

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – January 23, 2014
Camden County College Regional Emergency Training Center
Conference Room
Blackwood, NJ 08102
2:00 PM**

Meeting was called to order by Ross Angilella, Vice 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	Excused

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

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
Joshua Friedman, Camden County Counsel
Howard Goldberg, Camden County Counsel
Edward Hill, Camden County Board of Social Services
Dr. Michael DeShields, Camden County Health Services Center
Matchie Carey, Camden County Health Services Center
Dave McCollum, Camden County Improvement Authority, *(via teleconference)*
Karl McConnell, Camden County College *(via teleconference)*
Larry Rosoff, Camden County Municipal Utility Authority, *(via teleconference)*
James Kickham, PERMA Risk Management Services *(via teleconference)*
Brad Stokes, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF DECEMBER 12, 2013

MOTION TO APPROVE OPEN MINUTES OF DECEMBER 12, 2013

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

MOTION TO APPROVE CLOSED MINUTES OF DECEMBER 12, 2013

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on December 18th and was scheduled to meet again on February 19th.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on January 7th to review and discuss the PARS that will be discussed during closed session.

EXECUTIVE DIRECTOR REPORT:

Executive Director advised he had four action items for his report today including the 2014 Property & Casualty Budget Adoption.

2014 PROPERTY & CASUALTY BUDGET ADOPTION: Executive Director referred to a copy of the 2014 budget which was included in the agenda. Executive Director advised there were a few changes to the budget since it was introduced at the last meeting. Executive Director noted there was a change in the workers compensation loss funds for the Camden County Police Department to reflect no change from 2013. Executive Director reported the new budget amount

was \$16,816,212 which was reflected on line 48 of the budget. Executive Director referred to line 50 of the budget and explained the credit of \$212,516 reflected a credit from the CEL for cancellation of the additional premium due for the 2013 Meadowbrook to BRIT transition. Executive Director advised the credit would be applied to the assessment bills. Executive Director requested a motion to open the meeting to the public.

MOTION TO OPEN THE PUBLIC HEARING OF THE 2014 BUDGET

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

Seeing no member of the public, Chairman Angilella requested a motion to close the Public Hearing

MOTION TO CLOSE THE PUBLIC HEARING OF THE 2014 BUDGET

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

In response to Chairman Angilella's inquiry, Executive Director advised the By Laws did allow 2 out of 3 votes to approve the budget.

MOTION TO ADOPT THE BUDGET FOR THE CAMDEN COUNTY INSURANCE COMMISSION AS PRESENTED FOR THE COMMISSION YEAR 2014

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

Executive Director indicated the agenda included a copy of the assessments by Member Entity. Executive Director noted however, the copy in the agenda did not include the credit of \$212,516 which he mentioned earlier. Executive Director distributed a revised copy of the assessments which included the credit. Executive Director requested a motion to certify the annual assessments.

MOTION TO CERTIFY ANNUAL ASSESMENTS BASED UPON THE ADOPTED 2014 BUDGET FOR MEMBER ENTITIES PER THE HANDOUT

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

Executive Director noted next year the 2015 budget would be compared to the 2014 budget figure of \$16,816,212.

COMP SERVICES, INC. AGREEMENT: Executive Director referred to a copy of Resolution 1-14 which was included in the agenda. Executive Director advised the resolution was prepared by the Commission Attorney to ratify and amend the agreement between the Commission and Comp Services to include additional Claims Administration for the Camden County Police Department. Commission Attorney advised the additional services have been performed since last April. Commission Attorney explained there was a proposal which was discussed verbally and authorized, however the Commission did not actually vote on the additional services so the previous actions needed to be ratified.

MOTION TO APPROVE RESOLUTION 1-14, RATIFYING AND AMENDING AN AGREEMENT, PURSUANT TO A PUBLICLY ADVERTISED REQUEST FOR PROPOSALS, BY AND BETWEEN THE COMMISSION AND COMP SERVICES, INC. FOR ADDITIONAL CLOSELY RELATED CLAIMS ADMINISTRATION SERVICES FOR THE CAMDEN COUNTY POLICE DEPARTMENT CLAIMS ADMINISTRATION PROGRAM

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

Executive Director advised his office would work with the Commission Attorney to prepare the necessary documents for execution by Comp Services.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period 12/1/13 to 1/17/14. There were 144 certificates issued during this period.

MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT

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

MEETING DATES FOR 2014: Executive Director referred to a copy of the final 2014 Annual Meeting dates which was included in the agenda. Executive Director pointed out there would be no meetings in August and November. Executive Director requested a motion to adopt Resolution 2-14, Fixing Public Meeting dates for Year 2014.

MOTION TO ADOPT RESOLUTION 2-14, FIXING PUBLIC MEETING DATES FOR YEAR 2014

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL cancelled their meeting for today. Executive Director advised the CEL did meet on

December 12, 2013 and a summary report of that meeting was included in the agenda. Executive Director noted the CEL agreed to transfer the overage in the expense and ancillary balances which was reflected in the 2014 budget. Executive Director reported Mercer County joined the CEL as of January 1, 2014 as an underlying Insurance Commission and the Mercer County Arena and Mercer County Improvement Authority are expected to join in July. Executive Director advised Hudson County also became a member as of January 1st and was set up similarly to Union County as they do not have any affiliated entities. Executive Director also advised Cape May was presented with a quote but choose not to join this year. Executive Director advised that the CEL Underwriting Manager resolved the issue with the underground piping with Zurich. Executive Director advised would be a \$5 million sub-limit that would cover underground piping within 5 miles of an insured location.

CCIC FINANCIAL FAST TRACK: Executive Director advised the October and November monthly Financial Fast Tracks were included in the agenda. The Commission had a surplus of \$5,178,248 as of November 30, 2013. Executive Director also referred to line 7 of the November report, "Investment in Joint Venture" and indicated \$1,269,529 of the surplus was the CCIC's share of the CEL JIF equity. Executive Director pointed out the Commission had a deficit for the month of November in years 2010, 2011 and 2012 as their "Investment in Joint Venture" asset was reduced due to the CEL's cancellation of certain administration and ancillary coverage appropriations.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the Financial Fast Track for the NJ CEL for the months of October and November. As of November 30, 2013 the CEL had a surplus of \$2,768,593. Executive Director indicated the surplus was decreased by \$607,551 due to the certain cancelled Appropriations due from the Commissions for 2013.

ACTUARY CONTRACT: Executive Director advised the Actuary's contract would expire on 2/28/14. Executive Director indicated his office would request quotes for the Actuary position and the responses would be available for discussion and approval at the February meeting.

AUDITOR CONTRACT: Executive Director reported the Auditor's contract also expired on 2/28/14. Executive Director advised his office would request proposals for the Auditor position and the responses would be available for discussion and approval at the February meeting.

OPTIONAL NETWORK PRIVACY & SECURITY QUOTES – Executive Director reported the CEL Underwriting Manager sent optional cyber liability quotes to the member entities that completed applications. Quotes were sent to Camden County, Camden County Municipal Utility Authority, Camden County Board of Social Services and Camden County Improvement Authority. Executive Director advised the Municipal Authority had already requested the CEL Underwriting Manager to bind this coverage. Executive Director advised after speaking with the CEL Executive Director he felt confident due to some overages in the ancillary lines for 2014 at the CEL level they may contribute to paying for this coverage. Ms. Rick asked if the County made a decision to purchase the coverage as the Camden County Improvement Authority IT ran through the County. After a brief discussion it was agreed a recommendation should come from Mike Hobbs and Jim Rhodes if the County should purchase the coverage.

GENDER EQUITY NOTICE: Executive Director referred to a copy of the “Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment” published by the NJ Department of Labor which was included in the agenda.

REORGANIZATION FOR 2014-2015 – Executive Director advised the Reorganization of the Camden County Insurance Commission would be held at the February 27, 2014 Commission Meeting.

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Chairman Angilella presented the January Bill List which was included in the agenda. Commission Attorney advised Mr. McPeak did review the bill list prior to the meeting and recommended its approval. Chairman Angilella advised the monthly Treasurer’s report was also included in the agenda.

MOTION TO APPROVE RESOLUTION 3-14 JANUARY BILL LIST IN THE AMOUNT OF \$1,105,471.18

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

ATTORNEY: Commission Attorney advised she did not have anything to report.

CLAIM SERVICE: Ms. Hall distributed a Medical Savings Report for the years 2012 and 2013. Ms. Hall advised the report included total figures for all of member entities and was shown by month. Ms. Hall reviewed the information on the report and advised the total savings for 2013 was 45.15%. Ms. Hall advised the Network Utilization for 2013 was 92.9 % and 84.10% in 2012. Ms. Hall reported the number of bills received in 2013 was 2944 compared to 2856 received in 2012. In response to Chairman Angilella’s inquiry, Ms. Hall advised there was more Network Utilization during 2013. Executive Director requested Ms. Hall to include a column for fees earned by Comp Services based on savings from re-pricing.

SAFETY DIRECTOR: Mr. Prince reviewed the December – January 2014 Risk Control Activity Report which was included in the agenda along with the Training Calendar. Mr. Prince also noted on December 17th a training course was provided for the Camden County Metro Police Department and he was working on additional training for the Department. Mr. Prince advised he conducted a meeting on December 19th with Mr. McHale, Mr. Stokes, and Mr. DiAngelo along the Command Staff of the Police Department to address some of the issues that they were experiencing with claims. In response to Chairman Angilella’s comment Mr. Prince indicated it was his plan to focus on vehicle safety. Commission Attorney advised she and Commissioner Wright would be meeting with a representative of the Camden County Metro Police Department, Carol Fario, in the near future to discuss a number of issues including attendance at Claims Committee meetings.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Moved:	Chairman Angilella
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

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

MOTION TO CLOSE MEETING TO PUBLIC

Moved:	Commissioner Wright
Second:	Chairman Angilella
Vote:	2 Ayes, 0 Nays

CLOSED SESSION: Chairman Angilella read Resolution 4-14, 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 4-14 FOR CLOSED SESSION

Moved:	Chairman Angilella
Second:	Commissioner Wright
Vote:	2 Ayes, 0 Nays

ROLL CALL OF COMMISSIONERS:

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

MOTION TO RETURN TO OPEN SESSION

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

Chairman Angilella advised he would make a motion to approve the PARS/SARS discussed during closed session.

MOTION TO APPROVE THE FOLLOWING PARS/SARS:

CLAIM #	AMOUNT
0956	\$56,560
0558	\$23,328
1558	\$57,586.20
6869	\$21,000

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

Chairman Angilella advised the next meeting was scheduled for Thursday, February 27, 2014 at 2:00 PM

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:45 PM

Minutes prepared by: Cathy Dodd, Assisting Secretary