

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – September 22, 2016  
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 G. 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	Absent

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Bradford C. Stokes</b>
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Claims Service	AmeriHealth Casualty Services <b>Denise Hall</b> <b>Steve Andrick</b> <b>Jaclyn Lindsey</b> ( <i>via teleconference</i> ) <b>Paulette Kelly</b> ( <i>via teleconference</i> ) <b>Huguette Atherton</b>
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	Conner Strong & Buckelew <b>Danielle Batchelor</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 <b>Dennis Skakowski</b>
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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group
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**ALSO PRESENT:**

Robert Cornforth, Camden County Municipal Utility Authority  
Lou DiAngelo, Camden County  
Edward H. Hill, Esq., Camden County Board of Social Services  
Karl McConnell, Esq. Camden County College (*via teleconference*)  
Joseph P. Hrubash, PERMA Risk Management Services  
Rachel Chwastek, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JULY 28, 2016**

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: Unanimous

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on September 21<sup>st</sup>. Mr. Prince reported several topics were discussed including training for work zone safety. Gloucester County is hosting a class on 10/6/2016, and Camden County Public Works employees are invited to attend. Mr. Prince asked if there were any questions and then concluded his report.

**CLAIMS COMMITTEE:** Ms. Batchelor advised the claims committee met on September 6<sup>th</sup> and there were 20 PARS for review in closed session. Ms. Batchelor asked if there were any questions and then concluded her report.

**EXECUTIVE DIRECTOR REPORT:**

**2015 Audit Report as of December 31, 2015** –At last months meeting, Jim Miles of Bowman & Company, LLP presented the draft 2015 audit. There have been no changes since that report. We will be seeking approval of the Audit from the Commissioners at the meeting. Included in the agenda was Resolution 38-16, Certification of Annual Audit Report for Period ending December 31, 2015 along with the Group Affidavit Form.

**MOTION TO APPROVE RESOLUTION 38-16 CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2015**

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: Unanimous

**Certificate of Insurance Issuance Report** – Included in the agenda was the certificate of insurance issuance reports from the CEL listing those certificates issued for the period of 7/22/16 to 9/16/16. There were 15 certificate of insurances issued during this period.

## MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Motion: Commissioner Wright  
Second: Chairman Angilella  
Vote: Unanimous

**NJ Excess Counties Insurance Fund (CELJIF)** – The CEL met prior to the Commission Meeting. The Executive Director provided a verbal summary of the meeting. The CEL was scheduled to meet again on October 27, 2016 at 1:00 PM.

**CCIC Financial Fast Track** – Included in the agenda on page 12-13 is a copy of the Financial Fast Track Reports for the months of June and July. As of July 31, 2016, the report indicates the Commission has a surplus of \$12,311,174. Line 10 of the report, “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 \$2,028,216.

**NJ CEL Property and Casualty Financial Fast Track** - Included in the agenda are copies of the NJ CEL Financial Fast Track Reports for the months of June and July. As of July 31, 2016, the report indicates the Fund has a surplus of \$6,196,031.

**Claims Tracking Report** – Included in the agenda was the Claims Activity Report as of July 31, 2016. The Claims Activity Report monitors open and closed claims each month. The Executive Director will review the report with the Commission.

**2016 Property & Casualty Assessments** – The third and final assessment payments for 2016 were due on September 15, 2016. The statement of accounts was e-mailed on August 29, 2016 to the member entitles. If you have not made your payment please make your check payable to the Camden County Insurance Commission and send to the Treasurer, David McPeak.

**2017 Renewal Application and Updated Exposure Information** – The 2017 property and casualty budget is reliant on several factors including updated renewal applications and exposure data. If you have not returned your information we ask that you submit as soon as possible.

**Cybersecurity Considerations for Municipalities and Counties Seminar** – The Camden County Insurance Commission & the Camden County Municipal Joint Insurance Fund is presenting a seminar on Cyber-Security on October 4th and 11th. The guest speaker will be Marc Pfeiffer, Assistant Director, Bloustein Local Government Research Center, Rutgers University. Included in the agenda was a copy of the pertinent information and registration form.

**New Jersey Counties Excess Joint Insurance Fund – Joint Insurance Claims Committees Best Practices Workshop** – The fifth annual Joint Insurance Claims Committees Best Practices Workshop is scheduled for Wednesday, November 2, 2016 at the Conner Strong & Buckelew office in Marlton, NJ. We ask that you hold the date for the Workshop and watch for the e-mail invitation.

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

Executive Director's Report Made Part of Minutes.

**TREASURER:** Chairman Angilella advised the July Supplemental Bill List, August Bill List and September Bill List had been reviewed.

**MOTION TO APPROVE RESOLUTION 42-16 JULY SUPPLEMENTAL BILL LIST IN THE AMOUNT OF \$1,520.00, RESOLUTION 43-16 AUGUST SUPPLEMENTAL BILL LIST IN THE AMOUNT OF \$74,965.08 AND RESOLUTION 44-16 SEPTEMBER SUPPLEMENTAL BILL LIST IN THE AMOUNT OF \$138,999.32**

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: Unanimous

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

**ATTORNEY: NO 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 \$194,261.77 and the total paid was \$89,249.21 with a savings of \$94,079.90 or 51.32%. Ms. Hall advised the net savings was \$75,263.92 and network utilization was 97.80%. Ms. Hall advised that concluded her report unless anyone had any questions.

**SAFETY DIRECTOR:** Mr. Prince reviewed the July – October 2016 Risk Control Activity Report which was included in the agenda. Appendix II included a Loss Control Visit with the Camden County Fitness Center at City Hall on July 19<sup>th</sup>. 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: Unanimous

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

**MOTION TO CLOSE MEETING TO PUBLIC**

Motion: Commissioner Wright  
Second: Chairman Angilella  
Vote: Unanimous

**CLOSED SESSION:** Chairman Angilella read Resolution 45-16, 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 45-16 FOR CLOSED SESSION**

Motion: Chairman Angilella  
 Second: Commissioner Wright  
 Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion: Chairman Angilella  
 Second: Commissioner Wright  
 Vote: Unanimous

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

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

CLAIM #	AMOUNT
<b>8/10/2016</b>	
0906	\$ 54,984.00
1584	\$ 72,738.80
1609	\$ 48,609.60
1598	\$ 72,674.00
1271	\$ 49,424.11
1132	\$ 38,951.86
1016	\$ 53,581.18
1137	\$ 47,490.00
1603	\$ 300,000.00
0085	\$ 128,998.32
0228	\$ 50,550.00
8422	\$ 128,416.00
0345	\$ 184,314.00
0414	\$ 61,674.60
<b>9/7/2016</b>	
1620	\$ 84,964.00
1499	\$ 44,452.00
0412	\$ 125,149.00
0389	\$ 59,610.93
0215	\$ 116,020.00
4645	\$ 22,685.00

Motion: Chairman Angilella  
 Second: Commissioner Wright  
 Vote: Unanimous

Chairman Angilella advised the next meeting was scheduled for Thursday, October 27, 2016 at 2:00 PM.

**MOTION TO ADJOURN:**

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

**MEETING ADJOURNED: 3:16 PM**

Minutes prepared by: Rachel Chwastek, Assisting Secretary