

ATLANTIC COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – September 6, 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
Janette Kessler	Present
<i>Timothy Edmunds</i>	<i>Absent</i>
<i>Michael Fedorko</i>	<i>Present</i>

FUND PROFESSIONALS PRESENT:

Executive Director PERMA Risk Management Services	Brad Stokes
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Claims Administrator	<u>Qual-Lynx</u> Kathy Kissane Christine Gallagher Ralph Spencer
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<u>PERMA Claims</u> Jennifer Conicella
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CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	N. Lynne Hughes
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Treasurer	<i>Bonnie Lindaw (Absent)</i>
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Risk Management Consultant	Insurance Agencies Michael Ridge
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ALSO PRESENT:

Karen Read, PERMA Risk Management Services	Sharon Hunt, ACUA
Chandra Anderson, Atlantic County	Linda Bazemore, ACUA
Arthur Murray, Atlantic County	Dennis Skalkowski, Bowman & Company
Angelier Hurt, Atlantic County	Kaleigh Sawers, Bowman & Company
Djamal Kirby, Conner Strong	

**APPROVAL OF MINUTES: OPEN MINUTES OF JULY 12, 2024.
MOTION TO APPROVE OPEN MINUTES OF JULY 12, 2024.**

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

CORRESPONDENCE: None.

The 2023 Audit report was prepared by Bowman & Company. Dennis Skalkowski presented a review of the year 2023 audit. There were no findings or recommendations. There were no questions about the presentation.

MOTION TO APPROVE RESOLUTION 22-24 CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2023.

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

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

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

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

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

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

The Claims Administration contract was approved by Resolution 23-24 at the December 8, 2023 meeting. The resolution awarded the contract to Qual-Lynx for fund year 2024 with an option to approve an additional two year appointment for fund years 2025 and 2026. The Commission desires to amend the option to extend the term to include an option to approve up to two additional one year appointments, in addition to the option to extend the term an additional two year appointment.

MOTION TO APPROVE RESOLUTION 24-24 AMENDING RESOLUTION 23-24 APPROVING A SERVICE AGREEMENT WITH QUAL-LYNX FOR CLAIMS ADMINISTRATION SERVICES.

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

CERTIFICATES OF INSURANCE: There were seven certificates issued from July 1, 2024 to August 1, 2024.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT.

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

The CEL held a special meeting on August 8, 2024 and adopted a resolution authorizing the change of claims administration services from AmeriHealth Casualty Services to Claims Resolution Corporation (CRC). The next meeting is scheduled for September 26, 2024.

Renewal applications are being completed online with Broker Buddha. The payroll audits have been completed. Risk Manager Michael Ridge commented that the online applications are in the process of being completed. A pre-renewal webinar will be scheduled by the underwriting team in the near future.

The Fund's financial fast track through April 30, 2024 has a deficit of \$5 million. Total cash on hand is \$5.4 million, however, an assessment payment was received so there is now almost \$10 million in cash.

The CEL's financial fast track through May 31, 2024 has a surplus of \$8.3 million, with cash on hand in the amount of \$27.1 million.

Claims tracking shows there were two more open claims in June. July had 19 new open claims, 17 of which are workers' compensation claims. Kathy Kissane commented that these are most likely seasonal claims, however, she will review the increase in claims.

CLAIMS SERVICES: Jennifer Conicella reported that last month the Acting Governor Nicholas Scutari enacted a law increasing petitioner's attorney's fees from 20% to 25%. By history, the workers' comp Judges do not award less than the maximum fee allowed. They are working with the TPA's to address the reserves for pending claims in light of this fee increase. They will continue to look for additional methods to reduce costs. Commissioner Kessler asked how the budget will be addressed with this increased cost. As of now, corrections will be made for the end of 2024 and the actuary will be included for the 2025 budget.

TREASURER: Bonnie Lindaw was not present. Commissioner Robbins provided the monthly report which was supplied by Ms. Lindaw. The admin account balance is \$2,412,197.15. The general liability account has \$6,007.97 in outstanding checks. Interest earned is \$921.97. The workers' compensation account has \$142,255.46 in outstanding checks. Interest earned is \$5,978.72.

CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL: Glenn Prince of JA Montgomery presented the safety report for July through September. All training through November 2024 have been listed on the website NJCE.org and LMS. The Leadership Academy will have open enrollment in December for a January 1 start.

Loss control visits were conducted at the Atlantic County Criminal Courthouse for the Sheriff's Office and the Prosecutor's Office. Undersheriff Brian Lee has submitted an application for grant funding. Mr. Prince will send a meeting request for the grant committee to review the applications.

Forklift training is being scheduled for the County's Department of Public Works beginning September 30th. Commissioner Kessler is also assisting with providing forklift training on September 19th.

Commissioner Robbins asked whether the CDL training was ongoing. Mr. Prince will check on the status and report back. Mr. Prince reported he met with Mr. Lanum from the County's Hammonton Yard about the training curriculum and requirements for CDL training. A train the trainer program is scheduled for September 10th at the Camden County Emergency Training Center. They have partnered with the New Jersey Motor Vehicle Commission, CDL Mobile Unit, who will demonstrate how to prepare an applicant for the skills test.

The safety committee meeting will be held following today's Commission meeting.

MANAGED CARE – QUAL-LYNX: Christine Gallagher presented the claims services report. There are 193 claims so far this year, with 42 report only, 108 medical only, and 43 lost time. The cumulative savings report for July reflects a 73% savings with a 96% PPO penetration. Year to date savings is 66% with 96% PPO penetration rate.

Commissioner Kessler asked if the billing issue was resolved. Ms. Gallagher reported there was a backlog, however, it is moving along now and the providers are getting paid. Kathy Kissane explained that they changed bill repricing systems and through the conversion there were some bills that were incorrect. The adjusters undertook a review of every bill to ensure everything was corrected and the repricing system was working correctly. Thank you for advising which providers were having issues which helped to fast track the corrections.

CLAIMS SERVICES – QUAL-LYNX: Kathy Kissane reported they hired a new property supervisor Brian Foster. Mr. Foster has been with Qual-Lynx as a senior adjuster in the liability unit under Karen Berenato. Chris Rosselli is an account manager for the CEL and is providing property training for Mr. Foster. New reporting protocols and team list will be issued once the final details are worked out.

Commissioner Kessler commented that the RFP for claims administration services requires the TPA to provide the resumes of each team member and requested updated resumes for the new team members. Ms. Kissane will provide the new team member resumes with the updated team list.

Ms. Kissane reported pending claims were reviewed during Executive Session. Eight PARS were reviewed, questions were presented and answered. Two PARS will be amended. Ms. Kissane requested a motion for approval of the PARS as reviewed and approved.

MOTION TO APPROVE THE EIGHT (8) PARS AS REVIEWED AND APPROVED DURING EXECUTIVE SESSION.

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

RISK MANAGER'S REPORT: Michael Ridge of Insurance Agencies presented the Risk Manager report for the months of July and August. The managers reviewed various excess liability claims, tort claim notices, certificates of insurance for use of a marina, and JA Montgomery's loss control reports. The renewal applications are underway.

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 October 11, 2024 at 11:00 A.M.

MOTION TO ADJOURN THE MEETING.

Motion: Commissioner Robbins

Second: Commissioner Kessler

Vote: 3 Ayes

MEETING ADJOURNED: 11:49 A.M.

Minutes prepared by: Chandra Anderson, Secretary