

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – February 26, 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	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford C. Stokes
Claims Service	AmeriHealth Casualty Services Denise Hall 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	David McPeak
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Auditor	Bowman & Company LLP
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group

ALSO PRESENT:

Marge DellaVecchia, Camden County Municipal Utility Authority
Lou DiAngelo, Camden County
Ed Hill, Camden County Board of Social Services
Karl McConnell, Camden County College, *(via teleconference)*
Nancy Ghani, PERMA Risk Management Services
Joseph Hrubash, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

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

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

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

CORRESPONDENCE: None

Executive Director advised this was the Re-Organization meeting of the Commission and he would act as the Chair. Executive Director advised the first order of business would be to accept nominations for the position of Chairman and Vice Chairman.

ELECTION OF CHAIRMAN & VICE CHAIRMAN:

Commissioner Wright advised she would like to nominate Ross Angilella as Chairman. Executive Director asked if there were any other nominations and if not, requested a motion to close the nominations.

MOTION TO CLOSE THE NOMINATIONS FOR CHAIRMAN

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

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

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

Executive Director requested nominations for the Vice Chairman. Chairman Angilella made a motion to nominate Steve Williams as the Vice Chairman of the Commission.

MOTION TO CLOSE THE NOMINATIONS FOR VICE CHAIRMAN

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

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

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

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

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on February 18th and discussed open suggestions for improvement that were still on file for corrective action. Mr. Prince advised all of the members present were provided with a closure form to return to the committee.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on February 3rd and reviewed the claims that would be presented during closed session. Ms. Leighton advised there were two CAT losses in February. Ms. Leighton explained the CAT 63 loss was on 2/14/15 to 2/15/15 and CAT 68 loss occurred during 2-16-15 to 2-22-15. Ms. Leighton advised the carriers would treat each CAT loss as one occurrence subject to one shared deductible for all of the member entities. Ms. Leighton requested that all claims no matter the size be reported as soon as possible during the CAT periods. Chairman Angilella advised the County did have some damage and Mr. D'Angelo advised he would make sure the claims were reported.

EXECUTIVE DIRECTOR REPORT:

2015 RISK MANAGEMENT PLAN: Executive Director referred to a copy of the 2015 Plan of Risk Management which was included in Appendix II section of the agenda. Executive Director advised the changes were highlighted in yellow and asked Mr. Hrubash to review the changes. Mr. Hrubash advised the significant changes included the Cyber coverage, the insurers for the excess property layer changed and the CEL purchased Excess Flood/Earthquake coverage. Executive Director asked if anyone had any questions and if not he would include the approval of the 2015 Risk Management Plan with the Reorganization Resolutions.

REORGANIZATION RESOLUTIONS: Executive Director referred to the Reorganization Resolutions which were included in the agenda. Chairman Angilella read Resolutions 5-15 through 15-15 and requested a motion to approve.

- Resolution 5-15 Certifying the Election of Chairperson and Vice Chairperson
- Resolution 6-15 Appointing Agent for Service of Process for the Commission
For the Term of One Year
- Resolution 7-15 Designating Custodian of Commission Records
- Resolution 8-15 Designating Official Newspapers for the Commission
- Resolution 9-15 Designating Authorized Depositories for Commission Assets
And Establishing Cash Management Plan
- Resolution 10-15 Designating Commission Treasurer
- Resolution 11-15 Designating Commission Attorney
- Resolution 12-15 Designating Authorized Signatures for Commission Bank

Accounts

- Resolution 13-15 Indemnifying Camden County Insurance Fund Commission Officials/Employees
- Resolution 14-15 Authorizing Commission Treasurer to Process Contracted Payments and Expenses
- Resolution 15-15 Approval of the Plan of Risk Management for 2015

MOTION TO ADOPT RESOLUTION 5-15 THROUGH 15-15

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

2015 ACTUARY REQUEST FOR QUOTES: Executive Director advised three responses were received for the 2015 actuary position. However, after a discussion with the Commission Attorney it was determined more time was needed to evaluate the responses. Executive Director indicated it was his recommendation this item be tabled until the next meeting.

MOTION TO TABLE THE APPROVAL OF THE ACTUARY UNTIL THE NEXT MEETING

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

2015 AUDITOR RFP: Executive Director reported there was only one response received for the 2015 Auditor position. Executive Director advised the response was from Bowman & Company, LLP who was the current vendor. Executive Director noted the proposed fee for audit services was \$12,000 and was within the budget.

MOTION TO APPROVE THE FEE PROPOSAL FROM BOWMAN & COMPANY, LLP. FOR AUDITOR SERVICES FOR 2015 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 1/14/15 to 2/19/15. There were 16 certificates issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director reported the CEL JIF did not meet in January, however held their Reorganization meeting prior to the

Camden County Insurance Commission meeting. Executive Director advised a summary report of that meeting would appear in the next agenda.

CCIC FINANCIAL FAST TRACK: Executive Director advised the December monthly Financial Fast Track was included in the agenda. The Commission had a surplus of \$8,849,804 as of December 31, 2014. Executive Director also referred to line 8 of the December report, "Investment in Joint Venture" and indicated \$1,978,299 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, 2014 the CEL had a surplus of \$5,322,955.

2015 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.

2015 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 also advised the limit/retention schematics and Plan of Risk Management would also be available on this website.

2015 MEETING SCHEDULE: Executive Director reminded the Commission there was no meeting scheduled for March. The next meeting would be on April 23, 2015.

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

Executive Director's Report Made Part of Minutes.

TREASURER:

REPORT: Mr. McPeak reported the February Bill List was included in the agenda and also a supplement bill list for January.

MOTION TO APPROVE RESOLUTION 16-15 JANUARY SUPPLEMENT BILL LIST IN THE AMOUNT OF \$1,338,375 AND RESOLUTION 17-15 FEBRUARY BILL LIST IN THE AMOUNT OF \$3,021,140.19

Motion:	Commissioner Wright
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 she did not have anything to report at this time.

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for the month of January which was included in the agenda. Ms. Hall advised the total billed for the month of January was \$107,325.41 and the total paid was \$49,731.26 with a savings of \$51,854.63 or 51.05%. Ms. Hall advised the net savings was \$41,483.70 and the network utilization was 92.50%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the January – March 2015 Risk Control Activity Report which was included in the agenda Mr. Prince noted the last training session for Law Enforcement was scheduled for next month and then he would report on the number of attendees. Mr. Prince advised the insurance management of the policy was reviewed by Mr. Nardi of Brown & Connery for camera installation and body camera for law enforcement personnel. 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:

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 18-15 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/SARS

CLAIM #	AMOUNT
0568	\$33,458.40
2615	\$50,530.
0199	\$48,741.

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

Chairman Angilella advised the next meeting was scheduled for Thursday, April 23, 2015 at 2:00 PM

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:35 PM

Minutes prepared by: Cathy Dodd, Assisting Secretary