

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – April 27, 2017
DIPIERO CENTER
512 LAKELAND ROAD, 2ND FLOOR
BLACKWOOD, NJ 08102
2:00 PM**

Meeting was called to order by Anna Marie Wright, Fund 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 (<i>via teleconference</i>)

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford C. Stokes
Claims Service	AmeriHealth Casualty Services Denise Hall Steve Andrick Huguette Atherton Paulette Kelly
	Conner Strong & Buckelew Gregory Hunt (<i>via teleconference</i>)
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 Christina Violetti , (<i>via teleconference</i>)

ALSO, PRESENT:

Karl McConnell, Camden County College (*via teleconference*)
Edward H. Hill, Camden County Board of Social Services
Robert Cornforth, Camden County Municipal Utility Authority
Rachel Chwastek, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MARCH 23, 2017

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

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on April 19th and is scheduled to meet again on May 17th. The Committee discussed a variety of items including requests for training and loss control visits. Mr. Prince advised he would be visiting the CCMUA to investigate the unnecessary activation of their fire alarms and smoke detectors. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Mr. Hunt advised the claims committee met on April 4th and there were six PARS for review in closed session. Mr. Hunt asked if there were any questions and then concluded his report.

EXECUTIVE DIRECTOR REPORT:

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director reported on the Certificate of Insurance Report for the period of 3/1/17 to 3/31/17. There were 12 certificates issued during this period.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REORT

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

NJ EXCESS COUNTIES INSURANCE FUND (CELJIF): Executive Director advised the CEL did not meet in March, but did meet prior to today's CCIC meeting. Mr. Stokes advised that two professional contracts were approved, Litigation Management and Auditor, and the Underwriter also made a report at that meeting.

CCIC FINANCIAL FAST TRACK: Executive Director advised the February Financial Fast Track Report included in the agenda contained an error and a corrected version was handed out. The Commission had a surplus of \$13,940,988 as of February 28, 2017.

NJ CEL PROPERTY AND CASUALTY FINANCIAL FAST TRACK: Executive Director reported the February Financial Fast Track was included in the agenda. Executive Director advised as February 28, 2017 the Fund had a surplus of \$8,446,934. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

CLAIMS TRACKING REPORT: Executive Director advised the agenda included the Claims Activity Report as of March 31, 2017. The Claims Activity monitors open and closed claims each month. Executive Director said there was a spike in claims that appear to workers compensation, most likely caused by the weather we experienced in March.

2017 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the second Property & Casualty Assessment were due on May 15, 2017. Payments should be sent to the Commission Treasurer, Dave McPeak.

2017 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director reported the CEL Underwriting Manager distributed an e-mail providing login information and instructions to view the insurance policies and endorsements on the Conner Strong & Buckelew website. Executive Director advised if anyone had any difficulties accessing the site they should contact the Fund Office.

LEGAL DEFENSE PANEL CONTRACTS: Executive Director reported the Legal Defense Panel Contracts expire on May 31, 2017. The Fund Attorney's office will be issuing the RFP, it has been advertised and they are due back on May 9th, and an update will be provided at the next meeting.

CAREER SURVIVAL FOR FIRST LINE SUPERVISORS: Executive Director advised included in the agenda was a brochure for upcoming Career Survival for First Line Supervisor training that has been distributed to Fund members and has received a good response. The instructor, Keith Hummel, was recently brought in-house to JA Montgomery

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

Executive Director's Report Made Part of Minutes.

TREASURER: Commissioner Wright advised the April Bill List and Treasurer's Reports were included in agenda.

MOTION TO APPROVE RESOLUTION 28-17 APRIL BILL LIST IN THE AMOUNT OF \$58,683.33

Motion:	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

ATTORNEY: Commission Attorney advised she had no report at this time.

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 March was \$104,880.00 and the total paid was \$63,031.00 with a savings of \$41,315.00 or 39.60%. Ms. Hall advised the net savings was \$33,052 and network utilization was 97.70%.

SAFETY DIRECTOR: Mr. Prince reviewed the March - April 2017 Risk Control Activity Report which was included in the agenda. There were 2 safety director bulletins included in the agenda: Take Your Daughters and Sons to Work Day – Best Practices and Comprehensive Playground Inspection Programs. 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 Wright
Second: Commissioner Williams
Vote: Unanimous

Seeing no members of the public wishing to speak Commissioner Wright moved a motion to close the public comment portion of the meeting.

MOTION TO CLOSE MEETING TO PUBLIC

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

CLOSED SESSION: Commissioner Wright read Resolution 29-17, 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 29-17 FOR CLOSED SESSION

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

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

MOTION TO APPROVE THE FOLLOWING PARS/SARS

<u>CLAIM #</u>	<u>AMOUNT</u>
1711	\$ 48,019.28
1688	\$ 149,507.60
1278	\$ 29,000.00
1056	\$ 13,218.76
1056	\$ 114,254.00
1444	\$ 44,035.58
1444	\$ 17,582.20
1567	\$ 192,016.00
0469	\$ 123,759.00
9263	\$ 36,000.00

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

Commissioner Wright advised the next meeting is scheduled for May 25, 2017, 2:00 PM, at the Camden County College Regional Emergency Training Center.

MOTION TO ADJOURN:

Motion: Commissioner Wright
Second: Commissioner Williams
Vote: Unanimous

MEETING ADJOURNED: 2:49 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary