

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – April 26, 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 Steve Williams, Commissioner. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONERS:

Ross G. Angilella	Absent
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 Denise Hall Steve Andrick Huguette Atherton (via teleconference)
	Conner Strong & Buckelew Michelle Leighton
CEL Underwriting Manager	Conner Strong & Buckelew Ed Cooney
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
Ed Hill, Camden County Board of Social Services
Karl McConnell, Camden County College (*via teleconference*)
Jenna Quattrone, Hardenbergh Insurance Group (*via teleconference*)
Cathy Dodd, PERMA Risk Management Services (*via teleconference*)
Joseph Hrubash, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF FEBRUARY 25, 2016

Motion:	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on April 20th and is scheduled to meet again on May 18th. Mr. Prince reported the Chairman presented a variety of topics including some claims. A main topic of discussion was the academy injuries, which were then addressed with Lt. Lutz. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on March 1st and April 5th 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:

CEL Underwriting Manager Team – We would like to welcome and introduce Ed Cooney. Ed will be the CEL Underwriting Manager. Ed will replace Tom Nolan who will retire on July 1, 2016. The Underwriting Manager Team also includes Tim Friel and Alex DeLuccia. Ed can be reached at 973-659-6424 or ecooney@connerstrong.com.

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 2/22/16 to 4/22/16. There were 20 certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

2016 Risk Management Plan – The Fund Office discovered there was an error on page 2, section 2a.) Worker Compensation limits of the 2016 Risk Management Plan. The plan should read CCMUA and CCHSC retain their first \$800,000 instead of \$750,000. A corrected version of the page was included in the agenda and the change was highlighted in blue.

MOTION TO APPROVE THE REVISION TO THE 2016 RISK MANAGEMENT PLAN

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

On Line Driving Training Course – We have received a request from Mr. DiAngelo requesting 250 usages for the online National Safety Counsel Defensive Course offered through SafeServe.com for 2016. The Commission has approved this expense in past years and we are asking the Commission to consider approving this expense again for 2016.

MOTION TO APPROVE THE ONLINE DEFENSIVE DRIVING TRAINING COURSE FOR 250 USAGES FOR A COST OF \$5,250

Motion: Commissioner Williams
Second: Commissioner Wright
Vote: Unanimous

2016 Actuary Fee – At the February 25, 2016 meeting the Commissioners approved an award of contract to Actuarial Advantage in the amount of \$15,626. The fee was incorrect and should have been \$10,200. We are asking for a motion to amend the 2016 Actuary fee to \$10,200.

MOTION TO AMEND THE AWARD OF CONTRACT TO ACTUARIAL ADVANTAGE WITH A FEE OF \$10,200

Motion: Commissioner Williams
Second: Commissioner Wright
Vote: Unanimous

NJ Excess Counties Insurance Fund (CELJIF) – The CEL held its Re-Organization Meeting on February 25, 2016 and adopted the respective reorganization resolutions. The Fund Commissioners re-appointed PERMA as Executive Director, J.A. Montgomery as Safety Director and Conner Strong & Buckelew as the Underwriting Manager. A summary report of the meeting was included in the agenda. The CEL also met prior to the Commission meeting today.

CCIC Financial Fast Track – Included in the agenda were copies of the Financial Fast Track Reports for January and February. As of February 29, 2016 the report indicates the Commission has a surplus of \$11,326,879. Line 10 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 \$2,080,684.

NJ CEL Property and Casualty Financial Fast Track - Included in the agenda were copies of the NJ CEL Financial Fast Track Report for the months of January and February. As February 29, 2016 the report indicates the Fund has a surplus of \$6,395,498.

Claims Tracking Report – Included in the agenda was the Claims Activity Report as of March 31, 2016. The Claims Activity monitors open and closed claims each month. The Executive Director reviewed the report with the Commission.

2016 Property & Casualty Assessments – The second Property & Casualty Assessment payment was due on May 15, 2016. Payments should be sent to the Commission Treasurer, David McPeak.

2016 Excess Insurance and Ancillary Coverage Policies - On April 1, 2016 the CEL Underwriting Manager distributed an e-mail providing login information and instructions to access the Conner Strong & Buckelew website to view the insurance policies and endorsements. If any authorized representative experiences difficulty with the website they should contact the Fund Office for assistance.

Legal Defense Panel Contracts – The Defense Panel Contracts will expire on 5/31/16. The Commission Attorney has advertised the Request for Proposals for Legal Services for the Insurance Commission. The responses to the RFP are due to the Division of Purchasing on Tuesday, May 10, 2016 at 11:00 AM.

2015 Audit – The auditor is in the process of preparing the 2015 Fund Year Audit. When the audit is completed, Mr. Jim Miles of Bowman & Company will be asked to attend the meeting to review his report with the Commission.

Conner Strong & Buckelew Announcement – We are pleased to announce that Conner Strong & Buckelew along with J.A. Montgomery and PERMA have entered into a strategic alliance with Century Equity Partners. There will be no change in the management of the company. A copy of the announcement was included in the agenda.

TPA Professional Contract – Commission Attorney will provide an update on the status of the Third Party Administrator Contract.

Ms. Paffenroth advised the Commission received 5 responses for TPA Services. Ms. Paffenroth advised they were reviewed and compared. It was decided Comp Services, AmeriHealth would be awarded the contract for services through February 2019.

**MOTION TO AMEND THE AWARD OF TPA CONTRACT TO COMP SERVICES,
AMERIHEALTH, RESOLUTION 27-16**

Motion:	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

2017 Renewal – The Executive Director advised the Commission data collection processes for the 2017 Renewal will begin in the next few weeks, with all exposure data required for submission by September.

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

Executive Director's Report Made Part of Minutes.

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

MOTION TO APPROVE RESOLUTION 24-16 MARCH BILL LIST IN THE AMOUNT OF \$217,670.73 AND RESOLUTION 25-16 APRIL BILL LIST IN THE AMOUNT OF \$68,705.33

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

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 March which was included in the agenda. Ms. Hall advised the total billed for the month of January was \$212,702.89 and the total paid was \$101,856.39 with a savings of \$93,421.08 or 46.41%. Ms. Hall advised the net savings was \$74,736.86 and network utilization was 98.10%. Ms. Hall thanked the commission for reappointing them and advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the February – April 2016 Risk Control Activity Report which was included in the agenda. Mr. Prince advised the Commission he completed all of his loss control visits for the county playgrounds, working closely with Lou DiAngelo and John Wolick. Mr. Prince was asked to present an emergency action plan on May 11th, and he will be providing this information. 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: Commissioner Williams
Second: Commissioner Wright
Vote: Unanimous

Seeing no members of the public wishing to speak Commissioner Williams asked for a motion to close the public comment portion of the meeting.

MOTION TO CLOSE MEETING TO PUBLIC

Motion: Commissioner Williams
Second: Commissioner Wright
Vote: Unanimous

CLOSED SESSION: Commissioner Williams read Resolution 26-16, 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 26-16 FOR CLOSED SESSION

Motion: Commissioner Williams
 Second: Commissioner Wright
 Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Wright
 Second: Commissioner Williams
 Vote: Unanimous

Commissioner Williams made a motion to approve the PARS/SARS discussed during closed session.

MOTION TO APPROVE THE FOLLOWING PARS/SARS

CLAIM #	AMOUNT
March 1	
0799	\$ 201,857.00
1535	\$ 30,970.00
1545	\$ 137,529.80
2428	\$ 115,938.70
9129	\$ 88,395.00
7039	\$ 108,652.00
April 5	
1228	\$ 23,704.64
1188	\$ 29,869.73
1518	\$ 16,476.92
1568	\$ 84,430.26
1544	\$ 41,733.09
1579	\$ 18,000.00
1079	\$ 109,437.00
1232	\$ 67,212.00
1231	\$ 63,363.00
1502	informational
3371	\$ 20,100.00
3851	\$ 9,190.00

Motion: Commissioner Williams
 Second: Commissioner Wright
 Vote: Unanimous

Commissioner Williams advised the next meeting was scheduled for Thursday, May 26, 2016 at 2:00 PM.

MOTION TO ADJOURN:

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

MEETING ADJOURNED: 3:09 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary