

**BURLINGTON COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING –March 5, 2020
County Administration Building
49 Rancocas Road
Mt Holly, NJ 08060
2:00 PM**

Meeting was called to order by Chairman Friedman. Ms. Dodd read the Open Public Meetings notice into record.

ROLL CALL OF COMMISSIONERS:

Sander Friedman, Esq.	Present
Eve A. Cullinan	Present
Damon Burke	Present
Dina Rocco (Alternate)	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Services	PMA Management Corp. Leo West Qual Lynx Chris Roselli (<i>via teleconference</i>) PERMA Risk Management Services Jennifer Conicella
Attorney	CraigAnninBaxter Law
Treasurer	Edward Troy
Safety Director	J.A. Montgomery Risk Control Jonathan Czarnecki
Employee Benefits	PERMA Risk Management Services Paul Laracy Conner Strong & Buckelew Diane Peterson Brandon Lodics Brown & Brown Metro. Rob Henry Amerihealth Administrators Megan Penick Express Scripts, Inc. Kenneth Rostkowski

ALSO PRESENT:

Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF FEBRUARY 6, 2020

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF FEBRUARY 6, 2020

Moved:	Chairman Friedman
Second:	Commissioner Cullinan
Vote:	3 Ayes, 0 Nays

CORRESPONDENCE: NONE

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Czarnecki reported the next Safety Committee meeting was scheduled for March 12, 2020 and a variety of topics would be discussed. Mr. Czarnecki advised that completed his report unless there were any questions.

CLAIMS COMMITTEE: Executive Director advised the Claims Committee met on February 18th to review the PARS that would be presented during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and had four action items.

ALTERNATE COMMISSIONER: Executive Director reported the County advised the Board of Freeholders passed Resolution 2020-00083 on February 26, 2020 appointing Dina Rocco as an alternate Commissioner for the period of February 27, 2020 through December 31, 2021. Executive Director referred to Commission Resolution 22-20 appointing Dina Rocco as the alternate Commissioner. Executive Director noted the resolution was reviewed by the Commission Attorney. Executive Director welcomed Ms. Rocco to the meeting.

MOTION TO APPROVE RESOLUTION 22-20, APPOINTING DINA ROCCO AS AN ALTERNATE COMMISSIONER TO THE BURLINGTON COUNTY INSURANCE COMMISSION

Moved:	Chairman Friedman
Second:	Commissioner Cullinan
Roll Call Vote:	3 Ayes, 0 Nays

EMPLOYEE DISHONESTY COVERAGE: Executive Director advised the Employee Dishonesty Coverage with Selective Insurance Company renewed on April 5, 2020. Executive Director reported the policy covered the positions of Executive Director, Third Party Administrator and Treasurer. Executive Director stated the limit per loss was \$1,000,000 with a \$10,000 deductible. Executive Director reported the expiring annual premium was \$1,633 and was requesting authority to renew the bond contingent upon the premium not increasing more than 5% and with no significant reduction in terms and conditions. Executive Director noted the renewal

premium would be paid out of the Miscellaneous and Expense Account. Executive Director asked if there were any questions and requested a motion to authorize the renewal of the policy.

MOTION TO AUTHORIZE THE RENEWAL OF THE EMPLOYEE DISHONESTY COVERAGE WITH SELECTIVE INSURANCE COMPANY FOR THE PERIOD OF 4/5/20 TO 4/5/21 WITH AN ANNUAL PREMIUM NOT TO EXCEED 5% OF THE EXPIRING PREMIUM OF \$1,633

Moved: Chairman Friedman
Second: Commissioner Cullinan
Roll Call Vote: 3 Ayes, 0 Nays

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director referred to a copy of the Certificate of Insurance Issuance Report from the NJCE which was included in the Appendix II section of the agenda. Executive Director reported for the month of January there were 232 certificates issued. Executive Director noted the report included the renewal certificates and most were generated by the College. Executive Director asked if anyone had any questions and requested a motion to approve. Commissioner Burke indicated he had reviewed the report.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved: Chairman Friedman
Second: Commissioner Cullinan
Roll Call Vote: 3 Ayes, 0 Nays

ESAFETY THREE COURSE PACKAGE TRAINING: Executive Director reported there was a request from the County to assist in the eSafety Three Course Package Training Program costs for the Board of Social Services. Executive Director noted the Commission paid for the expense last year. Executive Director advised the package would include 278 users for a total cost of \$2,224. Executive Director stated the expense would be allocated in the 2020 budget under the miscellaneous and expense contingency line. Executive Director asked if there were any questions and requested a motion to approve the expense.

MOTION TO AUTHORIZE THE COST OF \$2,224 FOR THE BOARD OF SOCIAL SERVICES ESAFETY THREE COURSE PACKAGE TRAINING PROGRAM FOR 2020

Moved: Chairman Friedman
Second: Commissioner Burke
Roll Call Vote: 3 Ayes, 0 Nays

NJ COUNTIES EXCESS INSURANCE FUND (NJCE): Executive Director advised the NJCE held its Re-Organization Meeting on February 27, 2020 and a summary report of the meeting was distributed at the start of the meeting. Executive Director stated he would review some of the highlights of the meeting. Executive Director advised the Board of Fund Commissioners amended the meeting schedule to meet at 9:30 AM instead of 1:00 PM in order to accommodate schedules. Executive Director reported this year marked the 10th anniversary of the Fund's inception, which began with two County members and has grown to 10 members. Executive Director noted the Board of Fund Commissioners agreed to acknowledge the progress over the last decade with a

luncheon at a Central Jersey venue and more information would follow. Executive Director reported the contracts for the auditor, payroll auditor and actuary expired and request for quotes would be issued. Executive Director advised a safety institute of instructor-led and online training programs would be provided to members of the NJCE JIF through a Learning Management System and a CCRFP would be issued to procure the online platform. Executive Director reminded everyone of the 2020 MEL MRHIF and NJCE Educational Seminar on May 1st. Lastly Executive Director advised the Fund office would be reaching out to the membership on training regarding the protection of children relating to the new Sexual Abuse Molestation Legislation.

BCIC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the December Financial Fast Track was included in the agenda. Executive Director advised as of December 31, 2019, there was a surplus of \$1,364,057. Executive Director referred to line 10 of the report, “Investment in Joint Venture” and indicated \$1,422,522 of the surplus was the BCIC’s share of the NJCE equity. Executive Director noted the cash amount was \$4,353,143.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the December Financial Fast Track for the NJCE was included in the agenda. As of December 31, 2019 the NJCE had a surplus of \$15,437,955. Executive Director noted the total cash amount was \$30,611,582. Executive Director reported line 7 of the report “Dividend” presented the figure released by the NJCE of \$3,607,551.

CLAIMS TRACING REPORTS: Executive Director reported the agenda included two claim monitoring reports as of December 31, 2019. Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report and advised the report measured how the losses were running compared to the actuary’s projections. Executive Director reviewed the results by year for the Commission. Executive Director noted that 2015 was a bad year however, all of the Counties experienced losses mainly due to the weather.

2020 MEETING SCHEDULE: Executive Director advised the Commission was not scheduled to meet in April and the next meeting was scheduled for May 7, 2020.

Executive Director advised that concluded his report unless there were any questions.

Executive Director's Report Made Part of Minutes

FINANCIAL PROCEDURES – Financial Fast Track – Mr. Laracy advised a revised Financial Fast Track as of January 31, 2020 was distributed at the start of meeting. Mr. Laracy reported the total surplus was \$10,176,962. Mr. Laracy noted over the past 5 years every year had produced a surplus. Mr. Laracy advised Mr. Lodics was working with Amerihealth on an audit of re-insurance receivables and there was still about a \$1 million of receivables due to the fund. Mr. Laracy indicated an evaluation was being done and a report would follow. Mr. Laracy advised that concluded his report unless there were any questions. In response to Mr. Troy’s inquiry regarding the negative cash figure, Mr. Laracy advised the bills went out late and some of the assessments were not paid yet and it would eventually catch up.

Executive Director's Report Made Part of Minutes

BENEFITS CONSULTANT REPORT:

Ms. Peterson advised their report was included in the agenda. Ms. Peterson provided and update on the audit and advised the final report was due the week of May 25th.

AIM and BCIC sign AHA Audit Confidentiality Agreement	Week Jan 20, 2020	Complete
Fee Agreement signed by AHA for direct payment to AIM	Jan 31, 2020	Complete
AHA provided requested claims data to AIM	Week Jan 27, 2020	Complete
Audit onsite date scheduled for	Week April 13, 2020	Scheduled
Draft Report issued to AHA (<i>estimated</i>)	Week May 11, 2020	
Final Report provided to Burlington County Insurance Commission (<i>estimated</i>)	Week May 25, 2020	

Express Scripts

Prescription Update

Ms. Peterson reported the FDA had authorized the transition of 3 prescription drugs to non-prescription. These drugs will now be offered at retail pharmacies as Over-the-Counter (OTC). CSB has evaluated the impact of this transition and found that there were no members who have filled the brand versions of these drugs in the past 12 months.

The generic versions of these drugs will eventually follow the same transition. The dates of the generic transition to OTC are to be determined. Members who use the generic versions of these drugs may want to discuss possible changes in therapy with their physicians as these drugs may soon be unavailable through prescription drug plans. Ms. Peterson advised she would continue to provide updates as information became available.

Brand	Generic	Purpose
Voltaren	Diclofenac Sodium	Topical Arthritis Pain relief Gel
Pataday Twice Daily Relief	Olopatadine HCL	Allergy Eye drops
Pataday Once Daily Relief	Olopatadine HCL	Allergy Eye drops

Medicare Advantage

United Healthcare Transition

Ms. Peterson advised as previously reported, BCIC would move their current Aetna Medicare Advantage population and any over-65 AmeriHealth enrollees to United Healthcare. Coverage through Aetna will terminate on March 31, 2020 and coverage through UHC will begin effective April 1, 2020.

Implementation

Ms. Peterson reported Conner Strong & Buckelew had engaged in weekly implementation

calls with PERMA and UHC to develop a project plan and ensure a smooth carrier transition.

Communications

Ms. Peterson advised BCIC over-65 members should have received UHC welcome kits in the mail. The welcome kits include plan designs, value-added benefits and other pertinent information regarding this transition. ID cards will be mailed to members’ homes shortly following the welcome kits.

Horizon Dental

Ms. Peterson reported the transition of the dental carriers from Aetna to Horizon Blue Cross Blue Shield of NJ effective January 1st was completed. Ms. Peterson advised a copy of the enrollment errors observed during the transition and resolved were included in the agenda as noted below.

Enrollment Error	Members Affected	Resolution
Member did not receive ID cards <ul style="list-style-type: none"> • <i>Incorrect Mailing Address</i> 	1	Resolved
Incorrect Member Enrollment <ul style="list-style-type: none"> • <i>Members needed updated retiree or COBRA status</i> • <i>Members were enrolled in the wrong plan</i> • <i>Members were duplicated in system and enrolled twice</i> 	13	Resolved
Enrollment Discrepancy <ul style="list-style-type: none"> • <i>Member was enrolled with incorrect last name or DOB</i> 	2	Resolved
Student Status Verification <ul style="list-style-type: none"> • <i>Members’ student status verification was not properly transferred</i> 	5	Resolved

Ms. Peterson advised that concluded her report unless anyone had any questions.

AMERIHEALTH

Ms. Penick reviewed the Amerihealth claim report which was included in the agenda. Ms. Penick advised the total of medical claims for the month of January was \$3,567,998, number of employees were 2040 and the per employee cost was \$1,749.02. Ms. Penick reviewed the dashboard report which included top facilities and performance guarantee metrics. Ms. Penick advised she included some additional information which was requested at the last meeting and noted that information was highlighted in yellow. Ms. Penick also reviewed the Large Claimant Report which was included in the report. Ms. Penick advised that concluded her report unless there were any questions.

EXPRESS SCRIPTS

Mr. Rostkowski referred to a copy of a pamphlet from Accredo which was included in the agenda. Mr. Rostkowski advised Accredo was an Express Scripts specialty pharmacy working exclusively with specialty medications for more than 25 years.

Mr. Rostkowski also reviewed the Express Scripts report that was included in the agenda. Mr. Rostkowski referred to the PMPM box comparing January 2019 to 2020 and advised the cost was higher as there were some new cancer patients during 2019. Mr. Rostkowski concluded his report and asked if there were any questions.

TREASURER REPORT: Mr. Troy reported he reviewed the Bill Lists and recommended payment. Mr. Troy advised he wanted to mention that the check listed for Symetra Financial on the February Benefit Bill List was already mailed due to an issue.

MOTION TO APPROVE RESOLUTION 23-20, MARCH PROPERTY AND CASUALTY BILL LIST AND RESOLUTION 24-20 FEBRUARY BENEFIT BILL LIST

Moved:	Chairman Friedman
Second:	Commissioner Cullinan
Roll Call Vote:	3 Ayes, 0 Nays

Executive Director advised the Treasurer's monthly reports were included in the agenda.

ATTORNEY: Mr. Baxter was not present.

CLAIMS SERVICE. Ms. West advised PMA's monthly reports were included in the appendix section of the agenda. Mr. West referred to the WC Claims by Quarter Report valued as of 2/1/20. Mr. West reviewed the claim counts and advised the County had 11 claims for 2020 and the annual projection was 132. Mr. West advised for January the Board of Social Services had 2 claims, the Bridge Commission 1 and the College did not have any. Mr. West referred to the Year to Date Containment Savings Report which was included in the agenda for the period of 1/1/20 to 1/31/20 and advised PMA billed charges were in the amount of \$133,298. Mr. West indicated the total net savings was \$93,264. Mr. West noted the network penetration was 97% which was excellent. Mr. West also reviewed the WC Claims Frequency and Severity by Location and Top 5 Causes Group by Claims Frequency report which were included in the agenda. Mr. West advised that concluded his report unless anyone had any questions.

NJCE SAFETY DIRECTOR: Mr. Czarnecki reviewed the February to March 2020 Risk Control Activity Report which was included in the agenda. Mr. Czarnecki reported he conducted 2 workstation assessments for the Board of Social Services and the Board of Elections. Mr. Czarnecki advised the agenda also included 2 Safety Director Bulletins and 1 Shift Briefing. Mr. Czarnecki also referred to a copy of the 2020 BRIT Safety Grant Letter which was included in the agenda. Mr. Czarnecki advised that concluded his report unless anyone had any questions.

OLD BUSINESS: None **NEW BUSINESS:** None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO THE PUBLIC

Moved:	Chairman Friedman
Second:	Commissioner Burke
Vote:	3 Ayes, 0 Nays

Seeing no members of the public wishing to speak, Chairman Friedman asked for a motion to close the public comment portion of the meeting.

MOTION TO CLOSE MEETING TO THE PUBLIC

Moved: Chairman Friedman
Second: Commissioner Burke
Vote: 3 Ayes, 0 Nays

CLOSED SESSION: Chairman Friedman read Resolution 25-20, 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 25-20 FOR CLOSED SESSION

Moved: Chairman Friedman
Second: Commissioner Burke
Vote: 3 Ayes, 0 Nays

Chairman Friedman advised Resolution 25-20 was amended as claim number 0460 did not require the Commissioners approval.

MOTION TO APPROVE THE PARS AS DISCUSSED IN CLOSED SESSION

Moved: Chairman Friedman
Second: Commissioner Burke
Vote: 3 Ayes, 0 Nays

Ms. Dodd noted the next meeting was scheduled for Thursday, May 7, 2020. Ms. Cullinan advised that was the same day as the NJAC Conference. After a brief discussion it was agreed the meeting would be changed to Tuesday, May 5, 2020 at 2:00 PM.

MOTION TO ADJOURN:

Moved: Commissioner Cullinan
Second: Commissioner Burke
Vote: 3 Ayes, 0 Nays

MEETING ADJOURNED: 3:03PM

Minutes prepared by:
Cathy Dodd, Assisting Secretary