

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – February 24, 2022  
ZOOM VIRTUAL MEETING  
10:30 AM**

Meeting was called to order by Chairman Angilella. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF COMMISSIONERS:**

Ross G. Angilella	Present
Anna Marie Wright	Present
Steve Williams	Excused

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Bradford C. Stokes</b>
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Claims Service	AmeriHealth Casualty Services <b>Tracy Ware</b>
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Qual Lynx  
**Chris Roselli**

PERMA  
**Jennifer Conicella**  
**Robyn Walcoff**  
**Jackie Cardenosa**

NJCE Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney</b>
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Attorney	<b>Laura Paffenroth, Esq.</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>
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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:**

Ed Hill, Camden County Board of Social Services  
Ceil Murphy, Camden County College  
Joseph P. Hrubash, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services  
Brandon Tracy, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF JANUARY 27, 2022**

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

Chairman Angilella asked the Executive Director to run the meeting for the Election of Officers.

Executive Director wished everyone a Good Morning and advised this was the Reorganization Meeting of the Camden County Insurance Commission where we will elect a Chairperson and Vice Chairperson. Executive Director asked for nominations.

Commissioner Wright nominated Mr. Angilella for Chairperson.

The Executive Director then asked for a nomination for Vice Chairperson.

Commissioner Wright nominated Mr. Williams for Vice Chairperson.

The Executive Director asked if there were any other nominations. Hearing none, he asked for a motion to close the nominations and certify the election.

**MOTION TO CLOSE NOMINATIONS AND APPROVE RESOLUTION 6-22  
CERTIFYING THE ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

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

Chairman Angilella advised they would complete the Oath of Office later.

**CORRESPONDENCE:** None

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on February 16 and a variety of topics were discussed including the most commonly cited PEOSH citations. Mr. Prince advised the members were asked to take the sheet back and use it as a self-assessment tool to determine if any of the most commonly cited PEOSH citations would affect them and take the appropriate action. Mr. Prince said if they needed assistance to call his office. Mr. Prince reported they also discussed a variety of training opportunities that were available including the program they have been conducting for the public works department at the Emergency Training Center. Mr. Prince advised they were also doing a fast track training session which was scheduled for tomorrow. Mr. Prince said that concluded his report unless there were any questions.

**CLAIMS COMMITTEE:** Ms. Dodd advised the Claims Committee did meet and there were 2 PARS which would be presented during closed session.

**EXECUTIVE DIRECTOR:**

**REORGANIZATION RESOLUTIONS:** Executive Director referred to copies of the Reorganization Resolutions, which were included in the agenda. Executive Director advised he would review the resolutions and suggested approving by consent if the Commissioners agreed.

- Resolution 7-22 Appoint Agent for Service of Process for the Commission for the Term of One Year
- Resolution 8-22 Designating Custodian of Commission Records
- Resolution 9-22 Designating Official Newspaper for the Commission
- Resolution 10-22 Designating Authorized Depositories for Fund Assets and Establishing Cash Management Plan
- Resolution 11-22 Designating Commission Treasurer
- Resolution 12-22 Designating Commission Attorney
- Resolution 13-22 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 14-22 Indemnifying Camden County Insurance Fund Commission Official/Employees
- Resolution 15-22 Authorizing Commission Treasurer to Process Contracted Payments and Expenses

**MOTION TO APPROVE REORGANIZATION RESOLUTIONS NUMBER 7-22 THROUGH 15-22**

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

**2022 PLAN OF RISK MANAGEMENT:** Executive Director referred to a copy of the Plan of Risk Management which was included in the appendix section of the agenda. Executive Director noted the changes were highlighted in yellow. Executive Director noted there were some auto liability changes for the CCPD, high hazard flood zones and finally some minor changes with the pollution liability coverage. Executive Director asked if anyone had any questions and requested a motion to approve the Plan of Risk Management.

**MOTION TO APPROVE RESOLUTION 16-22, PLAN OF RISK MANAGEMENT**

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

**REQUEST FOR PROPOSALS FOR EXECUTIVE DIRECTOR:** Executive Director reported the County advertised a RFP for the position of Executive Director. Executive Director asked Commission Attorney to comment. Commission Attorney advised they received one from the incumbent. Commission Attorney said the proposal was reviewed and the fees were reasonable so she prepared a resolution for consideration. Chairman Angilella said he would make a motion a requested a second.

**MOTION TO ADOPT RESOLUTION 17-22 AUTHORIZING AN AGREEMENT PURSUANT TO A PUBLICLY ADVERTISED REQUEST FOR PROPOSALS, BY AND BETWEEN THE COMMISSION AND PERMA RISK MANAGEMENT SERVICES FOR THE EXECUTIVE DIRECTOR/ADMINISTRATOR SERVICES**

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

**REQUEST FOR PROPOSALS FOR THIRD PARTY CLAIMS ADMINISTRATOR:** Executive Director advised the County also advertised a RFP for the position of Claims Administrator & Managed Care Provider. Commission Attorney reported three responses were received and were under review. Commission Attorney advised the Treasurer and Ms. Walcoff were going to co-ordinate a review of those proposals and make a recommendation to the Commissioners at next month's meeting. Commission Attorney said in the interim, there was a need to have a month to month agreement with our current provider so a resolution was included in the agenda for consideration

**MOTION TO ADOPT RESOLUTION 18-22 AUTHORIZING A MONTH TO MONTH AGREEMENT BY AND BETWEEN THE COMMISSION AND AMERIHEALTH CASUALTY SERVICES FOR THE CLAIMS ADMINISTRATION SERVICES PENDING REPROCUREMENT OF THE SERVICES**

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

**2022 AUDITOR REQUEST FOR PRICE QUOTES:** Executive Director reported the Fund Office solicited for three quotations for the services of an Auditor for 2022. Executive Director advised there was only one response received from our current vendor Bowman & Company, LLP. Executive Director said the proposed quote for auditor services was \$15,046 for the year ending December 31, 2022, which was within the budget amount. Executive Director noted a copy of the response was available at the Fund Office.

**MOTION TO APPROVE THE FEE QUOTE FROM BOWMAN & COMPANY, LLP FOR AUDITOR SERVICES FOR 2022 IN THE AMOUNT OF \$15,046**

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

**2022 ACTUARY REQUEST FOR PRICE QUOTES:** Executive Director advised the Fund Office solicited quotations for the services of an Actuary for 2022. Executive Director reported two responses were received, from our current vendor, The Actuarial Advantage, Inc. and Advanced Analytics. Executive Director said based on qualifications and experience, the recommendation was to re-appoint The Actuarial Advantage, Inc. for an annual fee of \$9,200, which was within the budget amount. Executive Director noted a copy of the response was available at the Fund Office.

**MOTION TO APPROVE THE FEE QUOTE FROM THE  
ACTUARIAL ADVANTAGE, INC. FOR ACTUARIAL SERVICES  
FOR 2022 IN THE AMOUNT OF \$9,200**

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

**INTELLISHUN DEVICE:** Executive Director reported as we have for the past years we received a request from the County to cover the annual cost of an Intellishun Device in the amount of \$7,000. Executive Director explained the main function of the device was to stop computers from unfriendly countries from accessing the network. Executive Director said this device provided an extra layer of security. Executive Director said we were asking the Commissioners to consider this request as we have done in the past. Also, Executive Director encouraged the other member entities if there was any technology or other devices similar to this that you would like to take under consideration for your purchase to reach out to us.

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

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

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE held their Reorganization Meeting earlier in the morning. Mr. Hrubash said with the help of the Fund Attorney we went through the RFP process, several contracts were renewed and we also did the EUS forms which were needed for the excess carrier. Mr. Hrubash advised there was a delta for certain premium excess premiums. Mr. Hrubash said specifically with cyber, med mal and pollution coverage. Mr. Hrubash reported they gave the Commissioners options on how they wanted to pay the delta back. Executive Director reported the Fund Office would send out an e-mail to the member entities to see how they wanted to proceed with the payment.

**2022 RENEWAL OVERVIEW WEBINAR:** Executive Director reported the NJCE Underwriting Manager held two webinars on Wednesday, January 26th and Wednesday, February 2nd. Executive Director said the webinars were well attended with over 50 participants. Executive Director noted a recording of the webinar was posted to njce.org website.

**KEY TASKS FOR 2022:** Executive Director advised the NJCE Underwriting Manager included a memorandum in the agenda listing the Key Tasks for 2022

**NJCE CYBER TASKFORCE:** Executive Director reported the Task Force issued a story focusing on Third Party Vulnerabilities. Executive Director referred to four stories our members had experienced. Executive Director said the story finishes with the pointing to which CEL Cyber Program items directly address the four claims examples.

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:** Executive Director referred to a copy of the certificate of issuance report from the NJCE listing the certificates issued for the month of January. Executive Director advised there were 4 certificate of insurances issued during the month of January.

## MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

**CCIC FINANCIAL FAST TRACK:** Executive Director reported the December Financial Fast Track was not available for the agenda, however it was available to display on the screen. Executive Director advised as of December 31, 2021 there was a surplus of \$32,338,546. Executive Director referred to line 10 of the report, "Investment in Joint Venture" and indicated \$3,733,522 was the CCIC's share of the equity in the NJCE. Executive Director noted the total cash amount is \$43,346,036.

**NJCE FINANCIAL FAST TRACK:** Executive Director reported the NJCE Financial Fast Track was not available and would appear in the next agenda.

**2022 PROPERTY & CASUALTY ASSESSMENTS:** Executive Director advised 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, 2022. Executive Director said the first installment was due on March 15, 2022. Executive Director noted future assessment bills were due on May 15, 2022 and September 15, 2022.

**2022 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES:** Executive Director reported the NJCE renewal policies would again be available electronically through the Conner Strong & Buckelew Egnite Connect for authorized users. Executive Director advised the Limit Schematics were also posted to the site. Executive Director said if anyone had any difficulty in accessing the website, they should contact the Fund Office.

**2022 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR:** Executive Director reported the 11th Annual Educational Seminar would be held virtually again this year. Executive Director advised this year there would be two sessions, Friday, April 29th and Friday, May 6th, 9:00 AM to Noon. The seminar qualifies for Continuing Education Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. Executive Director said the keynote speaker was Jacquelyn Suarez, Director of the NJ Division of Local Government Services. Executive Director referred to a copy of the notice included in the agenda for more information. Executive Director said if anyone had any questions or needed assistance in registering to contact Cathy Dodd, [cdodd@permainc.com](mailto:cdodd@permainc.com).

Executive Director's Report Made Part of Minutes.

**TREASURER:** Chairman Angilella reported the next item was the February Bills List, Resolution 19-22, which was included in agenda.

## MOTION TO APPROVE RESOLUTION 19-22 FEBRUARY BILLS LIST IN THE AMOUNT OF \$77,262.34

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

Mr. McPeak advised he did not have anything to report.

**ATTORNEY:** Ms. Paffenroth said she did not have anything to report.

**CLAIMS SERVICE - PERMA:** Ms. Walcoff said as Ms. Dodd mentioned earlier the Claims Committee did meet and there would be a closed session to present the PARS.

**CLAIMS SERVICE - AMERI-HEALTH:** Ms. Ware reviewed the Medical Savings Report for January, which was included in the agenda. Ms. Ware reported she wanted to clarify there were 248 bills for the month of January. Ms. Ware advised the total billed for January was \$220,153 and the total paid was \$74,105 with a gross savings of \$146,048 or 66.0%. Ms. Ware said the Access Network fee was \$11,250 with a net savings of \$134,798 and the network utilization was 97.70%.

**SAFETY DIRECTOR:** Mr. Prince advised the January through February 2022 All Risk Control Activity Report was included in the agenda. Mr. Prince reported they were previously asked to attempt to schedule a meeting with the Administration of the Metro Police. Mr. Prince noted they were exchanging e-mails to schedule a date, but in the meantime his colleague, Harry Earle met with a lieutenant to discuss driver training and to discuss programs available to reduce those motor vehicle accidents and encourage safe motor vehicle operation while operating within the CCPD. Mr. Prince said he would report back and provide the results of the training. Mr. Prince advised all of the training opportunities were placed on the NJCE website and he encouraged all department heads to visit the website. Mr. Prince reported they were continuing with the Fast Track Training Programs that they've been providing for the Department of Public Works. Mr. Prince said the trainings were beneficial and they were providing two sets of training with the same topics and then our next training opportunities would be an additional curriculum for all those that attended. Mr. Prince said it was worthwhile to have everyone in the room for the day to provide essential training programs. Mr. Prince advised the agenda also included information on the Expo Training Programs they were providing around the State and noted the agenda was included in the agenda. Mr. Prince concluded his report unless there were any questions. Chairman Angilella thanked Mr. Prince for his efforts in assuring safe driving for the Metro Department.

Correspondence Made Part of Minutes.

**OLD BUSINESS:** None

**NEW BUSINESS:** 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 20-22, 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 20-22 FOR CLOSED SESSION**

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

A breakout room was utilized for closed session.

**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**

<u>CLAIM #</u>	<u>AMOUNT</u>	<u>SAR/PAR</u>
3271	\$ 130,825.60	PAR
2554	\$ 118,149.28	PAR

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

Chairman Angilella advised the next meeting was scheduled for March 24, 2022, 10:30 AM, via Zoom.

**MOTION TO ADJOURN**

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

**MEETING ADJOURNED: 10:59 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary