

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – September 26, 2013
Camden County College Regional Emergency 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	Excused

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	Comp Services, Inc. Huguette Atherton Glenn Giveans Steve Andrick
CEL Underwriting Manager	Conner Strong & Buckelew Michelle Leighton
Attorney	Conner Strong & Buckelew Laura J. Paffenroth, Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Auditor	Bowman & Company LLP
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group Bonnie Rick (<i>via teleconference</i>)

ALSO PRESENT:

Lou DiAngelo, Camden County
Josh Friedman, Camden County Counsel
Howard Goldberg, Camden County Counsel
Dave Luthman, Pollution Control Finance Authority of Camden County *(via teleconference)*
Dave McCollum, Camden County Improvement Authority *(via teleconference)*
Sunil Marwaha, Camden County Health Services Center
Larry Rosoff, Camden County Municipal Authority *(via teleconference)*
James Kickham, PERMA Risk Management Services
Brad Stokes, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JULY 25, 2013

MOTION TO APPROVE OPEN MINUTES OF JULY 25, 2013

Motion: Commissioner Wright
Second: Chairman Angilella
Vote: 2 Ayes, 0 Nays

MOTION TO APPROVE CLOSED MINUTES OF JULY 25, 2013

Motion: Commissioner Wright
Second: Chairman Angilella
Vote: 2 Ayes, 0 Nays

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee met on September 18th and was well attended. The next meeting was scheduled for October 16, 2013.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on August 6th and September 3, 2013 to review and discuss the PARS that would be presented during closed session. Ms. Leighton also reminded the Commission the New Jersey CEL was hosting the Joint Insurance Claims Committees Best Practices Workshop on October 1, 2013. Ms. Leighton advised the workshop would be held at the Conner Strong & Buckelew office in Marlton and registration would start at 8:30. Ms. Leighton advised the RSVP date was September 27th so there was still time to respond and was looking forward to everyone’s participation.

EXECUTIVE DIRECTOR REPORT:

Executive Director advised he had one action item for his report today.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 7/22/13 to 9/15/13. There were 14 certificates issued during this period.

MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CELJIF did not meet in July or August so there was no report in the agenda. Executive Director indicated the CELJIF did meet prior to the Camden meeting and at that time the CEL Executive Director reported it was anticipated that the CEL budget would reflect an increase ranging from 2 and 4%. Executive Director advised the CEL would introduce their budget at its November 7th meeting. Executive Director also noted Mercer and Cape May Counties would be presented with proposals shortly with a potential effective date of 1/1/14. Executive Director advised the CEL Underwriting Manager reported the property carrier, Zurich Insurance Company, was changing their policy form to the “Edge” form on the 2014 renewal which would clarify certain areas of coverage.

CCIC FINANCIAL FAST TRACK: Executive Director advised the June and July monthly Financial Fast Tracks were included in the agenda and he would focus on the July report. The Commission had a surplus of \$3,749,959 as of July 31, 2013. Executive Director also referred to line 7 of the July report, “Investment in Joint Venture” and indicated \$1,470,411 of the surplus was the CCIC’s share of the CEL JIF equity.

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 June and July. As of July 31, 2013 the CEL had a surplus of \$3,164,666.

ON LINE DRIVER TRAINING COURSES: Executive Director advised there was a request from Mr. DiAngelo on behalf of the Commission to consider setting funds aside to pay for an on line course for driving training. Executive Director explained the member employees were attending this training in person and there would be advantages and a cost savings to offer on line training. Executive Director referred to a copy of a letter from Mr. McHale which was included in the agenda advising SafetyService.com could offer an online course for \$30.00 per usage. The cost to the Commission would be \$3,000 for 100 users. Executive Director noted this expense could be allocated against the miscellaneous and contingency account. After a brief discussion it was agreed the Commission would draft a check to SafetyService.com for the Online Driving Training Courses in the amount of \$3,000.

2013 PROPERTY & CASUALTY ASSESSMENTS DUE SEPTEMBER 15, 2013: Executive Director advised the final assessment payment was due on September 15, 2013. Executive Director noted the Treasurer advised the County was issuing their check on September 27th and he received payment from all of the member entities except the Camden County Improvement Authority and the Camden County Pollution Control Financing Authority.

2014 PROPERTY & CASUALTY BUDGET PROCESS: Executive Director reported the 2014 property and casualty budget would be introduced at the November meeting. Executive Director advised the actuary was preparing the claim fund projection and the CEL Underwriting Manager was in the process of negotiating and developing the renewals.

2014 RENEWAL APPLICATIONS AND UPDATE EXPOSURE INFORMATION: Executive Director reported the CEL Underwriting Manager advised there were still some members that had not completed their renewal applications and updated their exposure information. Executive Director reminded the Commission the budget was reliant on this information and asked everyone to complete the applications as soon as possible.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICES WORKSHOP: Executive Director advised Ms. Leighton spoke about the Workshop during the Claims Committee report and asked if anyone had any further questions.

2013 COMMISSION MEETING SCHEDULE: Executive Director reminded the Commission there was no meeting in October. Executive Director noted the next Commission meeting would be on Thursday, November 7, 2013 at 10:00 AM. The December meeting is scheduled for Thursday, December 12, 2013 at 2:00 PM.

CAMDEN COUNTY DEPARTMENT OF POLICE SERVICES: Executive Director advised the agenda included an article from the Wall Street Journal regarding the Camden County Police.

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Chairman Angilella presented the August Confirmation of Payment Bill List and the September Bill List which were included in the agenda. Ms. Dodd advised the bill lists were previously sent to Mr. McPeak for his review. Executive Director advised the monthly Treasurer's report was also included in the agenda.

MOTION TO APPROVE RESOLUTION 42-13 CONFIRMATION OF AUGUST BILL LIST IN THE AMOUNT OF \$44,798.49 AND RESOLUTION 43-13 SEPTEMBER BILL LIST IN THE AMOUNT OF \$44,799.81

Motion:	Commissioner Wright
Second:	Chairman Angilella
Vote:	2 Ayes, 0 Nays

ATTORNEY: Commission Attorney advised she did not have anything to report.

CLAIM SERVICE: Ms. Atherton referred to the July Medical Savings Report which was included in the agenda. Ms. Atherton noted the total amount of savings for all of the entities was \$96,202.41 a savings of 49.52%. Ms. Atherton also referred to the August Medical Savings report and advised the total amount of savings for all of the entities was \$109,494.61, a 54.69 % savings.

Mr. Giveans distributed a Contact List to the Commission and advised his office recently had a change in staffing. Mr. Giveans advised effective October 7th, Ms. Paulette Kelly would work with

Ms. Atherton on the worker compensation claims. Mr. Giveans introduced Mr. Stephen Andrick and advised he would service any liability claims.

SAFETY DIRECTOR: Mr. Prince reviewed the July – September 2013 Risk Control Activity Report which was included in the agenda along with the Training Calendar. Mr. Prince also noted there were several training sessions presented on Surviving Shiftwork. Mr. Prince advised he and Mr. DiAngelo were developing a Risk Management Resource Program for the Police Academy. Mr. Prince advised the program addressed relevant issues that historically develop into claims. Mr. Prince gave a copy to the Commission Attorney for her review. Mr. DiAngelo advised the Department of Public Works attended the NJUA Safety Expo on September 20, 2013 at the Camden County College Regional Emergency Training Center. Mr. DiAngelo expressed his appreciation to Mr. Prince and J.A. Montgomery for the coordinating the training sessions.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved:	Commissioner Wright
Second:	Chairman Angilella
Vote:	2 Ayes, 0 Nays

Seeing no members of the public wishing to speak Chairman Angilella asked for a motion to close the public comment portion of the meeting.

MOTION TO CLOSE MEETING TO PUBLIC

Moved:	Commissioner Wright
Second:	Chairman Angilella
Vote:	2 Ayes, 0 Nays

CLOSED SESSION: Chairman Angilella read Resolution 44-13, 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 44-13 FOR CLOSED SESSION

Moved:	Chairman Angilella
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

ROLL CALL OF COMMISSIONERS:

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

MOTION TO RETURN TO OPEN SESSION

Motion Chairman Angilella
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

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

MOTION TO APPROVE THE FOLLOWING PARS/SARS:

Claim #	Amount
1562	\$36,000
3894	\$105,759.20
3928	\$62,363
947	\$90,935.96
2806	\$50,567
866	\$37,127
3886	\$57,392
904	\$62,672
1771	not to exceed \$79,000
3924	\$62,672
852	\$78,450.56
554	\$41,386
919	\$64,479
315	\$67,929.60
6359	\$7,500

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

Chairman Angilella noted Claim # 1580 was for informational purposes only and therefore not included in his motion.

Chairman Angilella advised the next meeting was scheduled for Thursday, November 7, 2013 at 10:.00 AM

MOTION TO ADJOURN:

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: 2 Ayes, 0 Nays

MEETING ADJOURNED: 3:07 PM
Minutes prepared by: Cathy Dodd, Assisting Secretary