

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – April 23, 2015
Camden County College Regional Emergency Training Center
Conference Room
Blackwood, NJ 08102
2:00 PM**

Meeting was called to order by Ross 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	Absent

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 (<i>via teleconference</i>)
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 Bonnie Ridolfino Jenna Quatronne (<i>via teleconference</i>)

ALSO PRESENT:

Marge DellaVecchia, Camden County Municipal Utility Authority
Lou DiAngelo, Camden County
Sharon Faber, Camden County Board of Social Services
Karl McConnell, Camden County College, *(via teleconference)*
Joseph Hrubash, PERMA Risk Management Services
Rachel Chwastek PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF FEBRUARY 26, 2015 AND APRIL 2, 2015

MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 26, 2015 AND APRIL 2, 2015

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 April 15th and discussed a variety of topics, including upcoming training opportunities. They also reminded the public works individuals who are responsible for working the Camden County hazardous waste days to ensure they have their proper Personal Protective Equipment. The Safety Committee also discussed with the supervisor of parks reminding him this is national playground safety week and to review their inspection program for all county playgrounds. Also, there will be future loss control visits beginning May 1st for all Camden County playgrounds. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on April 7th 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:

2015 Risk Management Plan – Included in the agenda was an amended 2015 Risk Management Plan. The changes were highlighted in yellow.

The Underwriter reviewed the changes with the Commission. Mr. Scioli advised the wording that was changed was regarding the description flood zones. Flood zones are now described as special flood hazard area. Mr. Scioli advised that is the only change.

Chairman Angilella called for a motion to adopt the amendment to the Risk Management Plan.

MOTION TO ADOPT RESOLUTION 21-15, AMENDMENT TO 2015 RISK MANAGEMENT PLAN

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

CERTIFICATE OF INSURANCE ISSUANCE REPORT – Included in the agenda was the certificate of insurance issuance report from the CEL listing those certificates issued for the period of 2/20/15 to 4/15/15. There were 12 certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

2015 ACTUARY REQUEST FOR QUOTES – As reported at the last meeting, the Commission received three quotes for actuarial services. To enable the Fund Attorney and Executive Director more time to review the submittals and negotiate pricing, the decision was tabled. After discussions and clarifications from two of the vendors, the lowest responsible firm to quote was from Actuarial Advantage. These negotiations saved the Commission over \$5,000.

MOTION TO APPOINT ACTUARIAL ADVANTAGE FOR ACTUARIAL SERVICES FOR A FEE OF \$10,000

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF) – The CEL held their Reorganization Meeting on February 26, 2015 and adopted the respective resolutions to conduct business. Mr. Proctor provided a marketing report advising the 2015 focus would be on the Counties of Essex, Monmouth, Bergen, Cape May and Middlesex. A summary report of that meeting was included in the agenda. The CEL also met prior to the Commission meeting. A summary report of that meeting will appear in the next agenda. Executive Director highlighted some of the items discussed. 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 January 31, 2015 the Commission had a surplus of \$9,495,818. Executive Director referred to line 8 of the report “Investment in Joint Venture” and indicated \$2,026,395 was the CCIC’s share of the CEL JIF equity

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Included in the agenda were copies of the CEL Financial Fast Track Reports for the months of January and February. As of February 28, 2015 the Fund has a surplus of \$5,802,522.

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.

2015 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES – Executive Director reported on April 7, 2015 the CEL Underwriting Manager distributed an e-mail providing login information and instructions to access the Conner Strong & Buckelew website to view the insurance policies and endorsements. If any authorized representative experiences difficulty with the website they should contact the PERMA office for assistance.

LEGAL DEFENSE PANEL CONTRACTS – The Commission Attorney advised she had prepared and issued the RFP for the Defense Attorneys with responses due on Tuesday, May 12, 2015 at 11:00AM. Commission Attorney advised she would review and prepare a memo of recommendation for the next meeting.

2014 AUDIT – The auditor is in the process of preparing the 2014 Fund Year Audit. When the audit is completed, Mr. Jim Miles of Bowman & Company would be asked to attend the meeting to review his report with the Commission.

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

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Chairman Angilella reported the March and April Bills Lists were included in the agenda.

MOTION TO APPROVE RESOLUTION 22-15 MARCH BILL LIST IN THE AMOUNT OF \$47,025.37 AND RESOLUTION 23-15 APRIL BILL LIST IN THE AMOUNT OF \$60,378.65

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

Chairman Angilella advised the monthly Treasurer's report was also included in the agenda.

ATTORNEY: Commission Attorney stated she did not have anything else to report at this time.

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for the month of March which was included in the agenda. Ms. Hall advised the total billed for the month of March was \$114,534.02 and the total paid was \$55,787.41 with a savings of \$51,534.44 or 48.18%. Ms. Hall advised the net savings was \$41,227.55 and the network utilization was 96.70%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the February – May 2015 Risk Control Activity Report which was included in the agenda. Mr. Prince noted they've been working with the CCMUA to update their safety manual policies. They've also established a Camden County Police Chief ad hoc meeting that will meet quarterly. 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 Wright
Second: Chairman Angilella
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

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

CLOSED SESSION: Chairman Angilella read Resolution 24-15, 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 24-15 FOR CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Wright
Second: Chairman Angilella
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
1558	\$ 29,780.60
1383	\$ 65,451.40
1385	\$ 44,912.70
1246	\$ 55,036.76
0924	\$ 10,296.00
0852	\$ 25,585.00
0481	\$ 15,952.00
1337	\$ 66,590.00

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

Chairman Angilella advised the next meeting was scheduled for Thursday, May 28, 2015 at 2:00 PM

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:43 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary