

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – February 28, 2013
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 (<i>arrived 2:06 PM</i>)

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
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Claims Service	Comp Services, Inc. Huguette Atherton Denise Hall Terry Corchado Terry Sheerin Glenn Givens
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	Conner Strong & Buckelew Michelle Leighton
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CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	Laura J. Paffenroth, Esq.
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Treasurer	David McPeak
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Safety Director	J.A. Montgomery Risk Control Glenn Prince JoAnne Hall
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Auditor	Bowman & Company LLP
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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group
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Bonnie Rick

ALSO PRESENT:

Josh Freidman, Camden County
Howard Goldberg, Camden County
Ed Hill, Camden County Board of Social Services
Sunil Marwaha, Camden County Health Services Center
Larry Rosoff, Camden County Municipal Authority, *via teleconference*
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 24, 2013

MOTION TO APPROVE OPEN MINUTES OF JANUARY 24, 2013

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

MOTION TO APPROVE CLOSED MINUTES OF JANUARY 24, 2013

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

Commission Attorney 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:	Chairman Angilella
Vote:	2 Ayes, 0 Nays

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince advised the Safety Committee did not meet in February and their next meeting was scheduled for March 20, 2013.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on February 5, 2013 to review and discuss the PARS that would be presented during closed session.

EXECUTIVE DIRECTOR REPORT:

Executive Director advised there were 4 action items for this month.

2013 RISK MANAGEMENT PLAN: Executive Director referred to a copy of the 2013 Plan of Risk Management which was included in Appendix II section of the agenda. Executive Director explained the plan was a narrative overview of the Insurance Commission coverage. Executive Director advised the Plan included a summary of the Insured Perils, Limits of Coverage, Retention Amounts, Claims Handling Philosophy including the TPA's settlement authority. Executive Director reported that all changes were highlighted in yellow but that the pertinent changes were the increase in the Crime deductible to \$15,000 and an increase in the Pollution Liability annual aggregate limit to \$25 million. Executive Director asked if anyone had any questions and indicated he would request a motion to approve Resolution 15-13, 2013 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 5-13 through 14-13.

- Resolution 5-13 Certifying the Election of Chairperson and Vice Chairperson
- Resolution 6-13 Appointing Agent for Service of Process for the Commission For the Term of One Year
- Resolution 7-13 Designating Custodian of Commission Records
- Resolution 8-13 Designating Official Newspapers for the Commission
- Resolution 9-13 Designating Authorized Depositories for Commission Assets And Establishing Cash Management Plan
- Resolution 10-13 Designating Commission Treasurer
- Resolution 11-13 Designating Commission Attorney
- Resolution 12-13 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 13-13 Indemnifying Camden County Insurance Fund Commission Officials/Employees
- Resolution 14-13 Authorizing Commission Treasurer to Process Contracted Payments and Expenses

MOTION TO ADOPT RESOLUTION 5-13 THROUGH 15-13

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

Chairman Angilella noted for the record that Mr. Williams was now present.

RFP FOR CLAIMS ADMINISTRATOR SERVICES: Executive Director reported Commission Attorney issued and advertised a RFP for the Claims Administrator Services. Executive Director advised three responses were received from Cannon Cochran Management Services, Inc., Inservco Insurance Services, Inc. and Comp Services Inc., who is the current vendor. Ms. Wright noted the responses were reviewed by the Commission Attorney, Executive Director, Mr. McPeak, Ms. Leighton and herself during a conference call. Ms. Wright advised it was their recommendation, Comp Services, Inc. be re-appointed as the Claims Administrator.

MOTION TO AWARD THE CLAIMS ADMINISTRATOR SERVICES POSITION TO COMP SERVICES, INC. PURSUANT TO THE RFP ISSUED

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

RFP FOR EXECUTIVE DIRECTOR: Executive Director asked the Commission Attorney to report on the RFP for the Executive Director position. Commission Attorney advised she issued a RFP for the Executive Director position and several responses were received. Commission Attorney indicated the responses were reviewed by a Committee and was still under review. Commission Attorney advised she did speak with the Commission's current Executive Director vendor and they agreed to extend their agreement with the same terms and conditions on a month to month basis pending the final review and decision. Commission Attorney advised they expected to be able to award a contract at the next meeting.

MOTION TO EXTEND THE CURRENT EXECUTIVE DIRECTOR CONTRACT ON A MONTH TO MONTH BASIS UNDER THE SAME TERMS AND CONDITIONS PENDING REPROCUREMENT OF THESE SERVICES

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

2013 ACTUARY REQUEST FOR QUOTES: Executive Director reported his office solicited proposals for fees for the position of Actuary for 2013. Executive Director advised there was only one response from the current vendor, The Actuarial Advantage, Inc. in the amount of \$7,738. Executive Director recommended re-appointing The Actuarial Advantage, Inc. In response to Chairman Angilella's inquiry, Ms. Dodd thought the actuary's fee last year was around \$7,600.

MOTION TO APPROVE THE FEE PROPOSAL FROM THE ACTUARIAL ADVANTAGE, INC. FOR ACTUARY SERVICES FOR 2013 FOR A FLAT FEE OF \$7,738

Motion: Chairman Angilella
Second: Commissioner Williams

Vote: 3 Ayes, 0 Nays

2013 AUDITOR REQUEST FOR QUOTES: Executive Director advised his office also solicited proposals for fees for the 2013 Auditor position. Executive Director reported there were two responses received, one from Withum Smith & Brown and the other was from the current vendor, Bowman and Company. Executive Director noted Bowman's proposed fee was not to exceed \$12,000. Withum's fee was also \$12,000. However, Withum's proposal also included verbiage to allow the firm to charge hourly rates ranging from \$125 to \$275 for unexpected circumstances. Executive Director recommended the Commissioners re-appoint Bowman & Company, LLP and advised the responses were available if anyone wanted to review.

MOTION TO APPROVE THE FEE PROPOSAL FROM BOWMAN AND COMPANY, LLP FOR AUDITOR SERVICES FOR 2013 FOR A FLAT FEE OF \$12,000

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

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 1/19/13 to 2/22/13. There were 15 certificates issued during this period.

MOTION TO APPROVE EXECUTIVE DIRECTORS CERTIFICATE OF INSURANCE REPORT

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL JIF met on January 24, 2013 and a summary report of their meeting was included in the agenda. Executive Director advised the CEL also met prior to this meeting and there was a discussion on the new Camden County Police Department which now has an active administrative operation. Executive Director explained law enforcement activities would begin on or about April 8 and there would be a five month transition period for the CCPD to be fully operational as respects to law enforcement activities. The CEL Underwriter also reported on the progress of the insurance program for CCPD which would become a part of this Commission for primary coverage but that there would be a separate program for the excess with respect to workers compensation, general liability, law enforcement liability and auto liability. Executive Director advised the CEL Underwriter also provided an update on replacing the current Meadowbrook program. In response to Mr. Rosoff's inquiry, Executive Director explained the Meadowbrook policy was effective until 1/1/14, however if we replaced the coverage, the policy would be cancelled pro rata.

CCIC FINANCIAL FAST TRACK: Executive Director advised the December monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,523,238 as of December 31, 2012. Executive Director also referred to line 7 of the December report,

“Investment in Joint Venture” and indicated \$1,081,787 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 December 31, 2012 the CEL had a surplus of \$2,215,265.

EMPLOYEE DISHONESTY COVERAGE: Executive Director referred to a copy of the Selective Insurance Company endorsement amending the Employee Dishonesty Coverage limit and deductible to \$1,000,000 with a \$10,000 respectively. Executive Director advised the increase was approved at the last meeting and the additional premium of \$205.00 would be paid out of the Miscellaneous Expense and Contingency Account.

INDEMNITY & TRUST AGREEMENT: Executive Director advised his office was still waiting for a few Indemnity Trust Agreements from certain member entities for their continued membership in the Insurance Commission. Executive Director noted Ms. Dodd would follow up with a representative from the members for the executed agreement.

2013 RENEWAL INFORMATION AND 2013 REMARKETING INFORMATION: Executive Director reported good progress was made in providing the necessary underwriting information to the CEL Underwriting Manager.

EXCESS UNDERGROUND STORAGE TANK COVERAGE: Executive Director reported the CEL Underwriter Manager advised if a member entity wished to obtain coverage on an Underground Storage Tank through Zurich American Insurance Company for any in-force Underground Storage Tank policy they could by providing a declaration page of the in-force policy, the age of the UST, along with the most recent completed tank tightness test. Executive Director indicated there would be an additional premium for the excess UST coverage and noted there was no excess coverage for Underground Storage Tanks provided under the program unless the requested information was provided. The information should be sent to Michele Williamson of CSB at mwilliamson@connerstrong.com.

2013 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director reported the CEL renewal policies would again be available electronically through the Conner Strong & Buckelew secure website for authorized representatives. The policies were expected to be available by April 1st. The CEL Underwriter’s office would release an e-mail with the instructions to access the website when the policies were available.

INSURANCE COMMISSION WEBSITE UPDATE: Executive Director advised he was able to negotiate with the Spark Creative Group, the website vendor to reduce the initial cost of \$2,600 to \$2,220. Executive Director reported the website was available at www.ccic-nj.org and indicated many of the Chapter 167 required items were uploaded to the CCIC website. Executive Director invited the Commissioners to visit the site and provide any feedback to the PERMA office. Commissioner Wright mentioned she just tried to view the site but there was a note advising the site was coming soon. Ms. Dodd advised she would contact the vendor in the morning and then send an e-mail to the Commission regarding the status of the site.

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Mr. McPeak reported the February Bill List was included in the agenda and recommended its approval. Mr. McPeak advised the monthly Treasurer's report was also included in the agenda.

MOTION TO APPROVE RESOLUTION 6-13 FEBRUARY BILL LIST IN THE AMOUNT OF \$40,095.31

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

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

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for the period of 1/1/13 to 1/31/13 which was included in the agenda. Ms. Hall explained there was a negative amount for Camden County due to the \$5,000 deductible per claim which was credited back to their files. Ms. Hall also distributed another report from Comp Services. Ms. Hall reviewed the report which illustrated the amount of open worker compensation claims, new worker compensation claims and open worker compensation in litigation as of January 31, 2013. The report also included the same information for liability claims.

SAFETY DIRECTOR: Mr. Prince reviewed the January – March 2013 Risk Control Activity Report which was included in the agenda along with the Training Calendar. Mr. Prince also noted he met with Mr. Ed Fanelle, Director of the Department of Police Services, to ensure their policies meet the standards, which they did, and they incorporate the safety plan in their regulatory compliance training within their department.

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 17-13, 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 17-13 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 made a motion to approve the payment authority requests that were discussed during closed session for Phyllis Ausby, Richard Baker, Alisha Thomas, Jennifer Hiltner, Joann Floyd, and Renee Little.

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR PARS DISCUSSED DURING CLOSED SESSION FOR PHYLLIS AUSBY, RICHARD BAKER, ALISHA THOMAS, JENNIFER HILTNER, JOANN FLOYD, AND RENEE LITTLE

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

Chairman Angilella also made a motion to approve the payment authority requests that were discussed during closed session for Lucien Davis and Carolyn Irby.

MOTION TO APPROVE PAYMENT AUTHORIZATION FOR PARS DISCUSSED DURING CLOSED SESSION FOR LUCIEN DAVIS AND CAROLYN IRBY

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

Chairman Angilella expressed his concerns regarding the danger of the slip and fall claims at the jail. Mr. Prince advised this issue was discussed at a previous Safety Committee meeting and a recommendation was made to Lt. Blackwell this topic should be addressed during roll call training.

Chairman Angilella advised the next meeting was scheduled for Thursday, March 28, 2013 at 2:00 PM

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:50 PM

Minutes prepared by: Cathy Dodd, Assisting Secretary