

**CAMDEN COUNTY INSURANCE COMMISSION
OPEN MINUTES
MEETING – May 26, 2022
ZOOM VIRTUAL MEETING
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	Excused
Anna Marie Wright	Present
Steve Williams	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Bradford C. Stokes
--------------------	---

Claims Service	AmeriHealth Casualty Services Gladys Driggins Steve Andrick Monica Coleman Paulette Kelly
----------------	---

Qual Lynx

PERMA
Robyn Walcoff

NJCE Underwriting Manager	Conner Strong & Buckelew
---------------------------	--------------------------

Attorney	Laura 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
-----------------------------------	--

ALSO, PRESENT:

Bob Cornforth, Camden County MUA
Ed Hill, Camden County Board of Social Services
Cathy Dodd, PERMA Risk Management Services
Brandon Tracy, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF APRIL 25, 2022

Commissioner Williams noted the Open Minutes were in the Appendix of the agenda and the closed minutes were sent by e-mail yesterday.

MOTION TO APPROVE OPEN AND CLOSED MINUTES APRIL 25, 2022

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

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Safety Committee last met on May 18 using a hybrid format at City Hall and Zoom. Mr. Prince said a variety of safety topics were discussed. Mr. Prince advised the next meeting was scheduled for June 15 with the same format. Mr. Prince said the meeting would focus on a variety of summer safety topics which historically affect employee from Memorial Day to Labor Day. Mr. Prince concluded his report unless there were any questions.

CLAIMS COMMITTEE: Ms. Walcoff advised the Claims Committee met earlier in the month and the claims would be discussed during closed session. Ms. Walcoff concluded her report unless there were any questions.

EXECUTIVE DIRECTOR: Executive Director thanked Commissioner Williams and said he hoped everyone was well. Executive Director advised he would start off his report with a few action items.

LEGAL DEFENSE PANEL CONTRACTS: Executive Director reported a Request for Proposals for Legal Services for the Camden County Insurance Commission was issued and advertised. Executive Director advised the responses were due on Thursday, April 21, 2022. Executive Director referred to a copy of Resolution 32-22 prepared by the Commission Attorney which was included in the agenda Executive Director noted the resolution included the approved law firms and indicated the resolution also included a provision to authorize the use of the County’s legal pool as well. Commission Attorney reported she did prepare a memo regarding the responses which was sent to the Commissioners. Commission Attorney asked if anyone had any questions. Executive Director requested a motion to adopt Resolution 32-22.

MOTION TO ADOPT RESOLUTION 32-22 AUTHORIZING AWARD OF CONTRACTS, PURSUANT TO A PUBLICLY ADVERTISED REQUEST FOR PROPOSALS, BY AND BETWEEN THE CAMDEN COUNTY INSURANCE FUND COMMISSION AND VARIOUS LAW FIRMS FOR INCLUSION IN THE LEGAL DEFENSE PANEL AND FOR THE PROVISION OF SPECIAL/CONFLICTS COUNSEL SERVICES

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

RESOLUTION 33-22, AMENDING RESOLUTION 11-22, DESIGNATING COMMISSION TREASURER: Executive Director reported Dave McPeak was retiring from the County and we were fortunate enough that he has offered to stay on as the Treasurer of the Commission and the NJCE. Executive Director referred to a copy of Resolution 33-22, Amending Resolution 11-22, Adopted February 24, 2022 Designating Commission Treasurer prepared by the Commission Attorney. Executive Director reported the resolution was amended to provide compensation to David McPeak in the amount of \$35,000 annually to serve as Treasurer to the Commission. Executive Director noted he was setting up Mr. McPeak with an e-mail address for the Commission and the NJCE.

MOTION TO ADOPT RESOLUTION 33-22, AMENDING RESOLUTION 11-22, DESIGNATING COMMISSION TREASURER

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

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 April. Executive Director advised there were 5 certificates of insurance issued during the month of March.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

ONLINE TRAINING COURSES: Executive Director reported we received a request for 250 usages of the online National Counsel Defensive Driver Course offered through SafeServe.com. from Mr. Friedman. Executive Director advised the cost for 250 usages was \$5,737.50. Executive Director said the Commission had paid for this type of expense in the past and would be allocated to the miscellaneous and expense account. Executive Director asked if there were any questions and requested a motion to approve the cost. Executive Director encouraged the other entities if they were interested in the services to reach out to Ms. Dodd or himself.

MOTION TO APPROVE THE COST OF \$5,737.50 FOR THE ONLINE DEFENSIVE DRIVER TRAINING COURSE FOR 250 USAGES

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

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE met on April 28, 2022 and a recap of the meeting was included in the agenda. Executive Director said he thought he provided a verbal report at the last meeting. Executive Director advised if anyone had any questions we could reach out to Mr. Hrubash. Executive

Director advised the NJCE was scheduled to meet again on Thursday, June 23, 2022 at 9:30 AM via Zoom.

CCIC FINANCIAL FAST TRACK: Executive Director reported the March Financial Fast Track was included in the agenda. Executive Director advised as of March 31, 2022, there was a surplus of \$32,171,431. Executive Director referred to line 10 of the report, “Investment in Joint Venture” and indicated \$3,781,777 was the CCIC’s share of the equity in the NJCE. Executive Director noted the total cash amount was \$35,787,384.

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

NJCE CYBER TASK FORCE: Executive Director referred to a copy of a Cyber Bulletin – Prevent Cyber Events: Learn from Each Other which was included in the agenda. Executive Director advised the bulletin outlined two claims experienced by members and the claims process they experienced.

2022 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the second assessment payment was due on May 15, 2022. Executive Director said only a few members have paid and asked the member entities that have not paid to remit your payment to the Commission Treasurer, David McPeak.

AUTO ID CARDS AND WC POSTING NOTICES: Executive Director reported the NJCE Underwriting Team has uploaded the auto ID cards and WC Posting Notices into Origami for members to download on an as-needed basis.

2022 MEL, MRHIF & NJCE JIF EDUCATIONAL SEMINAR: Executive Director advised the 11th annual seminar was conducted virtually on Friday, April 29th and Friday, May 6th. Executive Director noted there was a create turnout for both sessions. Executive Director reported the Fund Office would submit attendance records to the respective agencies for continuing education credits.

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

Executive Director's Report Made Part of Minutes.

TREASURER: Commissioner Williams referred to a copy the May Bills List which was included in the agenda and requested a motion to approve Resolution 34-22 May Bills List.

**MOTION TO APPROVE RESOLUTION 34-22 MAY BILLS LIST
IN THE AMOUNT OF \$110,007.67**

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

Commissioners Williams referred to copies of the Treasurer Report which was included in the agenda. Mr. McPeak said he did not have anything else to report.

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

CLAIMS SERVICE - AMERI-HEALTH: Mr. Andrick reviewed the Medical Savings Report for the month of April and advised they received 208 bills and the billed amount was \$259,928.00. Mr. Andrick advised the paid amount was \$116,693 with a gross savings of \$143,235. Mr. Andrick said the net savings was \$130,735 and the network utilization was 92%. Mr. Andrick concluded his report unless anyone had any questions.

NJCE SAFETY DIRECTOR: Mr. Prince advised the April through May 2022 All Risk Control Activity Report was included in the agenda. Mr. Prince reported the Camden County Police Department Safe Driving initiative was continuing. Mr. Prince said along with Mr. Earle of his office they are continuing to advocate for safe driving programs and resources that will have a beneficial impact on the reduction of accidents with the department and will keep everyone posted on the initiatives and activities. Mr. Prince reported all of the training through June 30 was placed on the website and the training opportunities have been electronically distributed for review. Mr. Prince reported they work closely with Public Works and Building and Grounds as well. Mr. Prince said Ms. Downs has been doing an excellent job for advocating for training and coordinating with us on some of the Fast Track Training Program. Mr. Prince then asked if anyone had any questions and concluded the Safety Director 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:	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 35-22, 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 35-22 FOR CLOSED SESSION

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

A breakout room was utilized for closed session.

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.

<u>CLAIM #</u>	<u>AMOUNT</u>	<u>SAR/PAR</u>
2302	\$ 91,200.33	PAR
2302	\$ 26,382.72	SAR
1020	\$ 166,296.94	SAR
1962	\$ 14,980.59	PAR

MOTION TO APPROVE THE FOLLOWING PARS/SARS

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

Commissioner Williams advised that next meeting was scheduled for June 23, 2022 at 10:30 AM.

MOTION TO ADJOURN

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

MEETING ADJOURNED: 10:44AM

Minutes prepared by: Cathy Dodd, Assisting Secretary