

**CUMBERLAND COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – JUNE 4, 2020  
ELECTRONICALLY  
11:00 AM**

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	Present
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**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Bradford Stokes, Karen A. Read</b>
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**ALSO PRESENT:**

Anthony Bontempo, Cumberland County  
Craig Atkinson, Cumberland County  
Ted Baker, Cumberland County  
Melissa Strickland, Cumberland County  
Janet Heck, Cumberland County Improvement Authority  
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  
Scott Brown, SG Risk  
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 APRIL 9, 2020**

Moved: Commissioner Surrency  
Second: Commissioner Seneski  
Vote: Unanimous

**CORRESPONDENCE: None**

**EXECUTIVE DIRECTOR REPORT:**

**Certificate of Insurance Issuance Report: Certificate of Insurance Issuance Report:** Attached on **Pages 3-5** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of March 1, 2020 to May 1, 2020. There were 8 certificates of insurance issued during this period.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

Moved: Commissioner Seneski  
Second: Commissioner Hirata  
Vote: Unanimous

**NJ Excess Counties Insurance Fund (CELJIF)** – The NJCE last met on April 23, 2020. Attached on **Pages 6-8** is a written summary of the meeting. The Counties of Essex and Sussex are renewing 6/1/20 and 1/1/21 respectively and have been identified as potential members for the program. The next meeting is scheduled for Thursday, June 25, 2020 at 9:30 AM via teleconference.

This year marks the 10<sup>th</sup> anniversary of the Fund’s inception, which began with two County members and has grown to ten members. The Board of Fund Commissioners were in agreement to acknowledge the progress over the last decade with a luncheon at a Central Jersey venue, however that event is on hold until hopefully later in the year.

**Financial Fast Track** – Included on **Pages 9-12** of the agenda are the Financial Fast Track reports for the Cumberland County Insurance Commission for February and March. As of **March 31, 2020**, the Commission has a statutory surplus of **\$614,683**.

**NJ CEL Property and Casualty Financial Fast Track (Pages 13-14)** – Included in the agenda is the NJ CEL Financial Fast Track Report for January. As of **March 31, 2020**, the CEL has a surplus of **\$16,112,207**.

**2020 Excess Insurance and Ancillary Coverage Policies** – The NJCE renewal policies will again be available electronically through the Conner Strong & Buckelew Egnyte Connect for authorized users. The Limit Schematics are posted to the site. If anyone has any difficulty in accessing the website, they should contact the Fund Office.

**2020 Property & Casualty Assessments** - The second assessment payment will be mailed shortly with a due date of July 15, 2020.

**Next Meeting** – A reminder that our next meeting is on August 6<sup>th</sup>. Executive Director said the next Commission meeting will be held on August 6, 2020 and the hope everyone will stay safe and we will see everyone soon.

Executive Director said there are four professional positions coming up this year and the Executive Director's office will coordinate issuing those RFPs sometime in August or September with the County Purchasing Department and advise the professionals whose three-year term are coming due.

Ms. Wood thanked all of the Fund Professionals for the training opportunities that have been shared with the Commission members along with protocols to make sure everyone is aware of and taking the necessary precautions during the public health pandemic, which has been very valuable guidance and support that is much appreciated.

**SAFETY COMMITTEE:** Craig Atkinson reported the County has been following the directive on Covid-19 reportable incidents and there have been five reportable incidents. Mr. Atkinson reported two of the required hospitalizations to the PEOSHA inspector and she has been supplied with all of the information Cumberland County sent out including emails, directives, the training and any other information that went out regarding Covid-19. PEOSHA is currently digesting that information. Mr. Atkinson said he is anxiously awaiting a response from PEOSHA regarding the two hospitalizations.

Mr. Atkinson reported Cumberland County will be returning to work full duty on Monday June 8<sup>th</sup> and on May 15<sup>th</sup> all County employees received a letter from the Executive Team which outlined all of the safety measures being taken. If an employee is sick we are asking they please stay home, and we are currently doing temperature checks for all employees and that will continue upon arrival in the morning for all. Mr. Atkinson said C-scans are set up in each department and Dr. Cindy Hickman put together training for temperature checks, use of the equipment and social distancing, which all departments participated in. The training also reviewed the personal protective equipment that everyone is mandated to use, which was outlined in the May 15<sup>th</sup> letter.

Mr. Atkinson reported before the virus the County was making good progress on their cyber security training through the IT Department. All department heads have completed the training and they are currently working on training division heads and supervisors. During the February Freeholder meeting, the Employee Assistance Program through Charles Nextum was approved effective March 1<sup>st</sup> and is in full swing. An affirmative action plan was approved on March 1<sup>st</sup> which was written by Melissa Strickland and a new security cell phone policy was also approved. This morning there was Zoom virtual training through the Training and Development Division with the Cumberland County Library staff, which was well received. All buildings have been disinfected twice and will be disinfected again on June 9<sup>th</sup>, after which, all buildings will be disinfected on a monthly basis.

The employee assistance program is in full swing and anybody having difficulties may call the 800 number to receive assistance. Various trainings have been ongoing along with educational seminars. Webinars are in the process of being completed by all employees and quite a bit of written information regarding the Pandemic including bathroom usage, handwashing, personal protective equipment, the temperature checks have gone out to all employees. The County has enjoyed good success with the use of that information and the County will continue to do virtual training through

the Department of Training and Development. Presently there is a Microsoft Team training regimen for department heads and division heads so everybody has the training and ability to use that form of a meeting going forward.

**CLAIMS COMMITTEE:** Jennifer Conicella reported the Claims Committee met in April and May and will be discussing the PARs in closed session.

**TREASURER:**

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

**MOTION TO APPROVE RESOLUTION 15-20 JUNE BILLS LIST IN THE AMOUNT OF \$53,116.80**

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 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. Some of the videos are very short in duration and can be used as toolbox talks. Safety Director encouraged everyone to look at them.

**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 said the Safety and Accident Review Committee meeting scheduled for June 10<sup>th</sup> has been cancelled and hope to have the next meeting on August 12<sup>th</sup> in person. A submission for the 2020 BRIT Safety Grant was submitted on behalf of the Cumberland County Public Works Department for the purchase of a traffic attenuator. This piece of equipment costs \$16,984.

Ms. Violetti discussed a submission from Dr. Cindy Hickman with multiple departments coming together requesting various items or activities to promote wellness. Enclosed in the Risk Manager's Report were the submissions for everyone's review. If any of the requests are questionable, such as the yoga classes, the will reach out to the departments to make sure that it's something they would be able to possibly move forward with Ms. Violetti said with no questions being heard in regards to the submissions a motion to approve would be in order

**MOTION TO APPROVE WELLNESS GRANT**

Motion:	Commissioner Surrency
Second:	Chairman Seneski

Roll Call Vote: 3 Ayes, 0 Nays

**MANAGED CARE:** Karen Beatty reviewed the Cumulative Savings report for 2020 and the PPO Penetration Report. Ms. Beatty reported on the virtual care which has played an important role during this pandemic, as a whole making sure that we can continue services to our injured workers and to keep their care moving in the right direction. Veronica George said the virtual care has been working very well.

**CLAIMS SERVICE:** Claims Manager Amy Zieders reviewed the Stewardship Report and said the claims were down as far as frequency and severity so the number of claims have dropped in 2019. Ms. Wood thanked the Claims Manager for the report and said it was wonderful news which the graphs and charts showing numbers going down significantly and a lot of that is attributed to the training and education, which is a direct result of getting the Insurance Commission started and being able to implement some of these best practices.

**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

Property PAR

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001228 IN THE AMOUNT OF \$2,347.17**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

**MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001200 IN THE AMOUNT OF \$250.00**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #20202340 IN THE AMOUNT OF \$134,000.00**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

Workers Compensation PAR/SAR

**MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770000149 IN THE AMOUNT OF \$84,052.80;**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000639 IN THE AMOUNT OF \$300,000.00**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000847 IN THE AMOUNT OF \$17,500.00; SETTLEMENT AUTHORIZATION IN THE AMOUNT OF \$12,500.00**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000502 IN THE AMOUNT OF \$38,698.09; SETTLEMENT AUTHORIZATION IN THE AMOUNT OF \$18,489.00**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

**MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM# 3770001049 IN THE AMOUNT OF \$9,700.00**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

General Liability PAR/SAR

**MOTION TO APPROVE PAYMENT AND SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770000828 IN THE AMOUNT OF \$250,000.00**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

**MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM# 3770001262 IN THE AMOUNT OF \$170.60**

Motion: Commissioner Surrency  
Second: Commissioner Seneski

**MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM# 3770000696 IN THE AMOUNT OF \$1,500.00**

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

**MOTION TO OPEN THE PUBLIC PORTION OF THE MEETING**

Motion: Commissioner Seneski  
Second: Commissioner Surrency  
Vote: Unanimous

**PUBLIC COMMENT:** Mrs. Ridgway requested the amounts for all of the PARs and SARs. Commissioner Wood read each claim number and amount, which are listed above.

**MOTION TO CLOSE THE PUBLIC PORTION OF THE MEETING**

Motion: Commissioner Seneski  
Second: Commissioner Surrency  
Vote: Unanimous

**MOTION TO ADJOURN:**

Motion: Commissioner Surrency  
Second: Chairman Seneski  
Vote: Unanimous

**MEETING ADJOURNED: 12:31 PM**

**NEXT MEETING: WILL BE HELD ON AUGUST 6, 2020 AT 11:00 AM**

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Minutes prepared by: Karen A. Read, Assisting Secretary