

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – April 23, 2020
VIA TELECONFERENCE - 10:30 AM**

Meeting was called to order by Commissioner Williams. 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 Bradford C. Stokes
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Claims Service	AmeriHealth Casualty Services Denise Hall Stephen Andrick Paulette Kelly Linda Tinsley-Page
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Qual Lynx
Chris Roselli

PERMA
Jennifer Conicella
Robyn Walcoff

CEL Underwriting Manager	Conner Strong & Buckelew
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Attorney	Laura Paffenroth
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Treasurer	David McPeak (absent)
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Auditor	Bowman & Company LLP
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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group Christina Violetti
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ALSO, PRESENT:

Joshua Friedman, Camden County
Bob Cornforth, Camden County MUA
Karl McConnell, Camden County College
Ceil Murphy, Camden County College

Nancy Ghani, PERMA Risk Management Services
Joseph Hrubash, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services
Rachel Chwastek, PERMA Risk Management Services
Brandon Tracy, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF FEBRUARY 27, 2020

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

CORRESPONDENCE: None.

SAFETY COMMITTEE: Mr. Prince reported the last two Safety Committee meetings had been canceled due to the current situation (Covid-19). If the situation continues there will be a May meeting via conference call. Mr. Friedman advised he is learning Microsoft Team and that may be the way they conduct the meeting. Mr. Prince then concluded his report.

CLAIMS COMMITTEE: Ms. Conicella advised the claims committee met on 4/6/2020 and reviewed the PARS to be reviewed today in closed session. Ms. Conicella then concluded her report.

EXECUTIVE DIRECTOR:

Cyber COVID-19 Bulletin - Included in the agenda was information from the NJCE JIF Cyber Task Force regarding COVID-19 Phishing Scams. Copies of this correspondence was also e-mailed to everyone. We recommend you share this information with your staff.

The NJCE website, <https://njce.org/> includes resource information on COVID-19 along with copies of NJCE Safety Bulletins issued by the NJCE Safety Director.

NJ Excess Counties Insurance Fund (NJCE) – The NJCE held its Re-Organization Meeting on February 27, 2020. A summary report of the meeting was included in the agenda. The NJCE also met on April 23, 2020 at 9:30 A.M., prior to the Commission Meeting. Executive Director provided a verbal report of the meeting. The June meeting is scheduled for Thursday, June 25, 2020 at 12:00 PM. This year marks the 10th anniversary of the Fund’s inception which began with two County members and has grown to ten members. The Board of Fund Commissioners were in agreement to acknowledge the progress over the last decade with a luncheon at a Central Jersey venue. More information will follow.

2020 Meeting Schedule – Since the NJCE changed the start time of their meetings we are suggesting when they meet we amend the start time of the Camden County Insurance Commission Meetings. The schedule included in the agenda for approval was tabled, and it would be brought back to the Committee at May’s meeting.

We welcome discussion and feedback on changing the June meeting date as the NJCE is planning on scheduling a luncheon on June 25, 2020.

Certificate of Insurance Issuance Reports – Included in the agenda were copies of the certificate of issuance report from the NJCE listing the certificates issued for the February and March. There were 5 certificate of insurances issued during February and 7 during March.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

CCIC Financial Fast Track – Included in the agenda was a copy of the Financial Fast Track Report as of February 29, 2020. The report indicates the Commission has a surplus of \$28,001,008. 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 \$4,378,913. The total cash amount is \$32,607,452.

NJCE Property and Casualty Financial Fast Track - Included in the agenda was a copy of the NJCE Financial Fast Track Report as of February 29, 2020. The report indicates the Fund has a surplus of \$15,621,323. Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of \$3,607,551. The total cash amount is \$28,078,339.

2020 Property & Casualty Assessments - The first assessment payment was due on March 15, 2020. We are checking with the Treasurer to see if all of the payments were received. The second assessment is due on May 15, 2020. Payments should be sent to the Commission Treasurer, David McPeak.

2020 Excess Insurance and Ancillary Coverage Policies – The NJCE renewal policies will again be available electronically through the Conner Strong & Buckelew Egnite Connect for authorized users. The Limit Schematics are also posted to the site. If anyone has any difficulty in accessing the website they should contact the Fund Office.

2020 MEL, MRHIF & NJCE Educational Seminar – The 10th annual educational seminar has been postponed and hopefully will be re-scheduled for later in the year.

Insurance Commission Dividend - The Executive Director’s office will be reviewing available dividend options with the Treasurer, Actuary and Auditor for member entities. We will have a report and recommendation at next month’s meeting.

The Executive Director then asked if there were any questions and concluded his report.

Executive Director's Report Made Part of Minutes.

TREASURER: The Bills Lists and the Treasurer’s Reports were included in agenda.

**MOTION TO APPROVE RESOLUTION 21-20 MARCH BILLS LIST.
IN THE AMOUNT OF \$57,825.93 AND RESOLUTION 22-20 APRIL BILLS LIST.
IN THE AMOUNT OF \$ 105,562.99**

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

ATTORNEY: Nothing to report.

CLAIM SERVICE: Ms. Walcoff reviewed the memos, included in the agenda, that had been distributed related to Covid-19, and advised they are in contact with the TPAs. The committee then discussed current Covid-19 cases in the County. Mr. Friedman advised Ms. Hall is keeping a running list of expenses related to the Covid-19 and Mr. Friedman would forward that information.

CLAIM SERVICE: Ms. Hall reviewed the Medical Savings Report for March which was included in the agenda. Ms. Hall advised the total billed for March was \$379,194.00 and the total paid was \$154,538.00 with a savings of \$185,667.00 or 54.60%. Ms. Hall advised the net savings was \$148,533.60 and network utilization was 98.2%.

The group then discussed telemedicine and the cancellation of elective surgeries. Ms. Hall asked if there were any questions and then concluded her report.

SAFETY DIRECTOR: Mr. Prince reviewed the February – May Risk Control Activity Report which was included in the agenda. Mr. Prince advised several safety directors bulletins were included, Coronavirus COVID-19; Park and Playground Best Practices During COVID-19 Outbreak; Summary of Interim Guidance for Emergency Medical Care and Treatment of Suspected/Confirmed COVID-19 Patients; Playground & Athletic Fields/Courts Best Practices During the COVID-19 Outbreak; Don't Forget Hazard Communication During COVID-19 Outbreak; Guidance on the Families First Coronavirus Response Act (FFCRA); Fire & EMS Exposure to COVID-19 Guidance; COVID-19 Presents Potential for Increased Risk of Child Exploitation and Control and Prevention of COVID-19 Exposures During Municipal Solid Waste and Wastewater Operations. Mr. Prince also advised on 4/22 a bulletin was distributed - Return to Work: Can Employers Take Workers' Temperatures? – which includes information from the EEOC. 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 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: 2 Ayes, 0 Nays

CLOSED SESSION: Commissioner Williams read Resolution 23-20, 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 23-20 FOR CLOSED SESSION

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

MOTION TO RETURN TO OPEN SESSION

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

Commissioner Williams 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>
-665	\$ 32,414.44	PAR/SAR
-563	\$ 179,551.37	PAR/SAR
-55	\$ 155,198.46	PAR/SAR
-2422	\$ 77,521.02	PAR
-442	\$ 39,767.00	PAR
-6941	\$ 22,500.00	PAR
-9754	\$ 8,558.00	PAR
-2241	\$ 85,150.77	PAR
-2309	\$ 55,219.00	PAR
-2315	\$ 41,596.80	PAR
-770	\$ 152,017.42	PAR

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

Commissioner Williams advised the next meeting is scheduled for May 28, 2020 at 2:00 PM.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 11:54 AM

Minutes prepared by: Rachel Chwastek, Assisting Secretary