

ATLANTIC COUNTY INSURANCE COMMISSION
OPEN MINUTES
REORGANIZATION MEETING – January 10, 2025 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>Left Meeting Prior to Executive Session</i>)
Janette Kessler	Present
Timothy Edmunds	Present
Michael Fedorko	Present

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
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	<u>PERMA Claims</u> Jennifer Conicella (by phone)
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CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	N. Lynne Hughes
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Treasurer	Bonnie Lindaw
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Risk Management Consultant	Brown & Brown Insurance Michael Ridge Gene Siracusa
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ALSO PRESENT:

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

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF DECEMBER 13, 2024.

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF DECEMBER 13, 2024.

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

CORRESPONDENCE: None.

Commissioner Woods turned the meeting over to the Executive Director to run the meeting for the election of officers.

Ms. Hughes administered the oaths to the Commissioners and Alternate Commissioners, all of whom were present. After administering the oaths, Commissioner Robbins departed from the meeting.

Mr. Stokes opened the meeting for nominations of Chairperson. Commissioner Kessler nominated Jacqueline Woods and was seconded by Commissioner Fedorko. There were no other nominations.

MOTION TO CLOSE NOMINATIONS FOR COMMISSION CHAIRPERSON AND TO ACCEPT THE NOMINATION OF JACQUELINE WOODS AS PRESENTED.

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

Mr. Stokes opened the meeting for nomination of Vice Chairperson. Commissioner Woods nominated Tammi Robbins and was seconded by Commissioner Kessler. There were no other nominations.

MOTION TO CLOSE NOMINATIONS FOR COMMISSION VICE CHAIRPERSON AND TO ACCEPT THE NOMINATION OF TAMMI ROBBINS AS PRESENTED.

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

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

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

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

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

EXECUTIVE DIRECTOR'S REPORT: Brad Stokes presented the Executive Director's report. Mr. Stokes reviewed the reorganization resolutions for 2025.

Resolution 1-25 Certifying the Election of Fund Chairperson Jacqueline Woods
and Vice Chairperson Tammi Robbins

Resolution 2-25 Appointing CEL Commissioner Janette Kessler

Resolution 3-25 Appointing Commission Treasurer Bonnie Lindaw

Resolution 4-25 Appointing Commission Attorney N. Lynne Hughes

Resolution 5-25 Appointing Commission Secretary Chandra Anderson

Resolution 6-25 Designating Citizens Bank as Authorized Depositories for Commission Assets

Resolution 7-25 Designating Authorized Signatures for Commission Bank Accounts

Resolution 8-25 Establishing a Cash Management Plan

Resolution 9-25 Establishing Meeting Dates for 2025

Resolution 10-25 Designating PERMA Agent of Service of Process and Custodian of Records

Resolution 11-25 Designating *The Press of Atlantic City* as the Official Newspaper

Resolution 12-25 Approving Payment of Stipend for Commission Treasurer Services

MOTION TO APPROVE REORGANIZATION RESOLUTIONS 1-25 THROUGH 12-25.

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

This is the public hearing for the 2025 proposed budget introduced during the December 13, 2024 meeting. The 2025 budget introduced at the December 13, 2024 meeting has been reduced by over \$70,000 and is in the amount of \$11,154,023. The CEL's renewal cost came in lower than expected which lowered their budget.

MOTION TO OPEN THE PUBLIC HEARING OF THE 2025 BUDGET.

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

The revised budget is contained in the agenda packet. Originally, the CEL budget was at a 6.53% increase, but was able to lower that to 4.17%. Commissioner Kessler reported the CEL Finance Committee met several times over the months of November and December refining the CEL's budget. Overall, the changes for the Commission are at an 8.2% increase. The Commission's 2024 renewal had an 11% increase, so hopefully we will continue to see better trends in the coming year.

MOTION TO CLOSE THE PUBLIC HEARING OF THE 2025 BUDGET.

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

MOTION TO ADOPT THE 2025 PROPERTY AND CASUALTY BUDGET AND CERTIFY THE ANNUAL ASSESSMENTS.

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

CERTIFICATES OF INSURANCE: There were three certificates issued in December of 2024.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT.

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

The CEL Finance Committee met on December 30, 2024 to review the 2025 renewal. A special meeting of the CEL was held on January 7, 2025 to formally adopt the 2025 budget, which as previously mentioned, was lower than expected.

The Commission's financial fast track through October has a couple of claims subject to large reserve changes and shows a \$5.6 million deficit, and cash on hand of \$10.7 million.

The CEL's financial fast track report through November has a surplus of \$9.4 million with \$34.1 million in cash.

The claims activity report for November shows 29 less open claims. 18 of those claims were workers' compensation claims.

CLAIMS SERVICES: Jennifer Conicella appeared by phone. A new senior claims manager was hired, Corrine Drumheiser, who comes from the NJCE side of the program. She will be a great addition to the service team.

TREASURER: Bonnie Lindaw presented the Treasurer's report and Resolution 13-25 the January Bills List. The Bills List has one payment from fund year 2024 to Column Software for \$51.68 for advertising.

The Treasurer's report shows the admin account balance is \$10,135,122.37. Interest earned for year 2024 is \$289,297.76. The general liability account has \$1,406.58 in outstanding checks. Interest earned for year 2024 is \$1,214.43. The workers' compensation account has \$209,123.07 in outstanding checks. Interest earned for year 2024 is \$8,374.69.

MOTION TO APPROVE RESOLUTION 13-25 THE JANUARY BILLS LIST.

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

CEL SAFETY DIRECTOR – JA MONTGOMERY RISK CONTROL: Glenn Prince of JA Montgomery presented the safety director's report for December 2024 through January 2025. All training through February 2025 have been listed on the website NJCE.org and LMS. There are toolbox talks and video briefings available.

The last Safety Committee meeting was held on December 11, 2024, and the 2025 Safety Committee meetings will be held quarterly on February 5, 2025, May 21, 2025, August 20, 2025 and November 12, 2025. All meetings will begin at 10:00 A.M. via Zoom. Notices will be sent out.

As to the Munich Re Safety Grant, Mr. Prince was happy to report the availability of funding for 2025 is \$90,000. Safety National will contribute \$75,000 and Munich Re will contribute \$15,000. This will be divided among the CEL's 10 county members. Mr. Prince's office is available to assist any member entity with completing their submission for the Safety Grant.

The schedule for in person expo training for 2025 is being finalized. The first expo is on March 17, 2025 at the Atlantic Cape Community College, Cape May Court House location with topics of excavation, trenching and shoring. The fast track to safety includes haz-com, blood borne pathogens, fire safety, and driver safety will be set up once venues are chosen.

Commissioner Woods asked about the status of payment for the 2024 Safety Grant. An update will be provided at the February meeting.

MANAGED CARE – QUAL-LYNX: Christine Gallagher presented the claims services report. The cumulative savings report for December reflects a 55% savings with 57% PPO penetration. Year to date savings is 69% with 93% PPO penetration rate. There are 292 claims for 2024, with 64 report only, 164 medical only, and 64 lost time. The top provider for 2024 was Jersey Shore Ambulatory Surgical Center.

Commissioner Kessler asked why the PPO penetration rate for December was 57%. Ms. Gallagher did not have an explanation at the time of the meeting and indicated she would look into it further and report findings at the February meeting.

CLAIMS SERVICES – QUAL-LYNX: Ms. Kissane reported an updated team list is included with the agenda packet. One claim was reviewed during Executive Session, questions were presented and answered. Ms. Kissane requested a motion for approval of the PAR as reviewed and approved.

MOTION TO APPROVE ONE PAR AS REVIEWED AND APPROVED DURING EXECUTIVE SESSION.

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

Commissioner Kessler asked about the status of OSHA logs and summaries. Ms. Kissane indicated those reports should be sent out this afternoon. If there are any questions, changes or modifications to be made, please contact her. Once changes are made, the information goes through the night audit and new reports are available the next day. Commissioner Woods reported the County received OSHA logs and summaries, however, they required corrections on department names and a few other issues.

RISK MANAGER'S REPORT: Gene Siracusa of Insurance Agencies presented the Risk Manager report for the month of December. The managers reviewed various excess liability claims, tort claim notices, certificates of insurance, and JA Montgomery's loss control reports. They prepared a comparison of claims from 2023 to 2024 and so far there were 86 less claims for 2024. Ms. Kissane noted that liability claims from the end of 2024 can still be reported through March.

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 February 14, 2025 at 11:00 A.M.

MOTION TO ADJOURN THE MEETING.

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

MEETING ADJOURNED: 11:30 A.M.

Minutes prepared by: Chandra Anderson, Secretary