

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – May 24, 2012
Camden County College Regional Training Center
Conference Room
Blackwood, NJ 08102
2:00 PM**

Meeting was called to order by Steve Williams, Vice Chairman. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Excused
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. Denise Hall Huguette Atherton Terri Corchado
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Conner Strong & Buckelew
Michelle Leighton

Attorney	Laura J. Paffenroth, Esq.
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Treasurer

Safety Director	J.A. Montgomery Risk Control JoAnne Hall
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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group
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ALSO PRESENT:

Robert Brennan, Pollution Control Financing Authority of Camden County
Sharon Faber, Camden County Board of Social Services
Joshua Friedman, Camden County
Jim Kickham, PERMA Risk Management Services
Patricia Meehan, Camden County College
Sunil Marwaha, Camden County Health Services Center
Larry Rosoff, Camden County Municipal Utilities Authority
Brad Stokes, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF APRIL 26, 2012

MOTION TO APPROVE OPEN MINUTES OF APRIL 26, 2012

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 0 Nays

MOTION TO APPROVE CLOSED MINUTES OF APRIL 26, 2012

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 0 Nays

CORRESPONDENCE: NONE

COMMITTEE REPORTS:

SAFETY COMMITTEE: There was no report from the Committee.

CLAIMS COMMITTEE: Ms. Leighton advised the Committee met to discuss and review the PARS that were being presented in closed session. Ms. Leighton also reported they discussed a memo from Mr. Prince regarding his visit to the CCMUA with regard to the recent claim involving Thomas Mount. Ms. Leighton advised she would be co-coordinating a joint claims committee with the other Commissions in September to discuss best practices. Lastly, Ms. Leighton indicated the worker compensation strategy meeting scheduled prior to the regular claims meeting on June 5th would be postponed until July. In response to Commissioner Wright’s inquiry, Ms. Leighton advised the regular claims meeting would still be held on June 5th at 2:00.

Commission Attorney advised at the last meeting it was discussed the Public Comment portion of the agenda was changed to the beginning of the agenda. Commission Attorney indicated she would like to conduct the Public Comment prior to the Executive Director’s report even though the agenda still had the Public Comment listed at the end.

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved: Commissioner Williams
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

MOTION TO CLOSE MEETING TO PUBLIC

Moved: Commissioner Williams
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

EXECUTIVE DIRECTOR REPORT:

CERTIFICATE OF INSURANCE ISSUANCE REPORT – Executive Director reported on the Certificate of Insurance Report for the period of 4/17/12 to 5/16/12. There were 7 certificates issued during that time.

MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT

Motion: Commissioner Williams
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF) – Executive Director reported the CEL JIF met on April 26, 2012. A summary of the report was provided in the agenda. Executive Director also advised the CEL Executive Director provided a market report on the sales efforts for the new County Commissions. A copy of the report was included in the agenda.

FINANCIAL FAST TRACK - Executive Director advised the Financial Fast Track as of March 31, 2012 was included in the agenda. The Commission had a surplus of \$338,834.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK - Executive Director reported the agenda included the Financial Fast Track for the NJ CEL. As of March 31, 2012 the CEL had a surplus of \$1,204,030.

CAMDEN COUNTY TECHNICAL SCHOOL – Executive Director advised Conner Strong & Buckelew had been working on a study to determine if the Camden County Technical School would benefit from joining the Camden County Insurance Commission/CELJIF program. Executive Director explained at this time the Commission program was not competitive with the schools’ current insurance and the preliminary budgets showed an increase by more than 15%.

MOTOR VEHICLE RECORD CHECKS – Executive Director reported the agenda included information from the CEL Safety Director regarding Motor Vehicle Record Checks and the Department of Motor Vehicles MVR Evaluation Requirements. Ms. Hall explained the Safety Bulletin outlined the procedure on how to obtain the motor vehicle abstracts. Ms. Hall

recommended that if a member entity is not obtaining motor vehicle reports at least once a year on employees they follow the procedure outlined in the bulletin. Ms. Hall also indicated the agenda included a sample policy for evaluating the MVR information. She explained each entity should establish their own evaluation system and suggested using the standards outlined in the agenda as a guide. Commissioner Williams indicated this information should be passed along to the Safety Committee so they can discuss further at their next meeting.

INSURANCE COMMISSION WEBSITE – Executive Director advised there was a copy of a BenePortal Proposal from AIM included in the agenda for the Commission website. Executive Director explained AIM was a sub-division of Conner Strong & Buckelew and they agreed to waive the \$3,000 implementation fee and annual site leasing fee of \$10,000 in lieu of the existing fee arrangements with Conner Strong & Buckelew and/or PERMA. Executive Director indicated the Commission Attorney advised there were some issues with the agreement and in her opinion we should obtain other quotes. After a brief discussion it was agreed the Executive Director would obtain quotes relating to the website creation and maintenance. Executive Director also advised the new legislation did not require the website to be up and running until January 2013.

SETTLEMENT RESOLUTIONS – Executive Director advised a copy of Resolution 18-20 prepared by the Commission Attorney approving settlement for petitioner, Kevin Rafferty, was included in the agenda. The action for this Resolution was approved at the last meeting.

2012 PROPERTY AND CASUALTY ASSESSMENTS DUE MAY 15, 2012 – Executive Director reported the Treasurer advised he received payments from the CCMUA, CCPFCA and CCBOSS. Executive Director reminded the other entities to remit their assessment payment to Mr. McPeak.

PROPERTY SCHEDULE FOR 2013 RENEWAL - Executive Director advised the CEL Underwriter e-mailed a schedule of property values to the member entities for their review. Executive Director explained the CEL Underwriter was beginning the 2013 Property renewal process and the updated schedules were due back on 6/15/12.

2011 AUDIT- Executive Director advised he expected the 2011 Fund Year Audit as of 12/31/11 to be ready for the July meeting. The auditor would be asked to attend the July meeting to present the Audit to the Commission.

MEETING LOCATION – Executive Director reported that the Camden County College confirmed the Commission can continue to hold their monthly meetings at the Regional Emergency Training Center for the remainder of the year.

REQUEST FOR PROPOSALS FOR DEFENSE PANEL - Executive Director advised Commission Attorney would report on the defense panel responses during her report.

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Commissioner Williams advised the May Bill List and the Treasurer reports for March were included in the agenda. Commission Attorney indicated she and Mr. McPeak reviewed the bill list prior to the meeting

MOTION TO APPROVE RESOLUTION 19-12 MAY BILL LIST IN THE AMOUNT OF \$1,739,697.66.

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 0 Nays

ATTORNEY: Commission Attorney reported she revised and issued the annual RFP for the defense panel. Commission Attorney advised she received 14 responses to the RFP and she prepared a document for the Commissioners and County Counsel's review. Commission Attorney explained out of the 14 responses it was recommended that contracts would be issued to 12 of the firms. One of the firms responding is currently representing a defendant in a law suit brought by Camden County College; accordingly this firm cannot be included due to this conflict. Another firm, currently on the defense panel for the County proper, is located in Warren and due to the fact the majority of CCIC claims are workers compensation matters heard in Camden it is not practical to include this firm in the panel at this time as it would be too costly for the Commission. Commission Attorney advised the panel would handle worker compensation claims, special conflicts and general defense services. The County Proper would handle any liability claims. In response to Executive Director's inquiry, Commission Attorney advised there were 3 new firms, Parker McCay, GluckWalrath LLP and Naulty, Scaricamazza & McDevitt, LLC. In response, to Mr. Rosoff's question, Commission Attorney advised the rates fluctuated, some were flat and others were hourly. Commission Attorney reported she prepared Resolution 20-12, Authorizing Award of Contracts, which was distributed at the meeting and requested a motion to approve.

MOTION TO APPROVE RESOLUTION 20-12 AUTHORIZING AWARD OF CONTRACTS, PURSUANT TO A PUBLICLY ADVERTISED REQUEST FOR PROPOSALS, BY AND BETWEEN THE CAMDEN COUNTY INSURANCE FUND COMMISSION AND VARIOUS LAW FIRMS FOR INCLUSION IN DEFENSE PANEL AND FOR THE PROVISION OF SPECIAL/CONFLICTSCOUNSEL SERVICES

Motion: Commissioner Williams
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

CLAIM SERVICE: Comp Services advised they did not have anything to report.

SAFETY DIRECTOR: Ms. Hall advised their report was included in the agenda along with a copy of the training calendar for April and May 2012.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

CLOSED SESSION:

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

Motion: Commissioner Williams
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

ROLL CALL OF COMMISSIONERS:

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

MOTION TO RETURN TO OPEN SESSION

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 0 Nays

Commissioner Williams requested a motion to accept payment recommendation of the PARS which were presented in closed session. Commissioner Williams read a list of the PARS:

John Herman, \$43,516.00
Patricia Shute, \$173,581.00 (increase amount of \$64,581.00)
Robert Vesce, \$27,078.00
Thomas Mount, \$439,920.00

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR THE PARS READ BY COMMISSIONER WILLIAMS DISCUSSED IN CLOSED SESSION

Motion Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 0 Nays

Commissioner Williams requested a motion to approve settlement for Patricia Shute. Commission Attorney indicated this was for a claim petition representing 33 1/3% of partial total in the amount of \$74,200.00 plus cost of \$14,840.00 for a total of \$89,040.00. In response to Commissioner Wright's inquiry, Commission Attorney advised there was a payment authority approval; however, the settlement amount should be approved separately so Mr. Gregorio could settle.

MOTION TO APPROVE SETTLEMENT AUTHORIZATION FOR PATRICIA SHUTE CLAIM PETITION

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

Commission Attorney advised she would prepare the resolution and obtain the signatures once the case was settled.

Commissioner Williams advised the next meeting date was June 28, 2012. Executive Director indicated he would be on vacation and Mr. Kickham planned on attending the meeting in his place. Commission Attorney also advised she would be on vacation but would call into the meeting.

MOTION TO ADJOURN:

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	2 Ayes, 0 Nays

MEETING ADJOURNED: 2:55 PM

Minutes prepared by:
Cathy Dodd, Assisting Secretary