

**BURLINGTON COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – June 28, 2018
County Administration Building
49 Rancocas Road
Mt Holly, NJ 08060
3:00 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
Attorney	Craig Annin Baxter Law Robert Baxter, Esq. (<i>via teleconference</i>)
Treasurer	Edward Troy
Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Safety Director	J.A. Montgomery Risk Control
Employee Benefits	PERMA Risk Management Services AJM Insurance Management Innovative Risk Solutions, Inc.

ALSO PRESENT:

Cathy Dodd, PERMA Risk Management Services

EXECUTIVE DIRECTOR REPORT:

ROWAN COLLEGE AT BURLINGTON COUNTY: Executive Director advised he received a phone call from the agent that represented the College and advised the College had expressed an interest in joining the Commission. Executive Director reported he met with College representatives and their agent. Executive Director referred to an overview of the College which was included in the agenda and reviewed the information. Executive Director advised the attachments in the agenda were outdated and stated new documents were distributed at the beginning of the meeting. Executive Director reviewed the annual budget for the College first referring to lines 1 through 6 and advised there was a new line titled SBL/EPL Buffer 50x50. Executive Director explained the Commission would need to take the retention of \$50,000 to match the College's current program and the Actuary had priced this at \$13,056. Executive Director continued to review the budget noting the expenses included an additional fee of \$9,419 for PMA and \$5,696 for the Executive Director. Executive Director reported the total annual budget for the College was \$659,562, however, since the College was on a 7-1- to 7-1 budget the pro rata budget of \$332,491 would be used for 7-1-18 to 1-1-19.

Executive Director advised the College would be billed in two installments due on 8-1 and 10-15.

In response to Chairman Collins' inquiry, Executive Director advised PMA would handle claims as of July 1st and a Claims Kickoff Meeting would be scheduled for the College. In response to Mr. Burke's inquiry, Executive Director indicated the casualty and property coverage were previously in a first dollar program so the carriers would continue to handle and claims prior to 7-1 and the worker compensation was in a pool and he expected they would continue to resolve those claims until there were closed.

Executive Director then referred to the amended budget for the Commission. Executive Director advised the increase in the budget was 6.9% and a public hearing would be scheduled for the August 2nd meeting if the Commissioners offered membership to the College.

Executive Director advised included with the handouts were copies of the College's Resolution to join the Burlington County Insurance Commission and the Indemnity and Trust Agreement.

Executive Director referred to the last handout which was a list of items to transition the College to a member of the Burlington County Insurance Commission. Executive Director noted Tom Czerniecki of the College would serve on the Claims and Safety Committees. Executive Director reviewed the remaining items on the transition list.

In response to Chairman Collins' inquiry, Executive Director advised the Rules and Regulations allowed College representatives to attend the meetings however they were not a voting member.

Executive Director stated PERMA and Conner Strong & Buckelew agreed the membership of Rowan College at Burlington County would benefit the Commission. Chairman Collins advised he did have an opportunity to discuss the potential membership with the County CFO and he was comfortable with moving forward with the membership. Chairman Collins indicated he also independently reviewed the information and was comfortable as well and asked the Commissioners if they had any questions.

In response to Mr. Troy's inquiry regarding the limits on the property coverage, Mr. Cooney explained there were different ways to write property programs and different ways the insurance company does it. The program includes the limit that makes sense to cover any significant loss. Mr. Cooney indicated the College and broker felt comfortable with the \$110 million limit. There was also an offer which still stands to purchase excess property coverage. Executive Director advised the excess property coverage could be purchased at any time and would be reviewed again at renewal, 1/1/19. Mr. Cooney advised the additional premium for the excess coverage was \$22,000 annually so if the coverage was purchased the premium would be pro-rated. Executive Director reviewed the Coverage Comparison information which was included in the agenda.

MOTION TO APPROVE MEMBERSHIP OF ROWAN COLLEGE AT BURLINGTON COUNTY AS OF JULY 1, 2018

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

MOTION TO INTRODUCE THE AMENDED 2018 PROPERTY & CASUALTY BUDGE AND SCHEDULE A PUBLIC HEARING ON AUGUST 2, 2018 AT THE COUNTY ADMINISTRATION BUILDING, FREEHOLDER CONFERENCE ROOM 1, FIRST FLOOR, 49 RANCOCAS ROAD, MT. HOLLY, NJ

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

OLD BUSINESS: None

NEW BUSINESS: Executive Director advised he wanted to discuss a claim that was presented during the NJCE Meeting. Chairman Collins suggested this be discussed during closed session.

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.

CLOSED SESSION: Chairman Collins requested a motion for closed session.

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

MOTION TO CLOSE MEETING TO THE PUBLIC

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 3:21 PM

Minutes prepared by:
Cathy Dodd, Assisting Secretary