RESOLUTION NO. 14-26

BURLINGTON COUNTY INSURANCE COMMISSION
AUTHORIZING THE ADOPTION OF THE REVISED
CLAIMS COMMITTEE CHARTER

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

WHEREAS, pursuant to Resolution No. 20-12, adopted March 1, 2012, the Commission established a claims committee and appointed members as permitted by the duly adopted Commission rules and regulations; and

WHEREAS, the Commission adopted Resolution No. 26-12, Authorizing the Adoption of the Claims Committee Charter for use by the Claims Committee; and

WHEREAS, it is necessary to revise Resolution No. 26-12, adopted May 3, 2012; Resolution No. 15-14, adopted April 3, 2014; Resolution No. 17-17, adopted March 2, 2017; Resolution No. 34-21, adopted May 6, 2021; Resolution No. 44-21, adopted August 9, 2021; Resolution No. 15-23, adopted January 20, 2023; Resolution No. 37-23, adopted June 7, 2023; Resolution No. 49-23, adopted September 11, 2023; Resolution No. 44-24, adopted March 11, 2024; and Resolution No. 14-25, adopted January 14, 2025, to amend the Claims Committee Charter with respect to Committee membership; and

BE IT RESOLVED by the Burlington County Insurance Commission that the revised Claims Committee Charter, amending Committee Membership is hereby adopted for use by the Claims Committee.

ADOPTED by THE BURLINGTON COUNTY INSURANCE COMMISSION at a properly noticed meeting held on January 13, 2026.

ADOPTED:

BY:____
EVE CULLINAN, VICE CHAIRPERSON

ATTEST:

BY:____
DINA ROCCO, ESQ., COMMISSIONER

The Claims Committee will conduct meetings on the schedule attached to the Claims Committee Charter.

Claims Committee Meetings will be held virtually via Zoom starting at 3:00 pm

CLAIMS COMMITTEE ASSIGNMENTS

Committee Members

Name	**Affiliation**
Dina Rocco, Esq.	Burlington County (Chair)
Tami L. Granata	Burlington County Division of Insurance & Risk Management
Tracy Jobes	Burlington County Bridge Commission
Marietta DiBartolomeo	Burlington County Board of Social Services
Matthew Farr	Rowan College at Burlington County
Andrew Willmott	Burlington County Special Services School District/Burlington County Institute of Technology
Heather Cooper	Burlington County Special Services School District/Burlington County Institute of Technology

Fund Professionals

Nicholas J. Repici, Esq.	Commission Attorney
Joseph Hrubash	PERMA Risk Management Services
Cathy Dodd	PERMA Risk Management Services
Robyn Walcoff, Esq.	PERMA Risk Management Services
Kerin Drumheiser	PERMA Risk Management Services
Shai McLeod	PERMA Risk Management Services
Glenn Prince	J.A. Montgomery Risk Consulting
Jennifer Olson	Hardenbergh Insurance Group
Dominique McDuffie	Hardenbergh Insurance Group
Robert Gemmell	Brown & Brown
Kathleen M. Kissane	Qual-Lynx
Dawn Slivinski	Qual-Lynx.
Christopher Roselli	Qual-Lynx
Thomas Merchel	Conner Strong & Buckelew
Katherine Walters	Conner Strong & Buckelew
Jaclyn Lindsey	Conner Strong & Buckelew

The Burlington County Insurance Commission hereby constitutes and establishes a Claims Committee, an advisory committee authorized by the Commission's rules and regulations:

Composition

The Claims Committee shall be comprised of at least three members who shall be members of the Burlington County Insurance Commission and one Burlington County Insurance Commission Fund Commissioner. Each representative shall have one vote. As additional members join the Burlington County Insurance Commission, a representative from the new member entity shall be appointed to the Claims Committee.

Also serving on the Committee, with no voting privileges, shall be the Fund Attorney and other representatives from the Insurance Commission's Fund professionals Qual-Lynx., J.A. Montgomery, PERMA, Hardenbergh Insurance Group, Conner Strong & Buckelew & Brown & Brown).

Authority and Responsibility

1. The Claims Committee shall review and recommend for approval or denial all payment authority requests which are subject to payment that exceeds $20,000 for Automobile, Property, Liability, Workers' Compensation and EPL/POL claims, inclusive of legal fees, expenses, and such other items to be charged to the Burlington County Insurance Commission. This notification also includes any prior claim where a request for additional payment authority is needed beyond an amount previously approved, any requests for lien compromises, and any subrogation abandonment requests. 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.

2. The Claims Committee shall review and recommend for approval or denial all settlement authority requests subject to payment that exceeds $20,000 for workers compensation claims and are equal to or greater than $5,000 for Automobile, Property, Liability, and EPL/POL claims, inclusive of legal fees, expenses, and such other items to be charged to the Burlington County Insurance Commission.

3. The Claims Committee shall develop and recommend claims cost containment programs.

Claims Committee Bylaws

The Claims Committee of the Burlington County Insurance Commission was established in March, 2012 where the Burlington County Insurance Commission adopted a resolution appointing certain employees of member entities to the Claims Committee, an advisory committee authorized by the Commission's rules and regulations. The Committee's operational guidelines are set down herein and may be amended by the Commissioners of the Burlington County Insurance Commission.

Meetings

The Claims Committee shall meet according to the scheduled dates and as many times as the Committee Chair deems necessary.

Attendance

A majority of members of the Claims Committee shall be present at all meetings. In addition, a representative from the Executive Director's office, the Commission Attorney's office, a representative from the NJCE Safety Director's office and a representative from the Third Party Administrator's office shall attend such meetings. As necessary or desirable, the Chair may request other professionals and/or member representatives to also attend in order to exchange view on any issue that may be at hand.

Specific Duties

In undertaking its responsibilities as outlined above, the Claims Committee is to:

1. Apprise the Commissioners of the Burlington County Insurance Commission, through special presentations as necessary, of significant developments in the course of performing its responsibility.

2. Review and recommend for approval or denial all payment authority requests which are subject to payment that exceeds $20,000 for Automobile, Property, Liability, Workers' Compensation and EPL/POL claims, inclusive of legal fees, expenses, and such other items to be charged to the Burlington County Insurance Commission. This notification also includes any prior claim where a request for additional payment authority is needed beyond an amount previously approved, any requests for lien compromises, and any subrogation abandonment requests. 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.

3. Review and recommend for approval or denial all settlement authority requests which are subject to payment that exceeds $20,000 for workers compensation claims and are equal to or greater than $5,000 for Automobile, Property, Liability Claims, and ELP/POL claims, inclusive of legal fees, expenses, and such other items to be charged to the Burlington County Insurance Commission.

4. Recommend to Commissioners of the Burlington County Insurance Commission an appropriate changes or extensions in the duties of the Committee.

Report regularly to the Commissioners of the Burlington County Insurance Commission on the discharge of these responsibilities.