

**CUMBERLAND COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – FEBRUARY 6, 2020
164 WEST BROAD STREET
BRIDGETON, NJ 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 Bradford Stokes, Karen A. Read
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ALSO PRESENT:

Anthony Bontempo, Cumberland County
Craig Atkinson, Cumberland County
Ted Baker, Cumberland County
Christina Violetti, Hardenbergh Insurance Group
Veronica George, Inservco
Amy Zeiders, Inservco
Yvonne Frey
Karen Beatty, Qual-Lynx
Jennifer Conicella , PERMA
Jonathan Czarnecki, JA Montgomery
Alex DeLuccia, Conner Strong & Buckelew (telephonically)
Anthony Imbezzi, Esquire, Testa Heck Testa & White PA (telephonically)

PUBLIC PRESENT:

Nancy Ridgway

APPROVAL OF MINUTES: OPEN AND CLOSED SESSION OF DECEMBER 10, 2019

Moved:	Commissioner Seneski
Second:	Commissioner Wood
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Election of Chairperson & Vice Chairperson: Executive Director asks for nominations and conducts election.

Reorganization Resolutions (Pages 3-31): Listed below are the necessary reorganizational Resolutions for the Cumberland County Insurance Commission.

Resolution 1-20 Certifying the Election of Chairperson and Vice Chairperson

Executive Director asked for nominations for the Chairperson. Commissioner Seneski nominated Freeholder Jack Surrency as Chairperson

MOTION TO APPOINT JACK SURRENCY AS CHAIRPERSON

Moved: Commissioner Seneski
Second: Commissioner Wood
Vote: Unanimous

Executive Director asked for nominations for the Vice Chairperson. Commissioner Wood nominated Gerald Seneski as Vice Chairperson.

MOTION TO APPOINT GERALD SENESKI AS VICE CHAIRPERSON

Moved: Commissioner Wood
Second: Commissioner Surrency
Vote: Unanimous

MOTION TO CLOSE NOMINATIONS AND TO CONFIRM THE ELECTION FOR CHAIRMAN AND VICE CHAIRMAN

Moved: Commissioner Seneski
Second: Commissioner Wood
Vote: Unanimous

OATH OF OFFICE: Oath of Office was administered by Fund Attorney Ted Baker.

MOTION TO ADOPT RESOLUTION 1-20 APPOINTING JACK SURRENCY AS CHAIRPERSON AND GERALD SENESKI AS VICE CHAIRPERSON

Moved: Commissioner Wood
Second: Commissioner Seneski

Vote: Unanimous

Resolution 2-20 Appointing Commissioner to the New Jersey Counties Excess Joint Insurance Fund for Fund Year 2020

MOTION TO APPOINT KIM WOOD AS COMMISSIONER TO THE NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND FOR FUND YEAR 2020

Moved: Commissioner Wood
Second: Commissioner Seneski

Resolution 3-20 Appointing a Commission Treasurer

MOTION TO APPOINT ANTHONY BONTEMPO AS TREASURER FOR THE CUMBERLAND COUNTY INSURANCE COMMISSION

Moved: Commissioner Wood
Second: Commissioner Seneski

Resolution 4-20 Appointing a Commission Attorney

MOTION TO APPOINT THEODORE BAKER AS ATTORNEY FOR THE CUMBERLAND COUNTY INSURANCE COMMISSION

Moved: Commissioner Wood
Second: Commissioner Seneski

Resolution 5-20 Appointing a Commission Secretary

MOTION TO APPOINT BETH KOSTOK AS SECRETARY FOR THE CUMBERLAND COUNTY INSURANCE COMMISSION

Moved: Commissioner Wood
Second: Commissioner Seneski

Resolution 6-20 Designating Authorized Depositories for Commission Assets and Establishing a Cash Management Plan for Fund Year 2020

MOTION TO APPOINT OCEAN FIRST BANK AS THE DESIGNATED DEPOSITORY FOR FUND ASSETS

Moved: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE THE 2020 CASH MANAGEMENT AND INVESTMENT POLICY

Moved: Commissioner Wood
Second: Commissioner Seneski

Resolution 7-20 Designating Authorized Signatures for Commission Bank Accounts

MOTION TO APPOINT JACK SURRENCY, GERALD SENESKI, KIM WOOD, AND ANTHONY BONTEMPO AS AUTHORIZED SIGNATURES FOR COMMISSION BANK ACCOUNTS

Moved: Commissioner Wood
Second: Commissioner Seneski

Resolution 8-20 Appointing Agent for Service of Process and Designating Custodian of Commission Records

MOTION TO APPOINT PERMA RISK MANAGEMENT SERVICES AS AGENT OF SERVICE OF PROCESS AND CUSTODIAN OF RECORDS FOR THE COMMISSION FOR THE FUND YEAR 2020 PERFORMED AT NO COST TO THE COMMISSION

Moved: Commissioner Wood
Second: Commissioner Seneski

Resolution 9-20 Designating Official Newspapers

MOTION TO APPOINT THE DAILY JOURNAL AND THE SOUTH JERSEY TIMES AS THE OFFICIAL NEWSPAPERS FOR THE COMMISSION

Moved: Commissioner Mecouch
Second: Commissioner Seneski

Resolution 10-20 Establish Public Meeting Procedures

Executive Director made note of a change this year for the April meeting which will be held on April 9, 2020 at 2:00 PM. Executive Director thanked the Commission for allowing the change to accommodate as scheduling conflict.

MOTION TO APPROVE THE 2020 PUBLIC MEETING PROCEDURES

Moved: Commissioner Wood
Second: Commissioner Seneski

Resolution 11-20 Risk Management Plan

Underwriting Manager Alex DeLuccia reviewed the changes in the Risk Management Plan for 2020. The two important changes to highlight in the insurance Commission’s program is with the liability policy Underwriters of Lloyds will be providing \$10 million in coverage per occurrence and on top of that Old Republic will be providing per occurrence \$10 million in excess coverage, for a total per occurrence of \$20 million for the 2020 policy year. The NJCE Properties policy saw an increase in property deductible, so the Commission’s deductible will increase from \$100,000 to \$250,000 and the CEL deductible is rising from \$150,000 to \$750,000 so the total deductible is rising to \$1 million for 2020. Zurich our property carrier required an increased deductible for this year as the CEL has seen a rash of property claims high in severity and frequency over the last five years, which has led to the increase in the deductible. Mr. DeLuccia explained the hardening market and adverse effects in the commercial market.

MOTION TO ADOPT THE 2020 RISK MANAGEMENT PLAN

Moved: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE RESOLUTIONS 1-10 THOURGH 11-20

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

2020 Property & Casualty Budget – At the December 10, 2019 meeting, the 2020 Proposed Budget in the amount of \$3,239,662 was introduced. A public hearing and final approval will take place at today’s meeting. A copy of the 2020 proposed budget appeared on page 32 and a copy of the assessment by member entity were on page 33 of the agenda.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2020 BUDGET

Moved: Commissioner Seneski
Second: Commissioner Wood

Vote: Unanimous

Executive Director said this is the same budget that was introduced a few months ago and briefly reviewed the budget. The 2020 budget increase is 3.03% for a total of \$3,239,662.

DISCUSSION – There were no questions on the budget. Executive Director asked if there was public comment. Nancy Ridgeway from Upper Deerfield Township said she was disappointed there was an increase. Executive Director said we did do our best the property market throughout the whole country is the driving force of the increase. Commissioner Wood said the pollution liability is down 27.9% which is a good thing. In response to Ms. Wood, Executive Director said there was a reallocation it was previously placed commission wide and now it is placed by the individual commission and it showing more of our experience which is a good thing. Executive Director said with no other questions or comments a motion to close the public hearing is in order.

MOTION TO CLOSE THE PUBLIC HEARING ON THE 2020 BUDGET

Moved: Commissioner Wood
Second: Commissioner Seneski
Vote: Unanimous

MOTION TO ADOPT RESOLUTION 12-20 ADOPTING THE 2020 BUDGET FOR CUMBERLAND COUNTY INSURANCE COMMISSION IN THE AMOUNT OF \$3,239,662 AS PRESENTED AND CERTIFY THE ASSESSMENTS

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

2020 Property & Casualty Assessments – In accordance with the Commission’s By Laws, the assessment bills for 2020 property and casualty will be mailed to member entities now that the budget has been adopted. Assessments are due as follows: the first payment of 40% with a due date of March 15, 2020. The second assessment of 30% is due on June 15, 2020 and the third assessment of 30% due on September 15, 2020.

Certificate of Insurance Issuance Report: Attached on Pages 25 & 36 is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of November 1, 2019 to January 1, 2020. There were 6 certificates of insurance issued during this period.

MOTION TO APROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Commissioner Wood
Second: Commissioner Seneski
Vote: Unanimous

NJ Counties Excess Insurance Fund (CELJIF) – The next regular meeting will be on February 27, 2020 at the Camden County Emergency Center. This will serve as the Fund’s Reorganizational meeting.

Financial Fast Track: Included on page 37 of the agenda was the Financial Fast Track for the Cumberland County Insurance Commission for November. As of November 30, 2019 the Commission has a statutory surplus of \$645,911.

NJ CEL Property and Casualty Financial Fast Track – Executive Director reported included in the agenda is the NJ CEL Financial Fast Track Reports for November. As of November 30, 2019 the CEL has a statutory surplus of \$16,697,667.

2020 MEL MRHIF and NJCE Educational Seminar – The 10th annual seminar is scheduled for Friday, May 1, 2020 beginning at 9:00 am at the National Conference Center in East Windsor NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. Attached on page 41 was a copy of the enrollment form.

SAFETY COMMITTEE: Craig Atkinson reported on the accident and injury statistics and said for 2019 the County had a total of 20 property damage accidents – 12- were at fault, for a percentage of 60%.

Mr. Atkinson said in 2019 the County suffered 3 lost time personal injury accidents and suffered a total of 75 total lost days. Mr. Atkinson discussed details of the lost time accident cases. There were 11 total modified duty personal injury accidents for a total of 235 modified duty days and one was for a total of 83 days.

Mr. Atkinson said the next Safety and Accident Review Committee will meet on February 12, 2020.

Mr. Atkinson reported on the ongoing training and said there have been several active shooter and emergency action plan table tops being completed over the past few months and they are making good progress with Emergency Action Plans being completed for each department and they will hold a table top and dissemination of the final Emergency Action Plan. A Cyber Security training program has just embarked being performed by the Chief Information Security Officer Stan Field. He developed three new policies which have to do with computer usage and cyber security and is training our department heads and supervisors in the near future. The training was very well received. Mr. Atkinson said they are making good progress with cyber training.

Mr. Atkinson reported a Domestic Violence Policy has been developed in accordance with the State requirements and there are two representatives in the Human Resources Department that will provide assistance to anyone in need of domestic violence.

Mr. Atkinson said he will be proposing a new employee assistance program for the entire County at the next Board of Freeholder’s meeting with the Charles Nextum Associates that we have experience with at the DOS division and this is a very good step in the right direction for the

employees of Cumberland County. Mr. Atkinson said they will also be presenting a new affirmative action policy that Melissa Strickland developed at the February Freeholder meeting.

MOTION TO APPROVE SAFETY COMMITTEE REPORT

Moved: Commissioner Seneski
Second: Commissioner Wood
Vote: Unanimous

CLAIMS COMMITTEE: Jennifer Conicella said the PARs and SARs that were reviewed at the claims meetings will be discussed in Executive Session.

TREASURER:

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

MOTION TO APPROVE RESOLUTION 13-20 FEBRUARY BILLS LIST IN THE AMOUNT OF \$88,598.13

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

CEL SAFETY DIRECTOR: Risk Control Consultant Jonathan Czarnecki reviewed the Safety Director's report as well as future training opportunities that are being offered by JA Montgomery Risk Control. Safety Consultant announced there will be a 2020 BRIT Safety Grant the total of the grant is \$45,000 which is split between the ten counties in the CEL which equates to \$4,500 per county. Further details on the grant will be sent out by Glenn Prince.

RISK MANAGER:

Christina Violetti reviewed the Risk Managers Report and said a discussion at the last Safety & Accident Review Committee was the idea holding a Safety Expo in January 2021 and we did form a small committee to discuss regulatory training to all the entities in the County. This would be a one day training to get everyone in to complete the required regulatory training. This would be a Fast Track training that would be provided by JA Montgomery along with some specialty training. An update will be provided as we continue to discuss and complete the training program. Ms. Violetti said her office is working with PERMA with regard to the Child Abuse Bill and to schedule training to all the county supervisors, department heads and managers. In response to Commissioner Wood, Executive Director said it will be rolling out in the next few weeks. There will a couple sessions to accommodate everyone's needs.

Ms. Violetti said she distributed Cyber Security ID cards with the new policy numbers. In the event of a cyber-security incident Ms. Violetti reminded everyone they will need to contact the Risk Managers office as well.

Ms. Violetti reported on the 2019 recoveries on property damage claims the county has recovered \$7,696.29 for property claims in which a third party was at fault. In addition, the county has \$32,250.27 for traffic signal knock downs in which a third party was at fault. To date there are three property damage claims open.

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

CLAIMS SERVICE: Claims Manager Veronica George reported there was no report for Open 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 Wood
Second: Commissioner Seneski
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Wood
Second: Commissioner Seneski
Vote: Unanimous

Workers Compensation PAR/SAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001163 IN THE AMOUNT OF \$62,981.21; SETTLEMENT AUTHORITY IN THE AMOUNT OF \$40,000.00 SECTION 20

Motion: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000597 IN THE AMOUNT OF \$127,072.00; SETTLEMENT AUTHORITY REQUESTED IN THE AMOUNT OF \$55,238.00

Motion: Commissioner Wood
Second: Commissioner Seneski

General Liability PAR

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770001095 IN THE AMOUNT OF \$100,000.00

Motion: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770000808 IN THE AMOUNT OF \$7,026.60

Motion: Commissioner Wood
Second: Commissioner Seneski

Property SAR

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001184 IN THE AMOUNT OF \$235.00

Motion: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001172 IN THE AMOUNT OF \$500.00

Motion: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE THE PAYMENT AUTHORIZATION REQUESTS AND SETTLEMENT AUTHORIZATION REQUEST AS PRESENTED

Motion: Commissioner Wood
Second: Commissioner Seneski
Roll Call Vote: 3 Ayes, 0 Nay

OLD BUSINESS: None.

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Wood
Second:	Chairman Seneski
Vote:	Unanimous

MEETING ADJOURNED: 12:30 PM

NEXT MEETING: WILL BE HELD ON APRIL 9, 2019 AT 2:00 PM

Minutes prepared by: Karen A. Read, Assisting Secretary