

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – February 23, 2017
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 Anna Marie Wright. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Absent
Anna Marie Wright	Present
Steve Williams	Present (<i>via teleconference</i>)

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford C. Stokes
Claims Service	AmeriHealth Casualty Services Denise Hall Steve Andrick Huguette Atherton Paulette Kelly (<i>via teleconference</i>) Jaclyn Lindsey (<i>via teleconference</i>)
	Conner Strong & Buckelew Michelle Leighton Gregory Hunt
CEL Underwriting Manager	Conner Strong & Buckelew Edward Cooney
Attorney	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 Christina Violetti , (<i>via teleconference</i>)

ALSO PRESENT:

Lou DiAngelo, Camden County
Edward H. Hill, Camden County Board of Social Services
Christina Violetti, Hardenbergh Insurance Group
Joseph Hrubash, PERMA Risk Management Services
Karen Read, PERMA Risk Management Services
Robyn Walcoff, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF DECEMBER 8, 2016

TABLED UNTIL MARCH'S MEETING

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JANUARY 26, 2017

TABLED UNTIL MARCH'S MEETING

CORRESPONDENCE: None

Executive Director advised this was the Re-Organization meeting of the Commission and he would act as the Chair until Officers were elected. Executive Director advised the first order of business would be to accept nominations for the position of Chairman and Vice Chairman.

ELECTION OF CHAIRMAN & VICE CHAIRMAN:

Commissioner Wright advised she would like to nominate Ross Angilella as Chairman. Executive Director asked if there were any other nominations and if not, requested a motion to close the nominations.

MOTION TO CLOSE THE NOMINATIONS FOR CHAIRMAN

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

MOTION TO NOMINATE ROSS ANGILELLA FOR CHAIRMAN OF THE CAMDEN COUNTY INSURANCE COMMISSION

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

Executive Director requested nominations for the Vice Chairman. Commissioner Wright made a motion to nominate Steve Williams as the Vice Chairman of the Commission.

MOTION TO CLOSE THE NOMINATIONS FOR VICE CHAIRMAN

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

MOTION TO NOMINATE STEVE WILLIAMS FOR VICE CHAIRMAN OF THE CAMDEN COUNTY INSURANCE COMMISSION

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

Mr. Williams requested that Ms. Wright chair the meeting as he was participating telephonically.

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on February 15th. The Committee discussed a variety of topics including mandatory PEOSH reporting regarding record keeping. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton advised the claims committee met on February 7th and there were several PARS for review in closed session. Ms. Leighton asked if there were any questions and then concluded her report.

EXECUTIVE DIRECTOR REPORT:

Reorganization Resolutions – As we do annually the CCIC is required to reorganize at the February Executive Committee meeting to be effective March 1st as per the Commission By Laws. Listed below are the necessary Reorganization Resolutions prepared by the Commission Attorney, which were included in the agenda.

MOTION TO APPROVE REORGANIZATION RESOLUTIONS NUMBER 6-17 THROUGH 15-17

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

Extension of National Casualty Company Policy – Included in the agenda was Resolution 16-17, Ratifying and Authorizing Purchase of Excess Insurances for Camden County Department of Police Services prepared by the Commission Attorney. The National Casualty Company policy was extended for the period of January 1, 2017 through January 31, 2017 while negotiating the 2017 renewal.

MOTION TO APPROVE RESOLUTION 16-17 RATIFYING AND AUTHORIZING PURCHASE OF EXCESS INSURANCES FOR THE CAMDEN COUNTY DEPARTMENT OF POLICE SERVICES

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

Extraordinary Unspecifiable Services (EUS Statements) – Included in the agenda were copies of the Certification of Extraordinary Unspecifiable Services for the replacement policies of the Camden County Department of Police Services Excess Liability Insurance for the period of 1/31/17 to 1/1/18. As noted above National Casualty Company extended the expiration date of their policy to 1/31/17 so there was no lapse in coverage. Included in the agenda was Resolution 17-17

Authorizing Purchase of Excess Insurances for the Camden County Department of Police Services. The Resolution was prepared by the Commission Attorney.

MOTION TO APPROVE RESOLUTION 17-17 AUTHORIZING PURCHASE OF EXCESS INSURANCES FOR THE CAMDEN COUNTY DEPARTMENT OF POLICE SERVICES

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

Revised Risk Management Plan – The Risk Management Plan was amended to reflect the new insurance carriers for the Excess Liability Insurance coverage for the Camden County Department of Police Services. Included in the agenda were the pertinent pages of the plan with the changes which are highlighted in yellow. The new insurance carriers are Hallmark Specialty Insurance Company, Genesis Insurance Company and QBE Insurance Corporation.

MOTION TO APPROVE RESOLUTION 18-17 REVISED RISK MANAGEMENT PLAN

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

2017 Actuary Request for Price Quotes – The Fund Office solicited quotations for the services of an Actuary for 2017. There were two vendors that provided a quotation. The responses received were from the current Actuary, The Actuarial Advantage, Inc., and SGRISK Actuaries Consultants. Copies of the responses were previously sent to the Commission Attorney, Commissioners, and Commission Treasurer for their review. Included in the agenda was a summary of the fees. A brief discussion was held and Actuarial Advantage was the recommended firm to service the Commission.

MOTION TO AWARD A CONTRACT TO ACTUARIAL ADVANTAGE, INC. FOR ACTUARIAL SERVICES FOR 2017 IN THE AMOUNT OF \$15,939.00

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

2017 Auditor Request for Price Quotes – The Fund Office solicited quotations for the services of an Auditor for 2017. There was only one response received from our current vendor Bowman & Company, LLP. The proposed quote for audit services will not exceed \$13,900 for the year ending December 31, 2017, which is within the budget amount. A copy of the response will be available for review at the meeting.

MOTION TO AWARD A CONTRACT TO BOWMAN & COMPANY, LLP FOR AUDITOR SERVICES FOR 2017 IN THE AMOUNT OF \$13,900.00

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

Certificate of Insurance Issuance Report – Included in the agenda was the certificate of issuance report from the CEL listing the 2017 renewal certificates and certificates issued for the period of 1/1/17 to 1/31/17. There were 218 certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ Excess Counties Insurance Fund (CELJIF) – The Board of Fund Commissioners held a special meeting on January 25, 2017 to review two Settlement Authority Requests. No other Fund business was discussed and this is being provided as information only. The CEL’s Reorganization meeting was held prior to the Commission meeting. Executive Director will provide a verbal update of the meeting and a summary report will be included in the next agenda. The CEL is scheduled to meet again on April 27, 2017.

CCIC Financial Fast Track – Included in the agenda was a copy of the Financial Fast Track Report as of December 31, 2016. The report indicates the Commission has a surplus of \$14,091,135. 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 \$2,592,564.

NJ CEL Property and Casualty Financial Fast Track - Included in the agenda was a copy of the NJ CEL Financial Fast Track Report as of December 31, 2016. The report indicates the Fund has a surplus of \$8,316,421.

Claims Tracking Report – Included in the agenda was the Claims Activity Report as of January 31, 2017. The Claims Activity monitors open and closed claims each month. The Executive Director will review the report with the Commission.

2017 Property & Casualty Assessments – In accordance with the Commission’s By Law’s, the property and casualty assessment bills were mailed to the member entities via certified mail and e-mail. The assessment bills included a CEL dividend credit for the 2010 & 2011 Fund Years. The first installment will be due on March 15, 2017. Future assessment bills will be due on May 15, 2017 and September 15, 2017.

2017 Excess Insurance and Ancillary Coverage Policies - The CEL renewal policies will again be available electronically through the Conner Strong & Buckelew secure website for those authorized representatives who were designated by their respective member entity. In addition to this, certain Commission professionals are granted access. The CEL Underwriting Manager is in the process of reviewing the policies and will release an e-mail with instructions to access the website when the policies are available. The limit/retention schematics and Plan of Risk Management will also be available on this website. The policies are expected to be available by 4/1/17.

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

Executive Director's Report Made Part of Minutes.

TREASURER: Commissioner Wright advised the Bill’s List and Treasurer’s Report was included in agenda.

MOTION TO APPROVE RESOLUTION 19-17 FEBRUARY BILL LIST IN THE AMOUNT OF \$3,191,668.29

Motion: Commissioner Wright
Second: Commissioner Williams
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 January which was included in the agenda. Ms. Hall advised the total billed for the month of January was \$301,129.50 and the total paid was \$163,306.71 with a savings of \$135,955.25 or 45.43%. Ms. Hall advised the net savings was \$108,764.20 and network utilization was 99.50%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the January – February 2017 Risk Control Activity Report which was included in the agenda. Included in the agenda was a flyer for “Career Survival for First Line Supervisors” presented by Keith Hummel. This training is for recently promoted supervisors, of which the County has 24. The Safety Director recommended the Commission authorize two classes, at a rate of \$425 per session.

The Executive Director advised he planned to request the Camden Municipal JIF to also authorize two sessions and then the Commission and JIF can share the class availability.

MOTION TO AUTHORIZE TWO SESSIONS OF “CAREER SURVIVAL FOR FIRST LINE SUPERVISORS” AT A RATE OF \$425 A SESSION

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

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: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

Seeing no members of the public wishing to speak Commissioner Wright moved a motion to close the public comment portion of the meeting.

MOTION TO CLOSE MEETING TO PUBLIC

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

CLOSED SESSION: Commissioner Wright read Resolution 20-17, 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 20-17 FOR CLOSED SESSION

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

Commissioner Wright made a motion to approve the PARS/SARS discussed during closed session.

MOTION TO APPROVE THE FOLLOWING PARS/SARS

<u>CLAIM #</u>	<u>AMOUNT</u>
1276	\$ 78,383.31
1094	\$ 77,180.00
1620	\$ 157,827.31
1738	\$ 50,723.52
1507	\$ 95,719.00
1747	\$ 54,184.90
3836	\$ 80,000.00
0464	\$ 51,809.58

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

Ms. Wright advised the next meeting is scheduled for Thursday, March 23, 2017 at 2:00 PM.

MOTION TO ADJOURN:

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

MEETING ADJOURNED: 2:43 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary