

**BURLINGTON COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING –February 1, 2018
County Administration Building
49 Rancocas Road
Mt Holly, NJ 08060
2:00 PM**

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

ROLL CALL OF COMMISSIONERS:

Kendall J. Collins	Present
Eve A. Cullinan	Present
Damon Burke	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Services	PMA Management Corp. Christina Grabowski
	Conner Strong & Buckelew Michelle Leighton
Attorney	CraigAnninBaxter Law Robert Baxter, Esq.
Treasurer	Edward Troy
Underwriting Manager	Conner Strong & Buckelew
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Employee Benefits	PERMA Risk Management Services Emily Koval
	AJM Insurance Management Greg D’Orazio Innovative Risk Solutions, Inc. Rob Henry
Risk Manager	EJA Capacity Insurance Agency

ALSO PRESENT:

Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES OF JANUARY 12, 2018

MOTION TO APPROVE THE OPEN MINUTES OF JANUARY 12, 2018

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

Chairman Collins noted there were no Closed Minutes.

CORRESPONDENCE: Executive Director referred to a copy of a letter which was included in the agenda from J.A. Montgomery Risk Control. Executive Director reported JoAnne Hall was retiring and announced Paul Shives was assuming Ms. Hall’s responsibilities as Vice President. Executive Director noted Mr. Shives joins the team from his previous position as the Municipal Manager of Toms River. Executive Director indicated Mr. Prince would continue to be the day to day contact for the Burlington Commission.

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee would again meet quarterly during 2018 and the next meeting was scheduled for March 8th. Mr. Prince advised he would prepare the agenda and send out electronically along with the minutes from the last meeting. Mr. Prince stated a variety of topics would be discussed including the most commonly cited PEOSH violations as well as some driving defensive courses that were available. In response to Chairman Collins’ inquiry, Mr. Prince advised the driving defensive courses were online and he would discuss with Mr. Burke some other options that were available.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on January 16, 2018 and advised there were three claims to present during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised a copy of his report was included in the agenda.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director advised after a review of the certificate of insurance report he was deleting the information included in the agenda as the report reflected some errors.

NJ EXCESS COUNTIES INSURANCE FUND (NJCE): Executive Director advised the NJCE would hold its Re-Organization Meeting on February 22, 2018 at 1:00 at the Camden County College Regional Emergency Training Center.

BCIC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the November Financial Fast Track was included in the agenda. Executive Director noted there was a negative surplus, however there was a positive sign that 2017 was changing the trend.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the November Financial Fast Track for the NJCE was included in the agenda. As of November 30, 2017 the NJCE had a surplus of \$9,330,802. Executive Director noted the total cash amount was \$23,847,520.

CLAIMS TRACKING REPORTS: Executive Director reported the agenda included two claim monitoring reports as of December 31, 2017. Executive Director advised he reviewed the Claims Activity Report and did not see any anomalies. Executive Director referred to the Claims Management Report for Fund Year 2017 and explained the actuary's projection was 61.3% and the actual amount was 66.7% which was better than the previous years except for the first year.

Chairman Collins requested an analysis for Fund Year 2017 as to why it was looking better and the positive trends.

Executive Director advised that concluded his report unless there were any questions. Executive Director asked Ms. Koval to present the Health Benefits Report.

Executive Director's Report Made Part of Minutes

FINANCIAL FAST TRACK: Ms. Koval said that the Financial Fast Track through December 31, 2017 showed a very strong gain of \$800,000. All years combined, the health benefits surplus is over \$3 million, which is a good start going into the New Year.

2018 RISK MANAGEMENT PLAN: Ms. Koval said the Risk Management plan was tabled at the prior meeting to further discuss the arrangement of the County and the Bridge with the Commission Treasurer. The additional language separating these groups with the bank and carriers was removed and the Risk Management Plan that is being presented is exactly the same.

MOTION TO APPROVE RESOLUTION 12-18 APPROVING THE RISK MANAGEMENT PLAN FOR THE HEALTH PROGRAM FOR 2018 AS SUBMITTED

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

FEBRUARY BILL LIST: Ms. Koval said the member bills have been delayed due to the roll over to 2018, which has produced a delay in member payments and for the February expense bills. She said the bills are out now and would ask for permission to pay the bills later in the month, or hold off until the March meeting since it is only one day outside of February. Commission Treasurer requested that the bills be paid in March.

Ms. Koval said there was one issue for the closed session.

TREASURER REPORT: Mr. Troy advised he reviewed the Property & Casualty Bill List and recommended the payment. Chairman Collins asked the Commissioners if they had any questions on the Bill List.

MOTION TO APPROVE RESOLUTION 22-18 FEBRUARY BILL LIST

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

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

ATTORNEY: Mr. Baxter advised he prepared and sent out the Defense Panel Agreements and would send the signed agreements to Chairman Collins for his signature once they were returned. Mr. Baxter reported he would work with Ms. Dodd on the TPA Agreement.

CLAIMS SERVICE. Ms. Grabowski advised PMA's monthly reports were included in the appendix section of the agenda. Ms. Grabowski referred to the WC Claims by Quarter Report valued as of 1/1/18. Ms. Grabowski advised the claim count for 2017 was slightly less than 2016. Ms. Grabowski reported there were 157 worker compensation claims for the County in 2017 compared to 166 for 2016. Mrs. Grabowski reported the Board of Social Services had 16 worker compensation claims for 2017 compared to 5 in 2016. The Bridge Commission was down slightly with 11 claims for 2017 compared to 13 during 2016. Ms. Grabowski referred to the Year to Date Containment Savings Report which was included in the agenda for the period of 1/1/17 to 1/1/18 and advised PMA billed charges were in the amount of \$1,668,824. Ms. Grabowski indicated the total net savings was \$726,115. Ms. Grabowski noted the network penetration remained at 97% which was outstanding. Ms. Grabowski also reviewed the Accident Cause Group Report and WC Claims Frequency and Severity by Location, Top 5 Locations by Claim Frequency and Top 5 Cause Group by Claims Frequency reports which were included in the agenda. Ms. Grabowski advised that concluded her report unless anyone had any questions.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO THE PUBLIC

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

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

MOTION TO CLOSE MEETING TO THE PUBLIC

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

CLOSED SESSION: Chairman Collins read Resolution 24-18, Resolution for Closed Session, and requested a Motion for Executive Session (in accordance with the Open Public Meetings Act, N.J.S.A 10:4-12) to discuss payment authority requests.

MOTION TO APPROVE RESOLUTION 24-18 FOR CLOSED SESSION

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

MOTION TO APPROVE THE PARS PRESENTED DURING CLOSED SESSION

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

MOTION TO ADJOURN:

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

Chairman Collins advised the next Commission meeting was scheduled for March 1, 2018 at 2:00 PM.

MEETING ADJOURNED: 2:27 PM

Minutes prepared by:
Cathy Dodd, Assisting Secretary