

**CAMDEN COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – March 23, 2023  
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	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
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Claims Service	AmeriHealth Casualty Services <b>Tracy Ware</b> <b>Linda Page</b> <b>Steve Andrick</b> <b>Paulette Kelly</b> <b>Gladys Driggins</b> <b>Monica Coleman</b>
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PERMA  
**Jennifer Davis**  
**Shai McLeod**  
**Robyn Walcoff**

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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Risk Management Consultant (CCIA)	Hardenbergh Insurance Group
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**ALSO PRESENT:**

Edward Hill, Camden County BOSS  
Ceil Murphy, Camden County College  
Harry Earle, J.A. Montgomery  
Brandon Tracy, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF FEBRUARY 23, 2023**

*Chairman Angilella noted the closed minutes were received by e-mail.*

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF FEBRUARY 23, 2023**

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

**CORRESPONDENCE:** None

**SAFETY COMMITTEE:** Mr. Prince reported the Safety Committee last met on March 15<sup>th</sup> at 1:30. Mr. Prince advised the meeting was held at City Hall as a hybrid type of meeting which allowed some members to phone in on video conferencing. Mr. Prince noted they were going to continue with this format as it seemed to increase the participation. Mr. Prince thanked Chair Friedman for hosting the meeting and advised the next meeting was scheduled for April 19<sup>th</sup>. Mr. Prince reported they would discuss a variety of topics including all of our training through Memorial Day. Mr. Prince advised the new learning management system would be rolled out in May and noted the vendor would host some tutorial webinars to ensure that all the named administrators and individuals who utilize the system were comfortable. Mr. Prince concluded his report unless anyone had any questions.

**CLAIMS COMMITTEE:** Ms. Davis advised the Claims Committee met on March 7<sup>th</sup> and reviewed the PARS that would be presented during the closed session portion of the meeting for approval. Ms. Davis concluded her report unless there were any questions.

**EXECUTIVE DIRECTOR:** Executive Director Hrubash advised he was filling in for Mr. Stokes today.

**CAMDEN COUNTY COLLEGE:** Executive Director reported the Camden County College accepted our proposal to participate in Workers Compensation coverage through its participation in the CCIC and the NJCE effective July 1, 2023. Executive Director advised the College issued their Resolution FY2023-141 authorizing the participation and is on file at the Fund Office. We look forward to working with the College on this transition. Executive Director said we would ask Robyn Walcoff and her team to schedule a Claims Workers Compensation Kick-Off Meeting with AmeriHealth prior to July 1. Executive Director requested authorization to bind and purchase Workers Compensation coverage per the proposal to the Camden County College effective July 1, 2023.

**MOTION TO BIND AND PURCHASE WORKERS COMPENSATION FOR THE CAMDEN COUNTY COLLEGE EFFECTIVE JULY 1, 2023**

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

**DESIGNATING AUTHORIZED SIGNATURES FOR COMMISSION BANK ACCOUNTS:** Executive Director referred to a copy of Resolution 23-23, Amending Resolution No. 17-23, adopted February 23, 2023, Designating Authorized Signatures for Commission Bank Accounts which was included in the agenda. Executive Director noted the resolution was prepared by the Commission Attorney. Executive Director said the changes made to the resolution were in red.

**MOTION TO APPROVE RESOLUTION NO. 23-23, AMENDING RESOLUTION NO. 17-23, ADOPTED FEBRUARY 23, 2023, DESIGNATING AUTHORIZED SIGNATURES FOR COMMISSION BANK ACCOUNTS**

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

**INTELLISHUN DEVICE:** Executive Director advised we 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. Executive Director said we are asking the Commissioners to consider this request as we have done in the past.

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

Motion	Chairman Angilella
Second:	Commissioner Williams
Vote:	3 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 February. Executive Director advised there were 5 certificates of insurance issued during the month. Chairman Angilella said before he made the motion he wanted to let Ed Cooney know that he spoke for everybody here in saying that you, your wife and your family have been in our thoughts and prayers. Mr. Cooney thanked everyone and appreciated everyone's thoughts.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

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

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE last met on February 23 and held their Reorganization Meeting. Executive Director advised a written summary report of the meeting was included in the agenda. Executive Director said authorization was granted to do a procurement for property appraisals which would be beneficial in our marketing efforts for 2024. Also, the Board of Commissioners were in favor of considering the NJ Cyber JIF as an alternative for cyber coverage in 2024. Lastly, Executive Director said Conner Strong & Buckelew was rolling out a new certificate of insurance program shortly which should make that process more efficient and consistent. Executive Director asked if anyone had any questions.

**CCIC FINANCIAL FAST TRACK:** Executive Director reported the January Financial Fast Track was included in the agenda. Executive Director advised as of January 31, 2023, there was a surplus of \$32,284,810. Executive Director referred to line 10 of the report, “Investment in Joint Venture” and indicated \$3,664,630 was the CCIC’s share of the equity in the NJCE. Executive Director noted the total cash amount was \$41,105,856.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the January Financial Fast Track was included in the agenda. As of January 31, 2023, the Fund had a surplus of \$14,360,599. Executive Director referred to line 7, “Dividend”, and noted the NJCE released dividends in the amount of \$6,707,551. Executive Director noted the cash amount was \$12,071,727.

**CYBER INCIDENT REPORTING INFORMATION:** Executive Director referred to a copy of a memorandum which was included in the agenda with some important information to follow if you experience a cyber incident. More importantly the flyer provides instructions on how to report the claim with the correct policy number. Mr. Cooney said his team was always available to answer any questions and available for a call to walk you through the process. Mr. Cooney advised that Cowbell has been great with the couple of claims we have had so far.

**2023 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR:** Executive Director advised the 12th Annual Seminar would be conducted virtually on 2 half-day sessions: Friday, April 21st, and Friday April 28th from 9AM to 12PM. Executive Director reported the seminar qualifies for Continuing Education Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. Executive Director said there was no fee for employees, insurance producers as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MELJIF), Municipal Reinsurance Health Insurance Fund (MRHIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF.) Executive Director referred to a copy of a flyer which was included in the agenda for more information on the seminar. Executive Director said the link to register would be sent once it became available. If you have any questions or need assistance in registering, please contact Cathy Dodd, [cdodd@permainc.com](mailto:cdodd@permainc.com).

**2023 ASSESSMENT PAYMENTS:** Executive Director reminded the Commission the first assessment payment was due on March 31, 2023. Executive Director noted payments should be sent to Dave McPeak, Treasurer.

**2023 NEW JERSEY ASSOCIATION OF COUNTIES CONFERENCE:** Executive Director reported the 72nd Annual Conference was scheduled for May 3 to May 5 at Caesar’s in Atlantic City. Executive Director said the New Jersey Counties Excess Joint Insurance Fund would have an exhibit at the conference. Executive Director said he would be attending this year and hoped so see some of you there.

Executive Director concluded his report unless there were any questions.

Executive Director's Report Made Part of Minutes.

**TREASURER:** Chairman Angilella advised the March Bills List was included in the agenda and requested a motion to approve. Chairman Angilella asked if anyone had any questions.

#### **MOTION TO APPROVE RESOLUTION 24-23 MARCH BILLS LIST**

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

Chairman Angilella referred to copies of the Treasurer Reports which were included in the agenda and asked if anyone had any questions.

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

**CLAIMS SERVICE - AMERI-HEALTH:** Ms. Ware reported the Medical Savings Report for the month of February was included in the agenda and advised they received 311 bills, and the billed amount was \$481,119. Ms. Ware advised the paid amount was \$204,173 with gross savings of \$264,446. Ms. Ware said the net savings was \$264,446. Ms. Ware concluded her report unless anyone had any questions. In response to Commissioner Williams' inquiry, Ms. Ware reported the network utilization was 96% and advised Ms. Dodd had sent out a revised report. Ms. Dodd noted that the figure for the month of February was amended, however the total figure at the bottom of the page was not corrected.

**NJCE SAFETY DIRECTOR:** Mr. Prince reported the February - March 2023 All Risk Control Activity Report was included in the agenda. Mr. Prince said all of the training opportunities through May 31 were included in the agenda. Mr. Prince advised on March 6 he conducted a loss control visit at DPW and housekeeping and organization is an obvious priority. Mr. Prince reported things have significantly improved and some of their equipment is being removed and auctioned off. Mr. Prince said some renovations were recently done so he found some minor issues that they were correcting as we speak. Mr. Prince concluded his report unless anyone had any questions.

Correspondence Made Part of Minutes.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO PUBLIC**

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

**CLOSED SESSION:** Chairman Angilella read Resolution 25-23, 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 25-23 FOR CLOSED SESSION**

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

A breakout room was utilized for closed session.

**MOTION TO RETURN TO OPEN SESSION**

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

Chairman Angilella noted for the record that we discussed the actuary procurement in closed and we are not prepared to proceed with that at this time and would be done at a later meeting.

Chairman Angilella made a motion to approve the PARS/SARS discussed during closed session.

**MOTION TO APPROVE THE FOLLOWING PARS/SARS**

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

<u>CLAIM #</u>	<u>AMOUNT</u>	<u>SAR/PAR</u>
2423	\$ 41,513.30	PAR
2423	\$ 28,588.30	SAR
2565	\$ 41,524.92	PAR
2565	\$ 24,231.00	SAR
3000	\$ 22,047.00	SAR
1313	\$ 106,307.46	PAR
4078	\$ 89,288.40	PAR
1310	\$ 66,816.32	PAR
3979	\$ 96,482.48	PAR
1966	\$ 30,075.00	SAR
3178	\$ 196,281.23	PAR
3178	\$ 106,685.40	SAR
4032	\$ 101,404.02	SAR
1319	\$ 83,923.79	PAR
104	\$ 115,000.00	PAR
3147	\$ 8,756.75	PAR
3073	\$ 12,160.00	PAR
7838	\$ 100,000.00	PAR

Chairman Angilella said the next meeting was scheduled for April 26, 2023 at 2:00 PM.

**MOTION TO ADJOURN**

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

**MEETING ADJOURNED: 11:36 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary