

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – January 28, 2021  
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 <b>Bradford C. Stokes</b>
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Claims Service	AmeriHealth Casualty Services <b>Denise Hall</b> <b>Stephen Andrick</b> <b>Linda Page</b> <b>Paulette Kelly</b>
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Qual Lynx  
**Chris Roselli**

PERMA  
**Jennifer Conicella**  
**Robyn Walcoff**

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

Cecil Murphy, Camden County College  
Ed Hill, Camden County Board of Social Services  
Cathy Dodd, PERMA Risk Management Services  
Rachel Chwastek, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF DECEMBER 10, 2020**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**CORRESPONDENCE:** None.

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on January 20<sup>th</sup>, where a variety of safety topics were discussed, including the mandatory recordable OSHA logs which have to be posted on Monday. Mr. Friedman did a phenomenal job working with and instructing all the departments to include the mandatory Covid-19 reporting that needs to be on the log as well as the Bureau of Labor Statistics surveys that were received by some departments. The Committee also reminded all members to continue washing their hands, using PPE and keeping a safe distance at all times. The next meeting is scheduled for February 17<sup>th</sup>. Mr. Prince then concluded his report.

**CLAIMS COMMITTEE:** Mrs. Conicella advised the claims committee met on 1/5/2021 and reviewed the PARS to be reviewed today in closed session. Mrs. Conicella advised she would be moving the appropriate attendees into a breakout room in Zoom for those discussions. Mrs. Conicella then concluded her report.

**EXECUTIVE DIRECTOR:**

**2021 Property & Casualty Budget** – At the December 10, 2020 meeting, the 2021 Property & Casualty Budget was introduced. In accordance with regulations, the budget was advertised in the Commission’s official newspaper. This meeting is the Public Hearing for the budget.

**MOTION TO OPEN THE PUBLIC HEARING OF THE 2021 BUDGET**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

A copy of the budget in the amount of \$16,137,097 and assessments were included in the agenda. The assessments are due on 3/15/21 (40%), 5/15/21 (30%) and 9/15/21 (30%).

The Executive Director advised he’d go through the budget quickly, as it was reviewed in depth last month. The CEL loss funds are down 3.46%, an unbelievable renewal which the Underwriting Manager will explain shortly. Initially, we thought the CCIC’s increase would be around 15%, it ended up being 5.48% for the CEL portion. Still an increase, but not as much as initially projected. For expenses, there are contractual increases for the professionals. There is a decrease to the Risk Manager’s fee due to an adjustment for the Improvement Authority’s fee.

In the ancillary coverages, the excess liability was a carry-over from last year, when the CEL absorbed the \$1 million dollar increase. Cyber Liability is up 20%, and although that is high, the municipal side had much larger increases. The assessments were distributed. The average increase was about 3.5%, the police remained flat due to the decrease in the loss funds. The Executive asked if there were any questions on the budget and then asked for a motion to close the public hearing on the budget.

**MOTION TO CLOSE THE PUBLIC HEARING OF THE 2021 BUDGET**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**MOTION TO ADOPT THE 2021 BUDGET AS PRESENTED AND CERTIFY THE ANNUAL ASSESSMENTS**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**Extraordinary Unspecifiable Services (EUS) Statements** – Included in the agenda were the required Certification of Extraordinary Unspecifiable Services for coverages effective January 1, 2021 for the Camden County Department of Police Services. Also included was Resolution 1-21 awarding the Purchase of Excess Insurances for the Department of Police Services.

**MOTION TO APPROVE RESOLUTION 1-21 AWARDING THE PURCHASE OF EXCESS INSURANCES FOR THE DEPARTMENT OF POLICE SERVICES**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**2021 Plan of Risk Management** – Included in the agenda was a copy of the 2021 Plan of Risk Management. The Plan is an overview of the Commission’s coverage, risks retained by the Commission, reserving philosophy, method of assessing member contributions, claims payment authority, etc. The changes were highlighted in yellow.

The Underwriting Manager reviewed the Plan with the Commissioners. Using the workers compensation limit of \$26,150,000 as an example, he reported limits have changed how they are structured throughout the program. The Police auto liability limit has changed from \$20 million to \$15 million, although his office is currently in the marketplace trying to fill that gap. The Underwriting Manager reported there are retention changes for the Public Officials and Employment Liability Coverage. The Employment Practices space has been getting worse in terms of claim severity and frequency and there’s a minimum retention the insurance companies are now comfortable with based on entity size.

The Executive Director advised many Commissions are supplementing the difference between the members’ previous retention and the new retention. He highlighted the MUA and BOSS whose retentions would be up from \$25,000 to \$100,000 under the new program. He reported

this could be an action item on the next agenda, if the Commissioners agreed to fill that gap for those entities.

The Underwriting Manager continued. Under the property program, the equipment breakdown deductible increased from \$25,000 to \$50,000, and advised that was a much needed change to keep the insurance stable as there were quite a few equipment breakdown claims. For named storms there is now a maximum deductible of \$5 million, a positive addition to the coverage. Most of the other coverages stayed relatively the same, except for Cyber Liability coverage. The primary Cyber coverage for all the CEL members is with Chubb. Due to the severe public entity loss history in the past three years, mostly ransomware, the cyber retention is now \$100,000 and the incident response coach (cyber legal counsel) has a \$1,000 retention. Additionally, CCIC was one of the few commissions who purchased excess cyber coverage, the current carrier on that, BRIT, has provided an extension until the end of the month, but they are exiting the market. The Underwriting Manager will have options from other carriers and provide an update at the next meeting.

**MOTION TO ADOPT RESOLUTION 2-21 APPROVING THE 2021 PLAN OF RISK MANAGEMENT**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**Meeting Dates for 2021** – Included in the agenda was a copy of the 2021 Annual Meeting dates. There will be no meetings in August and November. Included in the agenda was a copy of Resolution 3-21, Fixing Public Meeting Dates for Year 2021.

The Executive Director advised all meetings will be advertised as Zoom Conference Calls and can always be re-advertised in the future if they are changed to in-person meetings.

**MOTION TO APPROVE RESOLUTION 3-21, FIXING PUBLIC MEETING DATES FOR YEAR 2021**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**Intellishun Device** – The Executive Director advised he received a request from the County to cover the annual cost of an Intellishun Device in the amount of \$7,000. The main function of the device is stop computers from unfriendly countries from accessing the network. This device provides an extra layer of security. He asked the Commissioners to consider this request as they have done in the past.

**MOTION TO APPROVE ANNUAL COST OF AN INTELLISHUN DEVICE IN THE AMOUNT OF \$7,000**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

The Executive Director then advised if any of the other member entities were interested in a similar device or had another cyber recommendation please bring it to the Commission's attention for consideration.

**NJ Excess Counties Joint Insurance Fund (NJCE)** – The NJCE met on December 29, 2020 and approved the 2021 budget in the amount of \$27,088,278. A summary report of the meeting is included in the agenda along with a copy of the NJCE budget. The NJCE will hold its Reorganization Meeting on February 25, 2021 via Zoom audio/video.

**NJCE Dividend** – After reviewing the dividend options again the NJCE Finance Committee recommended the Fund release a \$1.5 million dividend. The Board of Fund Commissioners adopted a resolution amending the dividend to be released. Camden County Insurance Commission's share of the dividend is \$571,729. Included in the agenda was the member entity share of the NJCE Dividend.

Members will have an option of taking their dividend as a check or as an offset to their 2021 assessment. The Fund Office will send a letter to each member entity to find out their preference.

**Certificate of Insurance Issuance Reports** – The certificate of issuance reports from the NJCE listing the certificates is not available and will appear in the next agenda.

**CCIC Financial Fast Track** – Included in the agenda was a copy of the Financial Fast Track Report as of November 30, 2020. The report indicates the Commission has a surplus of \$30,158,597. The Executive Director advised there were some 2020 reserve changes, a decrease of \$180,000, but all years in the positive.

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 \$4,795,005. The total cash amount is \$34,050,334.

**NJCE Property and Casualty Financial Fast Track** – The NJCE Financial Fast Track was not available.

**Auditor & Actuary Contracts** – The Executive Director advised the Actuary and Auditor's contracts will expire on February 28, 2021. The Fund Office will request quotes for both positions. The responses will be available for discussion and approval at the February meeting.

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

Executive Director's Report Made Part of Minutes.

**TREASURER:** Mr. Williams advised the January Bills Lists and the Treasurer's Reports were included in agenda. Mr. McPeak advised he had nothing additional to report.

**MOTION TO APPROVE RESOLUTION 4-21 JANUARY BILLS LIST.  
IN THE AMOUNT OF \$2,545,312.41**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**ATTORNEY:** Nothing to report.

**CLAIM SERVICE - PERMA:** Mrs. Conicella reported on the Commission’s Covid-19 numbers. She advised they have seen a surge across the state and encouraged members to continue to report cases. Mrs. Conicella hopes that with the vaccination roll out the number of cases will decrease and then concluded her report.

**CLAIM SERVICE - Ameri-Health:** Ms. Hall reviewed the Medical Savings Report for the year which was included in the agenda. Ms. Hall advised the total billed for 2020 was \$2,307,025.00 and the total paid was \$935,337.00 with a savings of \$1,012,186.00 or 55.10%. Ms. Hall advised the net savings was \$809,758.00 and network utilization was 98%. Ms. Hall asked if there were any questions and then concluded her report.

**SAFETY DIRECTOR:** Mr. Prince reviewed the December 2020 – January 2021 Risk Control Activity Report which was included in the agenda. Mr. Prince advised also included in the agenda is all the webinar training scheduled through February 26<sup>th</sup>. As previously discussed, BRIT has been replaced by Munich RE as the CEL Workers Compensation carrier, and Munich RE has agreed to supply a \$50,000 Safety Grant for the CEL and Mr. Prince will distribute a memo with all the grant information, once it’s available. Mr. Prince asked if there were any questions.

Commissioner Williams asked how the webinars for training were going.

Mr. Prince advised the program has been extremely successful and they’ve received great reviews. Additionally, it’s increased attendance in the county training program across the state. Previous classes had a 30-35 person limit while the webinars allow up to 500. Two instructors are supplied for each course, the first to lead instruction and the second to monitor the “raise your hand” function on the Zoom platform. Camden County has also had some in person instruction, including some classes Mr. Prince held in Lindenwold for the Public Works Department. Mr. Prince then concluded his report.

Correspondence Made Part of Minutes.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**MOTION TO OPEN MEETING TO PUBLIC**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

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: Unanimous

**CLOSED SESSION:** Commissioner Williams read Resolution 5-21, 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 5-21 FOR CLOSED SESSION**

Motion Commissioner Williams  
Second: Commissioner Wright  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Motion Commissioner Williams  
Second: Commissioner Wright  
Vote: Unanimous

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>
2644	\$ 156,190.61	PAR
2250	\$ 28,532.00	PAR/SAR
2200	\$ 46,033.00	PAR
2707	\$ 63,840.00	PAR
0892	\$ 141,877.05	PAR
0538	\$ 30,000.00	PAR
2146	\$ 109,081.97	PAR/SAR
3904	\$ 95,887.18	PAR/SAR
0486	\$ 250,000.00	PAR
0561	\$ 95,000.00	PAR
7459	\$ 75,000.00	SAR

Motion Commissioner Williams  
Second: Commissioner Wright  
Vote: Unanimous

Commissioner Williams advised the next meeting is scheduled for February 25, 2021, 10:30 AM, via Zoom.

**MOTION TO ADJOURN:**

Motion	Commissioner Williams
Second:	Commissioner Wright
Vote:	Unanimous

**MEETING ADJOURNED: 11:34 AM**

Minutes prepared by: Rachel Chwastek, Assisting Secretary