

**CUMBERLAND COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – OCTOBER 7, 2021
ELECTRONICALLY
11:00 AM**

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

ROLL CALL OF COMMISSIONERS:

Darlene Barber	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 Bradford Stokes, Karen Read
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ALSO PRESENT:

Anthony Bontempo, Cumberland County
Paige Desiere, Cumberland County
John Carr, Cumberland County
Robert Carlson, Cumberland County Utility Authority
Christina Violetti, Hardenbergh Insurance Group
Dennis Skalkowski, Bowman & Company
Scott Brown, SGRisk LLC
Veronica George, Inservco
Amy Zeiders, Inservco
Yvonne Frey, Inservco
Surretha Hobbs, Inservco
Karen Beatty, Qual-Lynx
Chris Roselli, Qual-Lynx
Robyn Walcoff, PERMA
Brandon Tracy, PERMA
Glenn Prince, JA Montgomery

PUBLIC PRESENT:

Nancy Ridgway

APPROVAL OF MINUTES: OPEN SESSION OF AUGUST 5, 2021

Moved:	Commissioner Hirata
Second:	Commissioner Wood

Vote: Unanimous

CLOSED SESSION OF AUGUST 5, 2021

Moved: Commissioner Hirata

Second: Commissioner Wood

Vote: Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

2020 Audit Report – A draft copy of the 2020 Audit was distributed to Fund Commissioners under separate cover. Representatives of the Commission’s auditor, Bowman & Company, will attend the meeting to formally present the audit. Included in the agenda on **Pages 3-5** is Resolution 18-21, Certification of Annual Audit Report for the Period ending December 31, 2020 along with the Group Affidavit Form. Dennis Skalkowski of Bowman & Company reviewed the 2020 Audit and said there were no findings or recommendations noted with a clean opinion. Total assets were \$5,401,891 for the year and the investment in joint venture total was \$789,567, which is the Commission’s investment equity ownership interest in the NJCE. The total liabilities and reserves were \$5,284,471, which was an increase over the last year. The majority of that increase was from estimated claims reserves, which are estimates of case reserves incurred but not reported over the year that resulted in a net position of \$117,020. Mr. Skalkowski reviewed the Statement of Revenues and Expenses, Statement of Cash Flows and Changes in Unpaid Claims Liabilities, which resulted in ending claims liabilities of \$4.9 million for the year. Mr. Skalkowski thanked the Commissioners for the opportunity to serve the Commission and said he would be happy to answer any questions. Commissioner Barber thanked Bowman & Company staff on a great report and for all of their hard work.

Motion to approve Resolution 18-21. Certification of Annual Audit Report for Period Ending December 31, 2020

Motion: Commissioner Wood

Second: Chairman Hirata

Roll Call Vote: 3 Ayes, 0 Nays

Proposed Amendment to the Commission’s Rules and Regulations – 1st Reading – Governor Murphy signed Senate bill 855 into law on August 21, 2020. The legislation changes the title of “Chosen Freeholder” to “County Commissioner” and all “Board of Chosen Freeholders” to “Board of County Commissioners” effective January 1, 2021. There are several sections of the regulations that reference Board of Chosen Freeholders that should be revised. The proposed changes appear in **Appendix II.**

Motion to approve the first reading of an Amendment to the Commission’s Rules & Regulations and schedule of Public Hearing and adoption at the December 2, 2021 meeting

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

Certificate of Insurance Issuance Report: Attached on **Pages 6-11** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of August 1, 2021 to September 31, 2021. There were 16 certificates of insurance issued during this period.

Motion to approve the certificate of insurance report.

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

NJ Counties Excess Joint Insurance Fund (NJCE) – The NJCE met on September 23, 2021. A summary report of the meeting is included in the agenda on **Pages 12-15**. The NJCE will meet again on October 28, 2021 at 9:30 AM via Zoom. Executive Director Stokes said the audit was formally adopted and approved at that meeting and prospective membership was offered in the Ocean Commission to the Utilities Authorities which we believe will be joining.

Financial Fast Track – Included on **Pages 16 thru 21** of the agenda are the Financial Fast Tracks reports for the Cumberland County Insurance Commission for May, June & July. As of July 31, 2021, the Commission has a deficit of \$623,754. The cash amount is \$5,187,351. Executive Director note the Commission has a very strong cash flow which is obviously very important.

NJ CEL Property and Casualty Financial Fast Track (Pages 22-23) – Included in the agenda is a copy of the NJCE Financial Fast Track Report for the month of July. As of July 31, 2021, the NJCE has a surplus of \$14,791,949. Line 7 of the report “Dividend” represents the amount of dividends released by the NJCE in the amount of \$5,107,551. The cash amount is \$23,110,892.

2021 Property & Casualty Assessments –The Fund Office sent out the Statement of Accounts in August and payments were due back on September 15, 2021. Treasurer Bontempo said all members of the commission are paid current.

NJCE Cyber Task Force - The task force met on July 19, 2021 to discuss cyber-related issues and develop a cyber-risk management framework for members to utilize. In preparation of Cyber Security Awareness month the task force distributed the attached memorandum included in the agenda on **Pages 24-25**. This year’s overall theme is **“Do your Part. #BeCyberSmart.**

10th Annual Best Practices Workshop – November 3, 2021 Virtual Edition - This year's Best Practices Workshop will be taking place virtually via an interactive webinar on November 3, 2021. The length of workshop is scheduled for 2.5 to 3 hours with adequate breaks. Please save the date and more information will follow shortly. Robyn Walcoff discussed the seminar and said Harry Earle from JA Montgomery will be presenting on a seminar on Implicit Bias, Matthew Giacobbe from Cleary, Giacobbe, Alfieri, Jacobs LLC Law firm will be discussing vaccine mandates and Joseph Luciano of AvaSci will be discussing interesting topics on works comp claims and how to get people back to work. Invitations will be sent out early next week.

2021 New Jersey Association of Counties Conference - The 71st Annual Conference is scheduled to be held from October 12th – October 14th at Caesar's in Atlantic City. NJAC will also be celebrating its 100 year anniversary. The New Jersey Counties Excess Joint Insurance Fund and J.A. Montgomery will be presenting at the NJAC conference in October. Fund Commissioner Kim Wood said everyone is excited to get back in person and to be able to have the opportunity to have conversations with our partners throughout the state. Commissioner Director Joseph Derrella is the Conference Chair this year so we are excited to have Cumberland to have a significant presence at the event this year. This is also a great way to learn more about what NJAC is and what our insurance entity is all about with the NJCE and how we all work together. Safety Director Glenn Prince thanked Kim Wood for advocating for JA Montgomery to present at the conference and said he is looking forward to speak about the importance of an essential risk control program and how it benefits the bottom line and encourages people to participate in the proper standards to perform their essential tasks.

2021 NJLM Annual Conference – The 106th Annual New Jersey State League of Municipalities Conference is scheduled for November 16 through November 18 at the Atlantic City Convention Center in Atlantic City. The MELJIF holds its annual elected officials seminar on November 18. This year's program will be "Local Government Risk Management". We encourage all of our Commissioners to attend. Executive Director said we hold an Elected Official Seminar, which is actually on the 16th and 17th where David Grubb and Fred Semrau from the MEL and they do a great job with that and they have, for many, many years there are usually over 200 people in attendance.

Next Meeting – A reminder that our next meeting is on December 2, 2021.

SAFETY COMMITTEE REPORT: Paige Desiere said the last Safety and Accident Review Committee met on October 11 and reviewed the workers comp claims for June and July. A good couple of months with only 7 claims reported during that period, five of which were determined by the committee to be non-preventable. The County is working toward updating and revising all of the Emergency Action Plans for every building, which has been moving along. It has been a lot of work for everyone involved and kudos to all the departments and thank you to Glenn Prince for his assistance. All but one of the plans has been completed, many of the non-tactical trainings have already taken place, the next step will be tactical trainings and it was a big undertaking. The next Safety and Accident Committee will meet on October 13th. Commissioner Barber said a report to the Commissioner Board would be good advise that the work is still going on and what a major undertaking it is. Ms. Desiere said a resolution will be coming onto the agenda to approve the plans.

CLAIMS COMMITTEE: The PARs and SARs were discussed in Executive Session.

TREASURER:

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

MOTION TO APPROVE RESOLUTION 19-21 AUGUST BILLS LIST IN THE AMOUNT OF \$162,051.33

Motion: Commissioner Hirata
Second: Chairman Wood
Roll Call Vote: 3 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 and said any member or department that desires to participate in training can do so by going to the website and register by clicking on the link. Mr. Prince said this morning he was coordinating with Jimmy Near to provide the DPW Emergency Action Plan site specific training for those buildings and were provide three dates – November 1st, 4th and 8th. Training will be provided at 7:00 am for those employees so they can be out on the street after the training to perform their essential tasks.

RISK MANAGER:

Risk Manager Christina Violetti said the 2022 underwriting renewal data has been provided by all the members and the documentation has been updated in Origami. Executive Director thanked Christina Violetti and the county for the renewal information in their timely fashion. Cumberland Commission is always the first to have their information complete. Commissioner Barber and Ms. Wood thanked Christina for all her hard work.

MANAGED CARE: Karen Beatty reviewed the Cumulative Savings report and the PPO Penetration Report. Ms. Beatty said as of August 2021 there was a 70% savings, overall saving the Commission \$306,785. Ms. Beatty said the managed care fee is approaching the cap and is being monitored on a daily basis as to not go over the capped amount.

CLAIMS SERVICE: Claims Manager Veronica George said there was not report for Open Session there are claims to be discussed in Executive 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 Hirata
Second: Commissioner Wood
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Seneski
Second: Commissioner Wood
Roll Call Vote: 4 Ayes, 0 Nays

Workers Compensation PAR/SAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001076 IN THE AMOUNT OF \$60,000.00

Motion: Commissioner Seneski
Second: Commissioner Hirata

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001295 IN THE AMOUNT OF \$137,117.61; AND SETTLEMENT AUTHORIZATION AMOUNT OF \$46,029.84

Motion: Commissioner Seneski
Second: Commissioner Hirata

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770000911 IN THE AMOUNT OF \$30,685.00

Motion: Commissioner Seneski
Second: Commissioner Hirata

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770000934 IN THE AMOUNT OF \$50,000.00

Motion: Commissioner Seneski
Second: Commissioner Hirata

General Liability SAR

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001095 IN THE AMOUNT OF \$161,412.50

Motion: Commissioner Seneski
Second: Commissioner Hirata

Property PAR/SAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #2021229760 IN THE AMOUNT OF \$118,000.00

Motion: Commissioner Seneski
Second: Commissioner Hirata

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #202243555 IN THE AMOUNT OF \$14,000.00

Motion: Commissioner Seneski
Second: Commissioner Hirata

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001474 IN THE AMOUNT OF \$750.00

Motion: Commissioner Seneski
Second: Commissioner Hirata

MOTION TO APPROVE THE PARS AND SARS AS DISCUSSED IN EXECUTIVE SESSION IN THE TOTAL AMOUNT OF \$571,965.11

Motion: Commissioner Seneski
Second: Commissioner Wood
Roll Call Vote: 4 Ayes, 0 Nays

Ms. Wood made noted a correction in a settlement authorization claim number for the record.

MOTION TO CORRECT SETTLEMENT AUTHORIZATION CLAIM NUMBER FROM #3770001408 TO #37700001474

Motion: Commissioner Seneski
Second: Commissioner Hirata
Vote: Unanimous

OLD BUSINESS: None.

NEW BUSINESS: None

MOTION TO OPEN PUBLIC SESSION

Motion: Commissioner Wood
Second: Chairman Seneski
Vote: Unanimous

PUBLIC COMMENT: Nancy Ridgeway was present at the meeting and had no public comment.

MOTION TO CLOSE PUBLIC SESSION

Motion: Commissioner Wood
Second: Chairman Seneski
Vote: Unanimous

MOTION TO ADJOURN:

Motion: Commissioner Seneski
Second: Chairman Wood
Vote: Unanimous

MEETING ADJOURNED: 12:11 PM

NEXT MEETING: WILL BE HELD ON DECEMBER 2, 2021 AT 11:00 AM

Minutes prepared by: Karen A. Read, Assisting Secretary