

**CUMBERLAND COUNTY INSURANCE COMMISSION
AGENDA AND REPORTS
FEBRUARY 6, 2020 – 11 AM**

**COUNTY ADMINISTRATION BUILDING
164 WEST BROAD STREET
BRIDGETON, NJ 08302**

**To attend the meeting via teleconference please dial 1-866-921-5493
and enter passcode 7269691#**

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

In accordance with the Open Public Meetings Act, notice of this meeting was given by:

- I. Advertising the notice in the Daily Journal and South Jersey Times**
- II. Filing advance written notice of this meeting with the Commissioners of the Cumberland County Insurance Commission; and**
- III. Posting notice on the Public Bulletin Board of the Office of the County Clerk**
- IV. The meeting is called to order and it is noted that adequate notice was provided in accordance with Chapter 231, Public Law 1975 (Senator Byron M. Bear Open Public Meetings Act)**

**CUMBERLAND COUNTY INSURANCE COMMISSION
AGENDA -OPEN PUBLIC MEETING
FEBRUARY 6, 2020 – 11:00 AM**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
 - FLAG SALUTE**
 - ROLL CALL OF COMMISSIONERS**
 - APPROVAL OF MINUTES: December 10, 2019 Open Minutes.....Appendix I
December 10, 2019 Closed Minutes.....To be Distributed**

 - CORRESPONDENCE - None**

 - EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA.....Page 1**

 - COMMITTEE REPORTS**
 - Safety Committee Report.....Verbal
 - Claims Committee Report.....Verbal

 - TREASURER – Anthony Bontempo**
 - Resolution 13-20 February Bill List.....Page 42**

 - CEL SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - Monthly ReportPage 44

 - RISK MANAGER REPORT – Hardenbergh Insurance Group**
 - Monthly ReportPage 45

 - MANAGED CARE – Qual Lynx**
 - Monthly ReportPage 48

 - CLAIMS SERVICE – Inservco Insurance Services**

 - EXECUTIVE SESSION**
 - Motion for Executive Session for Certain Specified Purposes for Personnel, Safety, Public Property or Litigation in accordance with the Open Public Meeting Act - PAYMENT AUTHORIZATION REQUEST**

 - Motion to Return to Open Session**
 - Motion to Approve PARS**
 - OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**
-
- MEETING ADJOURNMENT**
 - NEXT SCHEDULED MEETING: APRIL 9, 2020 2 PM**

CUMBERLAND COUNTY INSURANCE COMMISSION

9 Campus Drive, Suite 216
Parsippany, NJ 07054

Date: February 6, 2020
Memo to: Commissioners of the Cumberland County Insurance Commission
From: PERMA Risk Management Services
Subject: Executive Director's Report

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

Reorganizational 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
- Resolution 2-20 Appointing CEL Commissioner
- Resolution 3-20 Appointing Commission Treasurer
- Resolution 4-20 Appointing Commission Attorney
- Resolution 5-20 Appointing Commission Secretary
- Resolution 6-20 Designating Authorized Depositories for Commission Assets and Establishing a Cash Management Plan
- Resolution 7-20 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 8-20 Appointing Agent for Service of Process and Designating Custodian of Commission Records
- Resolution 9-20 Designating Official Newspapers
- Resolution 10-20 Establish Public Meeting Procedures
- Resolution 11-20 2020 Risk Management Plan

Motion to approve Resolutions 1-20 through 11-20

2020 Property & Casualty Budget – The 2020 Property & Casualty Budget was introduced at the December 10, 2019 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. A copy of the proposed 2020 budget appears on **Page 32**, assessments by member entity are on **Page 33**.

Motion to open the Public Hearing on the 2020 Budget.

Discussion of Budget.

Motion to close the Public Hearing.

RESOLUTION NO. 2-20

**CUMBERLAND COUNTY INSURANCE COMMISSION APPOINTING A
COMMISSIONER TO THE NEW JERSEY COUNTIES EXCESS JOINT INSURANCE
FUND FOR FUND YEAR 2020**

WHEREAS, the CUMBERLAND COUNTY INSURANCE COMMISSION (hereinafter “CCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the New Jersey Counties Excess Joint Insurance Fund (hereinafter the Fund) is duly constituted as a joint insurance fund; and

WHEREAS, the Fund by-laws require each member insurance commission to appoint a commissioner to the Fund; and

WHEREAS, **Kim Wood** is a member of the Commission and the Commission having deemed it appropriate to designate **Kim Wood** as commissioner to the Fund; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of said Commission that **Kim Wood** is designated Commissioner to the New Jersey Counties Excess Joint Insurance Fund until the New Jersey Counties Excess Joint Insurance Fund 2021 Reorganization.

ADOPTED by THE CUMBERLAND COUNTY INSURANCE COMMISSION at a properly noticed meeting held on February 6, 2020.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 4-20

**CUMBERLAND COUNTY INSURANCE COMMISSION
DESIGNATING COMMISSION ATTORNEY**

WHEREAS, the CUMBERLAND COUNTY INSURANCE COMMISSION (hereinafter “CCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the CCIC requires the services of an Attorney, and

WHEREAS, **Theodore Baker** has demonstrated the skill and possesses the qualifications to perform the duties of Commission Attorney for the County Insurance Commission;

WHEREAS, the Commission authorizes the appointment of **Theodore Baker** as CCIC Attorney for the term commencing upon adoption of the within resolution through 2021 CCIC Reorganization; and

BE IT FURTHER RESOLVED that **Theodore Baker** shall receive no compensation to serve as Commission Attorney to the CCIC.

ADOPTED by the CUMBERLAND COUNTY INSURANCE COMMISSION at a properly noticed meeting held on February 6, 2020.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 5-20

**CUMBERLAND COUNTY INSURANCE COMMISSION
DESIGNATING COMMISSION SECRETARY**

WHEREAS, the CUMBERLAND COUNTY INSURANCE COMMISSION (hereinafter “CCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the CCIC requires the services of an Secretary, and

WHEREAS, **Beth Kostok** has demonstrated the skill and possesses the qualifications to perform the duties of Commission Secretary for the County Insurance Commission;

WHEREAS, the Commission authorizes the appointment of **Beth Kostok** as CCIC Secretary for the term commencing upon adoption of the within resolution through 2021 CCIC Reorganization; and

ADOPTED by the CUMBERLAND COUNTY INSURANCE COMMISSION at a properly noticed meeting held on February 6, 2020.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

CUMBERLAND COUNTY INSURANCE COMMISSION

2020 CASH MANAGEMENT AND INVESTMENT POLICY

1.) **Cash Management and Investment Objectives**

The CUMBERLAND COUNTY INSURANCE COMMISSION's (hereinafter referred to as the Commission) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the Commission's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Commission year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds/commissions, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the Commission's economic surplus.

2.) **Permissible Investments**

Investments shall be limited to the investments authorized under New Jersey Statutes 40A:5-15.1.

3.) **Authorized Depositories**

In addition to the above, the Commission is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA).

The Commission is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Committee. Such asset managers shall be discretionary trustees of the COMMISSION.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages, which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Commission's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the Commission shall be delivered electronically or physically to the Commission's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Commission.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the Commission shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

If the Commission utilizes the services of asset managers, they will submit written statements to the Treasurer and Executive Director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Commission's portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the Commission's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors and payout factors supplied by the Commission Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-14.

In the event a check is made payable to the Treasurer rather than the Commission, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Commission and deposits it into the Commission account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Commission.

The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that all amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be documented to the Executive Committee by the Treasurer at least annually.

Cash may be withdrawn from investment pools under the discretion of asset managers only to Commission operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks, which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the Commission.

RESOLUTION NO. 8-20

**CUMBERLAND COUNTY INSURANCE COMMISSION
APPOINTING AGENT FOR SERVICE OF PROCESS AND CUSTODIAN OF RECORDS
FOR THE COMMISSION
FOR THE YEAR 2020**

WHEREAS, the CUMBERLAND COUNTY INSURANCE COMMISSION (hereinafter “CCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the CCIC has deemed it necessary and appropriate to formally organize for the 2020 commission year; and

NOW THEREFORE be it resolved by the Cumberland County Insurance Commission that **PERMA Risk Management Services** is hereby appointed as agent for service of process upon the CCIC, at its offices located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054 and at 2 Cooper Street, Camden, NJ 08102 for the year 2020 or until its successor has been appointed and qualified. Said appointment shall be at no cost to the CCIC.

BE IT FURTHER RESOLVED that **PERMA Risk Management Services** shall also be the Custodian of Records at no cost to the CCIC.

ADOPTED by the CUMBERLAND COUNTY INSURANCE COMMISSION at a properly noticed meeting held on February 6, 2020.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 9-20

**CUMBERLAND COUNTY INSURANCE COMMISSION
DESIGNATING OFFICIAL NEWSPAPER(S) FOR THE COMMISSION**

WHEREAS, the CUMBERLAND COUNTY INSURANCE COMMISSION (hereinafter “CCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the CCIC has deemed it necessary and appropriate to formally organize for the 2020 commission year; and

BE IT RESOLVED by the CCIC, the **South Jersey Times** and/or the **Daily Journal** are hereby designated as the official newspapers for the Commission and all official notices required to be published and shall be published in these newspapers.

BE IT FURTHER RESOLVED that the designation of official newspapers shall be effective upon adoption of the within resolution through the 2020 re-organization of the CCIC.

BE IT FURTHER RESOLVED that in the case of special meetings or emergency meetings, the CCIC shall give notice of said meetings.

ADOPTED by the CUMBERLAND COUNTY INSURANCE COMMISSION at a properly noticed meeting held on February 6, 2020.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 10-20

**CUMBERLAND COUNTY INSURANCE COMMISSION
ESTABLISHING PUBLIC MEETING PROCEDURES**

WHEREAS, the CUMBERLAND COUNTY INSURANCE COMMISSION (hereinafter “CCIC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

WHEREAS, the CCIC has deemed it necessary and appropriate to formally establish meeting procedures for the 2020 Fund Year; and

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Cumberland County Insurance Commission that the CCIC shall hold public meetings during the year 2020 as follows:

<u>TIME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>PURPOSE</u>
2:00 PM	April 9, 2020	Cumberland County Administration Bldg. 164 West Broad Street Bridgeton, NJ 08302	Regular Meeting
11:00 AM	June 4, 2020	“	Regular Meeting
11:00 AM	August 6, 2020	“	Regular Meeting
11:00 AM	October 1, 2020	“	Regular Meeting
11:00 AM	December 3, 2020	“	Regular Meeting
11:00 AM	February 4, 2021	“	Reorganization Meeting

ADOPTED by the CUMBERLAND COUNTY INSURANCE COMMISSION at a properly noticed meeting held on February 6, 2020.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

RESOLUTION NO. 11-20

**Cumberland County Insurance Commission
2020 Plan of Risk Management**

BE IT RESOLVED by the Insurance Commission's governing body that effective 01/01/2020 the 2020 Plan of Risk Management shall be:

- 1.) The perils or liability to be insured against.
 - a.) The Insurance Commission insures the following perils or liability:
 - Workers' Compensation including Employer's Liability, USL&H and Harbor Marine/Jones Act.
 - General Liability including Law Enforcement Liability and Employee Benefits Liability.
 - Automobile Liability including PIP and Uninsured/Underinsured Motorists Coverage.
 - Property, Auto Physical Damage and Boiler & Machinery.
 - b.) The following coverage are provided to the Insurance Commission's member entities by their membership in the New Jersey Counties Excess Joint Insurance Fund (NJC).
 - Excess Workers' Compensation
 - Excess General Liability
 - Excess Auto Liability
 - Excess Property including Boiler and Machinery
 - Public Officials Liability/School Board Legal/Employment Practices Liability
 - Crime
 - Pollution Liability
 - Medical Professional and General Liability
 - Employed Lawyers Liability

- Cyber Liability
- Non-Owned Aircraft Liability

2.) The limits of coverage.

a.) Workers' Compensation limits.

- The Insurance Commission covers \$300,000 per occurrence including:
 - Employer's Liability - \$300,000 per occurrence.
 - USL&H – \$300,000 per occurrence.
 - Harbor Marine/Jones Act - \$300,000 per occurrence.
- The NJC covers excess workers compensation claims to the following limits.
 - Workers' Compensation – Statutory excess of the Insurance Commission's \$250,000.
 - Employer's Liability - at a sub-limit of \$25,000,000 excess of the Insurance Commission's \$250,000.
 - USL&H – \$250,000 less NJ State benefits excess of member's SIR of \$300,000.
 - Harbor Marine/Jones Act - \$250,000 less NJ State benefits excess of member's SIR of \$300,000.

NJC retains limits of \$250,000 excess \$300,000 for Workers Compensation and Employers Liability. NJC purchases from Underwriters at Lloyds \$450,000 excess \$500,000 each occurrence/employee and purchases from Safety National Casualty Company 'Statutory' Workers Compensation limits excess of \$1,000,000 and \$5,000,000 excess of \$1,000,000 for Employers Liability. Additional Employers Liability limits of \$9,550,000 excess of \$6,000,000 are purchased from Underwriters at Lloyds, \$10,000,000 excess \$15,550,000 from Old Republic.

b.) General Liability limits.

- The Insurance Commission covers \$250,000 per occurrence.
 - Law Enforcement - included in the General Liability limits.

- Employee Benefits Liability - included in the General Liability limits.
 - Subsidence - \$250,000 per occurrence
 - Owned Watercraft 35' in length or less - \$250,000.
 - Garage Liability - \$250,000
- The NJC covers excess liability claims as follows:
 - General Liability - \$20,250,000 excess the Insurance Commission's \$250,000. The \$10,000,000 excess \$500,000 commercial excess layer is subject to a \$20,000,000 annual aggregate per member insurance commission. The \$10,000,000 excess \$10,500,000 commercial excess layer is subject to a \$20,000,000 annual aggregate limit.
 - Law Enforcement - included in the NJC's excess General Liability limits.
 - Employee Benefits Liability - included in the NJC's excess General Liability limits.
 - Subsidence - \$750,000 per occurrence excess of the Insurance Commission's \$250,000. NJC retains 100% of the limit excess of the Member's retention.
 - Owned Watercraft 35' in length or less - \$750,000 excess of the Insurance Commission's \$250,000. NJC retains 100% of the limit excess of the Member's retention.
 - Garagekeepers Legal Liability - \$250,000 excess of the Insurance Commission's \$250,000. NJC retains 100% of the limit excess of the Member's retention.

NJC retains limits of \$250,000 excess \$250,000 and purchases from Underwriters at Lloyds limits of \$10,000,000 per occurrence and a \$20,000,000 aggregate for the annual policy period excess over and above \$500,000. NJC also purchases from Old Republic limits of \$10,000,000 per occurrence and a \$20,000,000 annual aggregate excess over and above the \$10,000,000/\$20,000,000 with Underwriters at Lloyds.

c.) Automobile Liability limits.

- The Insurance Commission covers automobile liability claims as follows:
 - Automobile Bodily Injury and Property Damage Liability claims at a combined single limit of \$250,000.
 - The Insurance Commission covers \$250,000 for Personal Injury Protection (PIP).
 - The Insurance Commission covers \$15,000/\$30,000/5,000 for Underinsured/Uninsured Motorists Liability: 1) for all vehicles part of the Cumberland Area Transit System (CATS).
 - The Insurance Commission covers the following Medical Expenses for all vehicles part of Cumberland Area Transit System (CATS): 1) \$250,000 per passenger, per vehicle; and 2) \$10,000 all other.
- The NJC covers excess automobile liability claims as follows:
 - Automobile Bodily Injury and Property Damage Liability claims excess of the Insurance Commission's \$250,000 CSL limit. Included in the NJC's excess General Liability limits as shown above.

NJC retains limits of \$250,000 excess \$250,000 and purchases from Underwriters at Lloyd's limits of \$10,000,000 per occurrence excess over and above \$500,000. NJC also purchases from Old Republic limits of \$10,000,000 per occurrence excess over and above the \$10,000,000 with Underwriters at Lloyds. Please note, an aggregate limit does not apply to automobile liability coverage.

The NJC does not provide excess PIP, Medical Expenses (CATS) or Uninsured/Underinsured Motorist Coverage.

The PIP and Uninsured/Underinsured Motorist coverages shall follow the most current statutory guidelines provided by the State of New Jersey.

The excess general liability, auto liability, law enforcement liability and employers liability limits with Underwriters at Lloyds, Old Republic are per member Commission and are shared limits amongst CUIC member entities.

d.) Public Officials Liability/School Board Legal/Employment Practices Liability

- The NJC via the commercial market covers public officials liability, school board legal liability (where applicable) and employment practices liability as follows:
 - \$10,000,000 each claim and in the annual aggregate on a claims made basis per member Insurance Commission subject to the retentions as outlined below:
 - Cumberland County - \$100,000 POL/\$250,000 EPL
 - Cumberland County IA - \$15,000 POL/\$25,000 EPL
 - Cumberland County UA - \$15,000 POL/\$25,000 EPL

e.) Excess Public Officials Liability/Employment Practices Liability/School Board Legal Liability:

- The NJC does not purchase an additional excess public officials liability/school board legal liability/employment practices liability program.

f.) Property/Equipment Breakdown

Property Limits/Sub-limits

- The Insurance Commission covers \$250,000 per occurrence less applicable member entity per occurrence deductibles.
- Unmanned Aerial Systems (Drones) are included within the Insurance Commission self-insured layer of \$100,000.
- The NJC provides excess property of \$750,000 excess of the member Insurance Commission limit of \$250,000, and excess coverage via the commercial market with Zurich and excess property coverage with various insurers on a quota share basis with the following limits (*SHARED BY ALL NJC MEMBER COMMISSIONS AND THEIR MEMBER ENTITIES*) excess of the member retention and member entity per occurrence deductibles:

Property Per Occurrence Limits:

- A. \$110,000,000 Per Occurrence with Zurich
- B. \$150,000,000 Per Occurrence with various insurers
- C. \$260,000,000 per Occurrence Total Program Limit

Property Sub-Limits:

- Earthquake - \$200,000,000 (Annual Aggregate)
- Flood - \$100,000,000 (Annual Aggregate) Except;
 - Flood Inside Special Flood Hazard Area (SFHA) - \$25,000,000
- Asbestos Cleanup - \$50,000 per occurrence
- Valuable Paper And Records - \$10,000,000
- Accounts Receivable - \$10,000,000
- Demolition & Increased Cost of Construction -\$25,000,000
- Business Interruption -Included in \$110,000,000 blanket limit (Business Income On Revenue Producing Property Only)
- Extra Expense – \$10,000,000
- Transit- \$1,000,000 Per Conveyance/\$1,000,000 Per Occurrence
- Fine Arts - \$2,500,000 (Owned And Non Owned)
- Pollution And Contamination Cleanup (Limited) - \$250,000 (Annual Aggregate)
- Miscellaneous Unnamed Locations - \$10,000,000
- New Construction and Additions \$25,000,000 (the lesser of \$1,000,000 sublimit or 60 days for soft costs, subject to applicable deductible per cause of loss and 24 hour qualifying period)
- Newly Acquired Locations – \$25,000,000 per location (90 day reporting period)
- Service Interruption - \$10,000,000 Combined Time Element and Property Damage Including Overhead Transmission Lines within 1 mile of insured premises, 24 hour qualifying period)
- Ingress/Egress – 30 Day Period for Property with a 5 mile radius not to exceed a \$5,000,000 limit
- Debris Removal -\$25,000,000
- Civil Government Authority – Lesser of \$5,000,000 or 30 day period, within 5 mile radius
- Leasehold Interest - \$15,000,000
- Loss Of Rents - \$15,000,000
- Professional Fees - \$1,250,000
- Extended Period of Liability – 365 Days
- **Vehicles (PD ONLY)** - \$15,000,000
 - Garagekeepers Liability – Included
- Underground Piping - \$5,000,000 (only if within 5 MILES of a pump station, process plant, metering pit, wells or similar operational locations which are owned, leased, used occupied or intended for use by the member entity). There is no coverage for the perils of earthquake, Flood or named Storm
- EDP Equipment – Subject to a 24 hour qualifying period. No sub-limit for equipment. \$1,000,000 sublimit for data and software
- Outdoor Property - \$10,000,000
- Equipment Breakdown - \$100,000,000
 - Ammonia Contamination - \$5,000,000

- Spoilage - \$5,000,000
 - Extended Period Of Indemnity - 365 Days
- UAS (Drones) - \$100,000
- Working Dogs - \$100,000
- Note: There is an Excess Property Policy with various insurers on a quota share basis which extends the Per Occurrence Policy Limits by \$150,000,000 to a total of \$260,000,000. The excess policy provides a sub-limit of \$25,000,000 excess of the underlying \$110,000,000 per occurrence for Named Storm Wind and Hail for Atlantic, Cape May, Ocean, Monmouth and Cumberland counties. Coverage sub-limits on the Primary policy are excluded by the Excess Property policy, including Equipment Breakdown. The primary limit is \$110,000,000.
- There is an Excess Flood/Earthquake policy placed with various insurers which provides:
 - \$50,000,000 aggregate policy limit for Flood coverage excess of the aggregate policy limits provided by Zurich (\$25,000,000 for locations inside the 100-Year Flood Zone, \$50,000,000 for all other locations, as noted above); and
 - \$100,000,000 aggregate policy limit for Earthquake coverage excess of the \$100,000,000 aggregate policy limit provided by Zurich (noted above).

Property Deductibles

- The standard member insurance commission retention is \$250,000 per occurrence less member entity per occurrence deductibles below. Also applies to time element, auto physical damage and flood (except as noted below).
 - Cumberland County - \$5,000 Property and Auto Physical Damage Comprehensive
 - Cumberland County IA- \$5,000 Property and \$1,000 Auto Physical Damage
 - Cumberland County UA - \$1,000 Property and \$1,000 Auto Physical Damage
 - Rowan College at South Jersey - \$5,000 Property
- The Equipment Breakdown deductible is \$25,000 member entity deductible per occurrence.
- The Earthquake Member Insurance Commission retention is \$250,000 per occurrence less member entity deductibles.

- The Flood Member Insurance Commission retention is \$250,000 per occurrence (combined property damage and time element) less member entity per occurrence deductibles.
- Flood loss for property within the Special Flood Hazard Area (SFHA) is subject to a deductible of \$1,000,000 each building for municipality buildings, and \$1,000,000 each building for building contents member entity deductible per occurrence; and \$1,000,000 for each building for loss of income or the National Flood Insurance Plan's (NFIP) maximum available limits for public entities, whichever is greater, regardless of whether National Flood Insurance program coverage is purchased or not. Losses shall also be adjusted subject to a \$1,000,000 per occurrence Insurance Commission deductible for pumping stations, pistol ranges, vehicles and mobile equipment less the applicable member entity deductible.
- “Named Storm as respects to covered property in Atlantic, Ocean, Monmouth and Burlington Counties located east of the Garden State Parkway and any covered property in Cape May County” For Property Damage: subject to a deductible of 1% of the value, per the Schedule of Values on file with the company as of the date of loss, for those Buildings where the direct physical loss or damage occurred, per occurrence; For Time Element: 1% of the full 12 months Gross Earnings or Gross Profit values that would have been earned following the occurrence by use of the facilities at the Location where the direct physical loss or damage occurred and all other Locations where Time Element loss ensues, per occurrence. The 1% Time Element deductible does not apply Extra Expense. Combined PD and TE deductible subject to a minimum deductible of \$1,000,000 per occurrence.
- Note: Where there is an underlying Insurance Commission such as exist in Cumberland The Cumberland County Insurance Commission provides coverage for the difference in deductible for “insured property” resulting from “insured perils” (per the terms and conditions of the Zurich policy through the NJC JIF), but only for what is not reimbursed by FEMA less the member entity deductible. The Cumberland County Insurance Commission will not provide coverage for the difference in deductible for time element loss.

Named Storm is defined as any storm or weather disturbance that is named by the U.S. National Oceanic and Atmospheric Administration (NOAA) or the U.S. National Weather Service or the National Hurricane Center or any comparable worldwide equivalent.. Location is defined as a building(s) bounded on all sides by public streets, clear land space or open waterways, each not less than 50 feet wide, a site or tract of land occupied or available for occupancy with tangible property. If the Named Storm involves covered

property within the 100-year flood zone, the 100-year flood zone deductible above applies.

- Underground Piping \$100,000 per occurrence less the member entity deductibles as stated above. There is no coverage for the perils of Earthquake, Flood or Named Storm
- Golf Carts - \$25,000
- Rowan College at South Jersey only receives Building coverage from CUIC

g.) Crime

The NJC via the commercial market provides crime coverage at the following limits and deductibles (the Insurance Commission retains no risk for Crime):

Limit per occurrence:

- Cumberland County – \$1,000,000
- Cumberland County Improvement Authority - \$2,000,000

Deductible per occurrence:

- Cumberland County – \$25,000
- Cumberland County Improvement Authority - \$10,000

NJC does not retain any risk as it is fully insured in the commercial market.

h.) Pollution Liability

The NJC via the commercial market provides pollution liability coverage at the following limits and deductibles (the Insurance Commission retains no risk for Pollution Liability):

- Limit of Liability: \$1,000,000 per claim and \$1,000,000 annual aggregate-Cumberland County UA only. Limit of Liability: \$10,000,000 per claim and \$25,000,000 annual aggregate Cumberland County and Rowan College at South Jersey.
- Member Entity Deductible: \$25,000

NJC does not retain any risk as it is fully insured in the commercial market.

All policy aggregate limits are shared by the Camden County Insurance Commission, Gloucester County Insurance Commission, Union County, Burlington County Insurance Commission, Mercer County Insurance

Commission, Cumberland County, Cumberland County Utilities Authority, Ocean County Mosquito Extermination Commission and Atlantic County Utilities Authority.

i.) Medical Professional General Liability/Excess Medical Professional

The NJC via the commercial market provides medical professional general liability/excess medical professional coverage at the following limits and deductibles (the Insurance Commission retains no risk for medical professional general liability):

- Limit per claim/annual aggregate: \$1,000,000/\$3,000,000
 - This primary aggregate limit is shared by each member entity of each NJC member Commission.
- Excess Limit annual aggregate: \$20,000,000/\$20,000,000
 - Excess Limit is a Shared limit with ACIC, BCIC, CCIC, CuCIC and GCIC.
- Member Entity Deductibles GL and PL:
 - Cumberland County Outpatient Clinic – \$50,000
 - Department of Corrections - \$100,000
 - Cumberland County – Department of Human Services – Division of Mental Health & Addiction Services. - \$50,000

NJC does not retain any risk as it is fully insured in the commercial market.

j.) Employed Lawyers Professional Liability

The NJC via the commercial market provides employed lawyers professional liability coverage at the following limits and deductibles (the Insurance Commission retains no risk for employed lawyers' professional liability):

- Limit per claim and annual aggregate: \$5,000,000/\$10,000,000
- Member Entity Self Insured Retentions:
 - Cumberland County \$25,000
 - All Other Entities: Not applicable

NJC does not retain any risk as it is fully insured in the commercial market.

All policy aggregates limits are shared by all NJC member Commissions and their respective member entities.

k.) Cyber Liability – Network Privacy & Security Liability

The NJC via the commercial market provides on an optional basis network privacy & security liability coverage at the following limits and deductibles (the insurance commission retains no risk for network privacy & security liability coverage):

- Limits per claim and annual aggregate:
 - Policy Each Incident/Aggregate: \$5,000,000
 - Cumberland County Utilities Authority: \$1,000,000
 - Cyber, Privacy and Security Liability: \$5,000,000
 - Regulatory Proceedings: \$5,000,000
 - Payment Card Loss: \$5,000,000
 - Cyber Incident Response Team: \$5,000,000
 - Business Interruption Loss & Extra Expense: \$5,000,000
 - Digital Data Recovery: \$5,000,000
 - Network Extortion: \$5,000,000
 - Contingent Business Interruption: \$1,000,000
 - Social Engineering: \$100,000
- Retention per member entity:
 - Cyber, Privacy and Security Liability: \$25,000
 - Cumberland County Utilities Authority: \$5,000
 - Regulatory Proceedings: \$25,000
 - Payment Card Loss: \$25,000
 - Cyber Incident Response Team: \$25,000
 - Cyber Incident Response Coach: \$0
 - Business Interruption Loss & Extra Expense: \$25,000/12 Hours
 - Digital Data Recovery: \$25,000
 - Network Extortion: \$25,000
 - Contingent Business Interruption: \$25,000/12 Hours
 - Cyber Crime: \$25,000
- Participating member entities are:
 - Cumberland County
 - Cumberland County Improvement Authority
 - Cumberland County Utilities Authority

l.) Non-Owned Aircraft. The NJCE covers \$9,000,000 CSL for Bodily Injury and Property Damage Liability, and \$5,000 medical expense for each passenger.

Cumberland Empowerment Zone (CEZ), with an address of 745 Lebanon Road, Millville, NJ 08332, and Food Specialization Redevelopment Corporation (FSRC), with an address of 100 Martin Luther King Jr. Way, Bridgeton, NJ 08302, are added

as Named Insureds as part of Cumberland County Improvement Authority on the following policies effective 1/1/19.

The Cumberland Empowerment Zone (“CEZ”) and Food Specialization Redevelopment Corporation (“FSRC”) are members of the Insurance Commission as part of the Cumberland County Improvement Authority. CEZ only receives coverage for Public Officials Liability/Employment Practices Liability, Workers’ Compensation, General Liability, Hired/Non-Owned Automobile Liability, Excess Liability, Crime, and Property. FSRC only receives coverage for General Liability (not including Excess Liability limits).

NOTICE: The above description is a general overview of the coverage and limits provided by the Insurance Commission. The actual terms and conditions are defined in the individual policy documents and this Risk Management Plan. All issues and/or conflicts shall be decided upon by the individual policy documents.

- 3.) The amount of risk to be retained by the Insurance Commission (except as noted in section 2. Limits of coverage).
- a.) Workers' Compensation (all coverages) - \$300,000 CSL
 - b.) General Liability (all coverages) - \$250,000 CSL
 - c.) Law Enforcement Liability – Included in General Liability
 - d.) Automobile Liability
 - Property Damage & Bodily Injury - \$250,000 CSL
 - Underinsured/Uninsured - \$15,000/\$30,000/\$5,000 CSL
 - Personal Injury Protection - \$250,000 CSL
 - Medical Expenses (CATS) - \$250,000 CSL
 - e.) Public Officials Liability/School Board Legal/Employment Practices Liability - None
 - f.) Property/APD - \$250,000 per occurrence less member deductibles.
 - g.) Crime – None
 - h.) Pollution Liability – None
 - i.) Medical Professional General Liability – None
 - j.) Employed Lawyers Liability – None

- k) Cyber Liability - None
- 4.) The amount of unpaid claims to be established.
- a.) The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Insurance Commission expects the claims servicing company to set reserves at 85% accuracy. The Insurance Commission also establishes reserves recommended by the Insurance Commission's Actuary for claims that have been incurred but not yet reported so that the Insurance Commission has adequate reserves to pay all claims and allocated loss adjusted expense liability.
 - b.) Claims reserves are subject to regular review by the Insurance Commission's Executive Director/Administrator, Attorney, Board of Commissioners and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Insurance Commission either directly or through the NJC JIF.
- 5.) The method of assessing contributions to be paid by each member of the _____ Insurance Commission.
- a.) By November 15th of each year, the actuary computes the probable net cost for the upcoming Insurance Commission year by line of coverage and for each prior Insurance Commission year. The Actuary includes all budget items in these computations. The annual assessment of each participating member entity is its pro rata share of the probable net cost of the upcoming Insurance Commission year for each line of coverage as computed by the Actuary.
 - b.) The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Insurance Commission's Governing Body also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Insurance Commission wide average increase plus a percentage selected by the Governing Body. The total amount of each member's annual assessment is certified by majority vote of the Insurance Commission's Governing Body at least one (1) month prior to the beginning of the next fiscal year.
 - c.) The Treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust Insurance Commission account by Insurance Commission year for each type of coverage in which the member participates.
 - d.) If a member entity becomes a member of the Insurance Commission or elects to participate in a line of coverage after the start of the Insurance

Commission year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.

- e.) The Insurance Commission's Governing Body may by majority vote levy upon the participating member entities additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Insurance Commission's claim, loss retention or administrative accounts to assure the payment of the Insurance Commission's obligations. All supplemental assessments are charged to the participating member entities by applicable Insurance Commission year, and shall be apportioned by the year's assessments for that line of coverage.
 - f.) Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Insurance Commission fail to assess funds required to meet its obligations, the Chairman, or in the event by his or her failure to do so, the custodian of the Insurance Commission's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Insurance Commission's Governing Body.
- 6.) Procedures governing loss adjustment and legal expenses.
- a.) The Insurance Commission engages a claims service company to handle all claims. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Insurance Commission Attorney, the NJC's attorney's office, as well as the claims department of the NJC's five major excess insurers (i.e. Underwriters at Lloyds, **Old Republic** for excess liability; Wesco Insurance Company and Safety National Casualty Company for workers' compensation). Every three years, the NJC's internal auditors may conduct an audit.
 - b.) Each member entity is provided with a claims reporting procedure and appropriate forms.
 - c.) In order to control workers' compensation medical costs, the Insurance Commission has engaged a managed care organization (MCO) *through the claims service company* whose procedures are integrated into the Insurance Commission's claims process.
 - d.) To provide for quality defense and control costs, the Insurance Commission has established an approved defense attorney panel with firms which specialize in Title 59 matters. The performance of the defense attorneys is overseen by the Insurance Commission Attorney, as well as, the various firms which audit the claims adjusters.

- 7.) Coverage to be purchased from a commercial insurer, if any.
The Insurance Commission does not purchase commercial insurance.
- 8.) Reinsurance to be purchased.
The Insurance Commission does not purchase reinsurance.
- 9.) Procedures for the closure of Insurance Commission years, including the maintenance of all relevant accounting records.
a.) Not applicable at this time.
- 10.) Assumptions and Methodology used for the calculation of appropriate reserves requirements to be established and administered in accordance with sound actuarial principles.
a.) The general approach in estimating the loss reserves of the Insurance Commission is to project ultimate losses for each Insurance Commission year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Insurance Commission Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or Insurance Commission funding requirement.
b.) The following is an overview of the two actuarial methods used to project the ultimate losses.
 - Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
 - Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.
- 11.) The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.

- \$15,000 for workers compensation claims
- \$7,500 for liability claims
- With the advance approval of the Insurance Commission Attorney or Executive Director, the certifying and approving officer may also pay hospital bills if waiting until after the next regularly scheduled Insurance Commission meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.

Adopted by the Governing Body this 6th day of February 2020.

CUMBERLAND COUNTY INSURANCE COMMISSION

, CHAIRMAN

ATTEST:

, VICE CHAIRMAN

CUMBERLAND COUNTY INSURANCE COMMISSION					
2020 PROPOSED BUDGET :					
			Total		
		ANNUALIZED	PROPOSED BUDGET	Increase/Decrease	
APPROPRIATIONS		BUDGET FY2019	FY2020	\$	%
I. Claims and Excess Insurance					
Claims					
1	Property	208,000	242,297	34,297	16.49%
2	Liability	368,000	538,100	170,100	46.22%
3	Auto	50,000	42,000	(8,000)	-16.00%
4	Workers' Comp.	829,000	760,000	(69,000)	-8.32%
5					
6	Subtotal - Claims	1,455,000	1,582,397	127,397	8.76%
7					
Premiums					
9	CEL JIF	1,078,005	1,055,559	(22,446)	-2.08%
10					
11	SubTotal Premiums	1,078,005	1,055,559	(22,446)	-2.08%
12	Total Loss Fund	2,533,005	2,637,956	104,951	4.14%
13					
II. Expenses, Fees & Contingency					
15					
16	Claims Adjustment	60,213	52,118	(8,095)	-13.44%
17	Managed Care	0	0	0	0.00%
18	General Expense				
19	Exec. Director	98,534	100,505	1,971	2.00%
20	Actuary	8,857	5,170	(3,687)	-41.63%
21	Auditor	6,615	6,747	132	2.00%
22	Attorney	6,484	6,613	130	2.00%
23	Treasurer	2,920	2,979	58	2.00%
24	Secretary	2,252	2,297	45	2.00%
25					
26	Misc. Expense & Contingency	14,585	14,585	0	0.00%
27	Training	15,000	15,000	0	0.00%
28					
29	Total Fund Exp & Contingency	215,461	206,015	(9,446)	-4.38%
30	Risk Managers	162,200	165,000	2,800	1.73%
31					
32					
33	XS JIF Ancillary Coverage				
34	POL/EPL	140,242	126,807	(13,435)	-9.58%
35	Crime Program	12,413	14,170	1,757	14.15%
36	Medical Malpractice	29,422	36,883	7,461	25.36%
37	Pollution Liability	9,003	6,491	(2,512)	-27.90%
38	Employed Lawyers Liab	3,148	3,375	227	7.21%
39	Cyber Liability/Special Coverages	37,584	39,465	1,881	5.00%
40	Aviation	2,033	3,500	1,467	72.16%
41					
42	Total FUND Disbursements	3,144,511	3,239,662	95,151	3.03%

CUMBERLAND COUNTY INSURANCE COMMISSION				
2020 PROPOSED ASSESSMENTS -				
	2019 ANNUALIZED	2020	Change \$	Change %
Member Name	Total	Total	Total	Total
Cumberland County	2,624,132	2,704,491	80,360	3.06%
Cumberland County Improvement Authority	433,526	450,056	16,530	3.81%
Cumberland County Utility Authority	86,853	85,115	(1,738)	-2.00%
Grand Totals:	3,144,511	3,239,662	95,151	3.03%

RESOLUTION NO. 12-20

**RESOLUTION AUTHORIZING AND ADOPTING THE 2020 BUDGET
FOR THE CUMBERLAND COUNTY INSURANCE COMMISSION AND
CERTIFYING MEMBER ASSESSMENTS**

WHEREAS, the CUMBERLAND COUNTY INSURANCE COMMISSION is required under State regulation to adopt an annual budget in accordance with the Fiscal Affairs Law; and

NOW THEREFORE BE IT RESOLVED the appropriations in the total amount of **\$3,239,662** is hereby authorized & approved and assessments for member entities are certified.

ADOPTED by the CUMBERLAND COUNTY INSURANCE COMMISSION at a properly noticed meeting held on February 6, 2020.

ADOPTED:

BY: _____
CHAIRMAN

ATTEST:

VICE CHAIRMAN

Cumberland County Ins. Comm.

Certificate of Insurance Monthly Report

From 11/1/2019 To 12/1/2019

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Millville LINK School Based I - Cumberland County	Youth Services Program 200 N. Wade Blvd Millville, NJ 08332	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/19 to 1/1/20 Policy # SP4056379 Evidence of Insurance.	11/3/2019 #2318228	GL AU EX WC OTH
H - Sunny Slope Farm I - Cumberland County	400 Greenwich Road Bridgeton, NJ 08302	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/19 to 1/1/20 Policy # SP4056379 Evidence of Insurance with respect to use of firing range	11/8/2019 #2322725	GL AU EX WC OTH
H - United Way of Greater I - Cumberland Empowerment Zone (CEZ)	Philadelphia & Southern NJ (UWGPSNJ) 1709 Benjamin Franklin Parkway Philadelphia, PA 19103	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/19 to 1/1/20 Policy # SP4056379 United Way of Greater Philadelphia and Southern New Jersey are an Additional Insured on the above referenced Commercial General Liability and Excess Liability Policies if required by written contract.	11/21/2019 #2334517	GL AU EX WC OTH
H - United Way of Greater I - Cumberland Empowerment Zone Corporation	Philadelphia & Southern NJ (UWGPSNJ) 1709 Benjamin Franklin Parkway Philadelphia, PA 19103	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/19 to 1/1/20 Policy # SP4056379 United Way of Greater Philadelphia and Southern New Jersey are an Additional Insured on the above referenced Commercial General Liability and Excess Liability Policies if required by written contract.	11/21/2019 #2334654	GL AU EX WC OTH
Total # of Holders: 4				

Cumberland County Ins. Comm.

Certificate of Insurance Monthly Report

From 12/1/2019 To 1/1/2020

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - County of Cumberland I - Cumberland Empowerment Zone Corporation	164 W. Broad Street Bridgeton, NJ 08302	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/19 to 1/1/20 Policy # SP4056379 RE: CC Human Services Advisory Council Supportive Services for Families and Children RFP # 19-57 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to CC Human Services Advisory Council Supportive Services for Families and Children RFP # 19-57	12/2/2019 #2353284	GL AU EX WC OTH
H - NJ Transit Local Programs and I - Cumberland County	Minibus Support One Penn Plaza East Newark, NJ 07105	RE: 2016 Ford E450 VIN #1FDEE3FS4GDC56779 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects to 2016 Ford E450 VIN #1FDEE3FS4GDC56779	12/31/2019 #2396501	GL AU EX OTH
Total # of Holders: 2				

CUMBERLAND COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
AS OF November 30, 2019					
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	255,256	2,807,819	17,469,973	20,277,792
2.	CLAIM EXPENSES				
	Paid Claims	54,399	1,004,575	5,226,877	6,231,451
	Case Reserves	34,515	47,295	2,515,805	2,563,100
	IBNR	114,933	962,674	866,731	1,829,405
	Discounted Claim Value	(1,746)	(14,047)	(75,626)	(89,673)
	TOTAL CLAIMS	202,101	2,000,496	8,533,787	10,534,283
3.	EXPENSES				
	Excess Premiums	105,220	1,157,417	6,616,547	7,773,964
	Administrative	5,961	318,802	1,975,134	2,293,935
	TOTAL EXPENSES	111,181	1,476,218	8,591,681	10,067,899
4.	UNDERWRITING PROFIT (1-2-3)	(58,027)	(668,895)	344,505	(324,390)
5.	INVESTMENT INCOME	7,069	70,727	62,527	133,255
6.	PROFIT (4 + 5)	(50,957)	(598,168)	407,032	(191,135)
7.	CEL APPROPRIATION CANCELLATION	0	0	2,109	2,109
8.	DIVIDEND INCOME	0	66,736	17,961	84,697
9.	DIVIDEND EXPENSE	0	(66,736)	(17,961)	(84,697)
10.	INVESTMENT IN JOINT VENTURE	(95,283)	137,536	697,403	834,938
11.	SURPLUS (6 + 7 + 8 - 9)	(146,241)	(460,632)	1,106,544	645,912
SURPLUS (DEFICITS) BY FUND YEAR					
	2012	(3,447)	1,178	291,211	292,390
	2013	(49,241)	(18,672)	168,905	150,233
	2014	1,047	(11,568)	207,156	195,588
	2015	(37,377)	(273,887)	(335,890)	(609,777)
	2016	(106,542)	(67,511)	613,350	545,839
	2017	2,576	(225,740)	(18,229)	(243,969)
	2018	5,406	(79,146)	180,040	100,894
	2019	41,337	214,714		214,714
	TOTAL SURPLUS (DEFICITS)	(146,241)	(460,632)	1,106,543	645,911
	TOTAL CASH				4,264,948

CLAIM ANALYSIS BY FUND YEAR				
FUND YEAR 2012				
Paid Claims	0	0	40,744	40,744
Case Reserves	0	0	0	0
IBNR	0	0	0	0
Discounted Claim Value	0	0	0	0
TOTAL FY 2012 CLAIMS	0	0	40,744	40,744
FUND YEAR 2013				
Paid Claims	135	30,995	1,091,976	1,122,972
Case Reserves	(2,540)	(84,419)	241,826	157,406
IBNR	2,405	31,264	248	31,512
Discounted Claim Value	0	1,762	(11,526)	(9,764)
TOTAL FY 2013 CLAIMS	0	(20,398)	1,322,524	1,302,127
FUND YEAR 2014				
Paid Claims	0	81,377	1,113,659	1,195,036
Case Reserves	0	(41,572)	218,001	176,429
IBNR	0	1,028	9,359	10,387
Discounted Claim Value	0	672	(4,905)	(4,233)
TOTAL FY 2014 CLAIMS	0	41,504	1,336,114	1,377,618
FUND YEAR 2015				
Paid Claims	22,508	228,580	1,196,138	1,424,718
Case Reserves	(25,300)	14,295	527,270	541,564
IBNR	2,792	20,059	120,990	141,049
Discounted Claim Value	0	(1,273)	(10,682)	(11,954)
TOTAL FY 2015 CLAIMS	0	261,661	1,833,716	2,095,377
FUND YEAR 2016				
Paid Claims	4,654	128,000	651,641	779,641
Case Reserves	104,265	12,841	316,359	329,200
IBNR	(21,051)	(47,204)	47,204	0
Discounted Claim Value	0	2,436	(7,626)	(5,190)
TOTAL FY 2016 CLAIMS	87,867	96,073	1,007,578	1,103,650
FUND YEAR 2017				
Paid Claims	3,034	301,426	638,304	939,730
Case Reserves	(3,034)	(71,240)	867,189	795,949
IBNR	0	(5,388)	155,725	150,337
Discounted Claim Value	0	1,626	(25,464)	(23,838)
TOTAL FY 2017 CLAIMS	0	226,424	1,635,754	1,862,178
FUND YEAR 2018				
Paid Claims	13,288	176,397	494,414	670,811
Case Reserves	(21,479)	93,657	345,160	438,817
IBNR	8,091	(132,430)	533,205	400,775
Discounted Claim Value	0	1,079	(15,423)	(14,344)
TOTAL FY 2018 CLAIMS	(100)	138,703	1,357,356	1,496,059
FUND YEAR 2019				
Paid Claims	10,781	57,800		57,800
Case Reserves	(17,397)	123,733		123,733
IBNR	122,696	1,095,345		1,095,345
Discounted Claim Value	(1,746)	(20,349)		(20,349)
TOTAL FY 2019 CLAIMS	114,334	1,256,529	0	1,256,529
COMBINED TOTAL CLAIMS	202,101	2,000,496	8,533,787	10,534,283

NEW JERSEY COUNTIES EXCESS JIF					
FINANCIAL FAST TRACK REPORT					
AS OF November 30, 2019					
ALL YEARS COMBINED					
		THIS	YTD	PRIOR	FUND
		MONTH	CHANGE	YEAR END	BALANCE
1.	UNDERWRITING INCOME	1,972,314	21,695,452	139,838,292	161,533,744
2.	CLAIM EXPENSES				
	Paid Claims	522,236	1,135,648	3,794,828	4,930,476
	Case Reserves	(98,812)	760,641	5,641,230	6,401,871
	IBNR	57,342	1,350,529	8,032,894	9,383,423
	Discounted Claim Value	(29,338)	(292,448)	(1,272,066)	(1,564,514)
	TOTAL CLAIMS	451,428	2,954,369	16,196,887	19,151,256
3.	EXPENSES				
	Excess Premiums	1,248,556	13,731,657	97,129,691	110,861,348
	Administrative	204,278	1,805,314	10,482,471	12,287,785
	TOTAL EXPENSES	1,452,833	15,536,971	107,612,162	123,149,133
4.	UNDERWRITING PROFIT (1-2-3)	68,052	3,204,111	16,029,244	19,233,355
5.	INVESTMENT INCOME	32,571	574,334	497,530	1,071,864
6.	PROFIT (4+5)	100,623	3,778,445	16,526,774	20,305,219
7.	Dividend	0	2,000,000	1,607,551	3,607,551
8.	SURPLUS (6-7-8)	100,623	1,778,445	14,919,223	16,697,668
SURPLUS (DEFICITS) BY FUND YEAR					
	2010	873	(235,301)	777,092	541,791
	2011	8,942	(497,301)	878,879	381,579
	2012	1,593	(189,103)	1,184,534	995,431
	2013	2,647	(607,220)	2,027,740	1,420,519
	2014	3,489	381,415	2,492,972	2,874,387
	2015	3,754	(384,943)	1,162,564	777,621
	2016	4,481	297,722	3,256,376	3,554,098
	2017	4,433	(190,308)	2,011,827	1,821,519
	2018	4,827	827,829	1,127,237	1,955,066
	2019	65,584	2,375,656		2,375,656
	TOTAL SURPLUS (DEFICITS)	100,623	1,778,445	14,919,222	16,697,667
	TOTAL CASH				30,922,259

CLAIM ANALYSIS BY FUND YEAR				
FUND YEAR 2010				
Paid Claims	0	0	171,840	171,840
Case Reserves	0	0	(0)	(0)
IBNR	0	1,650	9,666	11,316
Discounted Claim Value	0	(58)	(1,005)	(1,063)
TOTAL FY 2010 CLAIMS	0	1,592	180,501	182,093
FUND YEAR 2011				
Paid Claims	(5,763)	27,823	488,982	516,805
Case Reserves	(1,900)	45,188	461,457	506,645
IBNR	0	200,426	39,375	239,801
Discounted Claim Value	0	(2,496)	(53,088)	(55,583)
TOTAL FY 2011 CLAIMS	(7,663)	270,941	936,726	1,207,667
FUND YEAR 2012				
Paid Claims	693	16,863	1,533,507	1,550,370
Case Reserves	(693)	(11,085)	87,538	76,453
IBNR	0	(44,820)	126,579	81,759
Discounted Claim Value	0	8,051	(22,910)	(14,859)
TOTAL FY 2012 CLAIMS	0	(30,992)	1,724,714	1,693,722
FUND YEAR 2013				
Paid Claims	5,551	54,487	520,298	574,786
Case Reserves	(5,551)	223,539	507,306	730,846
IBNR	0	(110,632)	226,103	115,471
Discounted Claim Value	0	(9,631)	(77,544)	(87,175)
TOTAL FY 2013 CLAIMS	0	157,764	1,176,165	1,333,928
FUND YEAR 2014				
Paid Claims	569	(5,284)	447,238	441,954
Case Reserves	(569)	(322,360)	655,655	333,295
IBNR	0	(285,246)	472,893	187,647
Discounted Claim Value	0	47,197	(91,782)	(44,585)
TOTAL FY 2014 CLAIMS	0	(565,693)	1,484,004	918,311
FUND YEAR 2015				
Paid Claims	(812)	365,465	395,960	761,425
Case Reserves	(4,360)	(250,811)	2,462,260	2,211,449
IBNR	5,172	87,511	603,828	691,339
Discounted Claim Value	0	5,499	(223,216)	(217,716)
TOTAL FY 2015 CLAIMS	0	207,664	3,238,832	3,446,497
FUND YEAR 2016				
Paid Claims	250,142	314,498	0	314,498
Case Reserves	(240,141)	118,171	530,313	648,484
IBNR	(9,859)	(991,310)	1,132,357	141,048
Discounted Claim Value	0	97,994	(170,405)	(72,411)
TOTAL FY 2016 CLAIMS	142	(460,647)	1,492,266	1,031,619
FUND YEAR 2017				
Paid Claims	2,160	40,686	25,647	66,333
Case Reserves	(1,711)	432,804	640,084	1,072,888
IBNR	(449)	(162,706)	2,126,369	1,963,663
Discounted Claim Value	0	(37,058)	(247,426)	(284,483)
TOTAL FY 2017 CLAIMS	0	273,727	2,544,674	2,818,401
FUND YEAR 2018				
Paid Claims	2,317	27,109	211,356	238,465
Case Reserves	(2,216)	(129,397)	296,617	167,220
IBNR	(101)	(688,481)	3,295,723	2,607,243
Discounted Claim Value	0	62,774	(384,692)	(321,917)
TOTAL FY 2018 CLAIMS	0	(727,995)	3,419,005	2,691,010
FUND YEAR 2019				
Paid Claims	267,379	294,001		294,001
Case Reserves	158,329	654,591		654,591
IBNR	62,579	3,344,137		3,344,137
Discounted Claim Value	(29,338)	(464,721)		(464,721)
TOTAL FY 2019 CLAIMS	458,949	3,828,008	0	3,828,008
COMBINED TOTAL CLAIMS	451,428	2,954,369	16,196,887	19,151,256

2020 MEL, MRHIF & NJCE Educational Seminar

Friday, May 1, 9:00 to 4:00

National Conference Center at the East Windsor Holiday Inn
399 Monmouth Street, East Windsor, N.J. 08520, Turnpike Exit 8

The MEL (Municipal Excess Liability Joint Insurance Fund), MRHIF (Municipal Reinsurance Health Fund) and the NJCE (NJ Counties Excess Liability Fund) are sponsoring the 10th annual educational seminar for commissioners, municipal, county and authority personnel, risk managers and other professionals. This seminar is eligible for the following continuing educational credits:

- CFO/CMFO, Public Works and Clerks:
- Insurance Producers and Purchasing Agents:
- Accountants (CPA's) and Lawyers (CLE):
- TCH Water Supply & Wastewater Licensed Operator Training:
- RPPO and QPA

Topics

- Local Government's Role in Addressing the Opioid Crisis (Sheriff James Gannon)
- The Local Officials Ethics Act (Director Melanie Walter and Nick Bennett)
- Protecting Child Abuse and S-477 (Fred Semrau Esq and Joe Hrubash)
- Fire Fighter Cancer Presumption in Workers Compensation (John Geaney Esq.)
- Controlling Health Care Costs (Sean Critchley)
- Ethics in Employment Practices for Governmental Entities (Heather Steinmiller Esq.)

REGISTRATION: RSVP by Friday, April 24 **Space Limited**

Name: _____ Title: _____ Organization: _____

Address: _____

Credits being applied for: _____

Seven digit P/C Insurance Producer License # (if applicable) _____

Phone: _____ cell: _____ e-mail: _____

E-mail registrations to: cdodd@permainc.com

RESOLUTION NO. 13 – 20

**CUMBERLAND COUNTY INSURANCE COMMISSION
BILLS LIST – FEBRUARY 2020**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Cumberland County Insurance Fund Commission, hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission.

FUND YEAR CLOSED

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000215			
000215	CUMBERLAND COUNTY	DIVIDEND 2020	15,702.00
			15,702.00
000216			
000216	CUMBERLAND COUNTY IMPR AUTHORITY	DIVIDEND 2020	1,676.00
			1,676.00
000217			
000217	CUMBERLAND COUNTY UTILITY AUTH.	DIVIDEND 2020	584.00
			584.00
		Total Payments FY Closed	17,962.00

FUND YEAR 2019

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000218			
000218	INSERVO INSURANCE SERVICES	CLAIMS ADMIN FEE 12/19	4,343.16
			4,343.16
000219			
000219	PERMA RISK MANAGEMENT SERVICES	1099 A-ATRIX FILING 2019	14.99
			14.99
		Total Payments FY 2019	4,358.15

FUND YEAR 2020

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
000220			
000220	PERMA RISK MANAGEMENT SERVICES	ADMIN FEE - 1ST QTR 2020	25,126.25
			25,126.25
000221			
000221	HARDENBERGH INSURANCE GROUP	CUMB CTY UT AUTH - 1ST QTR 20 RMC	1,276.73
000221	HARDENBERGH INSURANCE GROUP	CUMB CTY IMP AUTH - 1ST QTR 20 RMC	6,875.00
000221	HARDENBERGH INSURANCE GROUP	CTY OF CUMB - 1ST QTR 20 RMC	33,000.00
			41,151.73
		Total Payments FY 2020	66,277.98

TOTAL PAYMENTS ALL FUND YEARS \$88,598.13

Chairperson

Attest:

Dated:

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

**CUMBERLAND COUNTY INSURANCE COMMISSION
SAFETY DIRECTOR'S REPORT**

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: January 28, 2020

CUIC SERVICE TEAM

Paul Shives, Vice President Public Sector Director pshives@jamontgomery.com Office: 732-736-5213	Glenn Prince, Associate Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949	Natalie Dougherty, Senior Administrative Coordinator ndougherty@jamontgomery.com Office: 856-552-4738
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December 2019 – February 2020

RISK CONTROL ACTIVITIES

MEETINGS ATTENDED / LOSS CONTROL VISITS AND TRAINING CONDUCTED

- **December 2:** Attended a Client meeting with Administration to discuss Emergency Action Plan.
- **December 10:** Attended the CUIC Safety Committee meeting in Bridgeton.
- **December 10:** Attended the CUIC meeting in Bridgeton.
- **January 8:** Conducted a loss control survey of the CUIC Department of Public Works.
- **January 21:** Attended the CUIC Claims Committee meeting via a conference call.

UPCOMING MEETINGS / LOSS CONTROL VISITS PLANNED

- **February 6:** Plan to attend the CUIC meeting in Bridgeton.
- **February 12:** Plan to attend the CUIC Safety Committee meeting in Bridgeton.
- **February 18:** Plan to attend the CUIC Claims Committee meeting in Bridgeton.

CEL VIDEO LIBRARY USAGE

- Nineteen videos were utilized in 2019.
- No videos have been utilized in 2020.



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856.489.9100 • 856.489.9101 Fax • www.hig.net

TO: Commissioners of the Cumberland County Insurance Commission (CCIC)
CC: Brad Stokes, CumbCIC Executive Director
FROM: Christopher Powell and Public Entity Team
DATE: 2/6/2020
RE: Risk Management Consultant's Report

Safety and Training

- **10/8/19 Safety and Accident Review Committee Meeting Minutes**
Attached are the approved 10/8/19 Safety and Accident Review Committee Meeting Minutes. The 12/10/19 Meeting Minutes will be included in the next agenda packet contingent upon their approval.
- **2021 Safety Expo**
At the December Safety and Accident Review Committee meeting, a discussion arose regarding training and the idea of holding a Safety Expo. A small committee has been formed to include the Committee's Chairman, Dr. Cynthia Hickman, other County Supervisors, our office and J.A. Montgomery. The vision is to provide a full day training experience in January of 2021 focused around safety for all members of the Cumberland County Insurance Commission. We will continue to update the Commissioners.

Risk Management

- **NJCEL – Child Abuse Bill S477 Training**
Our office is working with PERMA to schedule a regional training for the members of the NJCEL on the above bill. The training is to be scheduled within the first quarter of this year.
- **2020 Cyber Liability Cards**
Effective 1/1/2020, the cyber liability policy number has changed. There has been no change to the insurance carrier and the hotline number. Our office has distributed new laminated cards with the updated policy number to all members. The previous cards are to be destroyed. We have reminded all members to immediately contact our office upon completion of the call with the hotline for the carrier.
- **2019 Recoveries on Property Damage Claims (i.e. Auto and Traffic Light) under County's \$5,000 Deductible**
The County has recovered \$7,696.29 for auto property claims to which a third party was at fault. In addition, the County has recovered \$32,250.27 for traffic signal knockdowns to which a third party was at fault. To date, there are 3 property damage claims that remain open to which two claims our office is actively pursuing payment and one claim Qual-Lynx is pursuing payment. If a Commissioner would like the details for any of the claims, please contact our office.

Insuring Bright Futures and Building Lasting Relationships since 1954

Main Office 8000 Sagamore Drive, Suite 8101 Marlton, NJ 08053	Gibbstown 618 E. Broad Street Gibbstown, NJ 08027	Mount Holly 2 Mill Street Mount Holly, NJ 08060	Philadelphia PO Box 40901 Philadelphia, PA 19107
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CUMBERLAND COUNTY INSURANCE COMMISSION

Safety and Accident Review Committee Meeting Minutes
 October 8, 2019 – 10:00am
 In-Person and via Teleconference

- I. Call to Order – Mr. Atkinson
 Mr. Atkinson called the meeting to order at 10:08 am.

II. Roll Call

<u>Committee Members:</u>	<u>Member</u>	<u>Present / Absent</u>
Craig Atkinson	Cumberland County Insurance Commission (Chair)	Present
Robin Haaf	Cumberland County - Human Services/Alcohol	Absent
Jasmin Calderon	Cumberland County - Prosecutor/Administration	Absent
Megan Sheppard	Cumberland County – Health Department	Absent
Ginger Supernavage	Cumberland County – Dept. of Workforce Development	Absent
Henrietta Barreras	Cumberland County - Human Resources	Present
Dawn Bowen	Cumberland County - Emergency Services & Public Protection	Absent
Theresa VanSant	Cumberland County – CATS	Present-Phone
Veronica Surrency	Cumberland County - Juvenile Detention Center	Present
David Dewoody	Cumberland County – Purchasing	Present
Ronald Cusano	Cumberland County – Sheriff's Department	Present
MaryAnn Maslanik	Cumberland County – 4 –H Extension	Absent
James Neher	Cumberland County – Public Works	Absent
Kathy Rodriguez	Cumberland County – Dept. of Social Services	Absent
Susanne Sacchetti	Cumberland County – Library	Present
James Matlock	Cumberland County – Consumer Affairs	Absent
Sal DeFrancisco	Cumberland County Improvement Authority	Present
Steven Errickson	Cumberland County Utilities Authority	Absent
Dr. Cynthia Hickman	Cumberland County – Human Resources	Present

Alternates:

Frank Sabella	Cumberland County – Prosecutor/Administration	Present
Noah Hetzell	Cumberland County – Department of Health	Present
John Knoop	Cumberland County – County Engineer/Public Works	Absent
Craig Johnson	Cumberland County – Sheriff's Office	Present
Betty Rodriguez	Cumberland County – Dept. of Social Services	Present
Gabe Scarpa	Cumberland County – Emergency Services & Public Protection	Absent
Tara Butler	Cumberland County- Juvenile Detention Center	Present

Commission Professionals:

Brad Stokes	Executive Director	Absent
Glenn Prince	NJCEL Safety Director / JA Montgomery	Present
Jonathan Czarnecki	JA Montgomery	Absent
Kathy Miller	Hardenbergh Insurance Group	Absent
Christina Violetti	RMC / Hardenbergh Insurance Group	Present
Joe Henry	RMC / Hardenbergh Insurance Group	Present
Karen Read	PERMA	Absent
Veronica George	Inservco Insurance Services	Absent

- III. Approval of the 8/13/19 Safety and Accident Review Committee Meeting Minutes.
 Motion to approve the 8/13/19 Safety and Accident Review Committee Meeting Minutes.
 Moved: Henrietta Barreras
 Seconded: Noah Hetzell
 Vote: Aye: Unanimous Nay: 0 Abstentions: 0

- IV. Chairman's Report – Craig Atkinson
 The Chairman began by providing a review of the County's Accident Statistics for the first nine months of 2019.

Next, he updated the Committee on the trainings completed by all Departments: The Department Leadership Summit was held on October 3rd and 4th at New Jersey Motorsports Park. In addition, Active Shooter Training will be conducted before the end of the year and will continue into 2020. The Chairman reminded that all departments are required to submit an emergency action plan which must include an active shooter plan.

CUMBERLAND COUNTY INSURANCE COMMISSION

Mr. Atkinson continued by updating the Committee that the wellness program will be rolling out a 7 Step Process and Engagement Survey. Dr. Hickman advised that the Dog Therapy Program is also thriving.

V. Risk Management Consultant's Report

Ms. Violetti provided the accident report for Cumberland County Improvement Authority and Cumberland County Utilities Authority for the first nine months of 2019. Also distributed to the members was a spreadsheet illustrating the 2019 Safety Goals which provided each Committee members status.

Next, she introduced the Wellness Incentive Program Proposal and corresponding submission form which was distributed. The program would provide a reimbursement grant award for each entity within the Cumberland County Insurance Commission, up to \$1,000 each to promote wellness. The proposal and submission form were approved to be presented at the December Commission meeting.

Motion to approve the Proposal and Submission Form to be presented at the December Commission Meeting

Moved: Dr. Cynthia Hickman

Seconded: Susanne Sacchetti

Lastly, Ms. Violetti discussed the Customized Fast Track to Safety program and reviewed the survey which was distributed. J.A. Montgomery offers the opportunity to develop a customized Fast Track day of training to meet specific needs. Due to the time constraints that many departments face, the Fast Track program offers 4 accelerated training sessions in one day. The program is usually 5 hours and can be done on site. She requested that all interested departments complete the survey and return them to J.A. Montgomery.

The Committee continued to discuss the idea of a County wide training day to provide employees with multiple trainings within a full day. From the discussion, the idea emerged of a 2020 Safety Expo hosted by Cumberland County, to be held in December of 2020 with invitation to two bordering Counties. J.A. Montgomery advised that they would be active regarding the training schedule and a committee should be formed to organize such an event.

VI. NJCEL Safety Director's Report

Mr. Prince reported that the 2019 BRIT Safety Grant Committee will be meeting shortly to review all submissions received including the one from Cumberland County. He further advised that in January he will be providing a letter which outlines the criteria for the 2020 BRIT Safety Grant.

Lastly, he reminded the Committee to send any specialized training requests to J.A. Montgomery as their training schedule is filling up.

VII. Presentation of Supervisor's Accident Investigation Forms for Review – Chairman Atkinson

The accident investigation form for the Workers' Compensation claims on Exhibit A were reviewed.

VII. Old Business

None

IX. New Business

None

X. Adjournment

Motion to adjourn

Moved: Frank Sabella

Seconded: Susanne Sacchetti

The meeting was adjourned at 11:25 am.



**CUMBERLAND COUNTY INSURANCE COMMISSION
CUMULATIVE SAVINGS REPORT**

2019							
	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS	PPO PENETRATION RATE	MANAGED CARE FEE
JANUARY	33	\$110,004.18	\$35,581.97	\$74,422.21	67.7%	80.9%	\$9674.89
FEBRUARY	16	\$36,031.21	\$34,348.58	\$1,682.63	4.7%	4.4%	\$218.74
MARCH	28	\$26,681.02	\$16,374.42	\$12,306.60	42.9%	66.4%	\$1,599.86
APRIL	29	\$43,382.24	\$10,100.05	\$13,282.19	76.7%	87.9%	\$4,326.68
MAY	13	\$21,781.60	\$11,094.44	\$10,687.16	49.1%	100%	\$1,389.33
JUNE	8	\$19,188.95	\$8,812.68	\$10,376.27	54.1%	94.9%	\$1,348.92
JULY	14	\$5,401.50	\$3,995.59	\$1,405.91	26.0%	63.6%	\$182.77
AUGUST	8	\$2,282.24	\$965.68	\$1,316.56	57.7%	87.2%	\$171.15
SEPTEMBER	7	\$3483.50	\$1461.97	\$2021.53	58.0%	100.0%	\$452.86
OCTOBER	15	\$8329.16	\$3345.57	\$4983.59	59.8%	89.7%	\$1,082.79
NOVEMBER	11	\$28,722.86	\$7,873.51	\$20,849.35	72.6%	89.7%	\$2,710.42
DECEMBER	32	\$68,902.28	\$21,366.77	\$47,535.51	69.0%	98.8%	\$6,179.62
TOTALS	214	\$376,190.74	\$155,321.23	\$220,869.51	58.7%	68.4%	\$29,338.02

2018							
	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS	PPO PENETRATION RATE	MANAGED CARE FEE
JANUARY	18	\$16,354.69	\$10,269.10	\$6085.59	37.2%	100.0%	\$791.13
FEBRUARY	21	\$70,136.44	\$56,540.37	\$13,596.07	19.4%	96.4%	\$1,767.49
MARCH	30	\$47,061.30	\$16,017.54	\$31,043.76	66.0%	97.6%	\$4,035.69
APRIL	24	\$54,313.35	\$29,335.99	\$24,977.36	46.0%	94.0%	\$3,247.06
MAY	26	\$45,876.48	\$23,967.51	\$9,008.83	47.8%	99.8%	\$2,848.17
JUNE	19	\$20,460.49	\$11,451.66	\$9,008.83	44.0%	96.2%	\$1,171.15
JULY	35	\$16,023.12	\$6,596.52	\$9,426.60	58.8%	100%	\$1,225.46
AUGUST	42	\$272,246.32	\$56,387.59	\$216,458.73	79.3%	99.7%	\$28,139.63
SEPTEMBER	21	\$168,513.95	\$36,904.91	\$131,609.04	78.1%	99.1%	\$1,774.22
OCTOBER	28	\$29,000.22	\$13,310.11	\$15,690.11	54.1%	100.0%	
NOVEMBER	31	\$178,335.15	\$67,242.42	\$111,092.73	62.3%	99.7%	
DECEMBER	15	\$5,349.35	\$2,492.29	\$2,857.06	53.4%	100%	
TOTALS	310	\$924,270.86	\$330,516.01	\$593,516.01	64.2%	99.1%	\$45,000.00



CUMBERLAND COUNTY INSURANCE COMMISSION

PPO SAVINGS AND PENETRATION REPORT
January 1, 2019 – December 31, 2019

	UNITS OF SERVICE	CHARGES	APPROVED	SAVINGS	% SAVINGS	MANAGED CARE FEE
Participating Provider	181	\$325,279.30	\$106,235.38	\$219,043.92	67.3%	\$29,055.84
Ortho/Neuro	51	\$169,134.17	\$46,843.99	\$122,290.18	72.3%	\$15,957.56
Hospital	12	\$69,653.98	\$23,778.48	\$45,875.50	65.9%	\$5,963.82
Ambulatory Surgery Center	1	\$18,276.01	\$3,224.51	\$15,051.50	82.4%	\$1,956.70
Urgent Care Center	48	\$13,454.00	\$7,528.48	\$5,925.52	44.0%	\$841.53
Anesthesia	6	\$12,865.00	\$7,439.64	\$5,425.36	42.2%	\$839.20
Physical Therapy	14	\$9,034.00	\$2,418.00	\$6,616.00	73.2%	\$860.08
Anesthesia/Pain Management	1	\$7,229.00	\$3,432.51	\$3,796.49	52.5%	\$493.54
Other	12	\$5,992.15	\$2,925.12	\$3,067.03	51.2%	\$473.21
Emergency Medicine	5	\$4,127.00	\$1,636.91	\$2,490.09	60.3%	\$350.38
Sports Medicine	2	\$3,655.00	\$1,091.18	\$2,563.82	70.1%	\$333.30
Pain Management	2	\$3,350.00	\$443.78	\$2,906.22	86.8%	\$423.71
Occupational Medicine	10	\$2,578.00	\$1,583.80	\$994.20	38.6%	\$170.62
Physician Fees	3	\$2,090.00	\$1,196.18	\$893.82	42.8%	\$116.20
Hematology/Oncology	7	\$1,900.00	\$1,676.20	\$223.80	11.8%	\$59.82
Cardiology	3	\$1,051.00	\$591.39	\$459.61	43.7%	\$136.63
MRI/Radiology	3	\$614.99	\$278.04	\$336.95	54.8%	\$43.80
Optometrists	1	\$275.00	\$147.17	\$127.83	46.5%	\$35.75
Out Of Network	33	\$50,911.44	\$49,085.85	\$1,825.59	3.6%	\$282.18
Hospital	9	\$36,651.00	\$36,231.00	\$420.00	1.1%	\$54.60
Other	9	\$11,229.20	\$9,863.00	\$1,366.20	12.2%	\$177.61
Behavioral Health	10	\$1,875.00	\$1,875.00	\$0.00	0.0%	\$44.85
Physician Fees	2	\$515.00	\$515.00	\$0.00	0.0%	\$0.00
Pain Management	1	\$335.00	\$298.00	\$37.00	11.0%	\$4.81
Hematology/Oncology	1	\$275.00	\$275.00	\$0.00	0.0%	\$0.00
Pharmacy	1	\$31.24	\$28.85	\$2.39	7.7%	\$0.31
Grand Total	214	\$376,190.74	\$155,321.23	\$220,869.51	58.7%	\$29,338.02

TOP 10 PROVIDER REPORT
January 1, 2019 – December 31, 2019

	UNITS OF SERVICE	APPROVED
PREMIER ORTHOPAEDIC ASSOC. OF SOUTHERN NJ	40	\$46,206.84
CROZER CHESTER MEDICAL CENTER	9	\$36,231.00
INSPIRA MEDICAL CENTER VINELAND	11	\$20,340.98
INSPIRA HEALTH NETWORK URGENT CARE PC	44	\$6,728.48
FUSION HEALTHCARE SOLUTIONS	3	\$5,514.00
ULTRACARE ANESTHESIA PARTNERS, LLC	1	\$3,615.00
INSPIRA MEDICAL CENTER WOODBURY	1	\$3,437.50
NEW JERSEY HEALTHCARE SPECIALISTS PC	1	\$3,432.51
PREMIER ORTHO ASSOC SURGERY CENTER	1	\$3,224.51
RANCOCAS ANESTHESIOLOGY, PA	3	\$2,781.00
Grand Total	114	\$131,511.82

APPENDIX I – MEETING MINUTES

**CUMBERLAND COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – DECEMBER 10, 2019
164 WEST BROAD STREET
BRIDGETON, NJ 11:30 AM**

Meeting called to order by Chairman Jack Surrency. Open Public Meetings notice read into record.

ROLL CALL OF COMMISSIONERS:

Jack Surrency	Present
Gerald Seneski	Present
Kim Wood	Present

ALTERNATE FUND COMMISSIONER:

Jody Hirata	Present
-------------	---------

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford Stokes, Karen Read
--------------------	--

ALSO PRESENT:

Ted Baker, Cumberland County
Craig Atkinson, Cumberland County
Christina Violetti, Hardenbergh Insurance Group
Amy Zeiders, Inservco
Veronica George, Inservco
Yvonne Fey, Inservco
Sureatha Hobbs, Inservco (telephonically)
Steve McNamara, Qual-Lynx
Chris Roselli, Qual-Lynx
Robyn Walcoff, PERMA
Jennifer Conicella, PERMA
Glenn Prince, JA Montgomery

PUBLIC:

Nancy Ridgway

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

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF
OCTOBER 10, 2019**

Motion:	Commissioner Seneski
Second:	Commissioner Wood
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

2020 Property & Casualty Budget Introduction – Attached on **Page 3** for your review and discussion is the 2020 proposed Property and Casualty Budget in the amount of \$3,239,662. The introductory budget represents a 3.03% increase compared to the 2019 budget. Proposed Assessments will be distributed at the meeting.

The NJCE portion of the budget was approved on November 21, 2019. Line 9, the CELJIF premium was increased primarily due to the Property and Excess Property premium increasing based on both the high loss ratio and hardening property markets. The CELJIF budget also includes funding for instructor-led and online training programs for NJCE members through a Learning Management System (LMS), an online platform used to track and record learning events.

Executive Director reviewed the 2020 proposed budget starting with claims and loss funds where the actuary plots our numbers. Property is going up 16.49% which is primarily due to the property retention for the local Commission is going from \$100,000 to \$250,000. This was decided by the CEL Commission wide due to the market instability we have faced, high loss ratio and a hardening market. On the Liability side the actuary has a fairly high increase as well but it is offset by workers' comp by almost \$70,000. Overall the Total Loss Claims are at 4.14%. Executive Director said on the Expenses, Fees and Contingency a note on Claims Adjustment and Actuary numbers are the contract numbers everyone else listed has a 2% contractual increase. The Ancillary lines of coverage shows the POL is down as well as Pollution Liability. The total 2020 Property and Casualty budget is at 3.03% for a total amount of \$3,239,662.

Motion to introduce the 2020 Property and Casualty Budget in the amount of \$3,239,662 and schedule a public hearing on February 6, 2020 at 11:00 AM at the County Administration Building.

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

NJCE Dividend – The NJCE declared a \$2,000,000 dividend for the 2012 through 2016 Fund Years. Cumberland's Insurance Commission's share is \$66,736. Attached on **Page 4** is the per member entity share of the dividend. Commission members have an option to receive a check or reduction in their 2020 assessment. The Fund Office will send a letter to each member entity to find out their preference.

2020 Professional Contract Renewals – Several of the Fund’s professional services contracts expire at the end of the year. All of the contracts have annual renewals which the Commissioners are desirous to renew for Fund Year 2020. Resolution 23-19 appears on **Page 5** re-appointing the Professional.

Motion to Adopt Resolution 23-19 Re-Appointing Fund Professionals

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

Executive Director thanked the Commission for the reappointment for 2020.

Amendment to the 2019 Risk Management Plan – A minor amendment to the 2019 Risk Management Plan is needed to change the address of the Cumberland Empowerment Zone. The change appears on **Page 6**; it amends page 12 of the plan; the address is 745 Lebanon Road, Millville.

Motion to Amend the 2019 Risk Management Plan

Motion: Commissioner Wood
Second: Commissioner Seneski
Vote: Unanimous

Certificate of Insurance Issuance Report: Included on **Pages 7 & 8** is the Certificate of Insurance Issuance Report from the CEL listing those certificates issued for the period of September 1, 2019 to October 31, 2019. There were 8 certificates of insurance issued during this period.

Motion to Approve the Certificate of Insurance Reports.

Motion: Commissioner Seneski
Second: Commissioner Wood
Vote: Unanimous

NJ Excess Counties Insurance Fund (CELJIF) – The CEL last met on October 24, 2019 and November 21, 2019. Included in the agenda on **Pages 9-14** is a written summary of those meetings. The next meeting is scheduled on February 27, 2020 at 1:00 PM at the Camden County College Regional Training Center. Executive Director said the CEL Budget for 2020 came in at a reasonable 3.1% increase over the last year.

Financial Fast Track – Included on **Pages 15-18** of the agenda are the Financial Fast Tracks for the Cumberland County Insurance Commission for September and October. As of **October 31, 2019**, the report indicates the Commission has a surplus of **\$792,152**. Line 10 of the report “Investment in Joint Venture” is the Commission’s share of equity in the CEL.

NJ CEL Property and Casualty Financial Fast Track (Pages 19-20) – Included in the agenda is the NJ CEL Financial Fast Track Report for July. As of September 30, 2019, the CEL has a surplus of **\$16,851,003**.

SAFETY COMMITTEE: Craig Atkinson reported on the accident and injury statistics and said for 2019 the County had a total of 18 property damage accidents – 11- were at fault, for a percentage of 61% but the overall total is very low compared to previous years.

Mr. Atkinson reported in 2019 the County suffered three lost time personal injury accidents year to date, with a little over 70 days lost time but two of the three were only one day lost time each. Mr. Atkinson discussed details of the lost time accident cases. There were 10 total modified duty personal injury accidents year to date with the total number of modified duty days exceeding 200.

Mr. Atkinson reported the next Safety and Accident Review Committee was held prior to the Commission meeting today.

Mr. Atkinson reported on training and said we have received several Emergency Action Plans from departments which includes the Active Shooter and we have conducted with the help of Glenn Prince, Dr. Hickman, Dave Scarpa from 911 and John Schwivans from the Sheriff's Department. Mr. Atkinson said three table top exercises have already been conducted and we currently have a 15 page document for emergency action plan at the Administrative Building that will be used for training in the coming year. We are also planning on creating a one page document for employees to use in the event of an occurrence and they will be posted in the hallways. In October there was a benefits fair held at the DOS building with many people attending. Mr. Atkinson and staff attending the HR Compliance training at Rowan College which was on Human Resources Compliance and the Conner Strong and Buckelew Best Practices which was held on October 30, 2019. We gained some useful information including the Abuse Hotline, which we will receive training on this year and there was a wonderful presentation. Mr. Atkinson said two sessions on defensive driving were presented at DOS which totaled 80 employees, and at the Cumberland County Improvement Authority which totaled about 25 people. The Cumberland County Safety and Accident Prevention Committee is planning on a Safety Expo at the College in December, 2020 and also invite other counties which would be a one day training on multiple topics.

Attorney Ted Baker reported in October training was also conducted Supervisory training on harassment, discrimination and how to focus our managers and supervisors in that area. Mr. Atkinson said there were 60 supervisors in attendance.

CLAIMS COMMITTEE: Robyn Walcoff introduced a new PERMA team member Jennifer Conicella who is the new Senior Claim Associate Consultant. Jennifer will be working on the County Commission Programs as well as working on the JIFs and will be a great addition to our team. Robyn Walcoff introduced Christopher Roselli of Qual Lynx and they will handle property

claims excluding auto property up to the first \$250,000 and beyond that will go the NJCE layer. The PARs and SARs will be discussed during closed session.

MOTION TO APPROVE THE SAFETY COMMITTEE AND CLAIMS COMMITTEE REPORTS

Motion: Commissioner Wood
Second: Commissioner Seneski
Vote: Unanimous

TREASURER:

REPORT: Executive Director reported the December bills list was included in the agenda.

MOTION TO APPROVE RESOLUTION 24-19 DECEMBER BILLS LIST IN THE AMOUNT OF \$13,022.92

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

CEL SAFETY DIRECTOR: Safety Director reviewed the Safety Director's report for August through October which can be found on **Pages 22 and 23**. Mr. Prince thanked everyone for their participation in the 2019 Safety Program and the numbers are coming down the safety culture is more than apparent in the County and we hope that trend continues thru the next year.

RISK MANAGER: Christina Violetti reviewed the Risk Managers Report and said the safety and accident review committee meeting minutes were included for the August 13th meeting. Ms. Violetti said there were a couple of changes to the Claims Committee Charter as outlined in the Risk Managers Report.

MOTION TO ADOPT THE REVISED CLAIMS COMMITTEE CHARTER

Motion: Commissioner Wood
Second: Chairman Seneski
Vote: Unanimous

Ms. Violetti discussed the Wellness Incentive Program that the Safety & Accident Review Committee would like to institute. The program was outlined on pages 32 and 33 of the agenda. Meeting schedules for the Safety and Accident Review Committee and Claims Committee were included on pages 35 and 36

MOTION TO AUTHORIZE \$3,000 FOR THE WELLNESS INCENTIVE PROGRAM

Motion: Commissioner Wood
Second: Chairman Seneski

Roll Call Vote: 3 Ayes, 0 Nays

**MOTION TO APPROVE THE SAFETY AND ACCIDENT REVIEW
COMMITTEE AND CLAIMS COMMITTEE SCHEDULES**

Motion: Commissioner Wood
Second: Chairman Seneski
Vote: Unanimous

MANAGED CARE: Mr. McNamara reviewed the Cumulative Savings report as of November 30, 2019 and the PPO Penetration Report.

CLAIMS: Report is for Executive 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

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM
#3770000970 IN THE AMOUNT OF \$105,789.33; SETTLEMENT
AUTHORIZATION OF \$37,296.00**

Motion: Commissioner Wood
Second: Commissioner Seneski

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM
#3770000940 IN THE AMOUNT OF \$167,812.37; SETTLEMENT
AUTHORIZATION OF \$56,314.80**

Motion: Commissioner Wood
Second: Commissioner Seneski

General Liability

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770000696 IN THE AMOUNT OF \$38,518.25

Motion: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST FOR CLAIM #3770000653 IN THE AMOUNT OF \$90,434.80

Motion: Commissioner Wood
Second: Commissioner Seneski

Property

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #2020181232 IN THE AMOUNT OF \$17,000.00

Motion: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001171 IN THE AMOUNT OF \$500.00

Motion: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE SETTLEMENT AUTHORIZATION REQUEST FOR CLAIM #3770001177 IN THE AMOUNT OF \$500.00

Motion: Commissioner Wood
Second: Commissioner Seneski

MOTION TO APPROVE THE PARS AND SARS

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

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO ADJOURN:

Motion:	Commissioner Wood
Second:	Commissioner Seneski
Vote:	Unanimous

MEETING ADJOURNED: 12:47 PM

NEXT MEETING: WILL BE HELD ON FEBRUARY 6, 2010 AT 11:00am

Minutes prepared by: Karen A. Read, Assisting Secretary