

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – June 25, 2015  
DiPiero Center. 512 Lakeland Road  
Conference Center, 7<sup>th</sup> Floor  
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	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Bradford C. Stokes</b>
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Claims Service	AmeriHealth Casualty Services <b>Steve Andrick</b> <b>Huguette Atherton</b> ( <i>via teleconference</i> ) <b>Paulette Kelly</b> ( <i>via teleconference</i> )
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Conner Strong & Buckelew  
**Michelle Leighton**

CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	<b>Laura J. Paffenroth, Esq.</b>
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Treasurer

Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
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Auditor	Bowman & Company LLP
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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group <b>Bonnie Riddlefino</b>
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**ALSO PRESENT:**

Lou DiAngelo, Camden County  
Jim Kickham, PERMA Risk Management Services  
Joseph Hrubash, PERMA Risk Management Services  
Rachel Chwastek, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services, (*via teleconference*)

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MAY 28, 2015**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF MAY 28, 2015**

Motion: Commissioner Williams  
Second: Commissioner Wright  
Vote: 3 Ayes, 0 Nays

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on June 17<sup>th</sup> and discussed a variety of topics, including an upcoming defensive driver training which was requested and scheduled for this summer. Mr. Prince asked if there were any questions and then concluded his report.

**CLAIMS COMMITTEE:** Ms. Leighton reported the Claims Committee met and reviewed the claims that would be presented during closed session. Ms. Leighton asked if there were any questions and then concluded her report.

**EXECUTIVE DIRECTOR REPORT:**

**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 5/20/15 to 6/18/15. There were 6 certificate of insurances issued during this period.

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

Motion: Commissioner Williams  
Second: Commissioner Wright  
Vote: 3 Ayes, 0 Nays

**NJ EXCESS COUNTIES INSURANCE FUND (CELJIF)** – Executive Director advised the CEL met prior to the Commission meeting. The Executive Director provided a verbal summary of that meeting. The CEL is scheduled to meet again on September 24, 2015 at 1:00 PM.

**CCIC FINANCIAL FAST TRACK** –Included in the agenda was a copy of the Financial Fast Track Report for the month of April. As of April 30, 2015 the report reflects the Commission had a surplus of \$9,716,088. Please note “Investment in Joint Venture” was the Camden County Insurance Commission’s share of the equity in the CEL. CCIC’s current equity in the CEL is \$2,102,024.

**NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK** – Executive Director advised included in the agenda were copies of the CEL Financial Fast Track Reports for the months of March and April. As of April 30, 2015 the Fund had a surplus of \$5,675,248.

**NEW CLAIMS TRACKING REPORT** – Executive Director reported there is a new claim tracking report. The Claims Activity Report monitors open and closed claims each month. The Executive Director reviewed the new report with the Commission.

**WELCOME ROBYN WALCOFF** – Executive Director reported Mary Lou Doner, Vice President of Claims for the NJ Counties Excess JIF (NJCEL) will be retiring on July 1st. Robyn Walcoff, currently a Claim Consultant for Conner Strong & Buckelew, will succeed Mary Lou Doner. Robyn Walcoff earned a law degree from George Washington University Law School and has over ten years of claims experience beginning with the law firm of White and Williams. From there, Robyn joined the ACE Insurance Company as Claims Representative specializing in complex liability claims before moving over to Conner Strong & Buckelew as a Claims Consultant. In that capacity, she was responsible for public entity claims involving the NJCEL and is experienced in both Title 59 and New Jersey Workers’ Compensation.

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICES WORKSHOP** – Michelle Leighton is coordinating a joint meeting of the Member Insurance Commissions of the CELJIF. The tentative date is scheduled for October 6, 2015. A planning committee will be formulated to discuss the agenda, format and location of the meeting. Ms. Leighton will reach out to last year’s committee members to participate in the planning. Please hold the date of October 6<sup>th</sup> open for the workshop.

**ZURICH ENVIRONMENTAL EMERGENCY RESPONSE** – Zurich made Environmental Emergency Response available at no additional cost to member entities that purchased Pollution Liability Insurance through the NJCEL’s ancillary insurance program. Zurich Environmental Emergency Response gives you direct access to a dedicated team of professionals experienced in the areas of environmental emergency response, investigation and remediation of accidental releases of hazmat and other regulated materials. Included in the agenda was a brochure for more information. In the event of a spill: (1) please login in to the site at <http://www.spillcenter.com/zurich> and (2) choose “Report a Pollution Event” from the menu or call 888 SPILLHELP (888-774-5543). (3) User Name: Mleighton Password: NJCEL. A separate claim report must be made in addition to the call for spill help that can be made by calling Zurich’s claim reporting facility at 1-800-987-3373, Fax 1-866-255-2962 or email at [USZ\\_Zurich\\_Environmental@zurichna.com](mailto:USZ_Zurich_Environmental@zurichna.com) and [claimsteamc@connerstrong.com](mailto:claimsteamc@connerstrong.com). Please note that all Environmental claims must be reported immediately. Below is the pertinent policy information for the Pollution Liability Insurance.

New Jersey Counties Excess Joint Insurance Fund  
Line of Coverage: Pollution Liability  
Policy Number: ZRE554295500  
Policy Period: 1/1/2013 – 1/1/2016

**2016 RENEWAL APPLICATIONS** – The CEL Fund office is implementing a new data collection procedure designed to be more dynamic to provide relevant information to the underwriters. The new process will streamline operations for members by allowing for more consistent allocation of annual premiums. The Executive Director will work with the County and the Member Entities to roll out the new process. Also the Conner Strong & Buckelew Claim’s Department will work with the CEL Underwriting Manager to collect loss information and historical loss data for the renewal.

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

Executive Director's Report Made Part of Minutes.

**TREASURER:** Commissioner Attorney reported the June Bill list was reviewed by the Treasurer and is in order.

**MOTION TO APPROVE RESOLUTION 35-15 JUNE BILL LIST IN THE AMOUNT OF \$58,670.17**

Motion: Commissioner Wright  
Second: Commissioner Williams  
Vote: 3 Ayes, 0 Nays

Executive Director advised the monthly Treasurer's report was also included in the agenda.

**ATTORNEY:** Nothing to report.

**CLAIM SERVICE:** Mr. Andrick reviewed the Medical Savings Report for the month of May which was included in the agenda. Mr. Andrick advised the total billed for the month of May was \$99,025.05 and the total paid was \$52,243.32 with a savings of \$42,876.70 or 45.08%. Mr. Andrick advised the net savings was \$34,301.36 and the network utilization was 93.40%. Mr. Andrick advised that concluded his report unless anyone had anyone had questions.

**SAFETY DIRECTOR:** Mr. Prince reviewed the May – June 2015 Risk Control Activity Report which was included in the agenda. Mr. Prince reported in the Appendix of the Agenda was two loss control reports, one for the Camden County Department of Public Safety and one for the Camden County Parks Department. Mr. Prince will continue to work with the County to complete all requested Loss Control Visits and then concluded his report unless anyone had anyone had questions.

Correspondence Made Part of Minutes.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**MOTION TO OPEN MEETING TO PUBLIC**

Motion: Commissioner Williams  
Second: Commissioner Wright  
Vote: 3 Ayes, 0 Nays

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

**MOTION TO CLOSE MEETING TO PUBLIC**

Motion: Commissioner Williams

Second: Commissioner Wright  
Vote: 3 Ayes, 0 Nays

**CLOSED SESSION:** Commissioner Angilella read Resolution 36-15, 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 36-15 FOR CLOSED SESSION**

Motion: Commissioner Wright  
Second: Commissioner Williams  
Vote: 3 Ayes, 0 Nays

**MOTION TO RETURN TO OPEN SESSION**

Motion: Commissioner Wright  
Second: Commissioner Williams  
Vote: 3 Ayes, 0 Nays

Commissioner 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
1354	\$ 22,413.00
1388	\$ 58,587.00
0531	\$ 43,372.80
0947	\$ 34,056.00
0260	\$ 28,823.68

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: 3 Ayes, 0 Nays

Commissioner Angilella advised the next meeting was scheduled for Thursday, July 23, 2015 at 2:00 PM.

**MOTION TO ADJOURN:**

Motion: Chairman Angilella  
Second: Commissioner Wright  
Vote: 3 Ayes, 0 Nays

**MEETING ADJOURNED: 2:43 PM**

Minutes prepared by: Rachel Chwastek, Assisting Secretary