

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – February 28, 2019
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	Present (<i>via teleconference</i>)

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford C. Stokes
Claims Service	AmeriHealth Casualty Services Denise Hall Huguette Atherton Paulette Kelly (<i>via teleconference</i>)
	Conner Strong & Buckelew Michelle Leighton
CEL Underwriting Manager	Conner Strong & Buckelew
Attorney	Laura J. Paffenroth, Esq.
Treasurer	
Safety Director	J.A. Montgomery Risk Control Glenn Prince Jon Czarnecki
Auditor	Bowman & Company LLP
Risk Management Consultant (CCIA)	Hardenbergh Insurance Group Christina Violetti (<i>via teleconference</i>)

ALSO, PRESENT:

Josh Friedman, Camden County
Bob Cornforth, Camden County MUA

Karl McConnell, Camden County College (*via teleconference*)
Rachel Chwastek, PERMA Risk Management Services
Nancy Ghani, PERMA Risk Management Services
Joseph Hrubash, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services
Robyn Walcoff, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF JANUARY 24, 2019

Motion	Commissioner Wright
Second:	Commissioner Angilella
Vote:	3 Ayes, 0 Nays

CORRESPONDENCE: PERMA MEMO – Mr. Hrubash advised Conner Strong/PERMA had a cyber incident, it was ransomware, about two weeks ago. The good news is none of our data or our client’s data was breached.

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:	Commissioner Williams
Vote:	Unanimous

MOTION TO CLOSE NOMINATIONS FOR CHAIRPERSON

Motion	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

NOMINATION OF STEVE WILLIAMS FOR VICE CHAIRPERSON

Motion	Commissioner Wright
Second:	Chairman Angilella
Vote:	Unanimous

MOTION TO CLOSE NOMINATIONS FOR VICE CHAIRPERSON

Motion	Commissioner Wright
Second:	Commissioner Williams
Vote:	Unanimous

MOTION TO ELECT ROSS ANGILELLA, CHAIRMAN AND STEVE WILLIAMS, VICE CHARIMAN

Motion	Commissioner Wright
Second:	Chairman Angilella
Vote:	3 Ayes, 0 Nays

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on February 27th, and he advised there was record attendance at the meeting. Mr. Prince also had a conversation with the Director of the Police Academy in reference to accident reduction training and simulators. They're looking to purchase a simulator that can also download body worn camera footage. Mr. Prince will be reporting back on the simulator next month. Mr. Angilella added the Chief will be putting together a plan to bring down accidents in the department and will present to the freeholders. Mr. Prince advised the next Safety Committee meeting is scheduled for March 20th, asked if there were any questions and then concluded his report.

CLAIMS COMMITTEE: Ms. Leighton advised the claims committee met on February 12th and will discuss the claims for approval in closed session. Ms. Leighton advised there was also included in Appendix II, a summary of reporting procedures, advised on cyber and pollution information, and stressed the importance of reaching out immediately on cyber claims. Mr. Cooney mentioned at the CEL meeting, the annual meeting for the MEL is upcoming, the CEL members are invited to attend. Mr. Cooney has a Risk Management section for Cyber at the meeting. Ms. Leighton advised also included was Zurich Remediation information, asked if there were any questions and then concluded her report.

Mr. Hrubash advised the MEL Educational Seminar is very similar to the CEL Best Practices Seminar and credits are available for those who attend on May 3rd.

EXECUTIVE DIRECTOR REPORT:

Reorganization Resolutions– 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.

- Resolution 9-19 Certifying the Election of Chairperson and Vice Chairperson
- Resolution 10-19 Appointing Agent for Service of Process for the Commission For the Term of One Year
- Resolution 11-19 Designating Custodian of Commission Records
- Resolution 12-19 Designating Official Newspapers for the Commission
- Resolution 13-19 Designating Authorized Depositories for Commission Assets And Establishing Cash Management Plan
- Resolution 14-19 Designating Commission Treasurer
- Resolution 15-19 Designating Commission Attorney
- Resolution 16-19 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 17-19 Indemnifying Camden County Insurance Fund Commission Officials/Employees
- Resolution 18-19 Authorizing Commission Treasurer to Process Contracted Payments and Expenses

MOTION TO APPROVE REORGANIZATION RESOLUTIONS 9-19 THROUGH 18-19

Motion Commissioner Angilella
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

2019 Actuary Request for Price Quotes – The Fund Office solicited quotations for the services of an Actuary for 2019. We only received one response from our current vendor, The Actuarial Advantage, Inc, The proposed quote for the actuary services is \$8,670 which is within the budget amount. A copy of the response is available at the Fund Office.

MOTION TO APPROVE THE FEE QUOTE FROM THE ACTUARIAL ADVANTAGE, INC. FOR ACTUARIAL SERVICES FOR 2019 IN THE AMOUNT \$8,670

Motion Commissioner Angilella
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

2019 Auditor Request for Price Quotes – The Fund Office solicited quotations for the services of an Auditor for 2019. There was only one response received from our current vendor Bowman & Company, LLP. The proposed quote for audit services is \$14,462 for the year ending December 31, 2019 which is within the budget amount. A copy of the response is available at the Fund Office.

MOTION TO APPROVE THE FEE QUOTE FROM THE BOWMAN & COMPANY, LLP FOR AUDITOR SERVICES FOR 2019 IN THE AMOUNT OF \$14,462

Motion Commissioner Angilella
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

Request for Proposals for Executive Director – The County advertised RFP’s for the position of Executive Director with responses due back on February 15th. The Attorney advised one response was received from PERMA. Included in the agenda was Resolution 19-19 prepared by the Fund Attorney to appoint PERMA.

MOTION TO ADOPT RESOLUTION 19-19, AUTHORIZING AN AGREEMENT BY AND BETWEEN THE COMMISSION AND PERMA RISK MANAGEMENT SERVICES FOR EXECUTIVE DIRECTOR/ADMINISTRATOR SERVICES

Motion Commissioner Angilella
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

Request for Proposals for Third Party Claims Administrator - The County advertised RFP’s for the position of Claims Administrator & Managed Care Provider, responses were due back on February 15th. Four responses were received. The Fund Attorney advised the County received four responses, two which did not comply with the submission requirements and were therefore not considered. The Attorney did a fees review, with the help of Robyn Walcoff and Dave McPeak, concluded to re-appoint Ameri-health. The resolution was distributed at the meeting.

MOTION TO APPROVE RESOLUTION 22-19 APPOINTING AMERIHEALTH/COMP SERVICES AS THE CCIC TPA PROVIDER

Motion Commissioner Angilella
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

Certificate of Insurance Issuance Report – The Certificate of Insurance Report for January was not available. The report will appear in the next agenda.

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 Executive Director advised Monmouth County will be joining the CEL on 4/1/2019. The NJCE is scheduled to meet again on April 25, 2019.

CCIC Financial Fast Track – Included in the agenda was a copy of the Financial Fast Track Report as of December 31, 2018. The report indicates the Commission has a surplus of \$25,098,650. 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 \$4,421,380.

NJCE Property and Casualty Financial Fast Track - Included in the agenda was a copy of the NJCE Financial Fast Track Report as of December 31, 2018. The report indicates the Fund has a surplus of \$14,919,348.

2019 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 12, 2019. The assessment bills included a NJCE dividend credit for the 2011, 2013 & 2014 Fund Years. The first installment is due on March 15, 2019. Future assessment bills will be due on May 15, 2019 and September 15, 2019.

2019 Excess Insurance and Ancillary Coverage Policies - The NJCE renewal policies will again be available electronically through the Conner Strong & Buckelew Egnyte Connect Website for authorized users. If anyone is having difficulties in accessing the site they should contact the Fund Office.

Executive Director's Report Made Part of Minutes.

TREASURER: Commissioner Angilella advised the February Bill List and the Treasurer’s Reports were included in agenda.

MOTION TO APPROVE RESOLUTION 20-19 FEBRUARY BILL LIST IN THE AMOUNT OF \$2,849,173.71

Motion Commissioner Angilella
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

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

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for January which was included in the agenda. Ms. Hall advised the total billed for January was \$71,705.00 and the total paid was \$30,283.00 with a savings of \$37,345.00 or 55.20%. Ms. Hall advised the net savings was \$29,876.00 and network utilization was 92.6%. Ms. Hall then thanked the fund for their re-appointment.

SAFETY DIRECTOR: Mr. Prince reviewed the January - February 2019 Risk Control Activity Report which was included in the agenda. Mr. Prince advised the DOC has ordered the body worn cameras, and once received the reimbursement process will begin. On February 15th, the Fund Attorney and Mr. Prince presented Risk Management for Police Officers to the recruits. 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 Angilella
Second:	Commissioner Wright
Vote:	3 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	Commissioner Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

CLOSED SESSION: Chairman Angilella read Resolution 21-19, 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 21-19 FOR CLOSED SESSION

Motion	Commissioner Angilella
Second:	Commissioner Wright
Vote:	3 Ayes, 0 Nays

MOTION TO RETURN TO OPEN SESSION

Motion	Commissioner Angilella
Second:	Commissioner Wright
Vote:	3 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>
2131	\$ 49,352.10	PAR
0569	\$ 28,404.00	PAR
0679	\$ 56,596.48	PAR
8668	\$ 159,792.00	PAR
8676	\$ 374,620.00	PAR
8675	\$ 259,940.00	PAR

Motion Commissioner Angilella
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

Chairman Angilella advised the Reorganization meeting is scheduled for March 28, 2019, 2:00 PM, at the Camden County College Regional Emergency Training Center.

MOTION TO ADJOURN:

Motion Commissioner Angilella
Second: Commissioner Wright
Vote: 3 Ayes, 0 Nays

MEETING ADJOURNED: 2:52 PM

Minutes prepared by: Rachel Chwastek, Assisting Secretary