

ATLANTIC COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – May 10, 2024 at 11:00 A.M.  
Atlantic County Board of County Commissioners’ Meeting Room  
Stillwater Building, 201 Shore Road, Northfield, New Jersey

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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>Absent</i>

**FUND PROFESSIONALS PRESENT:**

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

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

PERMA Claims  
**Jennifer Conicella (Absent)**

CEL Underwriting Manager                                      Conner Strong & Buckelew

Attorney    **James F. Ferguson**  
**N. Lynne Hughes**

Treasurer    **Bonnie Lindaw**

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

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 APRIL 12, 2024.  
MOTION TO APPROVE OPEN MINUTES OF APRIL 12, 2024.**

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

**CORRESPONDENCE:** None.

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

The Commission secretary, Chandra Anderson, provided the Commissioners with a report on the website and changes coming for 2025. The County will continue to host the Commission's website through the end of 2024. In 2025 the Commission will need to provide its own website hosting and SSL certificate. Based on pricing as of now, the best arrangement would be with Network Solutions for providing these services. We will revisit this subject as we get closer to the end of the year. Commissioner Kessler asked whether Network Solutions would provide ADA compliance and they will.

**CERTIFICATES OF INSURANCE:** There were nine certificates issued from April 1, 2024 to May 1, 2024.

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

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

The CEL met on April 25, 2024. Professional appointments were made. There was a change to the Plan of Risk Management to reflect the exclusion of Engineered Materials Arresting Systems located at the Mercer County Airport. Mercer County will procure this coverage outside of the CELJIF. This change was as a result of high dollar claims involving the airport. The next meeting will be held on June 27, 2024 with an in person location to be determined.

The actuary discount rate was adjusted because interest rates have increased substantially over the past several years. The actuary has revised the interest rate assumption from 1% to 3% for all Insurance Commissions and JIF's. This significantly changed our Commission's year end financials for 2023, and reduced the Commission's deficit by \$1.1 million.

The financial fast track through February 2024 shows the deficit has reduced in light of the actuary's adjustment to \$4.5 million. Total cash on hand is \$6.2 million which will be adjusted once the second assessment payments are made in June.

The CEL's financial fast track through February shows the surplus went down to \$9 million with over \$22.5 million in cash. The CEL's surplus is down due to a few very large North Jersey claims which have hit the CEL level. It helps that the SIR was negotiated down to \$1 million from \$3 million.

Claims tracking shows there were 12 more open claims for February and March.

The second assessment bills are being sent out next week and payments are due on June 15, 2024.

The NJAC conference was held at Caesar's from May 1 to May 3 with a good turnout.

The 14th annual JIF educational seminar was held in two sessions, was well attended, and qualified for continuing education credits.

The agreement for Asset Works to perform property appraisals was recently signed. Appraisals will be scheduled shortly. The company is backed up because a lot of counties have not done property appraisals in years. Our Commission will pay for the service and then seek reimbursement from the CEL.

Today is Jim Ferguson's last meeting with us. Thank you for your support and guidance over the years.

**CLAIMS SERVICES:** Jennifer Conicella was not present. Brad Stokes reported there was a call earlier this week to address Qual-Lynx staffing.

**TREASURER:** Bonnie Lindaw provided the monthly report. Resolution 19-24 is the May Bills List for a total of \$193,969.89. All payments are from fund year 2024 and are in line with the budgeted amounts.

Ms. Lindaw also reported the bank reconciliations for the month of April have been completed. The admin account balance is \$5,411,789.36. Interest earned is \$101,729.03. The workers compensation account has \$216,841.98 in outstanding checks. Interest earned is \$3,494.45. The general liability account has \$19,742.66 in outstanding checks. Interest earned is \$558.43.

**MOTION TO APPROVE RESOLUTION 19-24 THE MAY 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 for April. All training through June 2024 have been listed on the website NJCE.org and LMS. There are toolbox talks and video briefings available. They recently added excavation, trenching and shoring. The next safety committee meeting is scheduled via Zoom on June 12, 2024.

**MANAGED CARE – QUAL-LYNX:** Karen Beatty presented the claims services report. The cumulative savings report reflects a 76% savings in April and year to date 67% savings. The intake reporting shows so far this year there are 100 claims, consisting of 71 from the County and 29 from the Utilities Authority. There was one claim from the County related to COVID-19.

The new prescription benefit program transition is going smoothly. Christine Gallagher, who is taking Karen Beatty's position, also sent out emails to everyone providing the required forms.

Kathy Kissane commented that today is Karen Beatty's last meeting. She is officially retired at the end of May. Thank you for being a tremendous resource.

**CLAIMS SERVICES – QUAL-LYNX:** Kathy Kissane reported the Claims Committee met on May 10, 2024 prior to the Commission meeting, reviewed six PARS, and answered questions that were presented. 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 SIX PARS AS REVIEWED AND APPROVED DURING THE CLAIMS COMMITTEE MEETING OF MAY 10, 2024.**

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

**RISK MANAGER’S REPORT:** Michael Ridge and Gene Siracusa of Insurance Agencies were present. Mr. Siracusa presented the Risk Management report for the month of April. The managers reviewed various liability claims, tort claim notices, and JA Montgomery’s loss control reports. They also updated Origami. The wind deductible buy back policy was renewed for the County and the ACUA. Qual-Lynx provides a nice publication “Lessons from Losses” which can be posted in employee gathering areas.

**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 July 12, 2024 at 11:00 A.M.

**MOTION TO ADJOURN THE MEETING.**

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

**MEETING ADJOURNED: 11:19 A.M.**  
Minutes prepared by: Chandra Anderson, Secretary