

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – December 8, 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 <b>Bradford C. Stokes</b>
Claims Service	AmeriHealth Casualty Services <b>Denise Hall</b> <b>Steve Andrick</b> <b>Jaclyn Lindsey</b> ( <i>via teleconference</i> )
	Conner Strong & Buckelew <b>Michelle Leighton</b>
CEL Underwriting Manager	Conner Strong & Buckelew
Attorney	<b>Laura J. Paffenroth, Esq.</b>
Treasurer	
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
Auditor	Bowman & Company LLP
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group

**ALSO PRESENT:**

Lou DiAngelo, Camden County  
Edward H. Hill, Camden County Board of Social Services  
Cathy Dodd, PERMA Risk Management Services (*via teleconference*)

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF OCTOBER 27, 2016**

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:**

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on November 16<sup>th</sup>. The Committee discussed their plans for 2017 and included the 2017 Meeting Schedule in the agenda. The next meeting is on December 19<sup>th</sup>. Mr. Prince asked if there were any questions and then concluded his report.

**CLAIMS COMMITTEE:** Ms. Leighton advised the claims committee met on November 4<sup>th</sup> and December 6<sup>th</sup> and there were PARS for review in closed session. Ms. Leighton advised the Best Practices Event on November 2<sup>nd</sup> was a great success and thank to all who participated. Ms. Leighton asked if there were any questions and then concluded her report.

**EXECUTIVE DIRECTOR REPORT:**

**2017 Property & Casualty Budget Introduction** – Included in the agenda was the 2017 proposed Property & Casualty Budget in the amount of \$16,753,318. The introductory budget represents a .76% decrease Commission wide. The assessments will be due on 3/15/17, 5/15/17 and 9/15/17. The proposed assessments will be distributed at the meeting. The Fund Office will advertise the proposed 2017 Budget in the Commission’s official newspaper.

**Motion to introduce the 2017 Property and Casualty Budget in the amount of \$16,753,318 and schedule a public hearing on January 26, 2017 at 2:00 PM at the Camden County College Regional Training Center, 420 Woodbury-Turnersville Road, Blackwood, NJ 08102**

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

**CEL Dividend** – The CEL declared a dividend for the 2010 & 2011 Fund Years. The Camden County Insurance Commission’s share is \$88,409. Included in the agenda was the per member entity share of the dividend. Commission members have an option to receive a check or reduction in their 2017 assessment. The Fund Office will send a letter to each member entity to find out their preference.

**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 10/21/16 to 11/30/16. There were 2 certificate of insurances issued during this period.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

Motion: Commissioner Wright  
Second: Commissioner Williams  
Vote: Unanimous

**NJ Excess Counties Insurance Fund (CELJIF)** – A sub-committee met on October 17, 2016 to review the preliminary 2017 budget. The CELJIF met on October 27, 2016 and introduced the CEL 2017 Budget. A summary report of the meeting is included in the agenda. The public hearing for the 2017 Budget was held on November 17, 2016 and the budget was adopted in the amount of \$20,977,357. The Fund Commissioners also authorized a Professional Service Agreement to the incumbent, The Actuarial Advantage, Inc. for actuary services. The CELJIF will hold its 2017 Reorganization Meeting on February 23, 2017.

**CCIC Financial Fast Track** – Included in the agenda was a copy of the Financial Fast Track Report for the month of September. As of September 30, 2016, the report indicates the Commission has a surplus of \$13,052,009. 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 \$2,454,219. The cash amount is \$27,224,864.

**NJ CEL Property and Casualty Financial Fast Track (Page 13)** - Included in the agenda on page 13 is a copy of the NJ CEL Financial Fast Track Report for the month of September. As of September 30, 2016, the report indicates the Fund has a surplus of \$7,631,542.

**Claims Tracking Report** – Included in the agenda on page 14 is the Claims Activity Report as of October 31, 2016. The Claims Activity Report monitors open and closed claims each month. The Executive Director will review the report with the Commission.

**Meeting Dates for 2017** - Attached on page 15 for your consideration is the proposed CCIC Executive Committee meeting schedule for 2017. As we have done in the past there will be no meetings scheduled for August and November. However, meetings for these months could be scheduled if necessary with additional notice required by statute. The next meeting is scheduled for January 26, 2017 and the Reorganization meeting is scheduled for February 23, 2017. If the dates are acceptable a resolution will be prepared for approval at our next meeting. Please note the College cannot accommodate us for the April meeting so we will either change the meeting date or meet at a different location.

**New Jersey Counties Excess Joint Insurance Fund** – Joint Insurance Claims Committees Best Practices Workshop – The Workshop was held at the Conner Strong & Buckelew Marlton office on Wednesday, November 2nd. Ms. Leighton will provide a verbal summary of the workshop.

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

Executive Director's Report Made Part of Minutes.

**TREASURER:** Ms. Paffenroth advised that Mr. McPeak reviewed the November and December Bill List.

**MOTION TO APPROVE RESOLUTION 56-16 NOVEMBER BILL LIST IN THE AMOUNT OF \$59,912.58 AND 57-16 DECEMBER BILL LIST IN THE AMOUNT OF \$49,732.34**

Motion: Commissioner Williams

Second: Commissioner Wright  
Vote: Unanimous

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

**ATTORNEY:** No Report.

**CLAIM SERVICE:** Ms. Hall reviewed the Medical Savings Report for the month of November which was included in the agenda. Ms. Hall advised the total billed for the month of November was \$219,236.02 and the total paid was \$108,830.49 with a savings of \$104,041.48 or 48.88%. Ms. Hall advised the net savings was \$83,233.18 and network utilization was 98.90%. Ms. Hall advised that concluded her report unless anyone had anyone had questions.

**SAFETY DIRECTOR:** Mr. Prince reviewed the October – December 2016 Risk Control Activity Report which was included in the agenda. On 12/5 he completed a loss control visit with the police department and covered motor vehicle accidents, body worn cameras and written templates. 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 moved 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:** Chairman Angilella read Resolution 58-16, 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 58-16 FOR CLOSED SESSION**

Motion: Commissioner Williams  
Second: Commissioner Wright  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion: Commissioner Williams  
Second: Commissioner Wright  
Vote: Unanimous

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

**MOTION TO APPROVE THE FOLLOWING PARS/SARS**

<b>CLAIM #</b>	<b>AMOUNT</b>
1666	\$244,784.00
1688	\$ 66,441.72
1712	\$201,065.00
1692	\$ 51,421.30
5067	\$ 11,210.00
0435	\$ 93,020.00
0441	\$ 66,250.00
0444	\$ 36,956.00
1351	\$ 33,216.70
1703	\$ 72,118.00
1656	\$ 90,269.78
1666	\$244,784.00
7202	\$ 21,285.44

Motion: Commissioner Williams  
Second: Commissioner Wright  
Vote: Unanimous

Mr. Williams advised the next meeting is scheduled for Thursday, January 26, 2017 at 2:00 PM.

**MOTION TO ADJOURN:**

Motion: Commissioner Wright  
Second: Commissioner Williams  
Vote: Unanimous

**MEETING ADJOURNED: 3:12 PM**

Minutes prepared by: Rachel Chwastek, Assisting Secretary