

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – February 25, 2016
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 G. 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 Glenn Giveans Steve Andrick Paulette Kelly (via teleconference) Huguette Atherton (via teleconference) Jacqueline Lindsay (via teleconference)
	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:

Lou DiAngelo, Camden County
Howard Goldberg, Camden County
Ed Hill, Camden County Board of Social Services
Karl McConnell, Camden County College *(via teleconference)*
Marge DellaVecchia, Camden County MUA *(via teleconference)*
Jenna Quattrone, Hardenbergh Insurance Group *(via teleconference)*
Jim Kickham, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services
Joseph Hrubash, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JANUARY 28, 2016

Motion: Commissioner Wright
Second: Chairman Angilella
Vote: Unanimous

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 Commissioner Wright
Second: Chairman Angilella
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 17th and is scheduled to meet again on March 16th. Mr. Prince reported Mr. McHale had obtained additional online defensive driver codes which will be distributed through insurance manager Lou DiAngelo. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on February 19th, 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:

2016 RISK MANAGEMENT PLAN – Included in the agenda is the 2016 Plan of Risk Management. The changes are highlighted in yellow. The Executive Director will review the pertinent changes with the Commission. We are requesting the Commissioners approve the 2016 Plan of Risk Management Resolution 18-16 with the Reorganization resolutions.

REORGANIZATION RESOLUTIONS – Annually the CCIC is required to reorganize at the February Executive Committee meeting to be effective March 1st as per the Commission By Laws. Listed below are the necessary Reorganization Resolutions which were included in the agenda.

- Resolution 8-16 Certifying the Election of Chairperson and Vice Chairperson
- Resolution 9-16 Appointing Agent for Service of Process for the Commission For the Term of One Year
- Resolution 10-16 Designating Custodian of Commission Records
- Resolution 11-16 Designating Official Newspapers for the Commission
- Resolution 12-16 Designating Authorized Depositories for Commission Assets

And Establishing Cash Management Plan

- Resolution 13-16 Designating Commission Treasurer
- Resolution 14-16 Designating Commission Attorney
- Resolution 15-16 Designating Authorized Signatures for Commission Bank

Accounts

- Resolution 16-16 Indemnifying Camden County Insurance Fund Commission

Officials/Employees

- Resolution 17-16 Authorizing Commission Treasurer to Process Contracted

Payments and Expenses

- Resolution 18-16 Plan of Risk Management for 2016

MOTION TO APPROVE REORGANIZATION RESOLUTIONS NUMBER 8-16 THROUGH 18-16

Motion: Commissioner Wright
Second: Chairman Angilella
Vote: Unanimous

2016 ACTUARY REQUEST FOR QUOTES – The Fund Office solicited quotations for the services of an Actuary for 2016. There were two vendors that provided a quotation. The responses received were from the current Actuary, The Actuarial Advantage, Inc., and SGRISK Actuaries Consultants. Copies of the responses were previously sent to the Commission Attorney for her review. Copies of the responses were available for review at the meeting.

MOTION TO APPROVE THE FEE PROPOSAL FROM ACTUARIAL SERVICES

Motion: Chairman Angilella
Second: Commissioner Williams
Vote: Unanimous

2016 AUDITOR RFP – The Fund Office solicited quotations for the services of an Auditor for 2016. There was only one response received from our current vendor Bowman & Company, LLP. The proposed fee for audit services will not exceed \$13,500 for the year ending December 31, 2016, which is within the budget amount. A copy of the response was available for review at the meeting.

MOTION TO APPROVE THE FEE PROPOSAL FROM THE BOWMAN & COMPANY, LLP FOR AUDITOR SERVICES FOR 2016 WITH A NOTE NOT TO EXCEED \$13,500

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: Unanimous

Professional Contracts – The Commission Attorney released and advertised Request for Proposals for the Executive Director and Third Party Administrator positions. The Commission Attorney will provide a verbal report on the responses.

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 1/25/16 to 2/21/16. There were 17 certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Motion: Commissioner Williams
Second: Commissioner Wright
Vote: Unanimous

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF) – The Board of Fund Commissioners held a special meeting on January 28, 2016 to review a Settlement Authority Request. No other Fund business was discussed and this is being provided as information only. The CEL's Reorganization meeting was held prior to the Commission meeting. A summary report will be included in the next agenda.

CCIC FINANCIAL FAST TRACK – Included in the agenda was a copy of the Financial Fast Track Report as of **December 31, 2015**. The report indicated the Commission has a surplus of **\$12,272,255**. Line 9 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 **\$2,078,430**.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK - Included in the agenda was a copy of the NJ CEL Financial Fast Track Report as of **December 31, 2015**. The report indicates the Fund has a surplus of **\$5,906,279**.

CLAIMS TRACKING REPORT – Included in the agenda was the Claims Activity Report as of January 31, 2016. The Claims Activity monitors open and closed claims each month. The Executive Director will review the report with the Commission.

2016 PROPERTY & CASUALTY ASSESSMENTS – 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. The first installment will be due on March 15, 2016. Future assessment bills will be due on May 15, 2016 and September 15, 2016.

2016 EXCESS INSURANCE ANCILLARY COVERAGE POLICIES - The CEL renewal policies will again be available electronically through the Conner Strong & Buckelew secure website for those authorized representatives who were designated by their respective member entity. In addition to this, certain Commission professionals are granted access. The CEL Underwriting Manager is in the process of reviewing the policies and will release an e-mail with instructions to access the website when the policies are available. The limit/retention schematics and Plan of Risk Management will also be available on this website. The policies are expected to be available by 4/1/16.

2016 MEETING SCHEDULE – As a reminder the Commission will not meet in March. We have had a request to change the April meeting to Tuesday, April 26, 2016 at 2:00 PM. We have confirmed the meeting room is available. If the Commissioners agree, the Fund Office will advertise the change of meeting date.

**MOTION TO APPROVE THE CHANGE OF THE MEETING DATE TO TUESDAY,
APRIL 26, 2016 AT 2:00 PM**

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

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

Executive Director's Report Made Part of Minutes.

TREASURER: David McPeak reported the February Bill list was reviewed and was in order.

**MOTION TO APPROVE RESOLUTION 19-16 FEBRUARY BILL LIST IN
THE AMOUNT OF \$2,872,534.85**

Motion:	Chairman Angilella
Second:	Commissioner Wright
Vote:	Unanimous

The monthly Treasurer's report was also included in the agenda.

ATTORNEY: Nothing to report.

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 billed for the month of January was \$59,813.70 and the total paid was \$28,404.81 with a savings of \$29,508.49 or 50.95%. Ms. Atherton advised the net savings was \$23,606.79 and network utilization was 93.80%. Ms. Atherton advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the January – February 2016 Risk Control Activity Report which was included in the agenda. Mr. Prince advised CCBOSS had requested training – Dealing with Difficult People and De-escalation Skills.. 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 Williams
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 Wright
Vote: 3 Ayes, 0 Nays

CLOSED SESSION: Chairman Angilella read Resolution 21-16, 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 21-16 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 made a motion to approve the PARS/SARS discussed during closed session.

MOTION TO APPROVE THE FOLLOWING PARS/SARS

CLAIM #	AMOUNT
1432	\$ 19,463.64
1559	\$116,441.94
1517	\$ 54,547.00
1524	\$ 23,427.85
0200	\$ 25,079.00
0612	\$ 20,300.00
5617	\$ 47,648.09
1537	\$ 34,449.00
1528	\$141,382.00
0326	\$ 84,976.40
0373	\$755,089.00
2436	\$ 14,805.32

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

Chairman Angilella advised the next meeting was scheduled for Tuesday, April 26, 2016 at 2:00 PM.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:58 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary