

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – July 23, 2015
CAMDEN COUNTY COLLEGE REGIONAL
EMERGENCY TRAINING CENTER
BOARD ROOM
420 WOODBURY-TURNERSVILLE ROAD 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 Steve Andrick 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 Jim Miles
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group

ALSO PRESENT:

Lou DiAngelo, Camden County
Chris Orlando, Camden County
Marge DellaVecchia, Camden County Municipal Utility Authority (via telephone)
Joseph Hrubash, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services (via telephone)
Rachel Chwastek, PERMA Risk Management Services
Robyn Walcoff, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JUNE 25, 2015

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JUNE 25, 2015

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

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on July 15th and discussed a variety of topics, and is scheduled to meet again on August 16th. Mr. Prince advised he will discuss the Committee in more detail in his Safety Director’s report, asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on July 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:

2014 AUDIT REPORT AS OF DECEMBER 31, 2014: A draft copy of the 2014 audit was sent to the Commissioners, Commission Treasurer, and Commission Attorney for their review. The report is valued as of 12/31/14. The Commission Auditor, Mr. Jim Miles, of Bowman & Company presented the audit. A copy of the draft audit was provided as a handout. Included in the agenda on pages 5-7 is Resolution 37-15, Certification of Annual Audit Report for Period ending December 31, 2014 along with the Group Affidavit Form.

MOTION TO APPROVE RESOLUTION 37-15 CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2014

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

CORRECTIVE ACTION PLAN FOR THE 2014 AUDIT: Included in the agenda was the Corrective Action Plan for the CCIC 2014 Audit and Resolution Number 38-15. Although there were no current findings the Corrective Action Plan and the Resolution accepting the Corrective Action Plan is required by State Law.

MOTION TO APPROVE RESOLUTION 38-15 AUTHORIZING THE ACCEPTANCE OF CORRECTIVE ACTION PLAN FOR THE 2014 CCIC AUDIT

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

REVISED RISK MANAGEMENT PLAN: Included in the agenda was an amended 2015 Risk Management Plan, Resolution 39-15. The applicable pages were included and the changes were highlighted in yellow. Page 11 of the plan was revised along with revisions to Addendum # 2 to reflect underinsured motorist coverage in addition to uninsured motorist coverage.

MOTION TO APPROVE RESOLUTION 39-15, REVISED RISK MANAGEMENT PLAN

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

CERTIFICATE OF INSURANCE ISSUANCE REPORT – Included in the agenda was the certificate of insurance issuance reports from the CEL listing those certificates issued for the period of 6/19/15 to 7/16/15. There were 7 certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF) – Executive Director advised the CEL met on June 25, 2015. A summary report of the meeting is included in the agenda. The CEL is scheduled to meet again on September 24, 2015 at 1:00 PM.

CCIC FINANCIAL FAST TRACK – Included in the agenda was a copy of the Financial Fast Track Report for the month of May. As of May 31, 2015 the report reflects the Commission had a surplus of \$10,122,643. Please note on line 8 of the report, “Investment in Joint Venture” is the Camden County Insurance Commission’s share of the equity in the CEL. CCIC’s current equity in the CEL is \$2,102,175.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Executive Director advised included in the agenda was a copy of the CEL Financial Fast Track Report for the month of May. As of May 31, 2015 the Fund has a surplus of \$5,655,859.

CLAIMS TRACKING REPORT – Executive Director reported included in the agenda was the Claims Activity Report as of June 30, 2015. The Claims Activity Report monitors open and closed claims each month. The Executive Director reviewed the new report with the Commission.

OPRA FORM – The Fund office has revised the OPRA form used for all of the County Insurance Commissions. Included in the agenda was a copy of the first page of the form which amends the contact person, e-mail address and fax number.

2016 RENEWAL INFORMATION – Recently the NJCEL FY 2016 Renewal Data Schedules were sent out to the member entities. If anyone has any questions or needs assistance they should contact Brad Stokes or Cathy Dodd. The updated documents should be returned by e-mail to Cathy Dodd no later than Friday, August 14, 2015.

2015 NOTICE OF AWARD PUBLICATION – PERMA has advertised for the award of contracts for the Auditor and Actuary and a resolution authorizing an agreement pursuant to a publicly advertised request for proposals for the legal defense panel in the Commission’s newspapers.

AUGUST COMMISSION MEETING – As a reminder it was agreed that there would not be a meeting in August. The Commission previously passed Resolution 14-15 authorizing the Commission Treasurer to process contracted payments and expenses when the Commission did not meet. The payments will be ratified at the September meeting. Our next meeting is scheduled for September 24, 2015 at 2:00 PM.

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

Executive Director's Report Made Part of Minutes.

TREASURER: Commission Attorney reported the July Bill list was reviewed by the Treasurer and is in order.

MOTION TO APPROVE RESOLUTION 40-15 JULY BILL LIST IN THE AMOUNT OF \$58,162.24

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

Executive Director advised the monthly Treasurer’s report was also included in the agenda.

ATTORNEY: Nothing to report.

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for the month of June which was included in the agenda. Ms. Hall advised the total billed for the month of June was \$130,609.30 and the total paid was \$60,704.03 with a savings of \$63,714.70 or 51.21%. Ms. Hall advised the net savings was \$50,971.76 and network utilization was 96%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the June – August 2015 Risk Control Activity Report which was included in the agenda. Mr. Prince reported they had received requests for defensive driving and is currently coordinating those training courses, to be held at the CCMUA. On July 16th, a work station assessment for an employee at the Board of Social Services, which was accommodated and recommendations were made. Mr. Prince asked if there were any questions and then concluded his report.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

MOTION TO OPEN MEETING TO PUBLIC

Motion: 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

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

CLOSED SESSION: Chairman Angilella read Resolution 41-15, 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 41-15 FOR CLOSED SESSION

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

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
6401	\$ 52,500.00
0851	\$ 45,396.00
4027	\$ 27,572.31
1235	\$ 36,720.00
1384	\$ 39,320.00
0614	\$ 20,747.68
0743	\$ 57,055.20
1650	\$ 11,150.00

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

Chairman Angilella advised the next meeting was scheduled for Thursday, September 24, 2015 at 2:00 PM.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:43 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary