

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – May 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 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 Denise Hall Paulette Kelly Huguette Atherton (via teleconference)
	Conner Strong & Buckelew Michelle Leighton
CEL Underwriting Manager	Conner Strong & Buckelew Timothy Friel
Attorney	Laura J. Paffenroth, Esq.
Treasurer	
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
Marge DellaVecchia, Camden County Municipal Utility Authority (*via teleconference*)
Rachel Chwastek, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services, (*via teleconference*)

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF APRIL 26, 2016

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: 2 Ayes, 0 Nays, 1 Abstention

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on May 18th. Mr. Prince reported the Committee received a variety of training requests, one from the DPW for back safety and for fire extinguisher training. The Committee also received training from Metro regarding Right to Know training, which they are currently scheduling. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton reported the Claims Committee met on May 3rd 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 Tim Friel, with Conner Strong and Buckelew’s Underwriting Team.

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 4/23/16 to 5/23/16. There were 8 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 CELJIF met on April 26, 2016. The Board awarded a contract, pursuant to solicitation of quotations, to Bowman & Company, LLP as the auditor to conduct the 2015 audit. Also the Board awarded a contract, pursuant to a publicly advertised Request for Proposals, to the firm of Citta, Holzapfel & Zabarsky for Litigation Management Services. Commission Attorney also discussed a specific amendment to the by-laws during closed session to allow for Community College JIF membership. A summary report of the meeting was included in the agenda.

NJ Excess Counties Insurance Fund (CELJIF) Proposed Bylaw Amendment – The CELJIF also held a public meeting on May 5, 2016 to review a proposed bylaw amendment submitted by Commissioner Kelly which would allow a Joint Insurance Fund whose members are solely County autonomous agencies to become a member of the NJCE JIF. The Executive Committee of the NJCE Board adopted the amendment. The NJCE JIF is asking each Member County to place this matter on their next Freeholder Meeting Agenda for review and action. The Commission Attorney has prepared the resolution approving the amendment to the by-laws of New Jersey Counties Excess Joint Insurance Fund for Camden County. Once action is taken by the governing body the NJCE JIF should be notified in writing of the decision. A summary report of the meeting was included in the agenda.

CCIC Financial Fast Track – Included in the agenda was a copy of the Financial Fast Track Report for March. As of March 31, 2016 the report indicates the Commission has a surplus of \$12,079,417. 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 \$2,029,358.

NJ CEL Property and Casualty Financial Fast Track - Included in the agenda was a copy of the NJ CEL Financial Fast Track Report for the month of March. As of March 31, 2016 the report indicates the Fund has a surplus of \$6,016,258.

Claims Tracking Report – Included in the agenda was the Claims Activity Report as of April 30, 2016. The Claims Activity monitors open and closed claims each month. The Executive Director reviewed the report with the Commission.

2017 Renewals – As was done last year, the fund office will start the data collection process for the 2017 renewal in order to provide the relevant information to the underwriters. The fund office will work with the Commission Members to collect the data.

Legal Defense Panel Contracts – Commission Attorney provided an update on the Request for Proposals for Legal Services for the Insurance Commission. The Attorney provided resolution 33-16 for the Legal Defense Panel and submitted a memo to the commissioners regarding the results of the RFP process.

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

Executive Director's Report Made Part of Minutes.

TREASURER: Chairman Angilella advised the May Bill List had been reviewed.

MOTION TO APPROVE RESOLUTION 31-16 MAY BILL LIST IN THE AMOUNT OF \$1,298,785.86

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

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

ATTORNEY: The Attorney provided resolution 33-16 for the Legal Defense Panel and submitted a memo to the commissioners regarding the results of the RFP process.

MOTION TO APPROVE RESOLUTION 33-16 TO AWARD CONTRACTS FOR LEGAL DEFENSE PANEL TO VARIOUS LAW FIRMS

Motion: Commissioner Williams
Second: Commissioner Wright
Vote: Unanimous

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for the month of April which was included in the agenda. Ms. Hall advised the total billed for the month of April was \$174,979.90 and the total paid was \$64,499.30 with a savings of \$78,981.67 or 55.05%. Ms. Hall advised the net savings was \$63,185.34 and network utilization was 94%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the April – May 2016 Risk Control Activity Report which was included in the agenda. Mr. Prince advised the Commission he had received training requests from the DPW, met with Gary regarding the PEOSH citation and are currently scheduling training for fire extinguishers and lock out tag out. 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: Unanimous

Seeing no members of the public wishing to speak Commissioner 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: Unanimous

CLOSED SESSION: Chairman Angilella read Resolution 32-16, 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 32-16 FOR CLOSED SESSION

Motion: Chairman Angilella
Second: Commissioner Wright

Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Chairman Angilella
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
1560	\$ 155,833.40
1025	\$ 20,008.20
0815	\$ 87,476.00
0366	\$ 72,639.00
0042	\$ 21,780.00
9089	\$ 32,784.00
2799	\$ 201,857.00
0906	\$ 54,984.00
1603	\$ 136,021.00

Motion: Commissioner Angilella
Second: Commissioner Williams
Vote: Unanimous

Chairman Angilella advised the next meeting was scheduled for Thursday, June 23, 2016 at 2:00 PM.

MOTION TO ADJOURN:

Motion: Chairman Angilella
Second: Commissioner Williams
Vote: Unanimous

MEETING ADJOURNED: 3:11 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary