

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – September 24, 2015
CAMDEN COUNTY COLLEGE REGIONAL
EMERGENCY TRAINING CENTER
BOARD ROOM
420 WOODBURY-TURNERSVILLE ROAD 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 Bradford C. Stokes
Claims Service	AmeriHealth Casualty Services Denise Hall Steve Andrick Paulette Kelly Huguette Atherton (via teleconference) Jacqueline Lindsay (via teleconference)
	Conner Strong & Buckelew Michelle Leighton
CEL Underwriting Manager	Conner Strong & Buckelew
Attorney	Laura J. Paffenroth, Esq.
Treasurer	David McPeak
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Auditor	Bowman & Company LLP
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group

ALSO PRESENT:

Lou DiAngelo, Camden County
Sharon Faber, Camden County Board of Social Services
Robert Cornforth, Camden County Municipal Utility Authority
Joseph Hrubash, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JULY 23, 2015

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JULY 23, 2015

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on September 23rd and discussed a variety of topics, and is scheduled to meet again on October 21st. Mr. Prince advised at the last meeting they had a very informative presentation from the OEM Coordinator of Camden County to disseminate information to the department heads of the plans for safety during the papal visit. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on August 4th and September 3rd, and reviewed the claims that would be presented during closed session. Ms. Leighton advised the Best Practices Workshop, a robust program focusing on past successes, future initiatives, managing risks in jails, building a relationship with your third party advisor and cyber liability, would be held on October 6th. Ms. Leighton asked if there were any questions and then concluded her report.

EXECUTIVE DIRECTOR REPORT:

CERTIFICATE OF INSURANCE ISSUANCE REPORT – Executive Director reported included in the agenda was the certificate of insurance issuance reports from the CEL listing those certificates issued for the period of 7/17/15 to 9/17/15. There were 15 certificate of insurances issued during this period.

MOTION TO APPROVE THE 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

CEL met prior to the Commission Meeting. The Executive Director provided a verbal summary of the meeting. The CEL is scheduled to meet again on October 22, 2015 at 1:00 PM.

CCIC FINANCIAL FAST TRACK – Included in the agenda was a copy of the Financial Fast Track Report for the months of June & July. As of July 31, 2015 the report reflected the Commission had a surplus of \$10,208,850. “Investment in Joint Venture” is the Camden County Insurance Commission’s share of the equity in the CEL. CCIC’s current equity in the CEL is \$1,988,366.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Executive Director advised included in the agenda was a copy of the CEL Financial Fast Track Report for the month of June & July. As of July 31, 2015 the Fund has a surplus of \$5,345,387.

CLAIMS TRACKING REPORT – Executive Director reported included in the agenda was the Claims Activity Report as of August 31, 2015. The Claims Activity Report monitors open and closed claims each month. The Executive Director reviewed the report with the Commission.

2015 PROPERTY & CASUALTY ASSESSMENTS – Executive Director reported the third and final assessment payments for 2015 were due on September 15, 2015. The statement of accounts was e-mailed on August 28, 2015 to the member entities. The statement included a credit for the reconciliation of the 2015 Ancillary coverages. The policy premiums for the Ancillary coverages came in less than the 2015 budget amounts. Payments can be made to the Camden County Insurance Commission and sent to the Treasurer, David McPeak. Mr. McPeak advised all payments had been received.

2016 RENEWAL APPLICATIONS AND UPDATED EXPOSURE INFORMATION – Executive Director advised the 2016 Property and Casualty Budget is reliant on a number of factors including updated renewal applications and exposure data. As of the meeting there were still some members who have not completed their renewal applications and updated their exposure information. It is imperative that this information be forwarded as soon as possible otherwise it will hold up the budgeting process.

NJCEJIF Membership – Executive Director advised the Camden County’s 3 year membership in the CEL JIF is expiring. The CEL had mailed out the applicable resolution to the County Administrator for execution. Ms. Paffenroth had advised the County will list this for the October Freeholder meeting.

ENTITY MEMBERSHIP IN THE INSURANCE COMMISSION – Executive Director advised the three year membership for the Camden County Insurance Commission is also due to expire. The Executive Director will be mailing the applicable Indemnity and Trust Agreement to the member entities for execution. Each member entity will need to pass a resolution authorizing its participation in the Camden County Insurance Commission.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – Joint Insurance Claims Committees Best Practices Workshop – The Executive Director reminded the Commission the fourth annual Joint Insurance Claims Committees Best Practices Workshop will be held Tuesday, October 6, 2015. The Workshop will be held at the Conner Strong & Buckelew office in Marlton, NJ. A copy of the agenda for the workshop was included in the agenda. An e-mail invitation was sent on September 18, 2015. If you are interested in attending please contact Eileen Haines at ehaines@connerstrong.com, 856-552-6804. Lunch will be provided at a fair market price per person

for those attendees who wish to pay for their lunch. The price for lunch per person will be made available in advance of the Workshop.

2014 AUDIT – The Executive Director reminded the Commission the audit had been approved at last month’s Commission meeting, and had copies available of both the audit and the management letter.

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

Executive Director's Report Made Part of Minutes.

TREASURER: Mr. McPeak reported the August and September Bill list was reviewed and was in order.

MOTION TO APPROVE RESOLUTION 43-15 AUGUST BILL LIST IN THE AMOUNT OF \$59,825.16

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

MOTION TO APPROVE RESOLUTION 44-15 SEPTEMBER BILL LIST IN THE AMOUNT OF \$2,039,962.15

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

The monthly Treasurer’s report was also included in the agenda.

ATTORNEY: Nothing to report.

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for the month of August which was included in the agenda. Ms. Hall advised the total billed for the month of August was \$179,514.94 and the total paid was \$92,098.49 with a savings of \$48,642.17 or 34.56%. Ms. Hall advised the net savings was \$38,913.74 and network utilization was 93.40%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the July – September 2015 Risk Control Activity Report which was included in the agenda. Mr. Prince had one additional item, the Camden County Police Academy requested the Risk Management For Police Officers Presentation again, and were able to accommodate, the presentation is scheduled for November. Mr. Prince asked if there were any questions and then concluded his report.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO OPEN MEETING TO PUBLIC

Motion: Chairman Angilella
Second: Commissioner Wright
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

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

CLOSED SESSION: Chairman Angilella read Resolution 45-15, 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 45-15 FOR CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

Chairman Angilella made a motion to approve the PARS/SARS discussed during closed session.

MOTION TO APPROVE THE FOLLOWING PARS/SARS

CLAIM #	AMOUNT
1366	\$ 27,081.33
1411	\$110,283.57
1434	\$ 42,322.00
1232	\$ 83,452.00
0740	\$ 99,129.00
0682	\$ 45,531.00
1436	\$ 95,169.00
3915	\$ 88,271.00
1360	\$ 26,564.22
6243	\$ 40,000.00
3083	\$ 51,549.00
0263	\$ 14,143.97
0099	\$ 24,915.66
0056	\$ 86,749.40

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

Chairman Angilella advised the next meeting was scheduled for Thursday, October 22, 2015 at 2:00 PM.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 3:13 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary