

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – May 28, 2015
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 Bradford C. Stokes
Claims Service	AmeriHealth Casualty Services Denise Hall Steve Andrick Huguette Atherton (<i>via teleconference</i>) Paulette Kelly (<i>via teleconference</i>)
	Conner Strong & Buckelew Michelle Leighton
CEL Underwriting Manager	Conner Strong & Buckelew
Attorney	Laura J. Paffenroth, Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Auditor	Bowman & Company LLP
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group Jenna Quatronne

ALSO PRESENT:

Marge DellaVecchia, Camden County Municipal Utility Authority (*via teleconference*)
Lou DiAngelo, Camden County
Ed Hill, Camden Board of Social Services
Rachel Chwastek PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services (*via teleconference*)

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF APRIL 23, 2015

MOTION TO APPROVE OPEN & CLOSED MINUTES OF APRIL 23, 2015

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 May 20th and discussed a variety of topics, including upcoming training opportunities. Mr. Prince advised that there were multiple training requests, including PPE, forklift and dealing with difficult people. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on May 5th 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 4/16/15 to 5/19/15. There were 15 certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF) – Executive Director advised the CEL met on April 23, 2015. A summary report of the meeting was included in the agenda. The next CEL meeting is scheduled for June 25, 2015 at 1:00 PM.

CCIC FINANCIAL FAST TRACK – The CCIC Financial Fast Track was distributed at the meeting. As of March 31, 2015 the Commission had a surplus of \$9,530,795. Executive Director referred to line 8 of the report “Investment in Joint Venture” and indicated \$2,133,600 was the CCIC’s share of the CEL JIF equity.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Executive Director advised the CEL Financial Fast Track was not available for the meeting and will be provided with the next month's agenda.

ON LINE DRIVING TRAINING COURSE – Executive Director reported the agenda included a copy of a letter from Mr. McHale, Safety Director, advising Mr. DiAngelo's request for 250 usages of online National Safety Counsel Defensive Driver Course offered through SafeServe.com for 2015. The cost for 250 usages per year is \$5,250. Executive Director advised the Commission had approved this expense in 2013 and 2014 and asked the Commission to consider approving this expense again for 2015.

MOTION TO APPROVE THE ONLINE DEFENSIVE DRIVING TRAINING COURSE FOR 250 USAGES FOR A COST OF \$5,250

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

2015 PROPERTY & CASUALTY ASSESSMENTS – Executive Director advised the second Property & Casualty Assessment payment were due on May 15, 2015. Payments should be sent to the Commission Treasurer, David McPeak.

PERMA CHANGE OF ADDRESS – Executive Director reported on June 1st the PERMA Parsippany office would be moving to the second floor of the building they now occupy. Below is the new address. The only change in the address is the suite number. The telephone number and e-mail address will not change for any of the PERMA team.

PERMA
9 Campus Drive, Suite 216
Parsippany, NJ 07054

LEGAL DEFENSE PANEL CONTRACTS – The Commission Attorney will provide an update on the Defense Panel RFP during her report.

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

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Commissioner Attorney reported the May Bill and Supplemental Lists were reviewed by the Treasurer and are in order.

MOTION TO APPROVE RESOLUTION 29-15 MAY BILL LIST IN THE AMOUNT OF \$59,744.41 AND RESOLUTION 30-15 MAY SUPPLEMENTAL BILL LIST IN THE AMOUNT OF \$325.00

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

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

ATTORNEY: Commission Attorney prepared Resolution 31-15, authorizing the award of contracts, pursuant to a publicly advertised request for proposals, by and between the Camden County Insurance Fund Commission and various law firms for inclusion in the defense panel and for the provision of special/conflicts of counsel services. The Commission Attorney discussed the firms being included in the panel and requested the Resolution be passed.

MOTION TO APPROVE RESOLUTION 31-15 FOR THE PANEL OF LEGAL DEFENSE ATTORNEYS

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

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for the month of April which was included in the agenda. Ms. Hall advised the total billed for the month of April was \$84,807.74 and the total paid was \$37,620.99 with a savings of \$44,092.95 or 53.98%. Ms. Hall advised the net savings was \$35,266.76 and the network utilization was 86%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the April – June 2015 Risk Control Activity Report which was included in the agenda. Mr. Prince reported that a meeting was held with representatives of Meridian Services, which was also attended by Mr. Di Angelo. Slippery floor conditions were discussed and Meridian was requested to take additional steps to ensure that the floors in all County Buildings remained as dry as possible. Meridian reported that they would utilize additional floor mats and dryers, where required. Mr. Prince advised that 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: 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

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

CLOSED SESSION: Commissioner Williams read Resolution 32-15, 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 32-15 FOR CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

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

MOTION TO APPROVE THE FOLLOWING PARS/SARS

CLAIM #	AMOUNT
0969	\$ 17,370.00
1954	\$ 49,602.03
1401	\$ 92,502.40
1097	\$ 35,963.00
1392	\$ 22,680.00

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

Commissioner Williams advised the next meeting was scheduled for Thursday, June 25, 2015 at 2:00 PM.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:42 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary