

**CUMBERLAND COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – FEBRUARY 5, 2026  
ELECTRONICALLY  
11:00 AM**

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

**ROLL CALL OF COMMISSIONERS:**

Art Marchand	Present
Sandra Taylor	Present
James Sauro	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 <b>Bradford Stokes, Karen Read</b>
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**ALSO PRESENT:**

John Carr, Cumberland County  
Jeffrey DiLazzero, Cumberland County  
Anthony Bontempo, Cumberland County  
Paige Desiere, Cumberland County  
Kathy Doran, Cumberland County  
Dominic Buirch, Cumberland County UA  
Christina Violetti, Hardenbergh Insurance Group  
Danielle Colaianni, Hardenbergh Insurance Group  
Amy Zeiders, Inservco  
Veronica George, Inservco  
Yvonne Frey, Inservco  
Kelly Guerriero, Inservco  
Surretha Hobbs, Inservco  
Sarah Mentzer, Vanguard  
Jon Griglack, SG Risk  
Christine Gallagher, Qual-Lynx  
Robyn Walcoff, PERMA  
Kerin Drumheiser, PERMA  
Shai McLeod, PERMA  
Brandon Tracy, PERMA  
Elizabeth Chipman, PERMA  
Glenn Prince, JA Montgomery

Jonathon Tavares, Conner Strong & Buckelew

**PUBLIC PRESENT:**

Nancy Ridgway

**APPROVAL OF MINUTES:** OPEN AND CLOSED SESSION OF December 4, 2025

Moved:	Commissioner Sauro
Second:	Commissioner Codispoti
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.

- Resolution 1-26 Certifying the Appointment of Chairperson and Vice Chairperson
- Resolution 2-26 Appointing CEL Commissioner
- Resolution 3-26 Appointing Commission Treasurer
- Resolution 4-26 Appointing Commission Attorney
- Resolution 5-26 Appointing Commission Secretary
- Resolution 6-26 Designating Authorized Depositories for Commission Assets and Establishing a Cash Management Plan
- Resolution 7-26 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 8-26 Designating Official Newspapers
- Resolution 9-26 Designating Agent for Service of Process & Custodian of Records
- Resolution 10-26 Establish Public Meeting Procedures
- Resolution 11-26 2026 Risk Management Plan

Executive Director Stokes asked Underwriting Manager Jonathon Tavares to review the updates to the Plan of Risk Management. A couple of the key enhancements for the NJCE renewal for 2026 are highlighted and are mainly around property, liability, and the POL EPL program. On the excess liability limits of \$32 million, that's includes an increase of \$10 million since last year, due to a very positive budget year. The Commission will see more limits of liability available for GL, AL, and law enforcement to the whole program, which is fantastic. Under the POL EPL section there are different retention amounts for what the commission retains and what the NJCE retains due to the move from Chubb who was a longtime POL EPL carrier to the same program that provides your liability insurance. So now, the Commission is in the full liability reinsured program for the POL EPL which will allow a little more control over losses, and it is a better overall fit for the Commission. On the property side the NJCE was able to reduce their overall percent deductible for named storm. Another positive change for the 2026 renewal was that the NJCE bound another \$5 million in cyber coverage so the Commission will get the benefit of having \$15 million in aggregate limits under the cyber program. Mr. Tavares said there will be a webinar on the renewal changes later in the month and an invite will be sent shortly.

**Motion to approve Resolutions 1-26 through 11-26**

Moved: Commissioner Sauro  
Second: Chairman Marchand  
Vote: Unanimous

**2026 Property & Casualty Budget** – The 2026 Property & Casualty Budget was introduced at the December 4, 2025 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 \$23,389 as the successful marketing efforts for the NJCE’s 2026 renewal came in lower than expected. The revised budget in the amount of \$4,288,046 is included in the agenda on **Page 26**; a copy of the assessments is on **Page 27**.

**Motion to open the Public Hearing on the 2026 Budget.**

Moved: Commissioner Sauro  
Second: Chairman Marchand  
Vote: Unanimous

**Discussion of Budget:** Executive Director said the actuary provided the loss funding using the mod levels for lost funds. Now that there is coverage in the commission layer for the POL EPL coverage line 5 of the budget shows the amount of \$74,353, which was provided by the actuary. Line 10 the budget has increased 6.71% due to the EPL POL as well. Line 17 shows the total for claims adjustment. Inservco will be administering the POL EPL claims. Executive Director and other professional fees had a contractual increase of 2%. There was a dramatic decrease in the ancillary coverages. Jonathon Travares discussed the ancillary coverages and said the ancillary coverages came down mainly due to a 20% decrease in the cyber program. The medical malpractice program continues to perform well, so across the board all of these coverages in the ancillary bucket have decreased. Executive Director said the 2026 budget is at a 4.86% increase, the amount of \$4,288,046.

**Motion to close the Public Hearing.**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

**Motion to approve Resolution 13-26 (Page 28) adopting the Budget for the Cumberland County Insurance Commission in the amount of \$4,746,719 as presented for Fund Year 2026 and Certify the Assessments.**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

**2026 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 2026. Resolution 14-26 appears on **Page 29** re-appointing the professionals.

**Motion to Adopt Resolution 14-26 Re-Appointing Fund Professionals**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

**Actuary Request for Price Quotes** - The Fund Office solicited price quotes from two vendors for Actuarial Services. Quotes were obtained instead of issuing an RFP as the expected pricing would be well below the bidding threshold of \$17,500. Quotes were received from the fund’s current Actuary, SG Risk and from Pinnacle Actuarial Resources. Pricing was received as follows:

<b>SG Risk</b>	<b>\$4,050.00</b>
<b>Pinnacle</b>	<b>\$16,000.00</b>

In response to Commissioner Sauro regarding the difference in the pricing received, Executive Director said Pinnacle did know the expiring contract amount still came in at the \$16,000 number and they have bid on other commissions and joint insurance funds but seem to always come in high.

**Motion to Award a one-year contract to SG Risk as the Insurance Commission’s Actuary**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

**Amending Contract with Inservco Insurance Services** – As discussed earlier, coverage for the Commission member entities for Public Officials and Employment Practices lines of coverage has moved from Chubb into the NJCE Program. This will require Inservco to administer those coverages. The fund office negotiated a flat fee for this service for \$7,500.

**Motion to Amend Inservco Insurance Services contract**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

**NJ Counties Excess Joint Insurance Fund (NJCE) (Pages 30-34)** – The NJCE held a special meeting on January 6th to formally adopt their 2026 Budget. A summary of that meeting appears on pages 30-34. The NJCE is scheduled to meet again on Thursday, February 26, 2026 and will conduct their reorganization meeting in person in Monroe Twp.

**NJCE JIF – 2026 Renewal Webinar** – The Executive Director and Underwriting Manager of the New Jersey Counties Excess JIF will be conducting the 2026 Renewal Overview Webinar on Tuesday, February 24<sup>th</sup> at 11:00 a.m. The NJCE Underwriting Manager will detail the successes of the marketing of the NJCE program and coverage changes and enhancements to be aware of for 2026. An invitation was sent with the link to register. If you need the link or have trouble registering, please reach out to the Fund Office.

**2026 Excess Insurance and Ancillary Coverage Policies** – The NJCE renewal policies will be available electronically through the Conner Strong & Buckelew OneDrive Program for authorized users. The Limit Schematics are also posted to the site. If anyone has any difficulty in accessing the website, they should contact the Fund Office.

**2026 Property & Casualty Assessments** – In accordance with the Commission’s By Laws, the assessment bills for 2026 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, 2026. The second assessment of 30% is due on June 15, 2026 and the third assessment of 30% is due on September 15, 2026.

**Certificate of Insurance Issuance Report:** Attached on **Page 35** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for January 2026. There were 2 certificates of insurance issued during this period.

**2026 MEL, MRHIF & NJCE JIF Educational Seminar:** Enclosed please find a flyer announcing the 16th annual seminar to be conducted virtually on 2 half-day sessions: Friday April 24th and Friday May 1st from 9AM to 12PM.

The seminar is pending approval for Continuing Educational Credits including CFO/CMFO, Public Works and Clerks, Insurance Producers, Accountants, Lawyers, Water Supply and Wastewater Licensed Operators, Registered Public Purchasing Officials and Qualified Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MRHIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF). The Fund office will distribute a notice to all members and risk managers, which will include a registration link for the educational seminar. (**Page 36**)

**Financial Fast Track** – Included on **Pages 37-42** of the agenda are the Financial Fast Tracks for the Cumberland County Insurance Commission for September & October. Executive Director said as of September 30<sup>th</sup> the surplus increased \$483,000 and both IBNR and case reserves have gone down. This did carry over into October where the surplus increased by \$119,000 so the deficit is down. As of **October 31, 2025**, the Commission has a deficit of **\$1,352,663**. Total cash on hand is \$3,913,323. Executive Director said this is great news and hopefully we have turned a corner and this trend will continue.

**NJ CEL Property and Casualty Financial Fast Track (Page 43-45)** – 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 46-47)** – Included in the agenda are the Claims Activity Reports for November & December that tracks open claims. Executive Director said the Claims Activity Report simply showing claims open from one month to the next. November, we had 3 less open claims than the prior month.

**TREASURER:**

**REPORT:** Treasurer Anthony Bontempo reported on the February Bills List.

**MOTION TO APPROVE RESOLUTION 15-26 FEBRUARY BILLS LIST IN THE AMOUNT OF \$1,172,283.34**

Motion:	Commissioner Sauro
Second:	Commissioner Smaniotto
Vote:	Unanimous

**SAFETY COMMITTEE REPORT:** Paige Desiere reported for the period of October 1<sup>st</sup> through November 30, 2025, the County reported 16 new work-related injury claims. These claims consisted of two exposures, one preventable, one non-preventable. Four strains, three of which were preventable, one was non-preventable, five bodily injuries by strike or bite with all deemed non-preventable and five slips, trips and falls all of which were preventable and as a standard practice safety training was assigned to all employees with preventable claims.

**CEL SAFETY DIRECTOR:** Safety Director Glenn Prince reviewed the Safety Directors report and reported on safety and risk control activities from December and February. The NJCE Safety Grant has been approved for 2026 by carriers. The breakdown for 2026 is \$100,000 is available from Safety National, \$17,000 from Munich RE, \$6,000 from Old Republic, and \$7,500 from Metis, which is a new carry on the program as well. The total is \$130,500 to be split between our 10 member counties which is a \$40,500 increase, or 45% versus last year. Mr. Prince thanked the underwriting team for going to bat for this program. It is a great opportunity to enhance our safety program for some of the safety items that are not necessarily budgeted. The Safety Director's office conducted some loss control visits in January. On January 14th the Vine Street Playground in Bridgeton, and on January 29th the Admin Building.

**RISK MANAGER:** Risk Manager Christina Violetti reported the Safety and Accident View Committee Minutes from October 8, 2025, meeting was included in the agenda. Minutes for the December meeting will be provided once they are approved at the next meeting. Ms. Violetti said the Cumberland County Insurance Commission claims Charter is enclosed in the agenda packet. There were several amendments to this charter. There are no meetings conducted unless requested by the Cumberland County Insurance Commission Chairperson. We removed the specific committee members and professionals that were originally listed on the charter. The committee will no longer provide recommendations regarding approval or denial of any payment authorization requests or settlement authorization requests. As has been done in the past the third-party administrator will now prepare and present to the Insurance Commission the approval for all such requests. In addition, the change for the employment practices, legal liability, public officials legal liability claims handling has been included. It now states claims that may exceed 50% of a

member's deductible, the third-party administrator will now need to prepare documentation just for discussion purposes to present to the insurance commission. A payment authority request will be presented any time a claim will be exceeding the member's deductible. The third-party administrator and Risk Management Consultant's Office will now develop and recommend claims cost containment programs were appropriate, which is something that the claims committee had done in the past. The Risk Management Consultant's office will report to the Insurance Commission of any changes to the committee, as well as any discharge of any responsibilities of the claims committee. Hearing no questions Ms. Violetti requested a motion to adopt the revised claims charter.

**Motion to Adopt the Revised Claims Charter**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

Risk Manager said the Cumberland County Insurance Commission Litigation Management Plan was enclosed in the agenda packet. There was just one small amendment on page 9 of the Plan which has been reviewed with County Council's office. In the event Chubb, since there are still some claims that will be processed through Chubb for Employment Practices claims, which would be current claims not new claims. In the event Chubb were to charge any fees for processing legal billing to any council that's assigned for any member, that the member will be responsible for paying those fees. In response to Commissioner Sauro, County Counsel John Carr confirmed he has reviewed the amendment and is in agreement with the change.

**Motion to adopt the Revised Litigation Management Plan.**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

**MANAGED CARE:** Christine Gallagher reviewed the Cumulative Savings report for the period ending December 31, 2025, along with the PPO Savings Report and Top 10 Providers. As of December 31st, there were 615 bills, with total charges of \$1,017,913.88, with savings of \$601,149.56 or 60%.

**CLAIMS SERVICE:** Claims Technical Specialist Veronica George reported there are claims to discuss in Closed 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**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti  
Vote: Unanimous

Workers Comp PARs/SARs

**MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001685 IN THE AMOUNT OF \$74,592.90**

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST SETTLEMENT AUTHORIZATIN REQUEST FOR CLAIM #3770001886 IN THE AMOUNT OF \$136,481.93 AND SETTLEMENT AUTHORIZATION IN THE AMOUNT OF \$78,743.00**

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001907 IN THE AMOUNT OF \$90,972.20**

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770002448 IN THE AMOUNT OF \$71,417.08**

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770002449 IN THE AMOUNT OF \$53,002.67**

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770002474 IN THE AMOUNT OF \$53,194.00**

General Liability PAR

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001910 IN THE AMOUNT OF \$53,000.00**

Auto Liability SAR

**MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770002336 IN THE AMOUNT OF \$3,523.81**

**MOTION TO APPROVE PAYMENT AUTHORIZTATION IN THE AMOUNT OF \$458,067.88 AND SETTLEMENT AUTHORIZATION REQUESTS IN THE AMOUNT OF \$156,859.71**

Moved: Commissioner Sauro  
Second: Commissioner Codispoti

Vote: Unanimous

**OLD BUSINESS: None.**

**NEW BUSINESS: None**

**PUBLIC COMMENT: None**

**MOTION TO ADJOURN:**

Moved:	Chairman Marchand
Second:	Commissioner Taylor
Vote:	Unanimous

**MEETING ADJOURNED: 11:53 AM**

**NEXT MEETING: WILL BE HELD ON April 2, 2026 AT 11:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary