

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
REORGANIZATION MEETING – February 22, 2018
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 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 Huguette Atherton (<i>via teleconference</i>) Paulette Kelly (<i>via teleconference</i>)
	Conner Strong & Buckelew Michelle Leighton
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:

Lou DiAngelo, Camden County
Ed Hill, Camden Board of Social Services
Bob Cornforth, Camden County MUA

Paul Shives, JA Montgomery
Karl McConnell, Camden County College (*via teleconference*)
Joseph Hrubash, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: CLOSED MINUTES OF DECEMBER 7, 2017

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

January minutes approval delayed until the March meeting.

Chairman Angilella then asked the Executive Director to take over the meeting.

The Executive Director advised this was the Commission's Reorganization Meeting. He advised the Commission would need to elect a chair and vice chair.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON:

NOMINATION OF ROSS ANGILELLA FOR CHAIRPERSON

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

NOMINATION OF STEVE WILLIAMS FOR VICE CHAIRPERSON

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

The Attorney advised the Oath of Office would be administered later.

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on February 21st. Mr. Prince advised they discussed a variety of topics including training, the emergency action plans, fire prevention plans and the most commonly cited PEOSHA citations. Harry Collins from the Improvement Authority attended and provided a great description on the PEOSHA visit at city hall. The next Safety Committee Meeting is scheduled for March 21st. Mr. Prince asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton advised the claims committee met on February 7th and her PARS report is for closed session. In addition, effective January 1st there is modified claims reporting requirements from BRIT and those specific reporting instructions will be distributed once the CEL distributes that information. Ms. Leighton asked if there were any questions and then concluded her report.

EXECUTIVE DIRECTOR REPORT:

Reorganization Resolutions – As we do annually the CCIC is required to reorganize at the February Executive Committee meeting to be effective March 1st as per the Commission By Laws. Listed below are the necessary Reorganization Resolutions which were included in the agenda and reviewed by the Executive Director.

Resolution 6-18 Certifying the Election of Chairperson and Vice Chairperson

Resolution 7-18 Appointing Agent for Service of Process for the Commission For the Term of One Year

Resolution 8-18 Designating Custodian of Commission Records

Resolution 9-18 Designating Official Newspapers for the Commission

Resolution 10-18 Designating Authorized Depositories for Commission Assets And Establishing Cash Management Plan

Resolution 11-18 Designating Commission Treasurer

Resolution 12-18 Designating Commission Attorney

Resolution 13-18 Designating Authorized Signatures for Commission Bank Accounts

Resolution 14-18 Indemnifying Camden County Insurance Fund Commission Officials/Employees

Resolution 15-18 Authorizing Commission Treasurer to Process Contracted Payments and Expenses

MOTION TO APPROVE REORGANIZATION RESOLUTIONS NUMBER 6-18 THROUGH 15-18

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

2018 Actuary Request for Price Quotes – The Fund Office solicited quotations for the services of an Actuary for 2018. There were two vendors that provided a quotation. The responses received were from the current Actuary, The Actuarial Advantage, Inc., and SGRISK Actuaries Consultants. Copies of the responses were previously sent to the Commission Attorney, Commissioners, and Commission Treasurer for their review. Included in the agenda was summary of the fees. There was a brief discussion on a recommended firm to service the Commission at the meeting and it was agreed the item would be tabled until next month.

MOTION TO TABLE THE APPROVAL OF THE FEE QUOTE FOR ACTUARIAL SERVICES

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

2018 Auditor Request for Price Quotes – The Fund Office solicited quotations for the services of an Auditor for 2018. There was only one response received from our current vendor Bowman & Company, LLP. The proposed quote for audit services is \$14,000 for the year ending December 31, 2018 which is within the budget amount. A copy of the response will be available for review at the meeting.

MOTION TO APPROVE THE FEE QUOTE FROM THE BOWMAN & COMPANY, LLP FOR AUDITOR SERVICES FOR 2018 IN THE AMOUNT OF \$14,000.00.

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

Certificate of Insurance Issuance Report – Included in the agenda was a copy the certificate of insurance issuance report from the NJCE listing those certificates issued for the month of January. There were 87 certificates of insurance issued for the month.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ Excess Counties Insurance Fund (NJCE) – The NJCE Reorganization meeting was held prior to the Commission meeting. Executive Director provided a verbal update of the meeting and a summary report will be included in the next agenda. The NJCE is scheduled to meet again on April 26, 2018.

CCIC Financial Fast Track – Included in the agenda was a copy of the Financial Fast Track Report as of December 31, 2017. The report indicates the Commission has a surplus of \$19,348,871. 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 \$3,214,876.

NJ CEL Property and Casualty Financial Fast Track - Included in the agenda was a copy of the NJ CEL Financial Fast Track Report as of December 31, 2017. The report indicates the Fund has a surplus of \$10,565.661.

2018 Property & Casualty Assessments – In accordance with the Commission’s By Law’s, the property and casualty assessment bills were e-mailed to the member entities on February 8, 2018. The assessment bills included a CEL dividend credit for the 2010 & 2011 Fund Years. The first installment will be due on March 15, 2018. Future assessment bills will be due on May 15, 2018 and September 15, 2018.

NJCE Bulletin 18-07 – Included in Appendix III of the agenda was a copy of the NJCE Bulletin prepared by the NJCE Underwriting Manager. The Bulletin serves as a listing of resources from the NJCE’s insurance partners and other sources available to members of the NJCE.

2018 Excess Insurance and Ancillary Coverage Policies - The NJCE renewal policies will again be available electronically through the Conner Strong & Buckelew secure website for those authorized representatives who were designated by their respective member entity. In addition to this, certain Commission professionals are granted access. The NJCE Underwriting Manager is in the process of reviewing the policies and will release an e-mail with instructions to access the website when the policies are available. The limit/retention schematics and Plan of Risk Management will also be available on this website. The policies are expected to be available by 4/1/18.

Executive Director's Report Made Part of Minutes.

TREASURER: Mr. McPeak advised the February Bill Lists and the Treasurer’s Reports were included in agenda.

MOTION TO APPROVE RESOLUTION 16-18 FEBRUARY BILL LIST IN THE AMOUNT OF \$2,806,132.23 AND RESOLUTION 17-18 FEBRUARY DIVIDEND LIST IN THE AMOUNT OF \$7,756.00

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

ATTORNEY: Commission Attorney advised she had nothing to report at this time.

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for the month of January which was included in the agenda. Ms. Hall advised the total billed for the month of January was \$152,204.00 and the total paid was \$45,780.00 with a savings of \$72,347.00 or 61.80%. Ms. Hall advised the net savings was \$57,877.60 and network utilization was 97.40%.

The Executive Director and the Commissioners agreed they would like to include last year's numbers in the agenda going forward.

Ms. Hall advised the office has moved from their Mount Laurel location to Center City Philadelphia, the information was included in the agenda.

SAFETY DIRECTOR: Mr. Prince reviewed the January - February 2018 Risk Control Activity Report which was included in the agenda. Mr. Prince advised last week they met with Joseph Hales / CC Chief Fire Marshall and the Robin Blaker / CC Public Safety Director. They want to update all emergency action and fire prevention plans for the County. They were provided with all the minimum standards and a variety of templates. They also met with Joe Domanski / CC DOC Business Manager regarding body worn cameras and the BRIT safety grant. 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: 2 Ayes, 0 Nays

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

MOTION TO CLOSE MEETING TO PUBLIC

Motion Chairman Angilella
Second: Commissioner Wright

Vote: 2 Ayes, 0 Nays

CLOSED SESSION: Chairman Angilella read Resolution 18-18, 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 18-18 FOR CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

Chairman Angilella 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>	<u>SAR/PAR</u>
1994	\$ 15,224.00	PAR
1833	\$ 85,294.00	PAR
7106	\$ 60,000.00	PAR
7562	\$ 260,892.00	PAR
0582	\$ 89,602.00	PAR
7084	\$ 14,005.00	PAR
7039	\$ 155,312.76	PAR

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

Chairman Angilella advised the next meeting was scheduled for March 22, 2018, 2:00 PM, at the Camden County College Regional Emergency Training Center.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:39 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary