

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – May 29, 2014  
Camden County College Regional Emergency 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 <b>Joseph Hrubash</b>
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Claims Service	AmeriHealth Casualty Services <b>Denise Hall Huguette Atherton Paulette Kelly Steve Andrick</b>
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	Conner Strong & Buckelew <b>Michelle Leighton</b>
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CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	<b>Laura J. Paffenroth, Esq.</b>
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Treasurer

Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
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Auditor	Bowman & Company LLP
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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group <b>Jenna Quattrone</b>
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**ALSO PRESENT:**

Lou DiAngelo, Camden County  
Josh Friedman, Camden County Counsel  
Edward Hill, Camden County Board of Social Services  
Dave McCollum, Camden County Improvement Authority, *(via teleconference)*  
Karl McConnell, Camden County College *(via teleconference)*  
Larry Rosoff, Camden County Municipal Utility Authority, *(via teleconference)*  
Rachel Chwastek, PERMA Risk Management Services  
Brad Stokes, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF APRIL 24, 2014**

**MOTION TO APPROVE OPEN MINUTES OF APRIL 24, 2014**

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

**MOTION TO APPROVE CLOSED MINUTES OF APRIL 24, 2014**

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

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on May 21<sup>st</sup> where a variety of safety topics were discussed including seasonal training and safety compliance. A conversation was also held encouraging all department heads to inform their employees to wear the personal protective equipment, specifically safety compliance vests. The safety committee will meet again on June 18<sup>th</sup>.

**CLAIMS COMMITTEE:** Ms. Leighton advised the Claims Committee met on May 6<sup>th</sup> to review and discuss the PARS that would be presented during closed session. Ms. Leighton also advised claims department was working with the CEL Underwriters Office to start the process to collect the loss information for the renewal and were partnering with Hardenbergh Insurance Group on the Improvement Authority for their historical loss data and hoped to have initial loss information gathered by June 30<sup>th</sup>.

**EXECUTIVE DIRECTOR REPORT:**

Executive Director advised his report was included in the agenda and he had three action items along with several informational items.

**EXTRAORDINARY UNSPECIFIABLE SERVICES (EUS) STATEMENTS:** Executive Director advised that the excess insurance for the Department of Police Services County of Camden was purchased through the Camden County Insurance Commission. Executive Director referred to a copy of Resolution 31-14, Ratifying and Awarding the Purchase of Excess Insurances for

Department of Police Services County of Camden which was prepared by the Commission Attorney. Executive Director noted that included in the agenda were the required Certification of Extraordinary Unspecifiable Service (EUS) statements prepared by the Executive Director for the coverage that was bound as of January 1, 2014 for the Camden County Department of Police Services. Executive Director distributed a revised EUS statement for the Excess Automobile Liability coverage as the statement included in the agenda did not list the correct insurance company. Executive Director advised the correct company should read Genesis Insurance Company. Executive Director noted Resolution 31-14 included in the agenda had the correct information. Executive Director asked if anyone had questions and requested a motion to adopt Resolution 31-14.

**MOTION TO ADOPT RESOLUTION 31-14 AWARDDING THE PURCHASE OF EXCESS INSURANCES FOR DEPARTMENT OF POLICE SERVICES COUNTY OF CAMDEN**

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

**COMP SERVICES INC. NAME CHANGE:** Executive Director mentioned an announcement was received from Denise Hall of Comp Services, Inc. advising they had changed their name to AmeriHealth Casualty Services. Executive Director referred to a copy of Resolution 32-14 prepared by the Commission Attorney authorizing a contract amendment between the Camden County Insurance Commission and Comp Services Inc. due to the recent announcement of the name change. Executive Director asked if anyone had questions and requested a motion to adopt Resolution 32-14.

**MOTION TO APPROVE RESOLUTION 32-14 AUTHORIZING A CONTRACT AMENDMENT BY AND BETWEEN THE CAMDEN COUNTY INSURANCE COMMISSION AND COMP SERVICES, INC., DUE TO A NAME CHANGE**

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

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:** Executive Director reported on the Certificate of Insurance Report for the period 4/18/14 to 5/22/14. There were 7 certificates issued during this period.

**MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT**

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

**NJ EXCESS COUNTIES INSURANCE FUND (CELJIF):** Executive Director reported the CEL met on April 24, 2014 and at that meeting the Executive Director presented a potential new member, Ocean County. The Board of Commissioners adopted a Resolution to offer membership to Ocean County, which would be the ninth member. Executive Director advised

recently we were notified that Ocean County did pass a resolution to join the CEL as June 1, 2014 as a single member. The plan with Ocean County was to become a Commission, when the insurance policies for the affiliated entities renewed later in the year. Executive Director also reported at that meeting the CEL authorized the fund office to issue RFP's for the Third Party Administrator and the Actuary.

**CCIC FINANCIAL FAST TRACK:** Executive Director advised the March 2014 monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$7,407,940 as of March 31, 2014. Executive Director also referred to line 8 of the March report, "Investment in Joint Venture" and indicated \$1,723,466 was the CCIC's share of the CEL JIF equity. Executive Director advised there was an additional amount of surplus for March in the amount of \$371,000.

**NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the agenda included the Financial Fast Track for the NJ CEL for the months of March and April 2014. As of April 30, 2014 the CEL had a surplus of \$4,114,420.

**FINANCIAL DISCLOSURE FORM:** Executive Director reported the financial disclosure deadline was extended to June 13<sup>th</sup>. PERMA contacted the State of New Jersey to create accounts for each County Commission to develop the roster in order to obtain a PIN number for the Commissioners to file the statement. Executive Director reported that we have been advised by Christopher J. Vaz, Assistant Division Director, Department of Community Affairs/Division of Local Government Services, that DCA does not consider County Insurance Commissions JIFS and therefore should be filed as part of the County's roster. Executive Director advised he discussed the filings with the Commission Attorney and she agreed the Commissioners should file as officials through the County and the filings were not necessary for the CCIC.

**2014 PROPERTY & CASUALTY ASSESSMENTS:** Executive Director reported the second Property & Casualty Assessment payment was due on May 15, 2014 and payments should be sent to the Commissioner Treasurer, David McPeak.

**2014 NOTICE OF AWARD PUBLICATION:** Executive Director reported that PERMA had advertised the professional appointments for the Auditor and Actuary in the Commission's applicable newspapers.

**SAFETY NATIONAL ATTENTION & DISTRACTION DRIVER TRAINING:** Executive Director reported included in the agenda was a copy of a letter from Mr. Prince to Mr. DiAngelo regarding Safety National's Attention & Distraction Driver Training Course. Instructions on accessing the website were included in the letter. Executive Director advised the course was designed to improve driver behavior with respect to distracted driving. Mr. Prince encouraged the Commissioners to share this information with the County Safety Committee. Mr. Prince advised he encouraged all employees to take this course as it was provided at no additional cost.

**DEFENSE PANEL RFP:** Executive Director advised the Commission Attorney would provide an update on the Defense Panel RFP during her report.

Executive Director advised that concluded his report unless anyone had any questions.

Executive Director's Report Made Part of Minutes.

**TREASURER:**

**REPORT:** Commissioner Williams presented the May bill list, Resolution 33-14 in the amount of \$1,845,824.64. Commission Attorney advised Mr. McPeak did review the bill list prior to the meeting and he approved.

**MOTION TO APPROVE RESOLUTION 33-14 MAY BILL LIST IN THE AMOUNT OF \$1,845,824.64**

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

Executive Director noted the monthly treasurer reports were included in the agenda.

**ATTORNEY:** Commission Attorney reported she received proposals for the RFP for Special Conflicts and Counsel for the Defense Panel and prepared resolution 34-14 for this purpose. Commission Attorney advised she prepared a memo summarizing the responses and sent it to the Commissioners. Commission Attorney advised she received 17 proposals, 16 firms were being considered and the 17<sup>th</sup> did not provide a required form and therefore would not be considered. Commission Attorney noted there were two firms that were in the current pool (ending May 31, 2014) that did not submit a proposal.

**MOTION TO APPROVE RESOLUTION 34-14 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/CONFLICTS COUNSEL SERVICES**

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

**CLAIM SERVICE:** Ms. Hall advised a copy of the Medical Savings Report was included in the agenda. Ms. Hall reported the medical savings for the month of April was 45.89% for a net savings of \$51,391.29. Ms. Hall asked if there were any questions regarding the report. Ms. Hall mentioned that although they have new email addresses with the company name change, the previous email would automatically forward. Ms. Leighton asked if we continue to have high network penetration within the program and asked that next month the network penetration be included in the report.

**SAFETY DIRECTOR:** Mr. Prince reviewed the April – June 2014 Risk Control Activity Report which was included in the agenda. Mr. Prince also advised he conducted a Loss Control visit to the Camden County Police Department on April 10, 2014, and the report is included in the agenda. Mr. Prince advised the report identified deficiencies in the building and that the Camden County Police

Department Metro Division was currently working to correct them. Also, the Chairman of the Safety Committee and Mr. Prince plan to address the recruits of the class that will graduate from the Police Academy next week with the Risk Management for Police Officers Program. Mr. Prince will report back next month on the progress of that initiative. Mr. Prince advised that on May 15<sup>th</sup> they were able to provide the CCDPW employees with training on fire extinguisher and personal protective equipment at DPW Complex in Lindenwold. Mr. Prince then concluded his report and asked if there were any questions.

Correspondence Made Part of Minutes.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**MOTION TO OPEN MEETING TO PUBLIC**

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

Seeing no members of the public wishing to speak, Commissioner Williams asked for a motion to close the public comment portion of the meeting.

**MOTION TO CLOSE MEETING TO PUBLIC**

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

**CLOSED SESSION:** Commissioner Williams read Resolution 27-14, 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.

**MOTION TO APPROVE RESOLUTION 27-14 FOR CLOSED SESSION**

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

Commissioner Williams advised he would make a motion to approve the PARS/SARS discussed during closed session.

**MOTION TO APPROVE THE FOLLOWING PARS/SARS:**

CLAIM #	AMOUNT
1858	Additional amount of \$3,990.69 for a total of \$11,453.69.
1079	\$103,354.00.
1019	Additional amount of \$20,679.00 for a total of \$108,145.00.
1062	\$71,931.00.
0890	Additional amount of \$57,777.00 for a total of \$149,715.00.
1147	\$41,698.60.
1016	\$41,921.18.
1056	Additional amount of \$43,980.96 for a total of \$85,429.67.
0018	Additional amount of \$14,744.24 for a total of \$46,181.15.
0731	Settlement of \$23,328.00.
1348	Settlement of \$32,725.00.
8000	Settlement of \$22,000.00.
0781	Settlement of \$16,394.40.

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

Commissioner Williams advised the next meeting was scheduled for Thursday, June 26, 2014 at 2:00 PM.

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 2:49PM**

Minutes prepared by: Cathy Dodd, Assisting Secretary