

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – February 27, 2014
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	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
--------------------	---

Claims Service	Comp Services, Inc. Huguette Atherton Steve Andrick Paulette Kelly
----------------	--

	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 Bonnie Rick (<i>via teleconference</i>)
-----------------------------------	---

ALSO PRESENT:

Lou DiAngelo, Camden County
Josh Freidman, Camden County
Ed Hill, Camden County Board of Social Services
Matchie Carie, Camden County Health Services Center
Dave McCollum, Camden County Improvement Authority (*via teleconference*)
Karl McConnell, Camden County College, (*via teleconference*)
Nancy Ghani, PERMA Risk Management Services
Brad Stokes, PERMA Risk Management Services
Jim Kickham, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JANUARY 23, 2014

MOTION TO APPROVE OPEN MINUTES OF JANUARY 23, 2014

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

MOTION TO APPROVE CLOSED MINUTES OF JANUARY 23, 2014

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

CORRESPONDENCE: None

Executive Director advised this was the Re-Organization meeting of the Commission and requested motions to nominate a Chairperson and Vice Chairman. Ms. Wright made a motion to nominate Ross Angilella for Chairman of the Commission.

MOTION TO NOMINATE ROSS ANGILELLA FOR CHAIRMAN OF THE CAMDEN COUNTY INSURANCE COMMISSION

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

Ms. Wright made a motion to nominate Steve Williams as the Vice Chairman of the Commission.

MOTION TO NOMINATE STEVE WILLIAMS FOR VICE CHAIRMAN OF THE CAMDEN COUNTY INSURANCE COMMISSION

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

Commission Attorney administered the oath of office to Chairman Angilella and Commissioner Williams.

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee met on February 19th and will meet again on March 19th. Mr. Prince advised he would report on the items discussed at the Safety meeting during the CEL Safety Director report.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on February 4, 2014 to review and discuss the PARS that would be presented during closed session. Ms. Leighton advised Conner Strong and Buckelew would host a Lunch and Learn with a presentation from AIG, the Employment Practices and Public Officials carrier, AIG, at their Marlton office on March 27th from 11:00 to 1:00. Ms. Leighton advised there would be a round table discussion on EPL issues and hoped everyone could attend.

EXECUTIVE DIRECTOR REPORT:

2014 RISK MANAGEMENT PLAN: Executive Director referred to a copy of the 2014 Plan of Risk Management which was included in Appendix II section of the agenda. Executive Director advised the changes were highlighted in yellow. Executive Director pointed out the pertinent changes included (1) the addition of cyber liability as an optional ancillary coverage, (2) a change in the “upper” excess liability structure to a two layer and two insurer structure with limits applying on a per Insurance Commission basis in lieu of shared limits, (3) changes in the property program including a new policy form with Zurich and (4) a change in the excess property layer from one insurer to a quota share with two insurers. Executive Director asked if anyone had any questions and indicated he would request a motion to approve Resolution 16-14, 2014 Risk Management Plan with the Re-Organization Resolutions.

REORGANIZATION RESOLUTIONS: Executive Director referred to the Reorganization Resolutions which were included in the agenda. Executive Director read and reviewed Resolutions 6-14 through 15-14.

- Resolution 6-14 Certifying the Election of Chairperson and Vice Chairperson
- Resolution 7-14 Appointing Agent for Service of Process for the Commission For the Term of One Year
- Resolution 8-14 Designating Custodian of Commission Records
- Resolution 9-14 Designating Official Newspapers for the Commission
- Resolution 10-14 Designating Authorized Depositories for Commission Assets And Establishing Cash Management Plan
- Resolution 11-14 Designating Commission Treasurer
- Resolution 12-14 Designating Commission Attorney
- Resolution 13-14 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 14-14 Indemnifying Camden County Insurance Fund Commission Officials/Employees
- Resolution 15-14 Authorizing Commission Treasurer to Process Contracted Payments and Expenses
- Resolution 16-14 Approval of the Plan of Risk Management for 2014

Executive Director requested a motion to approve the Reorganization Resolutions along with the 2014 Risk Management Plan Resolution.

MOTION TO ADOPT RESOLUTION 6-14 THROUGH 16-14

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

2014 Actuary Request for Quotes: Executive Director reported his office solicited quotations for the position of Actuary for 2014. Executive Director advised two vendors provided quotations. One quote was received in the amount of \$15,019 from Actuarial Advantage, Inc., who is the current vendor. The other quote received was from Pinnacle Actuarial Resources, Inc. Executive Director advised Pinnacle’s home office was in Illinois and they had offices in Georgia, Indiana, and California. Executive Director advised the quote from the California office was in the amount of \$10,000 and included some verbiage allowing the firm to charge hourly rates ranging from \$200 to \$360 for unexpected circumstances, overruns and out of pocket expenses such as costs associated with attending meetings. Executive Director advised he reviewed the quotes with the Commission Attorney and agree recommending the appointment of Actuarial Advantage, Inc. Chairman Angilella commented he did not think the local vendor objection would have applied but the second objection regarding the additional costs clearly did and that he would make a motion to accept the recommendation to appoint Actuarial Advantage, Inc.

MOTION TO APPROVE THE FEE PROPOSAL FROM THE ACTUARIAL ADVANTAGE, INC. FOR ACTUARIAL SERVICES FOR 2014 FOR A FLAT FEE OF \$15,019

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

2014 AUDITOR RFP: Executive Director advised the Commission Attorney issued and advertised a Request for Proposals for the 2014 Auditor position. The responses will be opened on Wednesday, March 19th at 11:00 AM and a recommendation would be made at the March 27th meeting.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 1/19/14 to 2/25/14. There were 6 certificates issued during this period.

MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT

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

1099 REQUIREMENTS: Executive Director reported per the Internal Revenue Code when issuing any payments to vendors a JIF, HIF, or Insurance Commission must have the Employer Identification Number before issuing a check. Executive Director asked the Commission to

establish a procedure where an invoice from a vendor shall not be processed for payment unless the vendor has its W-9 on file with the Fund Office.

MOTION TO ESTABLISH A PROCEDURE WHERE AN INVOICE FROM ANY VENDOR SHALL NOT BE PROCESSED FOR PAYMENT UNLESS THE VENDOR HAS ITS W-9 ON FILE WITH THE FUND OFFICE

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL JIF met prior to the Camden County Insurance Commission meeting. Executive Director advised at that meeting the CEL amended its budget from \$13,833,776 to \$17,902,582 to include two new members, Hudson County and the Mercer County Insurance Fund Commission. Executive Director also advised some of the overage funds were shifted to pay for the Cyber Liability Premiums.

CCIC FINANCIAL FAST TRACK: Executive Director advised the December monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$6,542,947 as of December 31, 2013. Executive Director also referred to line 7 of the December report, "Investment in Joint Venture" and indicated \$1,709,399 was the CCIC's share of the CEL JIF equity. Executive Director added that the 12/31/13 Financial Fast Track reflects the Actuary's year end report.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the agenda included the Financial Fast Track for the NJ CEL. As of December 31, 2013 the CEL had a surplus of \$3,780,908.

2014 PROPERTY & CASUALTY ASSESMENTS: Executive Director advised in accordance with the Commission's By Law's the property and casualty assessment bills were mailed to the member entities via certified mail and e-mail. Executive Director noted the first payment would be due on March 15th and future due dates were May 15th and September 15th.

2014 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director reported the CEL renewal policies were being reviewed. Executive Director advised the renewal policies would again be available electronically through the Conner Strong & Buckelew secure website for authorized representatives. Executive Director noted the CEL Underwriting Manager would send an e-mail when the policies were available with instructions to access the website. Executive Director indicated the policies were expected to be available by April 1st.

OPTIONAL NETWORK PRIVACY & SECURITY (Cyber Liability): Executive Director reported the CEL Underwriting Manager advised the Camden County Municipal Authority and Camden County. The Camden County policy includes the Camden County Board of Social Services and Camden County Improvement Authority since those two are on the Camden County network system.

CYBER SECURITY SERVICES: Executive Director reported the CEL Underwriting Manager advised if a member entity purchased the Cyber coverage through AIG, they would have access to two cyber security services at no additional cost. Executive Director noted the CEL Underwriting Manager sent additional information regarding the services and how to register with your policy number and policy period to the applicable entities.

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

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Chairman Angilella reported the February Bill List was included in the agenda. Commission Attorney advised Mr. McPeak had previously reviewed the Bill List and recommended its approval

MOTION TO APPROVE RESOLUTION 17-14 FEBRUARY BILL LIST IN THE AMOUNT OF \$2,688,075.23

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

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

ATTORNEY: Commission Attorney reported there was a request by Camden County Counsel's office to implement a settlement procedure for certain insurance ancillary coverage lines that are subject to member entity deductibles. Commission Attorney explained the Gloucester County Insurance Commission implemented a procedure where the Commission would pay the claim expenses within the deductible and then the County would reimburse the Commission upon settlement of the claim. Commission Attorney advised she did receive a sample copy of Gloucester County Insurance Commission's Resolution from the Executive Director which she was in the process of reviewing. Executive Director further explained in Gloucester County Insurance Commission as expenses incur within their deductible the Commission is processing and tracking those payments. Once the claim settles the member entity would reimburse the Commission for all monies paid out. Executive Director advised payments made on behalf of the County would appear on the monthly bill list. In response to Chairman Angilella's inquiry, Commission Attorney advised she did recommend implementing this procedure and would prepare a Resolution for the March meeting.

CLAIM SERVICE: Ms. Atherton reviewed the Medical Savings Report for the month of January which was included in the agenda. Ms. Atherton advised the total amount of savings was 37.91% or \$58,292.34. Ms. Leighton requested the report be modified to include the net savings, fees associated with bills, network access fees and bill re- pricing. Executive Director also requested this information for the year 2013 and advised he would reach out to Ms. Hall.

SAFETY DIRECTOR: Mr. Prince reviewed the January – March 2014 Risk Control Activity Report which was included in the agenda Mr. Prince also noted he and Mr. DiAngelo met with the Metro Police Division to discuss the increasing number of accidents, what actions were being taken to resolve those issues and offered training by J.A. Montgomery to include work zone safety, driving safety and similar courses. Mr. Prince advised they also offered a job site observation tool

to make recommendations for improvements. In response to Chairman Angilella's inquiry, Mr. DiAngelo advised Comp Services would have a record of the number of accidents per individual. Chairman Angilella requested a monthly detailed report of accidents. Commission Attorney indicated there was representation from the Metro Police at the Commission's Claim 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:	3 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:	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

CLOSED SESSION: Chairman Angilella read Resolution 18-14, 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 18-14 FOR CLOSED SESSION

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

ROLL CALL OF COMMISSIONERS:

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

MOTION TO RETURN TO OPEN SESSION

Motion	Chairman Angilella
Second:	Commissioner Wright
Vote:	3 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

CLAIM #	AMOUNT
0078	\$116,332.
0081	\$50,538.
7197	\$9,248.25
6869	\$21,000

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

MOTION TO APPROVE THE FOLLOWING PARS/SARS

CLAIM #	AMOUNT
7069	14,727.29
0986	63,922.
0603	\$64,837.00
1056	\$41,448.71
0955	\$35,810.30
0952	\$22,90.06
1017	\$56,368.43

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

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 3:07PM
Minutes prepared by: Cathy Dodd, Assisting Secretary