

**BURLINGTON COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – MAY 12, 2026,
Zoom/Mount Holly
10:00 A.M.**

Executive Director 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 Bradford Stokes
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Claims Services	Qual Lynx Kathy Kissane Dawn Lawson Lisa Gallo
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	Vanguard Claims Administration Sarah Mentzer
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	PERMA Risk Management Services Kerin Drumheiser Shai McLeod
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Attorney	Lenox Law Firm Nicholas J. Repici, Esq.
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NJCE Underwriting Manager	Conner Strong & Buckelew
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Treasurer	Carolyn Havlick
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Safety Director	J.A. Montgomery Consulting Glenn Prince
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Employee Benefits	PERMA Risk Management Services Caitlyn Perkins James Rhodes
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	Conner Strong & Buckelew Tammy Brown Ian Dalton
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	Amerihealth Administrators Megan Natale Erin Davidowicz
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	Express Scripts, Inc. Hiteska Patel
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ALSO PRESENT:

Cathy Dodd, PERMA Risk Management Services
Crystal Chuck, PERMA Risk Management Services
Tom Merchel, Conner Strong & Buckelew
Katie Walters, Conner Strong & Buckelew
Jennifer Olson, Hardenbergh Insurance Group
Christina Violetti, Hardenbergh Insurance Group
Tracey Jobes, Bridge Commission

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF MARCH 10, 2026 & APRIL 17, 2026

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF MARCH 10, 2026 & APRIL 17, 2026

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	2 Ayes, 0 Nays, Abstain: Commissioner Rocco

CORRESPONDENCE: NONE

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on February 6 via zoom. Mr. Prince advised the next Safety Committee meeting was scheduled for June 5th at 10am, the topics to be discussed will be PEOSH and commonly cited citations. He stated they have been citing public entities around the state. Mr. Prince also advised of upcoming training opportunities and written programs such as crossing guard safety due to some fatalities around the state. Mr. Prince asked if there were any questions and concluded his report.

CLAIMS COMMITTEE: Ms. Drumheiser reported the Claims Committee met on May 5th and reviewed the PARS and SARS that would be presented in closed session today. Ms. Drumheiser concluded her report unless there were any questions.

EXECUTIVE DIRECTOR REPORT:

Executive Director, Brad Stokes, advised he was filling in for Executive Director Joseph Hrubash. He stated Joe was doing well and he sends his best.

CERTIFICATE OF INSURANCE ISSUANCE REPORTS: Executive Director said enclosed in the agenda were copies of the certificate of issuance reports from the NJCE listing the certificates issued for the months of March and April. He advised there were (2) two certificates of insurance issued during the month of March and (4) four in April.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORTS

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	Unanimous

ONLINE DRIVING TRAINING COURSES: Executive Director said a request was received from Tami Granata of the Division of Insurance & Risk Management for an additional 250 usages of the online National Safety Counsel Defensive Driver Course. He advised the cost for 250 usages was \$6,200 and we were asking 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 \$6,200

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

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND: Executive Director said the NJCE last met on April 23, 2026. A written summary of the meeting was enclosed in the agenda. He advised the finance committee recommended the establishment of an excess legacy account, the transfer case reserves, an IB&R from years 2010 through 2019. This will make the distribution of dividends more of an efficient process when filing an application with DOBI. He advised that the Board approved those recommendations and that the NJCE was scheduled to meet again on Friday, June 26, 2026 at 9:30 a.m. Executive Director advised contracts with the Fund cybersecurity and claims administrator expires within the next few months, the Fund office will coordinate the issuance of procuring those services with the Fund attorney and QPA. He said various committees submitted their reports to the Board and the next meeting was scheduled for June 26th via Zoom.

BCIC FINANCIAL FAST TRACK: Enclosed in the agenda was a copy of the Financial Fast Track for the month of February. Executive Director said as of February 28, 2026 there was a slight increase of surplus, \$47,000 bringing the statutory surplus to \$2,617,040. Line 10 of the report, "Investment in Joint Venture" is the Burlington County Insurance Commission's share of the equity in the NJCE. BCIC's equity in the NJCE is \$1,792,766. The cash amount is \$5,063,459.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director said enclosed in the agenda was a copy of the NJCE Financial Fast Track Report for the month of February. As of February 28, 2026 the NJCE has a surplus of \$17,938,022. Line 7 of the report, "Dividend" represents the dividend figure released by the NJCE of \$7,207,551. The cash amount is \$31,199,182. Executive Director advised the February report case reserves increased by over \$1.1 million due to property claims from January and February.

2026 PROPERTY & CASUALTY ASSESSMENTS: Executive Director said all member entities paid the March assessment payment, and he thanked members for getting their payments in, in a timely manner. He advised the second assessment payment is due on May 15, 2026.

CLAIM TRACKING REPORTS: Executive Director said enclosed in the agenda was the Claim Tracking Reports. He said the report showed 15 more open claims this month than the prior. He advised 8 of those were workers compensation and 6 were general liability.

Executive Director reviewed the Loss Ratio report which was included in the agenda. He said the Actuary targeted the Fund at 3.2% and the fund came in at 6% due to property and workers compensation claims.

2026 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR: Executive Director reported on the success of the 16th Annual Education Seminar which was held virtually again this year. He said the two sessions were conducted, both of which were well attended. Executive Director advised the seminar qualified for Continuing Education Credits and certificates are expected to be issued within 30 days. If you have not received your credits, please contact the Fund Office. Copies of the Power Point presentations are available upon request from the Fund Office. Chair Buono thanked Ms. Ghani for sending over the presentation as it was very helpful.

2026 NEW JERSEY ASSOCIATION OF COUNTIES CONFERENCE: Executive Director discussed the 75th Annual Conference which was held at Caesar's in Atlantic City from May 6th through May 8th. He said the New Jersey Counties Excess Joint Insurance Fund exhibited at the conference. Ed Cooney, NJCE Underwriting Manager, delivered a presentation on Cybersecurity Strategy for County Government. Executive Director said Joe DiBella did a fantastic job presenting an informative presentation for the HIFs.

NJCE CLAIMS SUMMIT & COVERAGE REVIEW: Executive Director said PERMA Claims and the NJCE Underwriting Manager held a TPA summit at Conner Strong & Buckelew's Headquarters in Camden on April 8th for local affiliated Insurance Commission Claims Administrators to outline 2026 coverage changes and discuss best practices. Ms. Drumheiser reported that they went over coverage overview, changes to the excess lines of coverage, file handling, claim maintenance, reporting requirements, and financial reporting. She said it was well attended with a lot of representatives from Qual-Lynx and thanked everyone for their attendance. She said next year they plan to hold virtual sessions. Executive Director asked if anyone had any questions and concluded his report.

Executive Director's Report Made Part of Minutes

EXECUTIVE DIRECTOR'S REPORT - BENEFITS

Health Benefits Minutes

FINANCIAL FAST TRACK – Ms. Perkins reviewed the January Fast Track, noting a minor surplus deficit for the month, largely contributed to the Incurred But Not Reported (IBNR) conservative figure that was added to the budget due to all the health market challenges that we have been experiencing. She explained the full IBNR number is booked in January then dwindles down as the year goes on. She did highlight that the claims are stable and running under budget and expects to see some positive Fast Tracks in the future.

ANNUAL COBRA REMITTANCE AND RECONCILIATION – Ms. Perkins noted that WEX transitioned to a new platform in July of 2025 where the COBRA reporting has changed. Due to this change, we have been working with the PERMA accounting department and the County to provide the COBRA remittance reports so she can review. Once that is processed, we will be able to work on the 2025 Fund Year reconciliation.

Ms. Brown reviewed the following items in the Program Manager's report:

UTILIZATION HIGHLIGHTS– Ms. Brown noted the data is analyzing the first quarter of 2026. She reported the medical utilization continues to remain steady in 2026, which is consistent with the Executive Director reported. She confirmed the top five diagnosis have not changed and

continues to drive 40% of total spend, but that 95% of paid claims are in-network. Regarding pharmacy utilization, Ms. Brown highlighted that diabetes, and inflammatory conditions drive almost 50% of the spend for the top five indications. She noted we continue to analyze the utilization relating to increasing of specialty medications.

2026 WELLNESS INITIATIVES UPDATE – Ms. Brown reported that her team has been collaborating with the County on the upcoming Health Fair. They have been working with Health Measures, a firm that developed a proposal covering various wellness initiatives to be featured at the event. The date is still being finalized, with the week of July 27th as the target. She emphasized that the Health Fair is intended to be educational in nature, with a focus on fostering a growth mindset among attendees.

Commissioner Cullinan noted that her only directive had been to host the Health Fair at Westampton, and she observed that Virtua, the Commission's primary provider, was not listed as a participant. Ms. Brown confirmed that her team is actively working to engage Virtua, recognizing them as a strong partner, but may need assistance obtaining the appropriate contact information.

JULY 1ST FORMULARY CHANGE – Ms. Brown provided an update regarding the National Preferred Formulary, stating that Farmiga, which is a medication used to manage Type 2 Diabetes, will be excluded. She noted there are nineteen members that will be impacted, and communications have been released the first week of May to these members to provide them with enough notice.

In response to Commissioner Cullinan, Ms. Patel from Express Scripts stated there is a committee of Pharmacists and Physicians who review the drugs from a cost and clinical perspective to determine which drugs should be excluded. It was discussed that any changes in the formulary do not occur mid-year.

2025 PERFORMANCE GUARANTEE RESULTS – Ms. Brown reported the only one guarantee in the metrics that was not met, noting the ID cards did not go out timely, so there will be a credit on the next AmeriHealth bill for the May invoice.

Commissioner Cullinan requested a formulary be sent out electronically.

Third Party Administrator- Medical AmeriHealth Administrators

Ms. Natale reviewed the AmeriHealth report included in the agenda for the months of February and March 2026, noting the per employee average for 2026 so far is \$1,532.07. She noted there were six high-cost claimants that totaled \$405,162. Ms. Natale reviewed the additional ancillary reports, which include top facilities and performance guarantees.

In response to Commissioner Cullinan, Ms. Natale noted that in January there typically is a delay in the claims so there may be a lower per employee per month payment.

Prescription Benefits Manager Express Scripts

Ms. Patel reviewed the report on the agenda, comparing the first quarter of 2026 to 2025, noting there was an increase of 22.9% change plan cost per member per month. Regarding the top indications, she noted the utilization of Inflammatory Conditions increased and with the exclusion

of Humira, there have been a lot of members moving to other brand name medications rather than the biosimilar medications. Within the top drug report, she noted there are ten out of the twenty-five listed are related to the indication of Inflammatory Conditions.

TREASURER REPORT: Ms. Havlick referred to the Bills Lists which were included in the agenda. Ms. Havlick advised she reviewed and everything was in order. Ms. Havlick said she would mail the checks today and was recommending approval of Resolutions 35-26, 36-26, 37-26 and 38-26.

**MOTION TO APPROVE RESOLUTION 35-26, APRIL P&C BILLS LIST,
RESOLUTION 36-26 APRIL HIF BILLS LIST, RESOLUTION 37-26 MAY P&C
BILLS LIST AND RESOLUTION 38-26 MAY HIF BILLS LIST**

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

ATTORNEY: Mr. Repici said he did not have a report for open but would have a quick report for closed session.

CLAIMS ADMINISTRATOR: Ms. Gallo reported on the medical savings summary stating they processed 679 bills as of April with 96% network utilization. Ms. Gallo advised the total charges were \$460,194.01 and Qual Care was able to reduce those payments to \$179,378.89 with a network savings of \$280,815.12 or 61% savings. Ms. Gallo said the next report was your savings by Specialty for the months of March and April and noted the hospital had the highest charges of \$94,846.41, QualCare was able to reduce payments and save 67% from the total charges. Physical Therapy came in with the second highest charge and bill count, QualCare was able to save 72% on those bills. Behavioral Health has a claim being treated in and out of network, but they are working with QualCare and were still able to save 61% on those bills. Ms. Gallo said she will be heavily monitoring the charges and utilization of Neuropathic Pain Management. Chair Buono made note it seems as the month of April is the outlier as she noticed the network utilization for the month was 92% in 2026 and 88% in 2025. Ms. Gallo reported on the claims report by claim type stating year to date we have received 9 indemnity claims, 64 medical only claims, 26 record only claims for a total 99 claims. Ms. Gallo concluded her report unless there were any questions.

NJCE SAFETY DIRECTOR: Mr. Prince referred to a copy of the Safety Director Report which was included in the agenda. Mr. Prince said the report included all risk control and safety activities conducted during March through May. He said enclosed in the agenda was a flyer for the leadership academy and advised that open enrollment begins on 6/1/2026 with a 7/1/2026 start date for those who wish to participate in the program. Mr. Prince said those who participate get 2 years to complete the required elective curriculum, and at completion they will receive a plaque. Mr. Prince reported all training opportunities were available through July 31st and have been added to the NJCE website. Mr. Prince referred to the information on the 2026 MSI-NJCE Expo which was included in the agenda and noted on September 16th there was a session scheduled for The Burlington County Emergency Training Center.

Mr. Prince said he contacted Gal Lavid from the parks department and said they were working offline to find different programs to accommodate as requested. Chair Buono requested the loss control visit

for the Board of Social Services and Public Safety. Mr. Prince made note that his visit to Board of Social Services was limited to a workstation assessment and not the entire building, he made minor recommendations. In response to the Chair's inquiry, Ms. Dodd advised the Board of Social Services was a member entity of the Commission for all lines of coverage.

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.

MOTION TO OPEN THE MEETING TO THE PUBLIC

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

MOTION TO CLOSE THE MEETING TO THE PUBLIC

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

CLOSED SESSION: Chair Buono read Resolution 33-26 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 39-26 FOR CLOSED SESSION

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

Upon returning to open session, Chair Buono said she would make a motion.

MOTION TO APPROVE THE PARS AND SARS AS DISCUSSED IN CLOSED

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

**MOTION TO REOPEN THE GENERAL LIABILITY ATTORNEY POOL
AND AUTHORIZATION TO ISSUE AN RFP**

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

Chair Buono said the next meeting was scheduled for June 9 at 10:00 a.m.

MOTION TO ADJOURN:

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

MEETING ADJOURNED 10:52 A.M.

Minutes prepared by:
Crystal Chuck, Assisting Secretary
Caitlin Perkins, Benefits