delta. Mr. Stokes advised he heard back from the County, and it will make the payment in the third assessment. He is waiting for word back from the ACUA and the ACIA. Mr. Stokes noted that most entities throughout the JIF are making it in their third payment. Commissioner Lamey indicated he had already responded, but would send his response again.

The Fund's financial fast track for January 2022 shows a \$2.4 million surplus and \$9.2 million in cash.

The CEL financial fast track for January 2022 shows a \$14.3 million surplus and \$16 million in cash.

Claim tracking for January has 23 less open claims. Of the closed claims, 13 were workers' compensation. Claim tracking for February has 28 less open claims. 24 of those closed claims were liability cases.

Property casualty assessments will next be due on June 15, 2022 and October 15, 2022.

Our next meeting is on Friday, May 13, 2022. Request is made for an in person meeting. Commissioner Fedorko, Commissioner Robbins, Commissioner Kessler, and Jim Ferguson are all in favor of meeting in person.

**CLAIMS SERVICES:**

Jennifer Conicella advised there was nothing to report for Claims Services.

**TREASURER:**

Julie Sharkey appeared for Bonnie Lindaw and provided the monthly report. Resolution 17-22 is the April Bills List and includes payments from fund year 2021 in the amount of \$10,159 and payments from fund year 2022 in the amount of \$1,622,947.91. The total payments from this bills list are \$1,633,106.91.

Ms. Sharkey also reported the bank account balances. The admin account balance is \$8,510,356.05 with outstanding checks in the amount of \$1,957.55. Year to date interest is \$5,895.59. The workers' comp

account balance is \$120,364.10 with \$120,242.74 in outstanding checks. Interest to date is \$121.36. The general liability account balance is \$11,641.72 with \$11,634.82 in outstanding checks. Interest to date is \$6.90.

**MOTION TO APPROVE RESOLUTION 17-22 THE APRIL BILLS LIST.**

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

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

Glenn Prince of JA Montgomery presented the safety report for February through April. The media library and online streaming services remain available. All training through June 30, 2022 has been listed on the website NJCE.org. Instructor led programs may also be available. If that method is requested then members should contact Glenn Prince's office.

Safety Committee will meet today at 11:45 A.M. Topics to be covered include training, the wellness grant program, and loss control visits. Angelier Hurt has done an excellent job of coordinating the loss control visits.

The wellness grant program is an opportunity for various departments to apply to the Commission for a grant. There are three \$1,000 grants available per member entity. This includes healthy employee programs. Suggested uses are fresh fruit Friday's, employee health fairs, lunch and learn, dietary coaching, etc. All members can submit for the wellness grants, and the deadline is June 15, 2022. The Safety Accident and Review Committee will hold a meeting to review all of the submissions and then forward them to the Insurance Commission for review and approval.

**MANAGED CARE – QUAL-LYNX:**

Karen Beatty presented the claims services report. The cumulative savings report reflects 986 bills were reviewed for the year with savings of \$983,870.18 or 69% for the year. The intake reporting shows so far this year there are 70 claims, 51 for the County, and 19 for the ACUA. The ACIA has no claims. There were 15 COVID-19 claims reported.

**CLAIMS SERVICES – QUAL-LYNX:**

Kathy Kissane reported the Claims Committee met prior to the Commission meeting and reviewed 17 PARS. Questions presented were answered. The PARS were recommended for approval by the Committee. Unless there are any other questions which would require a closed session, she requested a motion for approval of the PARS as reviewed and recommended by the Claims Committee.

**MOTION TO APPROVE THE 17 PARS AS REVIEWED AND APPROVED DURING THE CLAIMS COMMITTEE MEETING OF APRIL 8, 2022.**

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

**RISK MANAGER'S REPORT:** Bob Gemmell presented the Risk Management report. The report covers all risk management activities since February 18, 2022, and includes review of claims, coverages, certificates, and contracts. They continue to work on the safety manual for targeted departments and job descriptions. He is also working with Commissioner Kessler to place an excess landfill policy. Mr. Gemmell requests that Angelier Hurt and Glenn Prince include him on the loss control visits so he can attend as well. Mr. Prince indicated he would do so.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** None.

Commissioner Robbins opened the meeting to public comment. Having heard no public comment the public session is closed. The next meeting is scheduled for May 13, 2022 at 11:00 A.M. and will be held in person at the Stillwater Building, 201 Shore Road, Northfield, New Jersey.

**MOTION TO ADJOURN THE MEETING.**

**Motion:** Commissioner Fedorko

**Second:** Commissioner Robbins

**Vote:** 4 Ayes

**MEETING ADJOURNED: 11:19 A.M.**

Minutes prepared by: Chandra Anderson, Secretary