

INSURANCE MATTERS

COUNTY COMMISSIONERS ASSOCIATION OF PENNSYLVANIA
THE **VOICE** OF PENNSYLVANIA COUNTIES



Insurance Programs Announces New PCoRP Supervisor

We are thrilled to announce that Laura Trimble has been promoted to PCoRP Claims Supervisor! Her unwavering dedication and work ethic have truly paid off, and this promotion is well deserved.

Laura joined CCAP in October 2022 as a PCoRP Claims Representative 2 and was promoted to PCoRP Claims Representative 3 in January 2025, demonstrating her commitment to professional growth. She brought with her a strong legal background as a paralegal, with experience in workers' compensation, employment law, medical malpractice and auto liability. Laura holds a bachelor's degree in social work from Shippensburg University and later earned her paralegal associate degree from Harrisburg Area Community College. Since stepping into her new role, Laura has hit the ground running. She shared that she is excited to work with what she describes as the best Team she's ever had the pleasure of working with.

We're proud to have Laura on the Insurance Programs Team and look forward to her continued success at CCAP!

PComp Honors Retiring Board Members

In recognition of their upcoming retirements, the PComp Board of Trustees recently honored two long-serving and deeply respected board members for their outstanding dedication and service to the program. Pam Humbert, Bedford-Somerset



Director of Human Resources, and Vicky Botjer, Wayne County Chief Financial Officer, have faithfully served the board and program with integrity, wisdom and selfless commitment for 27 and 16 years, respectively.

Pam Humbert (left) and Vicky Botjer (right)

Their leadership and insights have been instrumental in guiding key decisions that have advanced our mission and expanded our impact. Quite simply, the program would not be what it is today without their contributions.

On behalf of the Board of Trustees, our leadership, the entire team, and the PComp community — thank you, Pam and Vicky, for everything you've done.



Front row, left to right: Laura Burke, Blair County Commissioner; Jim Martin, Adams County Commissioner and Vice Chair; Pam Humbert, Bedford-Somerset Director of Human Resources; Vicky Botjer, Wayne County Chief Financial Officer; Barb Zemlock, Board Counsel; Desiree Nguyen, Managing Director, Insurance Programs, CCAP. Middle row, left to right: Pat Straub, Elk County Chief Clerk; Jeff Snyder, Clinton County Commissioner and Chair; Dave Glass, Clearfield County Commissioner and Secretary/Treasurer; Dan Vogler, Lawrence County Commissioner; Rebekah Hubbard, Susquehanna County Chief Clerk. Back row, left to right: Ernest King, Wyoming County Commissioner; Mark Kingston, Forest County Commissioner.

Attention PCoRP Members: You're Invited!



PCoRP
PA Counties
Risk Pool

Annual Membership Dinner Meeting

***Monday, November 24th
The Hotel Hershey
6 P.M.***

The Annual Membership Meeting is conveniently scheduled during the CCAP Fall Conference and affords PCoRP members the opportunity to hear important updates about the program.

Be sure your county/county related entity is represented at this event and **register below by November 12th.**

We hope to see you there!

Register



★ Locations of County Related Entity Members



Preventing Cybersecurity Incidents

October is National Cybersecurity Awareness Month. This initiative was created in 2004 to raise awareness about online safety and the importance of cybersecurity. Below is a list of best practices to help prevent cybersecurity Incidents.

Cybersecurity Best Practices

Use Strong Passwords - Make them long, unique and include upper and lowercase, numbers and symbols. Password managers are a great tool to help with this. Don't reuse passwords. Every account should have a different password.

Turn on Multi-Factor Authentication (MFA) - Protect your accounts and data and enable MFA everywhere you can. MFA significantly decreases the likelihood of getting "hacked."

Report Suspicious Emails and Activity - Have you received an unsolicited email with an unfamiliar attachment or asking for personal information, including credentials? Don't click on it or respond. Report it to IT. This could be a phishing attempt.

Keep Software Updated - Keeping software up to date is a sure-fire way to keep devices safe and secure. Even if automatic updates are available, you should regularly check for updates.

Limit the Amount of Confidential Information Stored in Email - If a file sharing software can be used instead of email, utilize this tool when sharing confidential information. An email inbox is not a file cabinet. Save it to your device and then delete the email.

For more information, contact Amber Baxter at abaxter@pacounties.org.



Polling Place Risk Mitigation

Election season is around the corner, and it's important to begin preparing polling locations now to effectively address safety risks and ensure all citizens have safe voting access.

Contracts and Certificates of Coverage

For those polling locations that are not located at county facilities, a contract or agreement should be required. Both counties and third parties that provide polling locations must pay very close attention to the contract/agreement in place. While these documents were brief and nonspecific in the past, today, they have become lengthy and potentially convoluted, with easily missed clauses and addendums. Furthermore, third parties may request a certificate of coverage from the county, naming the third party as an additional insured. The certificate of coverage is a document which details the type, dates and limits of PCoRP's coverage. Actual coverage is determined by the PCoRP Coverage Document.

Set the Rules

Before primary and general elections, it is important that all parties understand and agree to the requirements outlined in the contract/agreement. Any contract/agreement developed or amended should be reviewed by your Solicitor before signing.

Collaborate Within

The county and the Voter Registration office should provide their unique expertise to facilitate safe and successful elections. Be sure to include:

- **Facilities:** The county's Facilities department can assist with providing additional electrical assistance, erecting signs and any other risk mitigation activities.
- **Law Enforcement:** Local law enforcement officers including Sheriff's Deputies should be used for traffic and crowd control if needed.

Grounds Safety

Prior to election day, the county should perform an inspection of each polling location, whether on county property or not. Specifically, inspecting the exterior of the polling location (sidewalks, steps, railings, etc.) should occur.

Additionally, the county should conduct an inspection of the areas where voting will take place. Measures to consider include covering cables across walkways and ensuring bathrooms are easily accessible to the public.

Parking Safety

Review parking areas and pathways, including sidewalks, for slip, trip and fall hazards, and minimize potential vehicle/pedestrian conflicts. Remove or mark any hazards found and, if needed, provide parking flaggers to direct the flow of traffic. Make certain that parking areas are well lit. It is especially important to collaborate with local law enforcement to patrol the premises.

Elections are exciting and highly anticipated, but failure to fully prepare could be costly. Consult with your Solicitor and PCoRP Risk Control staff to confirm that you're equipped to handle any circumstances that could arise during elections that might jeopardize your public entity.

For more information, contact Keith Wentz at kwentz@pacounties.org.



Fall Workshop Registration is Now Open

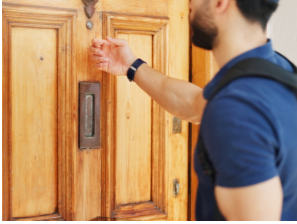
The risk management training season is in full swing, and we have a great workshop schedule lined up. Please refer to the [Risk Management Training](#) section of the CCAP website for information on topic descriptions, dates, times and locations.

As a reminder, most of the workshops are **FREE** to attend if your county is a member of the sponsoring Insurance Programs. To check your county's membership, please refer to the [CCAP Insurance Programs Member Listing](#).

CCAP Insurance Programs continues to collaborate with the [Academy for Excellence in County Government](#). Please refer to our website for additional information on co-sponsored events. These workshops are FREE to current Academy participants and some offer course credits.

For more information, contact Linda Rosito at lrosito@pacounties.org.

October Workshops



KEYS: Fieldworker Safety

Tuesday, October 7

Holiday Inn, State College

Morning and Afternoon Sessions Available

[Register](#)



Safety Workshop

Tuesday, October 7

The Penn Stater Hotel & Conference Center, State College

10:00 AM - 3:00 PM

Registration begins at 9:30 AM

[Register](#)



Defensive Driving Course

Wednesday, October 8

Scranton Hilton, Scranton

10:00 AM - 3:00 PM

Registration begins at 9:30 AM

[Register](#)

[View All October Workshops](#)



Stay Well this Season: Cold & Flu Prevention

Schools have opened and the unofficial start of cold and flu season has begun. Simple measures can be taken to prevent, recognize and treat respiratory illnesses, such as the common cold and influenza.

How can I prevent the spread?

- Wash your hands correctly and often
- Avoid touching your face

- Cover your mouth with your inner arm or tissue when you cough or sneeze
- Wipe frequently touched surfaces with approved agents that kill respiratory viruses
- Stay home when you are ill
- Get an annual flu shot

What are the current flu vaccination recommendations?

The Centers for Disease Control and Prevention currently recommends that all people 6 months of age and older should receive an annual influenza vaccination. Consult your primary care physician.

Flu season typically peaks in December and January; therefore, the best time to get vaccinated is by the end of October or beginning of November. This allows your body enough time to develop immunity before peak activity begins. However, flu season can last into February, so it's never too late to get vaccinated.

How do I know if I have the flu?

Influenza symptoms include:

- Fever, usually high
- Headache
- Fatigue
- Cough
- Body aches
- Sore throat

What do I do if I have the flu?

If you suspect influenza, contact your healthcare provider. Antiviral medication is most effective when starting within 48 hours of symptom onset. People are most contagious in the first three to four days after symptoms begin and remain contagious until the fever is gone without fever-reducing medication. If you develop chest pain or respiratory distress, call 911.

Additional respiratory virus information and data can be found on the [CDC website](https://www.cdc.gov).

For more information, contact Jean Henry, RN, Risk Control Wellness Nurse, at jhenry@pacounties.org.



LocalGovU Course Spotlight

Cybersecurity Incident Response

October is National Cybersecurity Awareness Month. Every member of your organization is responsible for preventing a cyberattack. This course is designed to enhance your ability to respond to a security breach. In this course, you will learn the phases of a cyberattack, how to plan and execute a response, and why hackers target local governments in the first place. We will also review some of the resources available to help you construct an Incident Response Plan that meets local, state, and federal guidelines.

CCAP Insurance Programs partners with LocalGovU providing online training and resources to UC Trust, PCoRP, PComp and PIMCC Members. Members can access/attend these courses at **no cost**.

For more information, contact Andrew Smith at asmith@pacounties.org.

[Take Course](#)

Quote of the Month

"The purpose of life is to live it, to taste experience to the utmost, to reach out eagerly and without fear for newer and richer experience."

Eleanor Roosevelt

Other Training Opportunities

[Risk Management Trainings](#)

Each workshop season, there are a number of training opportunities designed for and open to Pennsylvania counties, county-related entities

(CREs) and PELICAN program members. The Fall Workshop Season is just around the corner!

[LocalGovU](#)

LocalGovU's Online Training Center comes equipped with a library of high-quality risk control courses covering a variety of topics including Risk Management, Safety and Environment, Law Enforcement, Corrections, Human Resources and Management. In partnership with the UC Trust, PComp and PCoRP, this online training is available to members at no cost. If you have questions regarding the trainings, please contact Andrew Smith at asmith@pacounties.org.

[M&S EAP](#)

Take personal assessments, build skills for personal or professional growth, work on your health, and more at M&S's Employee Assistance Program dashboard. In partnership with the UC Trust, M&S EAP services are available to members at no cost.

CCAP INSURANCE PROGRAMS

ASK US FIRST...WE COVER IT ALL!

[Other CCAP Publications](#)

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