

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – July 28, 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	Absent

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford C. Stokes
Claims Service	AmeriHealth Casualty Services Denise Hall Steve Andrick Jaclyn Lindsey (<i>via teleconference</i>) Huguette Atherton
	Conner Strong & Buckelew Danielle Batchelor
CEL Underwriting Manager	Conner Strong & Buckelew
Attorney	Laura J. Paffenroth, Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Auditor	Bowman & Company LLP James Miles
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group Jenna Quattrone, HIG, (<i>via teleconference</i>)

ALSO PRESENT:

Lou DiAngelo, Camden County
Sharon Faber, Camden County Board of Social Services
Karl McConnell, Camden County College
Jim Miles, Bowman & Company
Monica Lester, Conner Strong & Buckelew
Rachel Chwastek, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services (*via teleconference*)

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JUNE 23, 2016

Motion: Commissioner Wright
Second: Chairman Angilella
Vote: 2 Ayes, 0 Nays

CORRESPONDENCE: None

COMMITTEE REPORTS:

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on July 20th. Mr. Prince reported the main topic of discussion was PEOSH activity across the state. The next Safety Committee meeting is on August 17th. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Batchelor, sitting in for Mr. Leighton, introduced a new claims associate, Ms. Monica Lester. Ms. Batchelor advised the claims committee met on July 7th and she has 9 PARS for review in closed session. Ms. Batchelor asked if there were any questions and then concluded her report.

EXECUTIVE DIRECTOR REPORT:

2015 Audit Report as of December 31, 2015 –A draft copy of the 2015 Audit was distributed at the meeting. The report is valued as of 12/31/15. The Commission Auditor, Mr. Jim Miles, of Bowman & Company, LLP attended the meeting and presented the draft audit. The audit was held for approval until September’s meeting.

Corrective Action Plan for the 2015 Audit – Included in the agenda was the Corrective Action Plan for the CCIC 2015 Audit and Resolution Number 39-16. Although there were no current findings the Corrective Action Plan and the Resolution accepting the Corrective Action Plan is required by State Law. This was also held for approval until September’s meeting.

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 6/17/16 to 7/21/16. There were 10 certificate of insurances issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: Unanimous

NJ Excess Counties Insurance Fund (CELJIF) – The CELJIF met on June 23, 2016. Bowman & Company, LLP presented a draft copy of the 2015 Audit. The Counties of Union, Hudson, Ocean and Mercer are scheduled to renew their membership with the Fund as of January 1, 2017. A summary report of the meeting was included in the agenda. The CEL is scheduled to meet again on September 22, 2016 at 1:00 PM.

CCIC Financial Fast Track – Included in the agenda was a copy of the Financial Fast Track Report for May. As of May 31, 2016 the report indicates the Commission had a surplus of \$11,885,157. 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 \$1,953,748.

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 May. As of May 31, 2016 the report indicates the Fund has a surplus of \$5,779,624.

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

2017 Renewal – On July 15, 2016 the Fund Office sent the NJCE FY 2017 Renewal Data Schedules to the member entities. The updated documents should be returned by e-mail to Cathy Dodd no later than Monday, August, 22, 2016. If anyone has any questions or needs assistance they should contact Brad Stokes or Cathy Dodd. The Fund office will also be sending out the renewal applications for completion as respects to the ancillary lines of insurance. Since the budget process is dependent on the timely receipt of the renewal data we ask your cooperation in meeting the due dates.

August Commission Meeting – As a reminder it was agreed that there would not be a meeting in August. The Commission previously passed Resolution 14-16 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 22, 2016 at 2:00 PM.

Cyber Security Training – As a reminder, the fund office is currently in the process of scheduling the two cyber security training sessions with Marc Pfeiffer, that were approved last month. The first session will most likely be in September.

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

Executive Director's Report Made Part of Minutes.

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

MOTION TO APPROVE RESOLUTION 40-16 JULY BILL LIST IN THE AMOUNT OF \$1,924,873.89

Motion: Commissioner Wright
Second: Chairman Angilella
Vote: Unanimous

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

ATTORNEY: NONE

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 \$118,916.97 and the total paid was \$61,041.49 with a savings of \$56,030.91 or 47.86%. Ms. Hall advised the net savings was \$44,824.73 and network utilization was 96.60%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

SAFETY DIRECTOR: Mr. Prince reviewed the June – July 2016 Risk Control Activity Report which was included in the agenda. Appendix II included a Loss Control Visit with Camden County's DPW, regarding PEOSH. All items have been abated and all issues have been cleared. Only July 19th, Mr. DiAngelo and Mr. Prince visited the city hall's fitness center on the sixth floor, and that report will be included in the next agenda. 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 41-16, 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 41-16 FOR CLOSED SESSION

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: Unanimous

Chairman Angilella made a motion to approve the PARS/SARS discussed during closed session.

MOTION TO APPROVE THE FOLLOWING PARS/SARS

CLAIM #	AMOUNT
1604	\$ 59,992.00
1541	\$ 74,443.64
1621	\$ 41,512.60
1619	\$ 51,016.36
3771	\$ 33,975.14
4447	\$ 75,000.00
0389	\$ 21,054.26
7199	\$ 68,898.40
0359	\$ 29,328.00

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: Unanimous

Chairman Angilella advised the next meeting was scheduled for Thursday, September 22, 2016 at 2:00 PM.

MOTION TO ADJOURN:

Motion: Chairman Angilella
Second: Commissioner Wright
Vote: Unanimous

MEETING ADJOURNED: 2:41 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary