

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – July 26, 2012  
Camden County College Regional 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	Excused
Steve Williams	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
--------------------	---

Claims Service	Comp Services, Inc. <b>Denise Hall</b> <b>Huguette Atherton</b>
----------------	---

Conner Strong & Buckelew  
**Michelle Leighton**

Attorney	<b>Laura J. Paffenroth, Esq.</b>
----------	----------------------------------

Treasurer	<b>David McPeak</b>
-----------	---------------------

Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
-----------------	---

Auditor	Bowman & Company LLP <b>James J. Miles, Jr.</b>
---------	--

Risk Management Consultant (CCIA)	Hardenbergh Insurance Group
-----------------------------------	-----------------------------

**ALSO PRESENT:**

Robert Brennan, Pollution Control Financing Authority of Camden County  
Lou DiAngelo, Camden County  
Howard Goldberg, Camden County  
Larry Rosoff, Camden County Municipal Utilities Authority  
Brad Stokes, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JUNE 28, 2012**

**MOTION TO APPROVE OPEN MINUTES OF JUNE 28, 2012**

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

**MOTION TO APPROVE CLOSED MINUTES OF JUNE 28, 2012**

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

**CORRESPONDENCE: NONE**

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. DiAngelo reported the Committee met and reviewed some of the previous claims. Mr. DiAngelo advised a “Train the Trainer” Bloodborne Pathogen Class was scheduled for August 13, 2012 and he had sent an e-mail to all of the departments that might be interested in the class.

**CLAIMS COMMITTEE:** Ms. Leighton advised the Committee met on July 3<sup>rd</sup> and discussed some open claims which would be presented during closed session. Ms. Leighton reported she was coordinating a joint meeting of the members of the Insurance Commissions of the CELJIF. This would include Camden, Gloucester, Union, and Burlington Commissions. Ms. Leighton explained the purpose of the meeting was to discuss Best Practices with a focus on claims and safety. The meeting would be held on the morning of 10/2 or 10/11 at the office of Conner Strong & Buckelew in Marlton. Ms. Leighton indicated a Planning Committee was being formed and a conference call would be scheduled for August 23, 2012 to discuss the agenda for the workshop.

**EXECUTIVE DIRECTOR REPORT:**

Executive Director advised there were 2 action items for this month. Executive Director also introduced Mr. Jim Miles of Bowman and Company LLP who was attending the meeting to review the draft copy of the 2011 Audit.

**2011 DRAFT AUDT REPORT AS OF DECEMBER 31, 2011** – Mr. Miles distributed a draft copy of the 2011 audit containing the Financial Statements for the period ending December 31, 2011. Mr. Miles referred to pages 5 through 7 of the report and advised these pages were the Management’s Discussion and Analysis along with Financial Highlights. Mr. Miles reviewed page 8 of the report which included the statement of net assets of the Commission. Mr. Miles pointed out the net asset total was \$694,710 and of that amount \$594,184 was the Commission’s Investment in the Joint Venture, which is the Commission’s share of the equity in the CEL. Mr. Miles advised the Net Assets for the Commission as of December 31, 2011 were approximately, \$100,000 and noted the Claim Reserve figures were the best estimates by the Claims Adjusters and the Actuary. Mr. Miles referred to the operating activities of the Commission on page 9 and advised in future years the report would include a comparison to prior fund years. It was not done for this audit since the 2010 fund year is a partial year. Mr. Miles reviewed the Statement of Cash Flows and also briefly explained the purpose of the remaining exhibits in the report. Mr. Miles also referred to pages 26 and 27 which outlined the insurance coverages. Mr. Miles pointed out that the exposure unit line was highlighted as the figures represented data for 2010. The updated exposure information will be included in the final audit report. Lastly, Mr. Miles referred to page 29 of the report, the Schedule of Findings and Recommendations. Mr. Miles explained the “Schedule of Financial Statement Findings” section was” left open for the draft copy”, but he did not anticipate any findings to be cited in the final audit report. Executive Director recommended the Commissioners review the audit and if anyone had any questions or comments they contact his office and he would notify the Auditor. Executive Director advised the final audit would be presented at the next meeting for approval.

**CERTIFICATE OF INSURANCE ISSUANCE REPORT** – Executive Director reported on the Certificate of Insurance Report for the period of 6/20/12 to 7/19/12. There were 12 certificates issued during that time.

**MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT**

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

**NJ EXCESS COUNTIES INSURANCE FUND (CELJIF)** - Executive Director reported the CEL met on June 28, 2012 and a summary of their meeting was included in the agenda. Executive Director also reported Mr. Frank Proctor reviewed an updated market report on the continued sales efforts for new County Commissions. Mr. Proctor had advised Cumberland and Salem Counties were presented with preliminary budgets/quotes for membership as early as September 1, 2012. Executive Director noted the CEL did not meet in July.

**CCIC FINANCIAL FAST TRACK** - Executive Director advised the Financial Fast Track as of May 31, 2012 was included in the agenda. The Commission has a surplus of \$631,970. Executive Director also referred to line 7 of the report, “Investment in Joint Venture” and indicated \$734,362 was the CCIC’s share of the CEL JIF equity.

**NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK** - Executive Director reported the agenda included the Financial Fast Track for the NJ CEL. As of May 31, 2012 the

CEL had a surplus of \$1,410,470. Executive Director noted the CEL was doing very well; however, the CEL was monitoring two or three claims.

**NJ EXCESS COUNTIES INSURANCE FUND (CEL JIF) 2013 RENEWAL** – Executive Director reported the CEL Underwriting Manager sent an e-mail to the members requesting updated property schedules for the 2013 renewal. These were due back in June. Executive Director further indicated the CEL Underwriting Manager recently sent an e-mail to the members requesting each member entity complete a 2013 Exposure Request Form to be returned by August 8<sup>th</sup>. Executive Director asked everyone’s cooperation in returning the required forms as the budget process is dependent on the timely receipt of the renewal data. Ms. Leighton also added they were beginning the process of gathering historical loss data.

**DISCUSSION ON AUGUST 2012 COMMISSION MEETING** – Executive Director reported the next Commission meeting was scheduled for August 23, 2012. Executive Director advised last year the Commission agreed to cancel the August meeting and suggested cancelling the August meeting again this year. Executive Director explained a motion was needed to cancel the meeting and authorization given to the Treasurer to pay any necessary bills. Executive Director also noted if there were any PARS that needed immediate attention a special meeting or conference call could be arranged to handle the items and instructed the TPA to notify PERMA if the situation arises.

**MOTION TO APPROVE CANCELLATION OF THE AUGUST 23, 2012 MEETING AND TO AUTHORIZE THE TREASURER TO PAY ANY BILLS**

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

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JOINT COMMISSIONS – CLAIMS COMMITTEES’ BEST PRACTICES WORKSHOP** – Ms. Leighton reminded everyone that there would be a Planning Committee Meeting on August 23, 2012 with regard to the Joint Insurance Commission Claims Meeting she spoke about earlier in the meeting. Once she had a confirmed time she would send an invitation to those that were participating.

Executive Director's Report Made Part of Minutes.

**TREASURER:**

**REPORT:** Mr. McPeak reported he reviewed the July Bill List which was included in the agenda and recommended its approval. Mr. McPeak also advised the Treasurer reports for May were included in the agenda.

**MOTION TO APPROVE RESOLUTION 23-12 JULY BILL LIST IN THE AMOUNT OF \$37,500.76**

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

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

**CLAIM SERVICE:** Ms. Hall advised they did not have anything to report. Ms. Hall announced that Mr. Tom England and Mr. Joseph Santore were no longer with Comp Services. Ms. Hall advised Mr. Lee Herzer, Vice President of Operations, was available for any questions or if anything was needed she could be contacted. In response to Executive Director's inquiry, Ms. Hall advised they were looking for a replacement for Mr. England, however Mr. Santore's replacement Mr. Dave Cucinnotta, was already employed and working out of the Philadelphia office.

**SAFETY DIRECTOR:** Mr. Prince reviewed the June 2012 – August 2012 Risk Control Activity Report which as included in the agenda. Mr. Prince also advised he and Mr. DiAngelo met with representatives of the Camden County Corrections Department, Lieutenant Blackwell and Warden Pizzas in an effort to address their recent claims through training and observation. Mr. Prince reported he made some recommendations and was waiting for a response from the Corrections Department. Mr. Prince also advised a "Train the Trainer" Bloodborne Pathogen Class would be held in Mt. Laurel on August 13, 2012. Mr. Prince reported there were no CEL video rentals for the month of July. Executive Director suggested an e-mail be sent out to the member entities reminding them of the availability of the CEL Video Library.

Correspondence Made Part of Minutes.

**CLOSED SESSION:**

**MOTION FOR EXECUTIVE SESSION** (in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-12).

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

**ROLL CALL OF COMMISSIONERS:**

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

**MOTION TO RETURN TO OPEN SESSION**

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

Chairman Angilella made motions to approve the following payment authority requests:

<i>Genie Mullan</i>	<i>\$51,576.00</i>
<i>Michelle Rowley</i>	<i>\$51,787.00</i>
<i>Dennis Endicott</i>	<i>\$54,553.00</i>
<i>Donald Souder</i>	<i>\$38,420.00</i>
<i>Michael Dietrich</i>	<i>\$34,796.00</i>
<i>Jose Malave-Cordero</i>	<i>\$54,462.00 additional amount, total \$114,962.00</i>

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO PUBLIC**

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

**MOTION TO CLOSE MEETING TO PUBLIC**

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

Chairman Angilella advised the next meeting was scheduled for September 27, 2012 at 2:00 PM

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 2:46 PM**

Minutes prepared by: Cathy Dodd, Assisting Secretary