

ATLANTIC COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – December 13, 2024 at 11:00 A.M.
Atlantic County Board of County Commissioners’ Meeting Room
Stillwater Building, 201 Shore Road, Northfield, New Jersey

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
<i>Janette Kessler</i>	<i>Late Arrival – arrived at 11:08 A.M.</i>
Timothy Edmunds	Present
<i>Michael Fedorko</i>	<i>Absent</i>

FUND PROFESSIONALS PRESENT:

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

Claims Administrator	<u>Qual-Lynx</u> Kathy Kissane Christine Gallagher
----------------------	--

<u>PERMA Claims</u> Jennifer Conicella
--

CEL Underwriting Manager	Conner Strong & Buckelew
--------------------------	--------------------------

Attorney	N. Lynne Hughes
----------	------------------------

Treasurer	Bonnie Lindaw
-----------	----------------------

Safety Director	J.A. Montgomery Risk Control Glenn Prince (by phone)
-----------------	--

Risk Management Consultant	Insurance Agencies Michael Ridge Gene Siracusa
----------------------------	--

ALSO PRESENT:

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

**APPROVAL OF MINUTES: OPEN MINUTES OF OCTOBER 11, 2024.
MOTION TO APPROVE OPEN MINUTES OF OCTOBER 11, 2024.**

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

CORRESPONDENCE: None.

MOTION TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PARS RELATING TO PENDING OR ANTICIPATED LITIGATION.

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

MOTION TO CLOSE THE EXECUTIVE SESSION AND REOPEN THE PUBLIC MEETING.

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

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

The 2025 proposed budget for the Commission is in the amount of \$11,224,884. Mr. Stokes reviewed the budget and there were no questions. This is an increase of 8.90%. It was a tough year for the renewals, but the underwriting department was successful at keeping costs as low as possible.

MOTION TO INTRODUCE THE 2025 PROPERTY AND CASUALTY BUDGET IN THE AMOUNT OF \$11,224,884 AND SCHEDULE A PUBLIC HEARING ON JANUARY 10, 2025 AT 11:00 A.M.

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

CERTIFICATES OF INSURANCE: There were four (4) certificates issued from October 1, 2024 to November 30, 2024.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT.

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

Commission website update was provided by Secretary, Chandra Anderson. The County will not be hosting the Commission’s website after 2024. We will go through Network Solutions for the new website and SSL certificate. We are set up for three years through 2027. The cost for three years is \$408.56, and includes a savings of about \$70 a year. The County’s webmaster, Renee Pettit, is assisting with the development of the new site which will go live before the end of the year.

The CEL met on October 24, 2024 and November 15, 2024. The CEL introduced the 2025 budget in the amount of \$44,647,620 which is a 6.9% increase. The next meeting is scheduled for January 7, 2025 which is the public hearing to adopt the 2025 budget.

Commissioner Kessler commented about the Department of Banking and Insurance (DOBI) correspondence received by the CEL. DOBI sent a letter about the CELJIF surplus. Executive Director Joe Hrubash responded to DOBI and provided financial fast track information and explained various high value losses that hit at the CEL level. Mr. Stokes explained that DOBI routinely sends inquiry letters to JIFs, and because the CEL is a JIF, they received a letter. Mr. Stokes does not expect our Commission to receive a letter from DOBI.

The Commission's financial fast track as of August had a small increase of \$35,000. The September 30, 2024 report has a \$5 million deficit. Total cash on hand is \$10,745,409. Jennifer Conicella had a phone conference with Ralph Spencer of Qual-Lynx. He reviewed all open/pending claims, made adjustments, and confirmed all reserves are set as accurate as possible. She noted there are a lot of reopeners.

Mr. Stokes reviewed a loss ratio report by year based on the actuary numbers. The report reflects that for 2024 our Commission is trending better than last year.

The CEL's financial fast track through September 30, 2024 has a surplus of \$9.7 million, with cash on hand in the amount of \$26 million.

Claims tracking shows there were 22 less open claims from August to September. From September to October there were 25 more open claims. There were more open property claims, and Kathy Kissane explained those claims involved damage to County property and subrogation is involved.

Any member entity that is applying for the Wellness Grant should forward their paperwork to the fund office for processing.

CLAIMS SERVICES: Jennifer Conicella provided the claims services report. Reminder about end of year claims reporting for all claims made policies, which include EPL/POL, cyber, employed lawyers, med/mal, and pollution. Mike Ridge asked about the EPL/POL coverage and Ms. Conicella advised he should follow up with Mr. Cooney in underwriting.

TREASURER: Bonnie Lindaw presented Resolution 27-24 which is the December Bills List. Payments from fund year 2023 include the final auditor bill to Bowman & Company, and a reimbursement to the County for a 2013 claim. As well as payments from fund year 2024 for Treasurer and Attorney Services and reimbursement to the Secretary for the Commission's webhosting and SSL certificate. The total payments were \$35,232.56.

The Treasurer's report shows the admin account balance is \$10,716,145.04. Interest earned for the year is \$260,300.03. The general liability account has \$5,159.75 in outstanding checks. Interest earned to date is \$4,102.93 The workers' compensation account has \$192,227.72 in outstanding checks. Interest earned to date is \$7,720.95.

MOTION TO APPROVE RESOLUTION 27-24 THE DECEMBER BILLS LIST.

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

CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL: Glenn Prince of JA Montgomery appeared by phone and presented the safety report for October through December. All training through February 28, 2025 have been listed on the website NJCE.org and LMS. The Leadership Academy will have open enrollment through December 22nd for a January 1, 2025 start date.

As to the Munich Re Safety Grant, Mr. Prince is waiting to receive confirmation about the availability of funding. Once confirmation is received it will be circulated.

MANAGED CARE – QUAL-LYNX: Christine Gallagher presented the claims services report. The cumulative savings report for November reflects a 74% savings with 99% PPO penetration. Year to date savings is 70% with 95% PPO penetration rate. There are 275 claims so far this year, with 59 report only, 159 medical only, and 57 lost time.

CLAIMS SERVICES – QUAL-LYNX: Kathy Kissane reported the ISO charges to find other known claims for an injured worker was \$13.59, and will be increasing to \$26.00. This will be a one time charge and will include updated reports with no extra fees. The injured workers' personal identifying information is provided to ISO through a secure website. If the Commissioners are agreeable to the fee change, the Executive Director can sign off on behalf of the Commission.

Commissioner Woods commented that she receives less calls from adjusters looking for historical claim information. Ms. Kissane commented this is because we are nine years into the Commission so a lot of the history is known. She will remind the adjusters they can always call with any claims history questions.

Ms. Kissane reported pending claims were reviewed during Executive Session. There will be two motions to address the PARS as reviewed. 16 PARS were reviewed, questions were presented and answered. Ms. Kissane requested motions for approval of the PARS as reviewed and approved.

MOTION TO APPROVE CLAIM 2024331095 AS REVIEWED AND APPROVED DURING EXECUTIVE SESSION.

Motion: Commissioner Edmunds
Second: Commissioner Robbins
Vote: 3 Ayes
Commissioner Woods Aye
Commissioner Kessler Recused

MOTION TO APPROVE 15 PARS PRESENTED, REVIEWED, AND APPROVED DURING THE EXECUTIVE SESSION.

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

RISK MANAGER'S REPORT: Gene Siracusa of Insurance Agencies presented the Risk Manager report for the month of November. The managers reviewed various excess liability claims, tort claim notices, certificates of insurance, and JA Montgomery's loss control reports.

OLD BUSINESS: None.
NEW BUSINESS: None.
PUBLIC COMMENT: None.

Commissioner Woods opened the meeting to public comment. Having heard no public comment the public session is closed. The next meeting is scheduled for January 10, 2025 at 11:00 A.M.

MOTION TO ADJOURN THE MEETING.

Motion: Commissioner Robbins

Second: Commissioner Kessler

Vote: 3 Ayes

MEETING ADJOURNED: 11:58 A.M.

Minutes prepared by: Chandra Anderson, Secretary