

BURLINGTON COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – JUNE 9, 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 Joseph Hrubash, Bradford Stokes
Claims Services	Qual Lynx Kathy Kissane Dawn Lawson Vanguard Claims Administration PERMA Risk Management Services Kerin Drumheiser Shai McLeod
Attorney	Lenox Law Firm Nicholas J. Repici, Esq.
NJCE Underwriting Manager	Conner Strong & Buckelew
Treasurer	Carolyn Havlick
Safety Director	J.A. Montgomery Consulting Glenn Prince
Employee Benefits	PERMA Risk Management Services Caitlyn Perkins, Emily Koval Conner Strong & Buckelew Tammy Brown Ian Dalton Amerihealth Administrators Megan Natale Erin Davidowicz Express Scripts, Inc. Hiteska Patel

ALSO PRESENT:

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

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF MAY 12, 2026 & JUNE 1, 2026

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF MAY 12, 2026 & JUNE 1, 2026

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

CORRESPONDENCE: NONE

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on June 5th to discuss a variety of topics such as training opportunities and PEOSH and commonly cited citations. Mr. Prince advised the next Safety Committee meeting was scheduled for September 11th at 10am. Mr. Prince asked if there were any questions and concluded his report.

CLAIMS COMMITTEE: Ms. Drumheiser reported the Claims Committee met on June 2nd 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:

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director said enclosed in the agenda was a copy of the certificate of issuance report from the NJCE listing the certificates issued for the month of May. He advised there was (1) one certificate of insurance issued during the month of May.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Chair Buono
Second:	Commissioner Cullinan
Vote:	Unanimous

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND: Executive Director said the NJCE is scheduled to meet again on Friday, June 26, 2026 at 9:30 a.m. virtually. One of the items to be discussed at this meeting will be property risk control services as to which the county will benefit from based on the property loss activity.

FINANCIAL FAST TRACKS: Executive Director said the Financial Fast Tracks were not available and will appear in the next agenda.

2026 NEW JERSEY ASSOCIATION OF COUNTIES (NJAC) CONFERENCE:

Executive Director said NJAC held their 75th annual conference last week at Caesar's in Atlantic City and the New Jersey Counties Excess Joint Insurance Fund was among one of its many exhibitors. Executive Director said unfortunately he was unable to attend but asked Executive Director Brad Stokes how his experience was. Mr. Stokes said it was well attended, and the NJCE JIF booth received a lot of visitors. Mr. Stokes said the annual conference hosts a variety of educational sessions and forums relevant to counties and their operations. Conner Strong & Buckelew conducted two workshops: *Today's Cybersecurity Strategy for County Government: Practical Planning, Smart Budgeting and Efficient Resources* paneled by Edward Cooney, Partner, Conner Strong & Buckelew and *Breaking the Mold: How Referenced Based Pricing can Reshape Public Sector Health Benefits* paneled by William Green, PERMA Fair President & CEO and Joseph DiBella, Co-President, Executive Partner, Conner Strong & Buckelew. Mr Stokes said the seminars were well attended, leaving standing room only. Additional information on either workshop can be provided upon request and we look forward to exhibiting at next year's annual conference. Chair Buono said the conference was very successful. The county's administrator and CFO presented an educational presentation.

BURLINGTON COUNTY 2027 MEMBERSHIP RENEWAL: Executive Director said Burlington County's three-year membership with the New Jersey Counties Excess Joint Fund (NJCE) renews on January 1, 2027. He said the Fund Office sent a sample resolution and agreement to Ms. Cullinan at the County to adopt and confirm their intent to renew their membership with the NJCE. Also, the Fund Office will send a sample resolution and agreement to the County, Bridge Commission and Board of Social Services to renew their membership in the Commission for another three years beginning on January 1, 2027. Executive Director advised the College and Schools would renew their membership in July 2027.

2026 MEETING SCHEDULE: Executive Director said the Commission is not scheduled to meet in July. Our next meeting is scheduled for Tuesday, August 11, 2026 at 10:00 a.m. Remaining meeting dates are September 9 and December 15, 2026. October meeting is TBD.

Executive Director's Report Made Part of Minutes

EXECUTIVE DIRECTOR'S REPORT - BENEFITS

Health Benefits Minutes

FINANCIAL FAST TRACK: Ms. Perkins reviewed the March Fast Track, noting a minor surplus deficit of \$85,000 for the month and a total cash amount of \$2.5 million. She highlighted that the claims are running at 90% and there was approximately \$150,000 claims paid from 2025.

REQUEST FOR PROPOSAL (RFP) AUTHORIZATION: Ms. Perkins reported that the Health Benefits Fund Actuary and Program Manager contracts are a one-year contract and expire at the end of the year. A motion is required to approve the authorization to release the RFP's, which is expected to be released in the fall.

In response to Chair Buono, Ms. Perkins confirmed updates will be provided with the timeline once finalized and ensure that it is advertised on the website.

Chair Buono motioned to approve authorization to release RFP's for a Health Benefits Actuary and a Health Benefits Program Manager. Commissioner Cullinan seconded the motion.

**Program Manager
Conner Strong & Buckelew**

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

UTILIZATION HIGHLIGHTS: Ms. Brown noted the data is analyzing through April 2026. She reported the medical utilization continues to remain steady in 2026, which is consistent with the utilization usage. She reported on the top 20 diagnosis groups, procedure groups, providers, and drugs that is included in the agenda. 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 HEALTH FAIR UPDATE: Ms. Brown reported that a date has been finalized, July 30th at the Emergency Services Training Center (ESTC). She commented that her colleague, Mr. Ian Dalton, is waiting to hear a response from Virtua, who he has been in contact with. He commented that he should have an update by tomorrow regarding their attendance.

AMERIHEALTH ADMINISTRATORS: Ms. Brown reported there are conversations occurring regarding the Abilities in Action, which provides pediatric therapy services, to see if they can be included in the network as they are a top provider in certain areas within the State of New Jersey and provides specialized services.

EXPRESS SCRIPTS FORMULARY CHANGE: Ms. Brown commented that there are 19 Commission members who were impacted by the July 1 formulary changes, which have been notified.

**Third Party Administrator
Medical AmeriHealth Administrators**

Ms. Davidowicz reviewed the AmeriHealth report included in the agenda for the month of April 2026, noting the per employee average for 2026 so far is \$1,836.88. She noted there were nine high-cost claimants that totaled \$1,458,304 for the month of April. Ms. Davidowicz reviewed the additional ancillary reports, which include top facilities and performance guarantees.

In response to Chair Buono, Ms. Davidowicz noted there were three extra high cost claimants which is driving the extra cost that is reported in April.

**Prescription Benefits Manager
Express Scripts**

Ms. Patel reviewed the report on the agenda for April 2026, highlighting the generic fill rate is 90.2% and the monthly plan cost per member is \$292.06, which increased 16% compared to April

2025. Regarding the top indications, she noted the utilization of Inflammatory Conditions increased due to the use of high-cost specialty drugs. She commented that the updated National Preferred Formulary will be released next week and will be sent over to the Program Manager team for distribution.

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 43-26 and 44-26.

**MOTION TO APPROVE RESOLUTION 43-26, JUNE P&C BILLS LIST,
RESOLUTION 44-26 JUNE 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. Kissane reported on the medical savings summary stating they processed 162 bills, 149 were in network, as of May with a savings of \$65,234 and 92% of network utilization. Ms. Kissane advised the total charges for the month of May were \$154,188.31 and Qual Care was able to reduce those payments to \$88,903.36 with a network savings of \$65,284.95 or 42% savings. Ms. Kissane said the next report was your savings by Specialty for the months of May and noted the hospital, had the highest charges of \$63,541.12, QualCare was able to reduce payments and save 43% from the total charges. Ambulatory surgery center came in with the second highest charge and bill count, QualCare was able to save 22% on those bills. Ms. Kissane reported on the claims report by claim type stating year to date we have received 10 indemnity claims, 77 medical only claims, 28 record only claims for a total 115 claims. Ms. Kissane said included in the agenda was an updated Qual Lynx team list, with a change to the work comp claims manager. Karen Conway has replaced Claudia Acosta. Ms. Kissane 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 through the end of July. He said any departments that desire to participate in any of our training programs are encouraged to visit NJCE.org, to review the training opportunities and schedule and register accordingly. Mr. Prince said included in the agenda was the MSI-NJCE Expo schedule and advised that the county will be hosting the Expo Sept 16th at the Emergency Training Center. A variety of in training topics will be presented such as excavation, trenching, ensuring, work zone safety, and our fast track to safety. Mr. Prince thanked the chair for advocating for the grant program at the last safety committee meeting as the deadline of August 1st is fast approaching. 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 45-26 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 45-26 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

Chair Buono said the next meeting was scheduled for August 11th 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