

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
REORGANIZATION MEETING – April 26, 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 Anna Marie Wright, 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
	Conner Strong & Buckelew
CEL Underwriting Manager	Conner Strong & Buckelew Alex DeLuccia
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
Emily Wright
Kennedy Davis
Karl McConnell, Camden College (*via teleconference*)
Bob Cornforth, Camden County MUA

Rachel Chwastek, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services (*via teleconference*)

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MARCH 22, 2018

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

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on 4/18 and is scheduled to meet again on 5/16. The Committee discussed ongoing efforts regarding the Opioid Crisis, specifically Narcan. The research is ongoing and he will advise the Commission when appropriate. Mr. Prince asked if there were any questions and concluded his report.

CLAIMS COMMITTEE: Mr. Stokes advised Ms. Leighton would not be attending the meeting, the claims committee last met on 4/3 and advised there was no report for open session.

EXECUTIVE DIRECTOR REPORT:

2018 ACTUARY REQUEST FOR PRICE QUOTES – As discussed at last month’s meeting, 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. The Commission decided to hold off until next month for more review time.

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 March. There were 19 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 did not meet in March and met prior to Commission meeting. Executive Director advised professional contracts for litigation management and actuarial services were awarded. The Underwriting data process was approved for the payroll audits and the risk management information systems. The NJCE is scheduled to meet again on June 28, 2018 at 1:00 PM.

CCIC FINANCIAL FAST TRACK – Included in the agenda was a copy of the Financial Fast Track Report as of February 28, 2018. The report indicates the Commission has a surplus of \$19,257,971. Line 10 of the report, “Investment in Joint Venture” is the Camden County Insurance Commission’s share of the equity in the NJCE. CCIC’s current equity in the NJCE is \$3,203,868.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK - Included in the agenda was a copy of the NJCE Financial Fast Track Report as of February 28, 2018. The report indicates the Fund has a surplus of \$10,515,477.

PROPERTY AND CASUALTY ASSESSMENTS – The second property and casualty assessments are due June 15, 2018. Please forward them to the Treasurer.

LEGAL DEFENSE PANEL CONTRACTS – Executive Director reported the Defense Panel Contracts would expire on 5/31/18. Executive Director advised Commission Attorney would issue a Request for Proposals for Legal Services.

CAMDEN COUNTY COLLEGE CYBER COVERAGE – Alex Deluccia of the NJCE Underwriting Team advised the College currently has their coverage outside of the Commission program, the UW team had received quotes for the College and they were competitive and the college's cyber program will be within the commission as of 6/1/2018. Mr. Deluccia then advised the Commission's cyber program currently has a 4 million limit, and the excess carriers have provided two options to sit excess, 2x4 at \$11, 860 and 4x4 at \$22,762. It is recommended by the Underwriting Team to purchase one of the two excess options. Mr. Deluccia will get the details to the Commissioners.

ANTI-HARASSMENT TRAINING – The Executive Director advised he had received requests for anti-harassment training and has suggested the Commission allocate \$5,000 from the Commission's miscellaneous line item to provide training on this subject.

MOTION TO APPROVE \$5,000 FOR ANTI-HARASSMENT TRAINING

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

Executive Director's Report Made Part of Minutes.

Commissioner Wright advised to day is take your child to work day and Emily Wright and Kennedy Davis were joining the Commission meeting today to learn about county government.

TREASURER: Mr. McPeak reviewed the April Bill List and the Treasurer's Reports were included in agenda.

MOTION TO APPROVE RESOLUTION 24-18 APRIL BILL LIST IN THE AMOUNT OF \$68,894.46

Motion	Commissioner Wright
Second:	Commissioner Williams
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 March which was included in the agenda along with last year's reports. Ms. Hall advised the total billed for the month of March was \$108,947.00 and the total paid was \$51,054 with a savings of \$54,041 or 51.40%. Ms. Hall advised the net savings was \$43,232.80 and network utilization was 99.00%.

SAFETY DIRECTOR: Mr. Prince reviewed the March – April 2018 Risk Control Activity Report which was included in the agenda. Arrangements have been made to escort the parks department around the playgrounds to show them what is inspected for safety and compliance. The Department of Corrections has also submitted a quote for body worn cameras to the BRIT, hopefully to be approved for grant funding. 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:	2 Ayes, 0 Nays

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:	2 Ayes, 0 Nays

CLOSED SESSION: Commissioner Wright read Resolution 25-18, 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 25-18 FOR CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

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

MOTION TO APPROVE THE FOLLOWING PARS/SARS

CLAIM #	AMOUNT	SAR/PAR
1653	\$ 250,000.00	PAR
9576	\$ 42,500.00	PAR/SAR
7563	\$ 92,376.00	PAR
7531	\$ 148,471.00	PAR
0610	\$ 51,142.43	PAR
0357	\$ 19,346.26	PAR
7333	\$ 9,251.74	PAR
3632	\$ 55,000.00	PAR
1953	\$ 68,556.00	PAR
1954	\$ 86,444.00	PAR
1964	\$ 208,793.00	PAR
1818	\$ 59,478.00	PAR/SAR
1334	\$ 242,493.00	PAR/SAR
0385	\$ 21,395.11	PAR
0006	\$ 39,432.10	PAR

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

Commissioner Wright advised the next meeting was scheduled for May 24, 2018, 2:00 PM, at the Camden County College Regional Emergency Training Center.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 2:50 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary