

**BURLINGTON COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – January 20, 2023  
10:00 AM**

Chair Buono called the meeting to order and read the Open Public Meetings notice into record.

**ROLL CALL OF COMMISSIONERS:**

Ashley Buono, Esq.	Present
Eve A. Cullinan	Present
Dina Rocco, Esq.	Present
Erin Kelly, (Alternate)	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Services	PMA Management Corp. <b>Justin Wilkinson</b> <b>Jennifer Signs</b>
	Qual Lynx <b>Chris Roselli</b>
	PERMA Risk Management Services <b>Shai McLeod</b> <b>Jennifer Davis</b>
Attorney	Cockerill, Craig & Moore, LLC <b>Jeffrey Craig, Esq.</b>
NJCE Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney</b>
Treasurer	<b>Edward Troy</b>
Safety Director	J.A. Montgomery Consulting <b>Glenn Prince</b>
Employee Benefits	PERMA Risk Management Services <b>Brandon Lodics</b> <b>Emily Koval</b>
	Conner Strong & Buckelew <b>Ian Dalton</b> <b>Diane Peterson</b>
	Amerihealth Administrators <b>Megan Penick</b>
	Express Scripts, Inc. <b>Charles Yuk</b>

**ALSO PRESENT:**

Bob Gemmell, Brown & Brown

Christina Violetti, Hardenbergh Insurance Group  
Joe Henry, Hardenbergh Insurance Group  
Crystal Chuck, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF DECEMBER 12, 2022**

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF DECEMBER 12, 2022**

Moved:	Chair Buono
Second:	Commission Cullinan
Vote:	3 Ayes, 0 Nays

**CORRESPONDENCE: NONE**

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. Prince reported the next Safety Committee Meeting was scheduled for February 16<sup>th</sup> at 10:00 am via zoom. Mr. Prince advised the committee was going to continue to meet on a quarterly basis and he would be in touch with the agenda topics and to distribute the minutes from the last meeting. Mr. Prince concluded his report unless there were any questions.

**CLAIMS COMMITTEE:** Ms. Davis referred to a copy of the 2023 Claims Committee Meeting Schedule which was included in the agenda. Ms. Davis noted the meetings were scheduled for Tuesdays at 3:00. Ms. Davis concluded her report unless there were any questions.

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised his report was included in the agenda and he had a number of action items.

**REORGANIZATION RESOLUTIONS:** Executive Director advised the BCIC was required to reorganize at the January Board of Commissioners meeting as per the Commission By Laws. Executive Director referred to the necessary Reorganization Resolutions which were included in the agenda. With the Chair's permission, Executive Director said he would review the Resolutions and he would then ask to approve the resolutions as a consent.

- Resolution 1-23 Certifying the Appointment of Chairperson and Vice Chairperson
- Resolution 2-23 Appointing a Commissioner to the NJCE for Fund Year 2023
- Resolution 3-23 Appointing Agent for Service of Process and Custodian of Records 2023
- Resolution 4-23 Designating Official Newspapers for the Commission
- Resolution 5-23 Designating Authorized Depositories for Fund Assets & Cash Management Plan
- Resolution 6-23 Designating Commission Treasurer
- Resolution 7-23 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 8-23 Indemnify Burlington County Insurance Commission Officials/ Employees
- Resolution 9-23 Authorizing Commission Treasurer to Process Payments & Expenses

**MOTION TO APPROVE REORGANIZATION RESOLUTIONS 1-23 THROUGH 9-23**

Moved: Chair Buono  
Second: Commissioner Cullinan  
Roll Call Vote: 3 Ayes, 0 Nays

**2023 PROPERTY AND CASUALTY BUDGET:** Executive Director reported at the December 12, 2022 meeting the 2023 Property and Casualty Budget was introduced in the amount of \$8,525,590. Executive Director noted in accordance with the regulations, the budget was advertised in the Commission's official newspaper. Executive Director said today was the Public Hearing for the budget. Executive Director referred to a copy of the budget in the amount of \$8,642,742 which was included in the agenda. Executive Director said the budget was amended to reflect a change in the Claims Adjustment line to \$250,000 based on the procurement response. Executive Director advised based on the CELJIF excess renewal marketing results, the CELJIF premium was increased to \$3,845,972, and the Ancillary Coverages were decreased to \$351,323. Executive Director reported the amended 2023 Budget increased by \$689,025 or 8.68%. Executive Director noted this included the BCIC dividend credit in the amount of \$100,000. Executive Director referred to a copy of the assessments by member entity. Executive Director explained the assessment bills would be billed in 3 installments and payable as follows: 40% on 3/15/23, 30% on 5/15/23 and 30% on 10/15/23. Executive Director requested a motion to open the Public Hearing.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2023 PROPERTY & CASUALTY BUDGET**

Moved: Chair Buono  
Second: Commissioner Cullinan  
Roll Call Vote: 3 Ayes, 0 Nays

Executive Director asked if anyone had any questions on the budget. Hearing none, Executive Director requested a motion to close the Public Hearing.

**MOTION TO CLOSE THE PUBLIC HEARING**

Moved: Chair Buono  
Second: Commissioner Cullinan  
Roll Call Vote: 3 Ayes, 0 Nays

**MOTION TO APPROVE RESOLUTION 10-23 ADOPTING THE PROPERTY & CASUALTY BUDGET FOR BURLINGTON COUNTY INSURANCE COMMISSION FOR THE YEAR 2023 IN THE AMOUNT OF \$8,624,742 & CERTIFY THE 2023 ASSESSMENTS**

Moved: Chair Buono  
Second: Commissioner Cullinan  
Roll Call Vote: 3 Ayes, 0 Nays

**2023 MEETING DATES:** Executive Director reported at the last meeting we discussed the meeting dates for 2023. Executive Director advised the meetings would be held at the County Administration Building with an option to participate in the meetings via zoom. Executive Director referred to a copy of Resolution 11-23, 2023 Regular Meeting Schedule which was included in the agenda along with the Annual Meeting Notice. Executive Director asked if anyone had any questions and noted he would read off the motions for the next several action items and then request one motion for all.

**MOTION TO APPROVE RESOLUTION 11-23, 2023 REGULAR MEETING SCHEDULE**

**RFQ FOR GENERAL LIABILITY DEFENSE COUNSEL AND WORKERS' COMPENSATION COUNSEL:** Executive Director advised at the December meeting during closed session the Commissioners discussed and reviewed the Commission Attorney's memorandum regarding the responses to the RFQ. Executive Director reported the responses were also reviewed with the Chair. Executive Director referred to Resolution 12-23, Awarding Contract to Assigned Defense Law Firms based on the Commission Attorney's memorandum. Executive Director noted the resolution was reviewed by the Commission Attorney.

**MOTION TO ADOPT RESOLUTION 12-23, AWARDING CONTRACT TO ASSIGNED DEFENSE LAW FIRMS**

**RFQ FOR GENERAL LIABILITY DEFENSE COUNSEL:** Executive Director said we received a request from the Chair to reopen the General Liability Defense Counsel. Executive Director advised his office would work with the Commission Attorney to issue the RFQ.

**MOTION TO AUTHORIZE THE FUND OFFICE TO ADVERTISE REQUEST FOR QUALIFICATIONS FOR GENERAL LIABILITY DEFENSE COUNSEL**

Moved:	Chair Buono
Second:	Commissioner Cullinan
Roll Call Vote:	3 Ayes, 0 Nays

**RFQ FOR COMMISSION ATTORNEY:** Executive Director reported an RFQ was issued for the Commission Attorney position. Executive Director advised the responses were reviewed by the Commissioners and they recommended that Cockerill, Craig & Moore, LLC. Be appointed. Executive Director said the Commissioners approved a contract for six months from January 1, 2023 through June 30, 2023 for an amount not to exceed \$8,008.50. Executive Director referred to a copy of Resolution 13-23, Appointing Commission Attorney which was included in the agenda. Executive Director said a draft copy of the agreement was included Appendix II of the agenda and the executed copy would be attached to the resolution.

**MOTION TO ADOPT RESOLUTION 13-23, APPOINTING COMMISSION ATTORNEY TO COCKERILL, CRAIG & MOORE, LLC**

**RFQ FOR TPA:** Executive Director reported at the December meeting the Commissioners approved a motion appointing PMA as the TPA subject to adopting a resolution. Executive Director referred to a copy of Resolution 14-23, Appointing Third Party Administrator which was included in the agenda. Executive Director noted the appointment was for Fund Year 2023. Executive Director said the Commission Attorney was drafting the agreement and the executed copy would be attached to the resolution.

**MOTION TO ADOPT RESOLUTION 14-23, APPOINTING THIRD PARTY ADMINISTRATOR FOR FUND YEAR 2023**

**REVISED CLAIMS COMMITTEE CHARTER:** Executive Director referred to a copy of a revised Claims Committee Charter which was included in the agenda. Executive Director advised the Charter was revised adding Commissioner Rocco as the Chair, adding a few

Committee Members and modifying the Claims Committee Meeting Dates. Executive Director said Resolution 15-23, Authorizing the Adoption of the Revised Claims Committee Charter was also included in the agenda.

**MOTION TO ADOPT RESOLUTION 15-23, AUTHORIZING THE ADOPTION OF THE REVISED CLAIMS COMMITTEE CHARTER**

Executive Director then requested a motion to approve Resolutions 11-23 to 15-23.

**MOTION TO APPROVE RESOLUTIONS 11-23 TO 15-23**

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	3 Ayes, 0 Nays

**CERTIFICATE OF INSURANCE REPORT:** Executive Director referred to a copy of the certificate of insurance issuance report from the NJCE listing the certificates issued during the month of December which were included in the agenda. Executive Director advised there were (4) four certificates issued during December. Executive Director asked if anyone had any questions on the report and requested a motion.

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

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	3 Ayes, 0 Nays

**ON LINE DRIVING TRAINING COURSES:** Executive Director reported we received a request from Tami Granata of the Division of Insurance & Risk Management for an additional 250 usages of the online National Safety Counsel Defensive Driver Course offered through SafeServe.com. Executive Director said the cost for 250 usages was \$5,737.50. Executive Director asked the Commissioners to consider approving this as a Commission expense as we have done in the past.

**MOTION TO APPROVE THE ONLINE DEFENSIVE DRIVER TRAINING COURSE FOR 250 USAGES FOR A COST OF \$5,737.50**

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	3 Ayes, 0 Nays

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE met on January 12, 2023 and adopted the 2023 Budget in the amount of \$35,835,933 and certified the 2023 assessments. Executive Director referred to a copy of the written summary report which was included in the agenda. Executive Director said he would highlight a few of the key items discussed at the meeting. Executive Director said the NJCE Board of Commissioners accepted the recommendation of the Finance Sub Committee and adopted a resolution authorizing the release of a \$850,000 dividend. Executive Director said Burlington's share was \$71,980 and Ms. Dodd would send a letter to the member entities to see if they would like a check or a credit issued to the assessment bill. Executive Director advised the Finance Sub-

Committee was recommending that the NJCE look at procuring vendors to perform property appraisals and collecting Construction, Occupancy, Protection and Exposure Information. Executive Director reported the NJCE Underwriting Manager was expecting a final proposal from the Chertoff Group to procure Cyber Security Expert Services. Executive Director said the next meeting of the NJCE was the 2023 Reorganization on Thursday, February 23, 2023 at 9:30 AM via Zoom. Lastly, Executive Director advised the NJCE was scheduling a luncheon on April 27, 2023 at the Forsgate County Club in Monroe, NJ to commemorate the NJCE 10 Year Anniversary.

**NJCE 2022 DIVIDEND:** Executive Director said as he just mentioned the Finance Sub Committee recommended the JIF authorize a \$850,000 dividend from various years. Executive Director advised the agenda also included an allocation by member of the dividend.

<b>NJ CEL 2022 DIVIDEND ALLOCATED BY MEMBER</b>	
	<b>850,000</b>
Burlington County	58,340
Burlington County Bridge Commission	10,696
Burlington County Bd of Social Services	1,720
Rowan College at Burlington County	1,224
Burlington County Institute of Tech	-
Burlington County Special School Dist	-
<b>Subtotal Burlington County Insurance Commission</b>	<b>71,980</b>

**BCIC PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the November Financial Fast Track was included in the agenda. Executive Director advised as of November 30, 2022 there was a surplus of \$3,298,757. Executive Director referred to line 10 of the report, “Investment in Joint Venture” and indicated \$1,494,751 of the surplus was the BCIC’s share of the NJCE equity. Executive Director noted the cash amount was \$7,417,670.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the November Financial Fast Track for the NJCE was included in the agenda. Executive Director said as of November 30, 2022 the NJCE had a surplus of \$15,299,523. Executive Director noted the total cash amount was \$33,218,329. Executive Director reported line 7 of the report “Dividend” represented the figure released by the NJCE of \$5,857,551. Executive Director asked if there were any questions on the Financial Fast Tracks.

Executive Director's Report Made Part of Minutes

**EXECUTIVE DIRECTOR’S REPORT -BENEFITS**

**Health Benefits Minutes**

**FINANCIAL PROCEDURES - Financial Fast Track** – The November 2022 financials will be available at the meeting. Mr. Lodics said there was a moderate loss in the month of November but overall the year was very strong and leaving a 6 month claim reserve. He said there is a final dividend for the schools that termed that will be reflected in the December financials.

**2023 RISK MANAGEMENT PLAN** – The Risk Management Plan is included in the below. The language for Item #20 was updated to broaden the scope of audits. No other items have changed from 2022.

Mr. Lodics said that there was only a change from 2022 regarding the audit language, under number 20.

**MOTION TO APPROVE RESOLUTION 16-23, 2023 HEALTH BENEFITS RISK MANAGEMENT PLAN**

**MOVED: CHAIR BUONO**  
**SECOND: COMMISSIONER CULLINAN**  
**VOTE: 3 AYES, 0 NAYS**

**PROGRAM MANAGER’S CONTRACT AMENDMENT** – Mr. Lodics said that monies approved in the budget adoption, \$40,000 has been included for annual Carrier operation and claims audits.

The Program Manager, Conner Strong & Buckelew, will be utilization the services of AIM , a wholly owned subsidiary of Conner Strong and Buckelew, to perform the annual specialized audits as required. AIM is a boutique employee benefits, audit and compliance firm that specializes in self-insured claims, compliance, and operational audits to assure self-inured client’s plans are being administered accurately financially and managed appropriately within the guidelines of the plan documents and adopted policies and procedures.

AIM will cater the scope of the audits to the needs of the BCIC and market observations present at the time of each audit. The Program Manager’s report includes suggested audit scope for 2023.

Mr. Lodics said AIM did perform an audit of Amerihealth in the past. In response to Ms. Buono, the Program manager contract extension was approved by the Attorney and is most efficient because of the data exchange and HIPPA compliance. In response to the Commission Attorney, the Commission may see savings from the audit. Resolution 20-23 approves this amendment.

<https://www.aim-benefits.com/>

**Burlington County Insurance Commission  
 Benefits Consultant  
 Minutes**

***Conner Strong & Buckelew - Status of Appeal Letters Received in 2022*** - Mr. Dalton said that As Program Manager, Conner Strong & Buckelew maintains a log of appeal letters addressed to the Commission. These letters are sent on behalf of members and providers and vary in topic, but most commonly pertain to benefit applications, medical necessity, and payment to providers. Generally, the letter is first received by the County, who then forwards the appeal to Conner Strong. Conner Strong reviews, logs, and provides the appeal letter to AmeriHealth Administrators. As the Claims Fiduciary, AmeriHealth reviews the appeal and makes a determination on the appeal and advises the member/provider of the decision. Once this is complete, AmeriHealth notifies Conner Strong of the decision.

Please refer to the table below for an outline of the appeals received in 2022:

<b>Date</b>	<b>Date of</b>	<b>Appealing</b>	<b>Billed</b>	<b>Topic:</b>	<b>Timeline:</b>	<b>Status:</b>
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Received:	Service:	Party:	Amount:			
8/4/2022	5/19/2021	New Jersey Breast Plastic & Reconstructive Surgery	\$58,000	Charge for Reconstructive surgery	<p><b>8/04/2022:</b> CSB received appeal letter from Burlington County</p> <p><b>8/04/2022:</b> CSB forwarded the letter to AHA</p> <p><b>8/15/2022:</b> AHA mailed letter stating that the decision was upheld</p> <p><b>8/18/2022:</b> AHA made CSB account team aware of their decision</p>	Closed
10/25/2022	2/23/2022	New Jersey Breast Plastic & Reconstructive Surgery	\$78,000	Charge for Reconstructive surgery	<p><b>10/25/2022:</b> CSB received appeal letter from Burlington County</p> <p><b>10/25/2022:</b> CSB account team provided appeal letter to AHA</p> <p><b>1/05/2023:</b> CSB continues to follow up on the status of the appeal</p>	Pending

**Specialized Audits** – Mr. Dalton said The 2023 Commission Budget included \$40,000 for on-going audits some of which would be considered “specialized audits”. The audits are not strictly medical claims audits and may include billings of a particular provider or classification of services, claims adjudication under the “No Surprise Billing Act,” cost savings for gene therapies, and compliance for Mental Health Parity. The Commission entered into a new LevelCare Prescription contract under Express Scripts, effective November 1, 2022. The Commission has realized the financial improvements in this new contract; however, now that there is one year of claims under this arrangement, it would be prudent to conduct a PBM audit as the first project under “specialized audits” through AIM.

**2023 Prescription Benefits Manager (PBM) Audit** - When a group health plan contracts with a Pharmacy Benefit Manager (PBM), the assumption is the PBM delivers on getting the best drug prices and other promised discounts. The PBM will provide detailed financial statements and reports showing how drug prices were calculated, but the process of calculating actual drug prices is complex and fraught with the potential for error, so it can be challenging to confirm



whether the PBM has accurately delivered in providing the best overall drug prices as agreed to.

The intent of a PBM audit is to verify the accuracy of the prescription drug program setup and administration with the PBM via an in-depth review of member prescription drug claim transactions during the audit period to confirm that pharmacy benefit claims are adjudicated in accordance with the contractual performance guarantees.

AIM will conduct a review of the electronic pharmacy claims data provided by the PBM, and the review will address three principal areas of focus:

- Financial Analysis of contract elements, including negotiated discounts, dispensing fees, and rebate payments, assessing performance on actual pharmacy claims transactions relative to contractual guarantees, including discounts from AWP.
- Clinical Program Analysis to verify proper application of prior authorizations, quantity limits, excluded drugs, step therapy.
- Plan Design Analysis to confirm proper adjudication of Plan design features, specifically deductible and copayments.

In response to Commissioner Buono, Mr. Lodics said the cost would be the \$40,000 that was approved through the prior resolution. Ms. Peterson reviewed the technicality of the audit and the scope of what will be audited. She said the Fund has audited the medical TPA and an enrollment audit. She recommended that having an audit on the prescription would be the next beneficial audit to make sure the contract is being complied. She said she will include a timeline in the next report but hopes to have the results by July. Commission Attorney said he thinks an audit is a good idea. Ms. Peterson said a typical standard audit would be about \$25,000, but this audit would dig into the high dollar prescriptions, such as a gene therapy drugs.

#### **MOTION TO AUTHORIZE A PRESCRIPTION BENEFITS MANAGER AUDIT**

<b>MOVED:</b>	<b>CHAIR BUONO</b>
<b>SECOND:</b>	<b>COMMISSIONER CULLINAN</b>
<b>VOTE:</b>	<b>3 AYES, 0 NAYS</b>

#### **AmeriHealth Administrators - Q3 Performance Guarantees for 2022**

Mr. Dalton said in order to best service the Commission, Conner Strong and Buckelew have obtained Q1 through Q3 metrics of AHA's 2022 Performance Guarantees. This report shows that of the five (5) performance guarantees, AHA has met or surpassed the standard set for Claims Financial Accuracy, Claims Processing Accuracy, and Claim Turn Around Time (TAT). The two metrics that did not meet the guaranteed standard were Average Speed to Answer and Abandonment Rate (by a small margin). These missteps can be attributed to higher than anticipated call volume and more significant than expected attrition. Conner Strong will be sure to update the Commission once the Q4 metrics are released in March 2023.

Please see below for additional details on AmeriHealth’s performance guarantees.

Performance Terms		2022 Results				
Performance Measure	Standard	Q1	Q2	Q3	Q4	Final
Claims Financial Accuracy	98%	96.7%	97.9%	99.9%		98.2%
Claims Processing Accuracy	96%	91.4%	98.9%	99.4%		96.6%
Claim TAT	10 Calendar Days	4.5	4.7	4.5		4.6
Average Speed to Answer	30 Seconds	140.3	147.9	51.6		112.1
Abandonment Rate	5%	6.3%	6.8%	2.6%		5.2%

**AMERIHEALTH ADMINISTRATORS** - Ms. Penick reviewed the November report included in the agenda. Commissioner Cullinan said that there is not have a paperless reimbursement process available, but it is in the works. Executive Director asked for a report to compare 2020, 20221 and 2022 year end results.

**EXPRESS SCRIPTS-** Mr. Yuk reviewed the Express Scripts report included in the agenda. He reviewed the Humera report stating that this top selling drug, which is very expensive, will have a biosimilar drug available. This drug will be about 35% less than the brand.

In response to Mr. Troy, Mr. Yuk said that if a member needs to have the Brand, the doctor does not have to do anything because Humera will continue on to be on the formula. Should we remove it next year, the doctor will have a member try the bio similar first. Ms. Peterson said a disruption report would be ran should they remove it from the formulary next year. A member may appeal with a clinical review should the doctor insist Humera must be prescribed. Mr. Yuk said there will be avenues to get what the doctor requests. Mr. Yuk said this brand dominated the marketplace for so long that this new biosimilar will be good for competition.

**TREASURER REPORT:** Mr. Troy reported the December Supplemental Bills List, Resolution 17-23 was included in the agenda and represented the surplus checks to the schools. Mr. Troy noted the schools have already received the checks. Mr. Troy advised the January Bills List, Resolution 18-23 was included in the agenda and recommended payment. Chair Buono said she would provide the motion to approve the bills list.

**MOTION TO APPROVE RESOLUTION 17-23, DECEMBER SUPPLEMENTAL BILLS LIST AND RESOLUTION 18-23, P&C BILLS LIST**

Moved: Chair Buono  
 Second: Commissioner Cullinan  
 Roll Call Vote: 3 Ayes, 0 Nays

**ATTORNEY:** Mr. Craig welcomed Commissioner Rocco and Alternate Commissioner Kelly.

**CLAIMS ADMINISTRATOR:** Ms. Signs advised PMA’s monthly reports were included in the appendix section of the agenda. Ms. Signs referred to the WC Claims by Quarter Report valued as of 1/1/23. Ms. Signs reviewed the 2022-year end claim counts. Ms. Signs referred to the Year-to-Date Containment Savings Report, which was included in the agenda for the period of 1/1/22 to 12/1/22 and advised PMA processed 1,645 bills in the amount of \$2,554,305. Ms. Signs said the final amount paid was \$719,947 with savings of 71.82%. Ms. Signs noted the penetration rate was just under 87.82%. Ms. Signs also reviewed the WC Claims Frequency and Severity by Location and Top 5 Causes Group by Claims Frequency reports which were included in the agenda. In response to Executive Director’s inquiry, Mr. Prince advised there was a meeting with the school to talk about the resources that were available, safety protocols in place and establishing their safety committee. Mr. Prince noted it was a joint effort with PMA, Hardenbergh Insurance Group and his office. Mr. Prince advised we did a couple of accident investigations where we made some successful recommendations for some changes. Mr. Prince reported they seemed to be well received. Mr. Prince advised he had a call with Mr. Henry a few days ago regarding some activity there and some corrective action so they would be reaching out to the school again. Ms. Signs concluded her report unless there were any questions.

**NJCE SAFETY DIRECTOR:** Mr. Prince advised the December through January All Risk Control Activity Report was included in the agenda. Mr. Prince reported all of the training opportunities through March 30 were also included in the agenda. Mr. Prince encouraged all departments to review the variety of training opportunities that were available and take full advantage. Mr. Prince said he would be working with the NJCE Underwriting Manager to determine the provisions for the 2023 Munich Safety Grant and the funds for the 2022 Safety Grant would be distributed shortly. Mr. Prince concluded his report unless there were any questions.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** Chair Buono asked if there was anyone from the public that wanted to make a comment. There was no one from the public in attendance.

**CLOSED SESSION:** Chair Buono read Resolution 19-23 Resolution for Closed Session and requested a Motion for Executive Session (in accordance with the Open Public Meetings Act, N.J.S.A. 10:4012) to discuss payment authority requests.

**MOTION TO APPROVE RESOLUTION 19-23 FOR CLOSED SESSION**

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	3 Ayes, 0 Nays

**MOTION TO APPROVE THE PARS AND SARS DISCUSSED IN CLOSED SESSION**

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	3 Ayes, 0 Nays

**MOTION TO ADJOURN:**

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	3 Ayes, 0 Nays

**MEETING ADJOURNED 11:36 AM**

Minutes prepared by:  
Cathy Dodd, Assisting Secretary  
Emily Koval, Benefits