

**CUMBERLAND COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – FEBRUARY 6, 2025
ELECTRONICALLY
11:00 AM**

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

ROLL CALL OF COMMISSIONERS:

Art Marchand	Present
James Sauro	Absent
Sandra Taylor	Present
Kevin Smaniotto	Present
Kimberly Codispoti	Present

ALTERNATE FUND COMMISSIONER:

Antonio Romero	Absent
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FUND PROFESSIONALS PRESENT:

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

Anthony Bontempo, Cumberland County
John Carr, Cumberland County
Christopher Hart, Cumberland County
Paige Desiere, Cumberland County
Kathy Doran, Cumberland County
Christina Violetti, Hardenbergh Insurance Group
Christopher Powell, Hardenbergh Insurance Group
Danielle Colaianni, Hardenbergh Insurance Group
Amy Zeiders, Inservco
Veronica George, Inservco
Yvonne Frey, Inservco
Surretha Hobbs, Inservco
Ben Newville, SG Risk
John Griglack, SG Risk
Michelle Naraine, Qual-Lynx
Karen Beatty, Qual-Lynx
Brandon Tracy, PERMA
Robyn Walcoff, PERMA
Shai McLeod, PERMA
Glenn Prince, JA Montgomery
Jonothan Travares, Conner Strong & Buckelew

PUBLIC PRESENT:

Nancy Ridgway

APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF DECMEBER 5, 2024

Moved:	Commissioner Codispoti
Second:	Chairman Marchand
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Reorganizational Resolutions (Pages 4-25) – Listed below are the necessary Reorganizational Resolutions for the Cumberland County Insurance Commission.

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| • Resolution 1-25 | Certifying the Appointment of Chairperson and Vice Chairperson |
| • Resolution 2-25 | Appointing CEL Commissioner |
| • Resolution 3-25 | Appointing Commission Treasurer |
| • Resolution 4-25 | Appointing Commission Attorney |
| • Resolution 5-25 | Appointing Commission Secretary |
| • Resolution 6-25 | Designating Authorized Depositories for Commission Assets and Establishing a Cash Management Plan |
| • Resolution 7-25 | Designating Authorized Signatures for Commission Bank Accounts |
| • Resolution 8-25 | Designating Official Newspapers |
| • Resolution 9-25 | Designating Agent for Service of Process & Custodian of Records |
| • Resolution 10-25 | Establish Public Meeting Procedures |
| • Resolution 11-25 | 2025 Risk Management Plan |

Executive Director Stokes reviewed the Reorganizational Resolutions which included the appointment of a chairperson, vice chair, commissioners, treasurer, attorney, secretary, and the designation of official newspapers and banks. The Plan of Risk Management was also reviewed by Underwriting Manager Jonathon Tavares and said some of the key changes include updates on the liability limits to account for the increased retention from \$1.5 million to \$2 million that the NJCE bound for 2025. There were no changes in the amount obtained by the Commission. With that change an additional comment was added to capture the \$10 million, name windstorm, aggregate retention of \$10 million elected by the NJCE for the renewal, and all references to Cumberland County Improvement Authority were removed as their membership in the Commission was terminated January 1st. The Commission also elected the reimbursement option for POL/EPL which moved the Cumberland County Utility Authority retentions up to \$100,000 on POL, and \$250,000 on EPL. Overall, the renewals went great. We will be hosting a webinar on the 24th to go into the changes, enhancements, and new reinsurers on the excess program, but all positive news.

Motion to approve Resolutions 1-25 through 11-25

Moved:	Commissioner Codispoti
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Second: Commissioner Smaniotto
Vote: 4 Ayes, 0 Nays

Claims Administration Request for Proposals – The County Purchasing Department solicited and received three responses for the position of Claims Administrator. Two responsive bids were received from Inservco Insurance Services and Claims Resolution Corporation. A submission from PMA Group will need to be rejected as it was not properly labeled per RFP instructions. The responsive bids were reviewed and scored; the recommendation is to appoint the incumbent firm of Inservco Insurance Services.

Actuary Request for Proposals – The County Purchasing Department solicited for Request for Proposals for Actuary. Two responses were received; the current Actuary, SG Risk LLC and Pinnacle Actuarial Resources. Both bids were reviewed and scored, the recommendation is to re-appoint the incumbent firm of SG Risk, LLC.

Resolution 12-25 Appears on page 26.

Motion to Approve Resolution 12-25 appointing Inservco Insurance Services as Claims Administrator for a one-year term with two one-year renewals at the Fund's discretion and SG Risk as Actuary for a one-year term.

Moved: Commissioner Codispoti
Second: Commissioner Smaniotto
Vote: Unanimous

Auditor Request for Proposal - The County Purchasing Department solicited for Request for Proposals for Auditor. One response was received from the incumbent Auditor, Bowman & Company. In reviewing the response, Bowman altered and removed exhibits in the submission which is cause to consider it as non-responsive. Accordingly, their submission will need to be rejected, and the Purchasing Department be authorized to re-advertise. Resolution 13-25 appears on page 27. In response to Commissioner Smaniotto, Executive Director said the auditor is aware of their action that caused the disqualification and said they think a problem with the header and footer of their document covered some of the county's documents. They were the only bidder so the RFP will be advertised again.

Motion to Reject an RFP's submission received for Auditor and authorize to re-advertise

Moved: Commissioner Taylor
Second: Commissioner Codispoti
Vote: Unanimous

2025 Professional Contract Renewals – Professional service contracts for the Fund's Risk Management Consultant and Executive Director expire at the end of the month. Both contracts have annual renewals which the Commissioners are desirous to renew for Fund Year 2025. Resolution 14-25 appears on **Page 29** re-appointing the professionals.

Motion to Adopt Resolution 14-25 Re-Appointing Fund Professionals

Moved: Commissioner Codispoti
Second: Commissioner Smaniotto
Vote: Unanimous

Managed Care Contract Extension – While the Purchasing Department re-issues the RFP for Managed Care Services, there is a need to extend the contract of our current vendor Qual Lynx, for two additional months.

Motion to extend the contract with Qual Lynx for Managed Care Services until April 30, 2025.

Moved: Commissioner Codispoti
Second: Commissioner Smaniotto
Vote: Unanimous

2025 Property & Casualty Budget – The 2025 Property & Casualty Budget was introduced at the December 7, 2024 meeting. In accordance with State regulations, the budget has been advertised in the Commission’s official newspaper and posted at the Clerk’s office. The Public Hearing for the budget will be held at this meeting.

The proposed budget has been reduced by \$54,818 as the successful marketing efforts for the NJCE’s 2025 renewal came in lower than expected. The revised budget in the amount of \$4,746,719 is included in the agenda on **Page 30**; a copy of the assessments is on **Page 31**.

Motion to open the Public Hearing on the 2025 Budget

Moved: Commissioner Codispoti
Second: Commissioner Smaniotto
Vote: Unanimous

Discussion of Budget

Executive Director reviewed the budget and said the budget was introduced at our December 7th meeting. The good news is that the budget has been reduced by over \$54,000, due to the successful marketing efforts by the underwriting team. They came in lower than expected, which is obviously always good news. The CEL premium dropped from 7.99 to 5.43%. The overall budget is at 7.67% which is down over 1% point. The 2025 budget is at \$4,746,719. As you are aware the Improvement Authority has left the Insurance Commission so we will need to amend this budget after it is adopted. Assessments are enclosed on page 31. The Improvement Authority leaving will have no effect on the assessments. With no questions being heard on the budget a motion to close the public hearing and adopt the budget will be in order.

Motion to close the Public Hearing

Moved: Commissioner Codispoti
Second: Commissioner Smaniotto
Vote: Unanimous

Motion to approve Resolution 15-25 (Page 32) adopting the Budget for the Cumberland County Insurance Commission in the amount of \$4,746,719 as presented for Fund Year 2025 and Certify the Assessments.

Moved: Commissioner Codispoti
Second: Commissioner Taylor
Vote: Unanimous

Amendment to the Adopted Budget – With the Cumberland County Improvement Authority leaving the Insurance Commission, we will need to amend the adopted budget and conduct a public hearing as the reduction is over 10% of the budget.

The public hearing on the amended budget will be held at our April meeting. The departure of the Authority does not affect the assessments of the County or the Utilities Authority. The amended budget appears on **page 33**.

Executive Director said the termination of the Improvement Authority lowers the loss funds, the professionals will be taking a haircut a little from the loss of that. The overall difference is \$657,560, so the new total for the budget is \$4,089,159 and as stated earlier today this does not affect the County's or the Utility Authority's assessment.

Motion to Amend the 2025 Adopted Budget and schedule a Public Hearing on April 3, 2025 at 11:00 AM.

Moved: Commissioner Codispoti
Second: Commissioner Taylor
Vote: Unanimous

2025 Property & Casualty Assessments – In accordance with the Commission's By Laws, the assessment bills for 2025 for property and casualty will be mailed to member entities now that the budget has been adopted. Assessments will be due as follows: The first payment of 40% will be due on March 15, 2025. The second assessment of 30% is due on June 15, 2025 and the third assessment of 30% is due on September 15, 2025.

NJ Counties Excess Joint Insurance Fund (NJCE) (Pages 34-38) – The NJCE held a special meeting on January 7th to formally adopt their 2025 Budget. A summary of that meeting appears on pages 34-38. The NJCE is scheduled to meet again on Thursday, February 27, 2025 and will conduct their reorganization meeting. Executive Director said the CEL also held another special meeting last week on January 31st and appointed Vanguard as the Fund's Property Claims Administrator.

Certificate of Insurance Issuance Report: Certificate of Insurance Issuance Report: Attached on **Pages 39-42** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for December. There were 21 certificates of insurance issued during this period.

Motion to approve the certificate of insurance report.

Moved: Commissioner Codispoti
Second: Commissioner Taylor
Vote: Unanimous

Financial Fast Track – Included on **Pages 43-45** of the agenda is the Financial Fast Track for the Cumberland County Insurance Commission for November. As of **November 30, 2024**, the Commission has a deficit of **\$1,449,857**. Total cash on hand is \$3,820,585. Executive Director reported the 4th quarter actuarial numbers should be in soon so a revised Fast Track for the year end financials should be available at the next meeting.

NJ CEL Property and Casualty Financial Fast Track (Page 46-48) – Included in the agenda is the NJ CEL Financial Fast Track Report for November. As of November 30, 2024, the CEL has a surplus of **\$9,491,565** and **\$34,165,619** in cash.

Claims Tracking Report (Pages 49-50) – Included in the agenda are the Claims Activity Reports for November & December that tracks open claims. Executive Director reported the November has 22 less open claims which is good news and for December there were nine more open claims.

Executive Director thanked the Commissioners for Perma's reappointment.

SAFETY COMMITTEE REPORT: Paige Desiere reported on the workers compensation claims from the period of October 1st through November 30, 2024 for that period of time there were 10 new claims deemed comprehensive. Of those ten claims three were report only and 7 claims requiring medical attention. Of the seven claims four were non-preventable, all 4 of which were within law enforcement agencies. Three preventable claims were all trip, slips and falls and for all claims the employees were assigned training for their preventable losses for their preventable practice. There were on four days lost for this period which is down slightly.

CLAIMS COMMITTEE: Robyn Walcoff said there was no report for open session.

TREASURER:

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

MOTION TO APPROVE RESOLUTION 16-25 FEBRUARY BILLS LIST IN THE AMOUNT OF \$71,433.14

Motion: Commissioner Codispoti
Second: Commissioner Taylor
Roll Call Vote: 4 Ayes, 0 Nays

CEL SAFETY DIRECTOR: Safety Director Glenn Prince reviewed the Safety Director's report as well as future training opportunities offered by JA Montgomery Risk Control. Mr. Prince said he will be coordinating a meeting with the new DPW Director with the assistance of Paige Desiere to advise him of the resources and training opportunities that are available to members of the Commission.

RISK MANAGER: Risk Manager Christina Violetti reported the Safety and Accident View Committee Minutes from the October 9, 2024 meeting are included in the agenda. Minutes for the December meeting will be provided once they are approved at the next meeting. Ms. Violetti thanked the Commissioners for the reappointment on behalf of Hardenbergh Insurance.

MANAGED CARE: Karen Beatty reviewed the Cumulative Savings report for the period ending December 31, 2024 along with the PPO Savings Report and Top 10 Providers.

CLAIMS SERVICE: Claims Manager Veronica George reported there was no report for Open Session. Amy Zeiders thanked the Commissioners for the reappointment on behalf of Inservco.

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 Codispoti
Second:	Commissioner Taylor
Vote:	Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion:	Commissioner Smaniotto
Second:	Commissioner Taylor
Vote:	Unanimous

Workers Comp PARs/SARs

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770000911 IN THE AMOUNT OF \$5,000.00

Motion:	Commissioner Codispoti
Second:	Commissioner Smaniotto

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770002191 IN THE AMOUNT OF \$60,000.00

Motion:	Commissioner Codispoti
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Second: Commissioner Smaniotto

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770002061 IN THE AMOUNT OF \$2,500.00

Motion: Commissioner Codispoti

Second: Commissioner Smaniotto

General Liability PARs/SARs

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770002041 IN THE AMOUNT OF \$3,000.00

Motion: Commissioner Codispoti

Second: Commissioner Smaniotto

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001447 IN THE AMOUNT OF \$75,500.00 AND SETTLEMENT AUTHORIZATION REQUESTS IN THE AMOUNT OF \$10,000.00

Motion: Commissioner Codispoti

Second: Commissioner Smaniotto

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001514 IN THE AMOUNT OF \$136,110.00 AND SETTLEMENT AUTHORIZATION REQUESTS IN THE AMOUNT OF \$40,000.00

Motion: Commissioner Codispoti

Second: Commissioner Smaniotto

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001524 IN THE AMOUNT OF \$100,000.00 AND SETTLEMENT AUTHORIZATION REQUESTS IN THE AMOUNT OF \$40,000.00

Motion: Commissioner Codispoti

Second: Commissioner Smaniotto

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001709 IN THE AMOUNT OF \$14,000.00 AND SETTLEMENT AUTHORIZATION REQUESTS IN THE AMOUNT OF \$5,000.00

Motion: Commissioner Codispoti

Second: Commissioner Smaniotto

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770002161 IN THE AMOUNT OF \$25,000.00 AND SETTLEMENT AUTHORIZATION REQUESTS IN THE AMOUNT OF \$15,000.00

Motion: Commissioner Codispoti
Second: Commissioner Smaniotto

Property PAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS FOR CLAIM #2024311778 IN THE AMOUNT OF \$21,000.00

Motion: Commissioner Codispoti
Second: Commissioner Smaniotto

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS FOR CLAIM #2025347083 IN THE AMOUNT OF \$29,500.00

Motion: Commissioner Codispoti
Second: Commissioner Smaniotto

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS IN THE AMOUNT OF \$461,110.00 AND SETTLEMENT AUTHORIZATION REQUESTS IN THE AMOUNT OF \$120,500.00

Motion: Commissioner Codispoti
Second: Commissioner Smaniotto
Roll Call Vote: 4 Ayes, 0 Nays

OLD BUSINESS: None.

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion: Commissioner Codispoti
Second: Chairman Taylor
Vote: Unanimous

MEETING ADJOURNED: 11:50 AM

NEXT MEETING: WILL BE HELD ON APRIL 3, 2025 AT 11:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary