

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – January 26, 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 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>
Claims Service	AmeriHealth Casualty Services <b>Denise Hall</b> <b>Steve Andrick</b> <b>Huguette Atherton</b> <b>Jaclyn Lindsey (via teleconference)</b>
	Conner Strong & Buckelew <b>Michelle Leighton</b>
CEL Underwriting Manager	Conner Strong & Buckelew <b>Edward Cooney</b>
Attorney	<b>Laura J. Paffenroth, Esq.</b>
Treasurer	<b>David McPeak</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
Auditor	Bowman & Company LLP
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group <b>Christina Violetti (via teleconference)</b>

**ALSO PRESENT:**

Lou DiAngelo, Camden County

Robert Cornforth, Camden County MUA  
Karl McConnell, Camden County (via teleconference)  
Edward H. Hill, Camden County Board of Social Services  
William Cook, Brown and Connery (via teleconference)  
Cathy Dodd, PERMA Risk Management Services  
Rachel Chwastek, PERMA Risk Management Services

**APPROVAL OF DECEMBER 8, 2016 MINUTES TABLED UNTIL FEBRUARY**

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on January 18<sup>th</sup>. The Committee discussed a variety of issues including motor vehicle record checks on all employees that operate county vehicles and a safety director's bulletin on 300A logs and their submission. Mr. Prince asked if there were any questions and then concluded his report.

**CLAIMS COMMITTEE:** Ms. Leighton advised the claims committee met on January 3<sup>rd</sup> 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:**

**2017 Property & Casualty Budget Introduction** – At the December 8<sup>th</sup> meeting the 2017 Property & Casualty Budget was introduced. In accordance with regulations, the budget was advertised in the Commission's official newspaper. The budget has not changed since it was introduced. The Public hearing for the budget will be held at this meeting.

**MOTION TO OPEN THE PUBLIC HEARING OF THE 2017 BUDGET**

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

A copy of the budget in the amount of \$16,753,318 was included in the agenda along with the assessments. The Executive Director discussed the budget with the Commission. The assessments are due on 3/15/17 (40%), 5/15/17 (30%) and 10/15/17, (30%).

**MOTION TO CLOSE THE PUBLIC HEARING OF THE 2017 BUDGET**

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

**MOTION TO ADOPT THE PUBLIC HEARING OF THE 2017 BUDGET AND CERTIFY ANNUAL ASSESSMENTS**

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

**CEL Dividend** – As was discussed last month the CEL declared a dividend for the 2010 & 2011 Fund Years. The Camden County Insurance Commission’s share is \$88,409. Each member entity has the choice of receiving its dividend in the form of a check or credit on their assessment bill. The Fund office sent a letter to the member entities for their choice. If the letter is not returned by February 3, 2017 their portion of the dividend will show as a credit on the 2017 Assessment billing.

**Extraordinary Unspecifiable Services (EUS) Statements** – Included in the agenda was the required Certification of Extraordinary Unspecifiable Services for coverages effective January 1, 2017 for the Camden County Department of Police Services. Also included was Resolution 1-17 awarding the Purchase of Excess Insurances for the Department of Police Services. The Resolution was reviewed by the Commission Attorney.

**MOTION TO APPROVE RESOLUTION 1-17 AWARDING THE PURCHASE OF EXCESS INSURANCE FOR THE DEPARTMENT OF POLICE SERVICES**

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

**2017 Plan of Risk Management** – Included in the agenda was a copy of the 2017 Risk Management Plan. The changes were highlighted in yellow. The Executive Director/CEL Underwriting Manager will review the changes with the Commission.

**MOTION TO APPROVE RESOLUTION 2-17 APPROVING THE 2017 PLAN OF RISK MANAGEMENT**

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

**Meeting dates for 2017** – Included in the agenda was a copy of the 2017 Annual Meeting dates. Please note the location of the April meeting will be held at the DiPiero Center, 512 Lakeland Road, Blackwood, NJ. There will be no meetings in August and November. Attached on page 19 is a copy of Resolution 3-17, Fixing Public Meeting Dates for Year 2017.

**MOTION TO APPROVE RESOLUTION 3-17, FIXING PUBLIC MEETING DATES FOR YEAR 2017**

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 12/1/16 to 12/31/16. There were 3 certificate of insurances issued during this period. The renewal certificates for 2017 have been issued and a summary report will appear in the next agenda.

## MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: Unanimous

**NJ Excess Counties Insurance Fund (CELJIF)** – As mentioned at the December meeting, the CELJIF met on November 17, 2016 and adopted the 2017 budget in the amount of \$20,977,356 and certified the assessments. A summary report of the meeting was included in the agenda.

**CCIC Financial Fast Tracks** – Included in the agenda were copies of the Financial Fast Track Reports for the months of October and November. As of November 30, 2016 the report indicates the Commission has a surplus of \$13,013,023. 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 \$2,437,556. The cash amount is \$28,309,691.

**NJ CEL Property and Casualty Financial Fast Tracks** - Included in the agenda were copies of the NJ CEL Financial Fast Track Reports for the months of October and November. As of November 30, 2016 the report indicates the Fund has a surplus of \$7,793,256.

**Claims Tracking Report**– Included in the agenda was the Claims Activity Report as of November 30, 2016. The Claims Activity Report monitors open and closed claims each month. The Executive Director will review the report with the Commission.

**Auditor & Actuary Contracts** – The Actuary and Auditor’s contract will expire on 2/28/17. The Fund Office will request quotes for both positions. The responses will be available for discussion and approval at the February meeting.

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

Executive Director's Report Made Part of Minutes.

**TREASURER:** Mr. McPeak reviewed the January Bill List.

### MOTION TO APPROVE RESOLUTION 4-17 JANUARY BILL LIST IN THE AMOUNT OF \$1,341,222.53

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 December which was included in the agenda. Ms. Hall advised the total billed for the month of December was \$262,694.31 and the total paid was \$112,691.32 with a savings of \$132,930.62 or 54.12%. Ms. Hall advised the net savings was \$106,344.50 and network utilization was 99.00%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

**SAFETY DIRECTOR:** Mr. Prince reviewed the December – February 2017 Risk Control Activity Report which was included in the agenda. Included in the agenda was a Safety Bulletin for Best Practices for Snow Emergencies. Also next month, Mr. Prince will be submitting a letter to provide a supervisor’s training program for the Metro, he is waiting for more information from Keith Hummel, a trainer the Commission has utilized in the past. 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 Chairman Angilella moved a motion to close the public comment portion of the meeting.

**MOTION TO CLOSE MEETING TO PUBLIC**

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

**CLOSED SESSION:** Chairman Angilella read Resolution 5-17, 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 5-17 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**

<b>CLAIM #</b>	<b>AMOUNT</b>
1714	\$ 58,577.60
1438	\$ 92,618.43
1583	\$ 20,479.79
4670	\$ 17,113.15
4350	\$ 69,075.00
5617	\$ 78,766.56
0460	\$ 79,400.60
0452	\$ 178,650.00
8469	\$ 1,000,000.00

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: Unanimous

Chairman Angilella advised the next meeting is scheduled for Thursday, February 23, 2017 at 2:00 PM.

**MOTION TO ADJOURN:**

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: Unanimous

**MEETING ADJOURNED: 2:41 PM**

Minutes prepared by: Rachel Chwastek, Assisting Secretary