

**CUMBERLAND COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – APRIL 9, 2020
ELECTRONICALLY
2:00 PM**

Meeting called to order by Chairman Jack Surrency. Open Public Meetings notice read into record

ROLL CALL OF COMMISSIONERS:

Jack Surrency	Present
Kim Wood	Present
Gerald Seneski	Present

ALTERNATE FUND COMMISSIONER:

Jody Hirata	Absent
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FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes, Karen A. Read
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ALSO PRESENT:

Anthony Bontempo, Cumberland County
Craig Atkinson, Cumberland County
Melissa Strickland, Cumberland County
Steve Erickson, Cumberland County Utility Authority
Gerald Velaquez, Cumberland County Improvement Authority
Christina Violetti, Hardenbergh Insurance Group
Bonnie Ridolfino, Hardenbergh Insurance Group
Veronica George, Inservco
Amy Zeiders, Inservco
Yvonne Frey, Inservco
Surretha Hobbs, Inservco
Karen Beatty, Qual-Lynx
Chris Roselli, Qual-Lynx
Scott Brown, SG Risk
Robyn Walcoff, PERMA
Jennifer Conicella, PERMA
Glenn Prince, JA Montgomery

PUBLIC PRESENT:

Nancy Ridgway

APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF FEBRUARY 6, 2020

Moved: Commissioner Surrency
Second: Commissioner Seneski
Vote: Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Cyber COVID-19 Bulletin – Included in the agenda on **Pages 2 & 3** is information from the NJCE JIF Cyber Task Force regarding COVID-19 Phishing Scams. Copies of this correspondence was also e-mailed to everyone. We recommend you share this information with your staff.

The NJCE website, <https://njce.org/> includes resource information on COVID-19 along with copies of NJCE Safety Bulletins issued by the NJCE Safety Director.

Certificate of Insurance Issuance Report: Certificate of Insurance Issuance Report: Attached on **Pages 4 thru 11** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of January 1, 2020 to March 1, 2020. There were 25 certificates of insurance issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Surrency
Second: Commissioner Seneski
Vote: Unanimous

2020 MEL, MR HIF & NJCE Educational Seminar: The 10th annual educational seminar has been postponed and hopefully re-scheduled for later in the year.

NJ Excess Counties Insurance Fund (CELJIF) – The NJCE held its Re-Organization Meeting on February 27, 2020. A summary report of the meeting is included in the agenda on **Pages 12-14**. The Board of Fund Commissioners amended the meeting schedule to meet at **9:30 AM** instead of 1:00 PM. The next meeting is scheduled for Thursday, April 23, 2020.

Financial Fast Track – Included on **Pages 15-18** of the agenda are the Financial Fast Track reports for the Cumberland County Insurance Commission for December and January. As of **January 31, 2020**, the Commission has a statutory surplus of **\$840,394**.

NJ CEL Property and Casualty Financial Fast Track (Pages 19-20) – Included in the agenda is the NJ CEL Financial Fast Track Report for January. As of **January 31, 2020**, the CEL has a surplus of **\$16,227,772**.

Executive Director reviewed two add on items and said the NJCE renewal policies received so far to date are available online through the Conner Strong & Buckelew Egnyte Connect system for authorized users. The next Commission meeting will be held on June 4, 2020 and the hope is that it

will be in person. Executive Director said hopefully everyone will stay safe and we will see everyone soon.

SAFETY COMMITTEE: Craig Atkinson reported before the virus the County was making good progress on their cyber security training through the IT Department. Mr. Atkinson said department heads have completed the training and they are currently working on training division heads and supervisors. During the February Freehold meeting the Employee Assistance Program through Charles Nextum was approved effective March 1st and that is in full swing at this point and an Affirmative Action Plan was also approved, which Melissa Strickland had written on March 1st as well, a new security cell phone policy was also approved. This morning we did a Zoom training through virtual training through the Training and Development Division with the Cumberland County Library staff, which was well received.

Mr. Atkinson said in 2020 the County suffered 1 lost time personal injury accidents and suffered a total of 6 total lost days. Mr. Atkinson discussed details of the lost time accident cases. There were 2 total modified duty personal injury accidents for a total of 14 modified duty days.

Mr. Atkinson said the next Safety and Accident Review Committee will meet on February 12, 2020.

CLAIMS COMMITTEE: Jennifer Conicella said the PARs and SARs that were reviewed at the claims meetings will be discussed in Executive Session. On pages 21 and 22 you will find reports that were sent out from the NJCEL where we are talking about Covid-19 cases and how they are being reported to PERMA. We want to make sure all cases are being reported, any potential exposures along with anyone that has tested positive. Ms. Conicella said we would like keep continuity and these claims are getting special attention since they are a hot button right now.

Robyn Walcoff said in addition to reporting to PERMA any Covid-19 cases should be reported to the NJCE our excess carrier has put out new reporting requirements that all positive claims should be reported along with all the exposure information. Each claims will be evaluated on an individual basis. Even including a report only case should be reported as well. In response to Commissioner Wood, any Covid-19 case should be reported and we will make an investigation until compensability is determined.

TREASURER:

REPORT: Treasurer reported the April bills list was included in the agenda.

MOTION TO APPROVE RESOLUTION 14-20 APRIL BILLS LIST IN THE AMOUNT OF \$781,140.46

Motion:	Commissioner Surrency
Second:	Chairman Seneski
Roll Call Vote:	3 Ayes, 0 Nays

CEL SAFETY DIRECTOR: Safety Director Glenn Prince reviewed the Safety Director’s report as well as Safety Director Bulletins that have been issued during this time by JA Montgomery Risk Control. Training has been suspended until May 18th and we will continue to monitor should we would have to extend that date or resume training.

RISK MANAGER:

Christina Violetti reviewed the Risk Managers Report and discussed the Claims Charter Revision to replace PERMA with Executive Director next to Brad Stokes name and to add PERMA Representative under Professionals.

MOTION TO ADOPTED THE REVISED CLAIMS CHARTER

Motion: Commissioner Surrency
Second: Chairman Seneski
Roll Call Vote: 3 Ayes, 0 Nays

Ms. Violetti reported on the 2020 BRIT Safety Grant which is for a total of \$45,000 to be split between 10 New Jersey County Excess Joint Insurance Fund members. Cumberland County Public Works Department are purchasing another traffic attenuator and the documentation will be providing a submission to JA Montgomery for this purchase before the end of the month.

MANAGED CARE: Karen Beatty reviewed the Cumulative Savings report for 2020 and the PPO Penetration Report. Ms. Beatty reported on the telemedicine that has been going on right now and efforts to take care of all our members.

CLAIMS SERVICE: Claims Manager Veronica George reported there was no report for Open Session.

MOTION TO GO INTO EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES FOR PERSONNEL, SAFETY, PUBLIC PROPERTY OR LITIGATION IN ACCOURDANCE WITH THE OPEN PUBLIC MEETINGS ACT - PAYMENT AUTHORIZATION REQUESTS

Motion: Commissioner Surrency
Second: Commissioner Seneski
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Surrency
Second: Commissioner Seneski
Vote: Unanimous

Workers Compensation PAR/SAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000827 IN THE AMOUNT OF \$24,935.60; SETTLEMENT AUTHORITY IN THE AMOUNT OF \$12,435.60

Motion: Commissioner Surrency
Second: Commissioner Seneski

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000871 IN THE AMOUNT OF \$24,935.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000934 IN THE AMOUNT OF \$300,000.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001026 IN THE AMOUNT OF \$106,000.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770000793 IN THE AMOUNT OF \$7,500.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

General Liability PAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000549 IN THE AMOUNT OF \$32,958.56

Motion: Commissioner Surrency
Second: Commissioner Seneski

Auto Liability SAR

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001222 IN THE AMOUNT OF \$500.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

Property PAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #2020194642 IN THE AMOUNT OF \$17,500.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #2020192170 IN THE AMOUNT OF \$23,000.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #2020197279 IN THE AMOUNT OF \$67,000.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

MOTION TO APPROVE THE PAYMENT AUTHORIZATION REQUESTS AND SETTLEMENT AUTHORIZATION REQUEST AS PRESENTED

Motion: Commissioner Surrency
Second: Commissioner Seneski
Roll Call Vote: 3 Ayes, 0 Nay

OLD BUSINESS: None.

NEW BUSINESS: None

PUBLIC COMMENT: Mrs. Ridgway said everyone stay safe and hopes to see everyone in two months.

MOTION TO ADJOURN:

Motion:	Commissioner Surrency
Second:	Chairman Seneski
Vote:	Unanimous

MEETING ADJOURNED: 2:52 PM

NEXT MEETING: WILL BE HELD ON JUNE 4, 2020 AT 11:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary