

**CUMBERLAND COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – AUGUST 6, 2020
ELECTRONICALLY
11:00 AM**

Meeting called to order by Commissioner Wood. Open Public Meetings notice read into record

ROLL CALL OF COMMISSIONERS:

Jack Surrency	Present
Gerald Seneski	Absent
Kim Wood	Present

ALTERNATE FUND COMMISSIONER:

Darlene Barber	Present
Jody Hirata	Present

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
John Carr, Cumberland County
Melissa Strickland, Cumberland County
Bonnie Ridolfino, Hardenbergh Insurance Group
Christina Violetti, Hardenbergh Insurance Group
Veronica George, Inservco
Amy Zeiders, Inservco
Yvonne Frey, Inservco
Surretha Hobbs, Inservco
Karen Beatty, Qual-Lynx
Chris Roselli, Qual-Lynx
Brandon Tracy, PERMA
Robyn Walcoff, PERMA
Jennifer Conicella, PERMA
Glenn Prince, JA Montgomery

PUBLIC PRESENT:

Nancy Ridgway

APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF JUNE 4, 2020

Moved: Commissioner Hirata
Second: Commissioner Wood
Vote: Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Payment of Litigation Expense Cost – There is a need to adopt a procedure regarding payment of litigation expenses the Commission. Resolution 16-20 appears on **Page 3**.

Motion to Approve Resolution 16-20 Adopting Procedures for Payment of Litigation Expense Cost

Moved: Commissioner Hirata
Second: Commissioner Wood
Roll Call Vote: 3 Ayes, 0 Nays

The Memorandum of Understanding between the Commission and County appears on **Pages 7-10**.

Appointment of John Carr as Fund Attorney – With the retirement of Ted Baker, there is a need to appoint his replacement. Resolution 17-20 appointing John G. Carr as Fund Attorney appears on **Page 11**.

Motion to Approved Resolution 17-20 Appointing John G. Carr as Fund Attorney

Moved: Commissioner Hirata
Second: Commissioner Wood
Vote: Unanimous

Certificate of Insurance Issuance Report: Certificate of Insurance Issuance Report: Attached on **Page 12** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of June 1, 2020 to July 1, 2020. There were 4 certificates of insurance issued during this period.

Motion to approve the certificate of insurance report

Moved: Commissioner Hirata
Second: Commissioner Wood
Vote: Unanimous

NJ Excess Counties Insurance Fund (CELJIF) – NJ Counties Excess Joint Insurance Fund (CELJIF) - The NJCE met on June 25, 2020 via a zoom conference. A summary report of the meeting is included in the agenda on **Pages 13-16**. The next NJCE meeting is scheduled for September 24, 2020 at 9:30 AM in Camden County.

Financial Fast Track – Included on **Pages 17-20** of the agenda are the Financial Fast Track reports for the Cumberland County Insurance Commission for April and May. As of **May 31, 2020**, the Commission has a statutory surplus of **\$529,946**.

NJ CEL Property and Casualty Financial Fast Track (Pages 21-22) – Included in the agenda is the NJ CEL Financial Fast Track Report for January. As of **May 31, 2020**, the CEL has a surplus of **\$16,384,318**.

2021 Renewal – Underwriting Data Collection – The Fund Office will begin the data collection process for the 2021 renewal in order to provide the relevant information to the underwriters. Last year was the initial launch of Origami, the online platform where members' exposure data was uploaded for members to access and edit, as well as, applications to download and complete for ancillary coverages. Executive Director said Cumberland County has the most up to date information regarding property information and flood zones etc. and thanked the commission members and risk manager for a great job on keeping the information up to date. All updates to the schedules will be due by September 9, 2020.

The Fund Office is working with Origami to facilitate an easier process for members to complete applications for the ancillary coverages. More information will follow shortly.

NJCE Best Practices Workshop – The NJCE has set up a task force to address the feasibility of holding the seminar in 2020. Executive Director said a planning meeting will be held next week to discuss topics and details for the workshop.

2020 New Jersey Association of Counties Conference - This annual conference originally scheduled for May has been rescheduled for October 27th – October 29th. Commissioner Wood said the conference is still set for the fall and may be meeting virtually and in person depending on what transpires into the fall.

2020 MEL MRHIF & NJCE Educational Seminar - This annual seminar originally scheduled for May 1st was cancelled and will be rescheduled for a date later in the year.

2020 Assessments – The third and final installment statements will be sent out in early August. The due date is September 15th.

Next Meeting – A reminder that our next meeting is on October 1st.

SAFETY COMMITTEE:

Mr. Atkinson reported on the statistical analysis for this year with 11 at property damage accidents; six at fault which is a 55% average. In 2020 the County suffered 4 lost time personal injury accidents and suffered a total of 24 total lost days. There were 5 total modified duty personal injury accidents for a total of 40 modified duty days. The next Safety and Accident Review Committee is scheduled for August 12th which will be held virtually.

Mr. Atkinson reported there was quite a bit of training held virtually over the last few months, conducted by the Training and Development office. The County has taken advantage of the online training made available virtually by JA Montgomery.

CLAIMS COMMITTEE: Jennifer Conicella reported the Claims Committee met in June 16th and July 21st and will be discussing the PARs in closed session.

TREASURER:

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

MOTION TO APPROVE RESOLUTION 18-20 AUGUST BILLS LIST IN THE AMOUNT OF \$636,326.29

Motion:	Commissioner Hirata
Second:	Chairman Barber
Roll Call Vote:	3 Ayes, 0 Nays

CEL SAFETY DIRECTOR: Safety Director Glenn Prince reviewed the Safety Director’s report and the Safety Director Bulletins issued by JA Montgomery Risk Control. Instructor led training has been suspended until further notice and will continue to monitor should this need to be extend or resume training. An online safety streaming video service is available on the NJCE website with 132 topics.

Commissioner Wood and Deputy Freeholder Barber both commented on the importance of the Protecting Our Children video training made available through the CEL and thanked the CEL for providing the training. Deputy Freeholder Barber also made a recommendation to have the information shared to the County’s Superintendent of Schools to view since the school systems are also in a situation where they have an obligation to follow the same procedures and everyone has the obligation to make sure these procedures are adhered to.

RISK MANAGER:

Christina Violetti reviewed the Risk Managers Report and discussed the safety training online digital streaming library with 115 videos for members to utilize along with instructions on how members can access this information. Ms. Violetti discussed the amendments to the Revised Litigation Management Plan and the Claims Committee Charter.

MOTION TO ADOPT REVISED LITIGATION PLAN

Motion:	Commissioner Hirata
Second:	Chairman Barber

Vote: Unanimous

MOTION TO ADOPT REVISED CLAIMS CHARTER

Motion: Commissioner Hirata
Second: Chairman Barber
Vote: Unanimous

MANAGED CARE: Karen Beatty reviewed the Cumulative Savings report for 2020 and the PPO Penetration Report.

CLAIMS SERVICE: Claims Manager Veronica George said the Claims report will be in Executive Session

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

Motion: Commissioner Barber
Second: Commissioner Hirata
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Surrency
Second: Commissioner Hirata
Vote: Unanimous

Workers Comp PAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001264 IN THE AMOUNT OF \$90,000.00

Motion: Commissioner Surrency
Second: Commissioner Seneski

General Liability SAR

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001280 IN THE AMOUNT OF \$170.60

Motion: Commissioner Surrency
Second: Commissioner Seneski

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001281 IN THE AMOUNT OF \$250.00

Motion: Commissioner Surrency
Second: Commissioner Hirata

OLD BUSINESS: None.

NEW BUSINESS: None

MOTION TO OPEN THE PUBLIC PORTION OF THE MEETING

Motion: Commissioner Surrency
Second: Commissioner Hirata
Vote: Unanimous

PUBLIC COMMENT: Mrs. Ridgway requested the amounts for all of the PARs and SARs. In response Commissioner Wood provided the total of the PARs/SARS approved in Executive Session in the amount of \$90,420.60.

MOTION TO CLOSE THE PUBLIC PORTION OF THE MEETING

Motion: Commissioner Surrency
Second: Commissioner Hirata
Vote: Unanimous

MOTION TO ADJOURN:

Motion: Commissioner Surrency
Second: Chairman Hirata
Vote: Unanimous

MEETING ADJOURNED: 12:02 PM

NEXT MEETING: WILL BE HELD ON October 1, 2020 AT 11:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary