

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – February 23, 2012
Camden County College Regional Training Center
Conference Room
Blackwood, NJ 08102
2:00 PM**

Meeting was called to order by Ross Angilella, Chairman. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Present
Anna Marie Wright	Present
Steve Williams	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
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Claims Service	Comp Services, Inc. Tom England Huguette Atherton Terry Corchado
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	Conner Strong & Buckelew Michelle Leighton
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Attorney	Laura J. Paffenroth, Esq.
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Treasurer	Dave McPeak
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Safety Director	J.A. Montgomery Risk Control John Lapatchka
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Risk Management Consultant (CCIA)	Hardenberg Insurance Group Bonnie Rick
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ALSO PRESENT:

Bob Brennan, PCFACC
Louis DiAngelo, Camden County
Sunil Marwaha, Camden County Health Services Center
Patricia Meehan, Camden County College
Larry Rosoff, Camden County Municipal Authority
Brad Stokes, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF FEBRUARY 23, 2012

MOTION TO APPROVE MINUTES OPEN MINUTES OF FEBRUARY 23, 2012

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	2 Ayes, 1 Abstained

MOTION TO APPROVE MINUTES CLOSED MINUTES OF FEBRUARY 23, 2012

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	2 Ayes, 1 Abstained

CORRESPONDENCE: NONE

CLOSED SESSION:

MOTION FOR EXECUTIVE SESSION (in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-12).

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	3 Ayes, 0 Nays

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Present
Steve Williams	Present
Anna Marie Wright	Present

MOTION TO RETURN TO OPEN SESSION

Motion	Commissioner Wright
Second:	Commissioner Williams
Vote:	3 Ayes, 0 Nays

Chairman Angilella read a list of the PARS and requested motions to approve the PARS on an individual basis.

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR BRIAN FOSTER IN THE AMOUNT OF \$42,969.00

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 3 Ayes, 0 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR CHRISTOPHER BURLAP IN THE AMOUNT OF \$35,217.00

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 3 Ayes, 0 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR DAVID MESSNER IN THE AMOUNT OF \$23,373.00

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 1 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION JAMIE LONG IN THE AMOUNT OF \$47,311.00

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 3 Ayes, 0 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION ROBERT TONSBURG IN THE AMOUNT OF \$69,187.00

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 1 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR SUSANNE SHORTER IN THE AMOUNT OF \$18,172.00

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 1 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR SUSANNE SHORTER IN THE AMOUNT OF \$50,572.00

Motion Commissioner Williams
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR GIA COLEMAN IN THE AMOUNT OF \$48,540.00

Motion Commissioner Williams
Second: Commissioner Wright
Vote: 2 Ayes, 1 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR BRIAN WILSON IN THE AMOUNT OF \$60,060.00

Motion Commissioner Williams
Second: Commissioner Wright
Vote: 2 Ayes, 1 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR CJ BOOKER IN THE AMOUNT OF \$80,722.17

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 3 Ayes, 0 Nays

In response to Ms. Corchado's concern regarding the PARS for the Health Services and Municipal Authority, Commission Attorney advised since there was 2 approvals the motion was passed for payment. Ms. Leighton suggested Frank Cirii from Human Resources attend the meetings to address some of the matters from a personnel standpoint. It was also recommended that Comp Services add a field to its WC PAR to show if the claimant had a prior injury.

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella Present
Steve Williams Present
Anna Marie Wright Present

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. DiAngelo reported the committee met to discuss the claims and also made some changes to the First Report of Injury form. The proposed form was approved by the Commission Attorney. Mr. DiAngelo indicated the final version would be presented at the next meeting and all entities would utilize the same form.

CLAIMS COMMITTEE: Ms. Leighton advised the Claims Committee met to discuss the PARS that were presented. Ms. Leighton reported the Committee plans to schedule a joint meeting with the other Commissions in the Spring to share best practices. Ms. Leighton will co-

ordinate this meeting and requested each member to appoint a representative to actively participate in this meeting.

EXECUTIVE DIRECTOR REPORT:

Executive Director reported it was the Re-Organization Meeting of the Commission.

2012 RISK MANAGEMENT PLAN – Executive Director referred to the 2012 Risk Management Plan which was included in Appendix II of the agenda. Executive Director explained the plan was updated on an annually basis to capture any changes in the insurance program or claims handling. Executive Director advised the changes were highlighted in yellow and pointed out there were a number of changes to the property program including the insurer, flood aggregate, equipment breakdown deductible, revised named storm deductible, golf cart deductible and some others.

REORGANIZATION – Executive Director requested Commission Attorney to begin the Re-organization portion of the meeting. Commission Attorney advised the meeting was advertised as a Re-Organization meeting as well as a regular meeting in the applicable newspapers and requested motions to nominate a Chairperson and Vice Chairman.

MOTION TO NOMINATE ROSS ANGILELLA FOR CHAIRMAN OF THE CAMDEN COUNTY INSURANCE COMMISSION

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

MOTION TO CLOSE THE NOMINATIONS

Motion	Chairman Angilella
Second:	Commissioner Williams
Vote:	3 Ayes, 0 Nays

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Present
Steve Williams	Present
Anna Marie Wright	Present

MOTION TO NOMINATE STEVE WILLIAMS FOR VICE CHAIRMAN OF THE CAMDEN COUNTY INSURANCE COMMISSION

Motion	Commissioner Wright
Second:	Chairman Angilella
Vote:	3 Ayes, 0 Nays

MOTION TO CLOSE THE NOMINATIONS

Motion	Chairman Angilella
Second:	Commissioner Williams

Vote: 3 Ayes, 0 Nays

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Present
Steve Williams	Present
Anna Marie Wright	Present

REORGANIZATION RESOLUTIONS – Executive Director read and reviewed the necessary Reorganization Resolutions which were included in the agenda.

- Resolution No. 2-12 Certifying the Election of Chairperson and Vice Chairperson
- Resolution No. 3-12 Appointing Agent for Service of Process for the Commission The Term of One Year
- Resolution No. 4-12 Designating Custodian of Commission Records
- Resolution No. 5-12 Designating Commission Attorney
- Resolution No. 6-12 Designating Official Newspapers for the Commission
- Resolution No. 7-12 Designating Authorized Depositories for Commission Assets And Establishing Cash Management Plan
- Resolution No. 8-12 Designation Commission Treasurer
- Resolution No. 9-12 Designating Authorized Signatures for Commission Bank Accounts
- Resolution No. 10-12 Indemnifying Camden County Insurance Fund Commission Officials/Employees

Executive Director requested a motion to approve Resolutions 2-12 through 10-12 along with the Risk Management Plan, Resolution No. 11-12.

MOTION TO APPROVE REORGANIZATION RESOLUTIONS 2-12 THROUGH 11-12

Motion	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

CERTIFICATE OF INSURANCE REPORT – Executive Director reported on the Certificate of Insurance Report for the period of 1/22/12 to 2/1/12. There were 9 certificates issued during that time.

MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL JIF met on January 26, 2012. A summary of the report was provided in the agenda. Executive Director also advised the CEL held their February meeting. The CEL has a statutory surplus of

slightly over \$1 Million. Executive Director also advised they discussed some property claims that occurred at the Camden County Hall of Records and that the CEL is currently tracking three liability claims; however no payments were made to date. Lastly, Executive Director reported the 2 year statute of limitations for the 2010 Fund Year is about to expire.

FINANCIAL FAST TRACKS - Executive Director advised the Financial Fast Track was included agenda. Executive Director reported that the Commission has a statutory surplus of \$654,637 as of December 31, 2011. He also referred to line 2 of the report, discounted claim value and line 7, Investment in Joint Venture. The Investment in Joint Venture is CCIC's share in the equity of the CEL.

AUDITOR RFP - Executive Director reported there were two responses for the position of auditor. The first response was received from Bowman and Company, the current auditor, who presented a proposal of not to exceed \$12,000. The second response was received from Withum Smith & Brown. Executive Director explained the response from Withum Smith & Brown was also for \$12,000; however the proposal included some verbiage allowing the firm to charge an hourly rate ranging from \$125 to \$375 for any unexpected circumstances and overruns. Executive Director recommended the re-appointment of Bowman and Company and noted their proposal was 20% less than their expiring fee of \$15,000.

MOTION TO APPROVE THE FEE PROPOSAL FROM BOWMAN AND COMPANY FOR THE AUDITOR SERVICES FOR 2012 FOR A FLAT FEE OF \$12,000.00

Motion	Commissioner Williams
Second:	Chairman Angilella
Vote:	2 Ayes, 1 Abstain

ACTUARY RFP – Executive Director advised there was one response received for the position of actuary from Actuarial Advantage who is the current vendor. Their 2012 proposed fee was \$7,586 which represents the 2012 budget amount. Executive Director requested a motion to approve the fee proposal from Actuarial Advantage.

MOTION TO APPROVE THE FEE PROPOSAL FROM THE ACTUARIAL ADVANTAGE FOR ACTUARIAL SERVICES FOR 2012 FOR A FLAT FEE OF \$7,586.00

Motion	Commissioner Wright
Second:	Commissioner Williams
Vote:	3 Ayes, 0 Nayes

2012 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES – Executive Director reported the 2012 Excess Insurance and Ancillary policies would again be available electronically on the Conner Strong & Buckelew secure website. Executive Director noted the login information would be the same as last year. The CEL Underwriting Manager was in the process of reviewing the policies and would release an e-mail when the policies were available. Executive Director also advised the 2012 Risk Management Plan and the 2012 Limit Retention Schematics would also be included on the website.

LIMIT RETENTIONS SCHEMATICS – Executive Director advised the limit retentions schematic prepared by the CEL Underwriting Manager were distributed at the beginning of the meeting. Executive Director explained the charts illustrated the 2012 program structure, each line of coverage, limits, the Commission’s retention as well as each member entity deductibles. Executive Director requested the Commissioners to review the charts and let him know if anyone had any questions.

SAFETY CONSULTANT CHANGE – Executive Director advised Mr. Lapatchka would discuss a staffing change at J.A. Montgomery during his report.

UTILIZATION OF MEL VIDEO LIBRARY – Executive Director reported a memorandum from J.A. Montgomery was included in the agenda regarding the quote for the MEL Video Library. Executive Director explained there were 520 titles available and there would be a one time charge of \$1,000 plus a title usage fee of \$10.00 plus shipping. Executive Director recommended the utilization of the library and advised the costs could be paid out of miscellaneous and contingency. Mr. Lapatchka indicated the MEL recently revamped the Library and added numerous new titles. Mr. Lapatchka advised there was a catalog of the video titles and explained the procedure for requesting and usage of the videos.

MOTION TO APPROVE THE USE OF THE MEL VIDEO LIBRARY FOR A ONE TIME UP FRONT FEE OF \$1,000 AND A TITLE USAGE FEE OF \$10.00, PLUS SHIPPING; THE COSTS ASSOCIATED WITH THIS CAN BE PAID OUT OF MISCELLANEOUS AND CONTINGENCY

Motion	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Mr. McPeak advised the February bill list and the Treasurer reports were included in the agenda.

MOTION TO APPROVE RESOLUTION 12-12 FEBRUARY BILL LIST IN THE AMOUNT OF \$36,688.24

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

ATTORNEY: Commission Attorney indicated she did not have anything to discuss at this time.

CLAIM SERVICE: Mr. England distributed and reviewed the savings report for the period of 1/2011 to 12/2011 indicating there was a total savings of \$706,842 or 35.8%. Mr. England reported he was working on a stewardship report and would welcome the involvement of a HR representative at the claims meetings.

SAFETY DIRECTOR: Mr. Lapatchka noted that their report was included in the agenda along with a copy of the training calendar for January 2012 through April 2012. Mr. Lapatchka advised he spoke with Ms. Brown in the County HR Department and discussed the training opportunities that were available and provided her with a catalog. Mr. Lapatchka also referred to his memo dated 2-20-12 regarding a staffing change. Mr. Loughlin was retiring and moving to South Carolina. Mr. Lapatchka advised they were looking for Mr. Loughlin's replacement and in the meantime he should be contacted with any questions or concerns.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved:	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

MOTION TO CLOSE MEETING TO PUBLIC

Moved:	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

Chairman Angilella advised the next meeting date was March 23, 2012 and Ms. Dodd indicated she made a typo error and the next meeting was scheduled for March 22, 2012.

MOTION TO ADJOURN:

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

MEETING ADJOURNED: 3:15 PM

Minutes prepared by:
Cathy Dodd, Assisting Secretary