

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – October 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	Present

**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>Paulette Kelly</b> ( <i>via teleconference</i> )
	Conner Strong & Buckelew <b>Michelle Leighton</b>
CEL Underwriting Manager	Conner Strong & Buckelew <b>Ed 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</b> , ( <i>via teleconference</i> )

**ALSO, PRESENT:**

Lou DiAngelo, Camden County  
Bob Cornforth, Camden County MUA  
Joseph Hrubash, PERMA Risk Management Services

Rachel Chwastek, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF SEPTEMBER 28, 2017**

Motion	Commissioner Wright
Second:	Chairman Angilella
Vote:	2 Ayes, 0 Nays, 1 Abstention

**CORRESPONDENCE:** None

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on October 18<sup>th</sup>, and is scheduled to meet again on November 8<sup>th</sup>. Mr. Prince advised there was a discussion regarding right to know and members are doing a self-assessment to check their level of preparedness. Mr. Prince asked if there were any questions and then concluded his report.

**CLAIMS COMMITTEE:** Ms. Leighton advised the claims committee met on October 3<sup>rd</sup> and her report is for closed session.

**EXECUTIVE DIRECTOR REPORT:**

**Employee Dishonesty Coverage** – The Employee Dishonesty Coverage policy with Selective Insurance Company is renewing on November 1, 2017. This policy covers the positions of Executive Director, Third Party Administrator and the Treasurer. The annual premium is \$1,037. The limit per loss is \$1,000,000 with a \$10,000 deductible. The cost of this coverage will be paid out of the miscellaneous and contingency budget line.

**MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE DISHONESTY COVERAGE IN THE AMOUNT OF \$1,037**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**Certificate of Insurance Issuance Report** – Included in the agenda was the certificate of issuance report from the CEL listing the certificates issued for the month of September. There were 12 certificate of insurances issued during this period.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

Motion	Chairman Angilella
Second:	Commissioner Williams
Vote:	Unanimous

**NJ Excess Counties Insurance Fund (CELJIF)** – During the September meeting we provided a verbal summary of the CELJIF's meeting of September 28, 2017. Included in the agenda was a written summary of that meeting. The CELJIF met prior to our meeting and introduced the 2018 Budget. The Executive Director advised the Public Hearing for the CEL is in November and dividends are being issued for 2010 and 2011, and Camden is included in that distribution.

**CCIC Financial Fast Track** – Included in the agenda was a copy of the Financial Fast Track Report as of August 31, 2017. The report indicates the Commission has a surplus of \$16,748,024. 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 \$2,362,223.

**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 August 31, 2017. The report indicates the Fund has a surplus of \$7,698,993.

**Claims Tracking Report** – Included in the agenda was the Claims Activity Report as of September 30, 2017. The Claims Activity Report monitors open and closed claims each month. The Executive Director will review the report with the Commission.

**2018 Property & Casualty Budget Introduction** – The 2018 CCIC Budget will be introduced at the December 7th meeting. The Public Hearing and Adoption will be held at the January 25, 2018 meeting.

**2018 Auto ID Cards/WC Posting Notices/Renewal Certificate of Insurance** – The 2018 auto ID cards and WC Posting Notices will be sent to each member entity representative for distribution the beginning of December. The CEL Underwriting Manager’s Team will review any certificates which need to be re-issued for the 2018 renewal.

**New Jersey Counties Excess Joint Insurance Fund** – Joint Insurance Claims Committees Best Practices Workshop – As discussed previously the Workshop will be held at the Conner Strong & Buckelew Marlton office on Wednesday, November 1, 2017. Registration starts at 8:30 AM. Included in the agenda was a copy of the agenda for the Workshop. Ms. Leighton advised there was still time to register.

**Reporting of Claims to Claims Made Policies Prior to 12/31/17 Expiration** – Included in the agenda was a copy of a letter from Ms. Leighton regarding reporting of claims to claims made policies prior to 12/31/17 along with the applicable limit schematics. Ms. Leighton reviewed the information with the Commission.

**2018 Insurance Renewal** – The Underwriting Manager advised he would be presenting the commission with the renewal information in the upcoming weeks and will be advising on cyber at the best practices workshop.

**2017 Meeting Schedule** – As a reminder the Commission will not meet in November. The next meeting is scheduled December 7, 2017 at 2:00 PM.

Executive Director's Report Made Part of Minutes.

**TREASURER:** Mr. McPeak advised the October Bill List and the Treasurer’s Reports were included in agenda.

**MOTION TO APPROVE RESOLUTION 47-17 OCTOBER BILL LIST IN THE AMOUNT OF \$61,792.94**

Motion	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

**ATTORNEY:** Commission Attorney advised she had nothing to report at this time.

**CLAIM SERVICE:** Ms. Hall reviewed the Medical Savings Report for the month of September which was included in the agenda. Ms. Hall advised the total billed for the month of September was \$71,536 and the total paid was \$42,857 with a savings of \$28,191 or 39.70%. Ms. Hall advised the net savings was \$22,554.80 and network utilization was 100.0%.

**SAFETY DIRECTOR:** Mr. Prince reviewed the September - October 2017 Risk Control Activity Report which was included in the agenda. Included in the agenda was a Safety Director's Bulletin – October is Fire Prevention Month. Mr. Prince advised everyone should have a safety plan. 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 Williams
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 48-17, 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 48-17 FOR CLOSED SESSION**

Motion	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion	Chairman Angilella
Second:	Commissioner Williams
Vote:	Unanimous

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

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

<b><u>CLAIM #</u></b>	<b><u>AMOUNT</u></b>	<b><u>SAR/PAR</u></b>
1910	\$ 36,336.00	PAR
0534	\$ 56,403.00	PAR
2633	\$ 49,491.00	PAR
6969	\$ 8,855.00	PAR
0412	\$ 125,150.00	PAR
0250	\$ 32,000.00	PAR
7039	FYI ONLY	FYI

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: Unanimous

Chairman Angilella advised the next meeting was scheduled for December 7, 2017, 2:00 PM, at the Camden County College Regional Emergency Training Center.

**MOTION TO ADJOURN:**

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: Unanimous

**MEETING ADJOURNED: 2:30 PM**

Minutes prepared by: Rachel Chwastek, Assisting Secretary