

**BURLINGTON COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING –June 7, 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 Chad Glenn
	Conner Strong & Buckelew
Attorney	Craig Annin Baxter 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
Madison Lampe, Temple University, Intern
Alexis Bogiatzis, Temple University, Intern

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MAY 3, 2018

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF MAY 3, 2018

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

CORRESPONDENCE: NONE

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Garrish reported he was from J.A. Montgomery and was representing Mr. Prince. Mr. Garrish advised the Safety Committee last met on March 15th and was scheduled to meet again on June 21st. Mr. Garrish advised the Committee would discuss Workzone Safety, Summer Seasonal Safety for the Employees, Hydration and Heat Exposure along with the Tick and Tick-Borne Diseases Bulletin. Mr. Garrish advised that concluded his report unless anyone had any questions.

CLAIMS COMMITTEE: Ms. Dodd advised Ms. Leighton was not present but noted the Claims Committee met via teleconference on May 15th. Ms. Dodd stated there was one PAR discussed at the Committee Meeting and a SAR was recently added which would be presented during closed session.

EXECUTIVE DIRECTOR REPORT: Executive Director advised a copy of his report was included in the agenda and had one action item.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported on the Certificate of Insurance report for the month of April. Executive Director advised there were 24 certificate of insurances issued during April. In response to Chairman Collins's inquiry, Mr. Burke advised he reviewed the report and indicated he had no questions.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ COUNTIES EXCESS JOINT INSURANCE FUND: Executive Director advised the next NJCE meeting was scheduled for June 28, 2018 at 1:00 PM at the Camden County College Regional Training Center.

BCIC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the March Financial Fast Track was included in the agenda. Executive Director advised there was an additional \$130,000 added to the property and casualty deficit currently at \$758,217. Executive Director noted he would continue to monitor the situation. Executive Director indicated the end of last year was good along with the beginning of 2018. Chairman Collins asked for a report at the next meeting.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the March Financial Fast Track for the NJCE was included in the agenda. As of March 31, 2018 the NJCE had a surplus of \$10,774,757. Executive Director noted the total cash amount was \$25,119,846.

NJCE DIVIDEND: Executive Director reported he spoke to his finance department and while it was not official it was anticipated the NJCE would be able to declare a dividend for the 2013 Fund Year. Executive Director advised if so, Burlington Commission would share in the dividend. The dividend is subject to the completion of the NJCE 2017 audit. Executive Director noted he would provide another update in a few months.

CLAIMS TRACKING REPORTS: Executive Director reported the agenda included two claim monitoring reports as of April 30, 2018. Executive Director advised he reviewed the Claims Activity Report and did not see any anomalies. Executive Director referred to the Claims Management Report and reviewed the actuary's projections compared to the actual losses.

2018 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the second Property & Casualty Assessment was due on May 15, 2018. Executive Director noted the Commission Treasurer indicated he received payment from all of the entities.

2019 RENEWALS: Executive Director reported the renewal process would start shortly and the Fund Office would start to collect the data for the 2019 renewal.

2018 MEETING SCHEDULE: Executive Director stated the Commission was not scheduled to meet in July. The next meeting was scheduled for August 2, 2018 at 2:00 PM.

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 April 2018 showed a deficit, but due to a slowdown in claim payments from AmeriHealth Administrators, the IBNR was increased significantly. She introduced Mr. Murphy from AmeriHealth Administrators to explain the delay in claim payments.

Mr. Murphy said that on January 1, Amerihealth Administrators had a platform transition which the claims were intentionally entered in manually to ensure accuracy, which slowed the adjudication process. There were some employee disruptions which led to customer service response delays. New staff has

recently been brought on to alleviate the backup. Also, Mr. Murphy said that in the process some plan design inaccuracies were discovered and have since been corrected.

Mr. Troy said that the new claims wiring reporting is different from the prior reports and he has had trouble finding complete claims transfers. Mr. Murphy said he will set up a call with Mr. Troy to review each report with him and assist in the monthly claim accounting process.

Mr. Murphy said he anticipates the hold up in claims processing to be cleared up in the next 60 days.

RFP RESPONSE-MEDICAL TPA: Ms. Koval said that since this discussion is contractual and a respondent is present, the conversation should occur in Executive Session.

TREASURER REPORT: Mr. Troy reported he reviewed the June Property & Casualty Bill List along with the Health Bill List and had a question on the check issued to Safety Matter. Ms. Dodd advised the Commissioners approved this expense for the Board of Social Services at a recent meeting. Ms. Dodd indicated there would be no reimbursement for this expense. Mr. Troy advised he recommended the bill lists be approved for payment.

MOTION TO APPROVE RESOLUTIONS 35-18 & 36-18

Moved:	Chairman Collins
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 did not have anything to report this month.

CLAIMS SERVICE. Ms. Grabowski advised PMA's monthly reports were included in the appendix section of the agenda. Ms. Grabowski reviewed the Worker Compensation Claims by Quarter report valued as of 5-1-18. Ms. Grabowski advised the claims were trending a little higher however, claims were usually higher during the first part of the year due to the weather. Ms. Grabowski reviewed the claim counts for the County, Board of Social Services and Bridge Commission compared to 2017.

Ms. Grabowski referred to the Year to Date Containment Savings Report which was included in the agenda for the period of 1/1/18 to 5/1/18 and advised PMA billed charges were in the amount of \$280,168. Ms. Grabowski indicated the total net savings was \$109,038. 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.

CEL SAFETY DIRECTOR: Mr. Garrish advised his report was included in the agenda and reviewed the Risk Control Activities for May & June. Mr. Garrish referred to a copy of the Safety Director Bulletin, "Ticks and Tick-borne Diseases" which was included in the agenda. Mr. Garrish noted this was good education for employees as ticks were at an all-time high right now. Mr. Garrish advised that concluded his report unless anyone had any questions. In response to Chairman Collins' inquiry, Mr. Burke advised the bulletin was routed to him and he forwarded it to Highway,

Mosquito, Engineering and Public Works. Chairman Collins requested the bulletin be forwarded to any department that has outside work.

OLD BUSINESS: None

NEW BUSINESS: Executive Director reported he received a phone call from the insurance agent handling the College's insurance requesting what information was needed to make a submission to the Commission for property and casualty insurance. Executive Director advised he would keep the Commissioners updated on this new opportunity.

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 37-18, 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 and contracts.

MOTION TO APPROVE RESOLUTION 37-18 FOR CLOSED SESSION

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

MOTION TO APPROVE RESOLUTION 34-18 APPOINTING A THRID PARTY ADMINISTRATOR CONTRACT FOR A 30 MONTH TERM EFFECTIVE JULY 1, 2018 AND ENDING DECEMBER 31, 2020 TO AMERIHEALTH ADMINISTRATORS

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

MOTION TO APPROVE THE PARS/SARS THAT WERE PRESENTED DURING CLOSED SESSION

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

WELLNESS PROGRAM: Mr. Troy reported the County issued an RFP for a Wellness Program. Mr. Troy advised he had a discussion with Mr. D’Orazio and thought that wellness could be offered by the Commission to all member as opposed to focusing on County employees. Mr. Troy stated they cancelled the RFP and was open to suggestions with moving forward with a wellness program. Mr. Troy thought that Amerihealth had a wellness program. Mr. Henry advised included in Amerihealth’s proposal this time was a \$15,000 per year credit for wellness. In response to Ms. Cullinan’s inquiry, Mr. D’Orazio advised a Standard Commit to Wellness program included a nutrition program, smoking cessation, and resources for the employees. After a discussion Mr. Henry suggested that he and Mr. D’Orazio speak with Amerihealth to see what is offered with the wellness credit of \$15,000 and report back to the Commission at the next meeting.

MOTION TO ADJOURN:

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

Chairman Collins advised the next Commission Meeting was scheduled for August 2, 2018 at 2:00 PM.

MEETING ADJOURNED: 2:42 PM

Minutes prepared by:
Cathy Dodd, Assisting Secretary