

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – April 24, 2014
Camden County College Regional Emergency Training Center
Conference Room
Blackwood, NJ 08102
2:00 PM**

Meeting was called to order by Steve Williams, Vice Chairman. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Excused
Anna Marie Wright	Present
Steve Williams	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
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Claims Service	Comp Services, Inc. Denise Hall Huguette Atherton Paulette Kelly Steve Andrick
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	Conner Strong & Buckelew Michelle Leighton
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CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	Laura J. Paffenroth, Esq.
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Treasurer	David McPeak
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Auditor	Bowman & Company LLP
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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group
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ALSO PRESENT:

Lou DiAngelo, Camden County
Howard Goldberg, Camden County Counsel
Edward Hill, Camden County Board of Social Services
Dave McCollum, Camden County Improvement Authority, *(via teleconference)*
Karl McConnell, Camden County College *(via teleconference)*
Larry Rosoff, Camden County Municipal Utility Authority, *(via teleconference)*
Rachel Chwastek, PERMA Risk Management Services
James Kickham, PERMA Risk Management Services
Brad Stokes, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MARCH 27, 2014

MOTION TO APPROVE OPEN MINUTES OF MARCH 27, 2014

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

MOTION TO APPROVE CLOSED MINUTES OF MARCH 27, 2014

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on April 16th and their next meeting was scheduled for May 21, 2014. Mr. Prince advised there was a request from the DPW Department for Personal Protective Equipment Training and Fire Extinguisher Training. Mr. Prince reported that request would be accommodated on May 15th at their facility.

CLAIMS COMMITTEE: Ms. Leighton advised the Claims Committee met on April 1st to review and discuss the PARS that would be presented during closed session.

EXECUTIVE DIRECTOR REPORT:

Executive Director advised his report was included in the agenda and he had three action items along with several informational items.

PROCEDURE FOR MEMBER ENTITY DEDUCTIBLES AND LITIGATION DEFENSE COSTS: Executive Director advised at the last Commission meeting the Commissioners passed Resolution 20-14 which established a procedure for advancing member entity Deductibles and Litigation Defense Costs for certain ancillary coverage. Executive Director explained after

reviewing the procedure further with Comp Services and PERMA's Accounting Department it was suggested that PERMA handle and track this function. Executive Director advised the monthly bill list would be used to advance the payments. Executive Director referred to a copy of Resolution 24-14 transferring the responsibility to PERMA prepared by the Commission Attorney. Executive Director asked if anyone had any questions and requested a motion to approve Resolution 24-14.

MOTION TO ADOPT RESOLUTION 24-14 AMENDING THE PROCEDURE FOR ADVANCING OF MEMBER ENTITY DEDUCTIBLES AND DEFENSE COSTS ASSOCIATED WITH CERTAIN ANCILLARY COVERAGE

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

2014 AUDITOR RESOLUTION: Executive Director advised a revision was needed to Resolution 23-14, approving the re-appointment of Bowman & Company as the Commission Auditor. Executive Director explained after further discussions with the Commission Attorney he was suggesting an amendment to clarify the audit period and the contract term. Executive Director referred to Resolution 25-14 prepared by the Commission Attorney amending Resolution 23-14. Executive Director asked if anyone had any questions and requested a motion to approve Resolution 25-14.

MOTION TO APPROVE RESOLUTION 25-14 AMENDING RESOLUTION 23-14 TO CLARIFY THE AUDIT PERIOD AND CONTRACT TERM

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

CYBER LIABILITY: Executive Director reported the CEL would bill the cyber liability premiums with the final 2014 Assessment Bill to those members that purchased this coverage. Executive Director advised the CEL advanced the cyber premiums to the insurer. Executive Director advised the final assessment bill would include a credit for the 2014 overage as respects to the 2014 ancillary program coverage. Executive Director noted the credit for certain members would not be enough to offset the cyber premium. Executive Director asked if anyone had any questions regarding the cyber premiums. Mr. Kickham advised if there were any additional or return premiums generated during the year, the adjustment would be made in the next assessment billing. Mr. Kickham indicated this procedure reduced the number of billings throughout the year.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period 3/22/14 to 4/17/14. There were 15 certificates issued during this period.

MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL met on March 27, 2014 and held a Public Hearing to adopt an amended budget. Executive Director advised a summary report of the March meeting was included in the agenda. Executive Director also reported the CEL met prior to the Commission meeting. Executive Director advised Mr. Kickham discussed and reviewed information on a potential new member, Ocean County Insurance Commission. Executive Director reported the CEL did vote to offer membership to Ocean County Insurance Commission as of June 1, 2014. Executive Director also advised the CEL Underwriting Manager reported in order to continue growing membership in the NJCEJIF an additional insurance company Underwriters at Lloyds was added to the upper excess property layer of the CEL's Property Program effective 4/1/14. Executive Director advised there was no additional premium for the third company as this was just a program structure change. Executive Director advised the Risk Management Plans for the CEL and Camden would be amended to reflect this change. Mr. Kickham also noted that he, Tom Nolan, and Joe Hrubash were recently in Chicago visiting with Brit, the lead excess liability insurer carrier program for the CEL, and they were very supportive of the CEL account and were working with Conner Strong and Buckelew to increase the membership of the CEL.

CCIC FINANCIAL FAST TRACK: Executive Director advised the February 2014 monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$7,036,304 as of February 28, 2014. Executive Director also referred to line 7 of the February report, "Investment in Joint Venture" and indicated \$1,741,807 of the surplus was the CCIC's share of the CEL JIF equity. Executive Director advised there was an additional amount of surplus for February in the amount of \$248,579.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the Financial Fast Track for the NJ CEL for the month of February 2014. As of February 28, 2014 the CEL had a surplus of \$3,922,310. Mr. Kickham pointed out that the strength of the CEL was reflected in the IBNR figure of over \$6 million. Mr. Kickham explained this amount represented unassigned reserves for any one claim. Mr. Kickham advised there was one claim that came in today which was not reserved which would reduce the figure slightly.

CAMDEN COUNTY POLICE DEPARTMENT/RISK MANAGEMENT TRAINING SEMINAR: Executive Director referred to a copy of a letter from retired Chief Keith F. Hummel to Mr. Prince which was included in the agenda regarding a proposal for training the command staff of the Camden County Police Department. Mr. Prince advised he recommended the training program to the Camden County Police Department. Mr. Prince indicated he thought between five and eight classes would be warranted for the Police Department staff. In response to Commissioner William's inquiry, Mr. Prince advised this was an alternative to the program presented last month. Mr. Prince noted the cost for this class was \$350 per session for 25 individuals while the other class was \$119 per person. Mr. Prince indicated this training session was used within the MEL and has been very successful. In response to Commission Attorney's inquiry regarding certification, Mr. Prince explained the seminar was a power point presentation and included topics such as employment practice liability, case law and statutory requirements, along with training based on previous claims. Mr. Prince advised he had been in touch with

Donna Downes of the Police Department regarding the training. Commissioner Attorney indicated there was no pay to play implications so a motion could be made to approve the training sessions.

MOTION TO APPROVE THE TRAINING PROGRAM DISCUSSED FOR THE CAMDEN COUNTY POLICE DEPARTMENT FOR A COST OF \$350 PER SESSION FOR A MAXIMUM OF 8 SESSIONS

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

DOBI COMMISSIONER KOBYLowski SPEECH: Executive Director referred to a copy of an invitation which was included in the agenda. Executive Director advised the MELJIF was sponsoring a speech by Kenneth E. Kobylowski, Commissioner of Banking and Insurance for the State of New Jersey. Executive Director advised the speech was scheduled for April 29th at 12:30 at the Crown Plaza.

FINANCIAL DISCLOSURE FORM: Executive Director reported the Department of Community Affairs released a statement regarding the filing of the 2014 Financial Disclosure Form. Executive Director advised the State was revising its on-line filing procedure again and would announce an extension of the filing deadline. A copy of the statement was included in the agenda.

2014 PROPERTY & CASUALTY ASSESSMENTS: Executive Director reported the second Property & Casualty Assessment payment was due on May 15, 2014 and payments should be sent to the Commissioner Treasurer, David McPeak.

2014 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director reported the CEL Underwriting Manager distributed an e-mail on April 3, 2014 providing the login information and instructions to access the Conner Strong & Buckelew website to view the insurance policies and endorsements. Executive Director noted if anyone experienced any difficulties accessing the site they should contact Cathy Dodd.

2015 RENEWAL APPLICATIONS AND UPDATED EXPOSURE INFORMATION: Executive Director reported the CEL Underwriting Manager was in the early stages of working on the 2015 renewals. The Underwriting Manager's office would be sending out the renewal applications and contacting the member entities to obtain updated exposure information.

2013 AUDIT: Executive Director advised the auditor was processing the 2013 audit. Once the audit was completed, Mr. Jim Miles of Bowman & Company would attend the Commission meeting to review his report.

2014 MEETING SCHEDULE: Executive Director advised the next Commission meeting was scheduled for May 29th which was the fifth Thursday of May.

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

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Mr. McPeak presented the April Bill List which was included in the agenda and approved its payment. Mr. McPeak also noted the monthly Treasurer reports were included in the agenda.

MOTION TO APPROVE RESOLUTION 26-14 APRIL BILL LIST IN THE AMOUNT OF \$50,373.55

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

Mr. McPeak also noted the monthly Treasurer reports were included in the agenda.

ATTORNEY: Commission Attorney reported she issued an RFP for the Defense Panel Attorneys for the Commission. Commission Attorney advised the responses were due on Thursday, May 8th at 11:00 AM. Commission Attorney indicated she would review the responses with Mr. McPeak along with one of the Commissioners and make a recommendation at the May meeting.

CLAIM SERVICE: Ms. Hall advised a copy of the Medical Savings Report was included in the agenda. Ms. Hall reported the medical savings for the month of March was 38.58% for a net savings of \$86,182.43. Ms. Hall asked if there were any questions regarding the report.

SAFETY DIRECTOR: Mr. Prince reviewed the March – May 2014 Risk Control Activity Report which was included in the agenda. Mr. Prince also advised he conducted a Loss Control visit to the Camden County Police Department on April 10, 2014. Mr. Prince noted a copy of the Loss Control Report would be included in the next agenda. Mr. Prince reiterated that all motor vehicle accidents must be reported to the local law enforcement agency when an accident occurred with property damage of \$500 or more or when personal injury was sustained.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: Executive Director introduced Rachel Chwastek, a new member of the PERMA team, who will be working with Brad Stokes of the Marlton office.

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

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

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

MOTION TO CLOSE MEETING TO PUBLIC

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

CLOSED SESSION: Commissioner Williams read Resolution 27-14, 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 27-14 FOR CLOSED SESSION

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

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella Excused
Steve Williams Present
Anna Marie Wright Present

MOTION TO RETURN TO OPEN SESSION

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

Commissioner Williams advised he would make a motion to approve the PARS/SARS discussed during closed session. Commission Attorney provided the wording for Claim # 2806.

MOTION TO APPROVE THE FOLLOWING PARS/SARS:

CLAIM #	AMOUNT
1135	59,259.28
1092	33,332.00
0993	31,596.00
0879	30,228.00
0947	Additional amount of \$72,424.83 for a total of \$163,360.79
0453	\$37,253.00
1138	\$51,795.00
1094	\$59,744.00
0531/1152	Settlement of \$37,821.60
0586	Settlement of \$25,741.80
2806	Settlement for 33 1/3 of partial, \$75,600 plus costs in the amount of \$15,120 for a total of \$90,720. The remaining balance of the award, \$35,868.95 will be the responsibility of the NJ CEL

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

Commissioner Williams advised the next meeting was scheduled for Thursday, May 29, 2014 at 2:00 PM.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 3:02PM

Minutes prepared by: Cathy Dodd, Assisting Secretary