

**CUMBERLAND COUNTY INSURANCE COMMISSION  
OPEN MINUTES  
MEETING – JUNE 6, 2013  
709 E. COMMERCE STREET  
BRIDGETON, NJ 11:00 AM**

Meeting called to order by Chairman Tony Surace. Open Public Meetings notice read into record.

**ROLL CALL OF COMMISSIONERS:**

Tony Surace,	Present
Gregory Facemyer	Present
Ken Mecouch	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Bradford Stokes, Karen A. Read</b>
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Treasurer	<b>Anthony Bontempo</b>
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Attorney	<b>Ted Baker</b>
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CEL Underwriting Manager	Conner Strong & Buckelew
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Claims Service	Inservco <b>Megan Callahan</b> <b>Pamela Reed-Gibson</b>
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	Conner Strong & Buckelew <b>Robyn Walcoff</b>
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Risk Management Consultant	Hardenbergh Insurance Group <b>Bonnie Rick</b>
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Safety Director	JA Montgomery Risk Control <b>Glenn Prince</b>
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**ALSO PRESENT:**

Craig Atkinson, Cumberland County  
Henrietta Barreras, Cumberland County  
Cathy Dodd, Conner Strong & Buckelew

Mrs. Ridgeway, Public  
Dean Hank

**APPROVAL OF MINUTES: OPEN SESSION OF APRIL 4 , 2013**

**MOTION TO APPROVE THE OPEN MINUTES OF APRIL 4, 2013  
AS AMENDED**

Moved:	Commissioner Mecouch
Second:	Commissioner Facemyer
Vote:	Unanimous

**CORRESPONDENCE: None**

**EXECUTIVE DIRECTOR REPORT:**

**Certificate of Insurance Issuance Report:** Executive Director reported on page 8 of the agenda are the certificates of insurance issuance reports from the CEL listing those certificates issued for the period of March 29, 2013 to May 21, 2013. There were 10 certificates of insurance issued during this period.

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

Moved:	Commissioner Facemyer
Second:	Commissioner Mecouch
Roll Call Vote:	3 Ayes, 0 Nays

**2013 Property & Casualty Assessment** – Executive Director reported the second assessment payments are due on July 15, 2013. The third assessment of 30% is due on September 15, 2013. Assessment invoices will be sent at the appropriate time.

**2013 Financial Disclosure Statements:** Executive Director reported the Department of Community Affairs has implemented an online filing system for the Local Disclosure Forms. Commissioners will now need to submit a form for the Commission separately from the form you submit for your employer (County, Town or Authority). The Fund office distributed an e-mail to the Commissioners with instructions for the online procedure. The link for the website is <http://www.nj.gov/dca/divisions/dlgs/resources/fds.html>. The deadline for filing the electronic form was May 31, 2013. Executive Director thanked everyone for their prompt response.

**NJ Excess Counties Insurance Fund Report (CELJIF)** - Executive Director reported the CEL met on May 23, 2013. A summary report for the May 23rd CEL meeting was distributed. The CEL Underwriting Manager provided proposals for the remarketing of the Meadowbrook portion of the commercial insurance including the excess general liability, auto liability, law enforcement liability, workers compensation. The Underwriting manager secured an 18 month program.

The CEL approved going forward with the replacement program subject to finalizing the terms and conditions of the coverage. The additional cost for the 2013 budget is \$196,714 or 1.53%. The CEL Executive Director reported that the fund has enough cash to front the deposit premiums for the replacement program until the return premiums from the terminated program are available.

The Executive Director also noted that if the additional premium is collected from the member Commissions for the 2013 coverage it will be on an allocated basis and not until 2014.

Commissioner Mecouch said there was a lot work that went into securing this program and this is the best deal for the CEL. Risk Manager Bonnie Rick said she was still waiting for the coverage documents to compare to the current coverage but what was provided to them did show enhancements. Once the Risk Manager compares the coverage in full she will advise the Commission if there are any gaps in coverage.

**2012 Audit** – Executive Director said the auditor is in the process of preparing the 2012 Fund Year Audit. When the audit is completed, representatives from Ford Scott will be asked to attend the meeting to review their report with the Commissioners. We just received an email from the auditor looking for some information to complete the audit. This information will be provided to the auditors. Executive Director said may hold a special meeting to present the audit and have the group affidavit signed depending on the timing of the audit. We will advise the Committee if this will be necessary.

**Financial Fast Track** – Executive Director reported included in the agenda was the first Financial Fast Track for the Cumberland County Insurance Commission. This will be a monthly report that is a snap shot of the financial strength of the Insurance Commission. As of March 31, 2013 the Commission has a statutory surplus of \$362,258. Line 7 of the report, “Investment in joint Venture” is the commission’s share of the equity in the CEL.

Commissioner Facemyer said the statutory surplus is the underwriting income minus the expenses cumulatively so in less than a year we have fund the insurance commission and depending our claim history this is our cushion for right now. Executive Director said this included the assumption there could be some claims that have not been reported yet so this reflected in the IBNR amount.

#### **MOTION TO ACCEPT THE FINANCIAL FAST TRACK REPORT**

Moved:	Commissioner Facemyer
Second:	Commissioner Mecouch
Roll Call Vote:	3 Ayes, 0 Nays

**SAFETY COMMITTEE:** Safety Director, Glenn Prince reported the committee last me on April 30, 2013 and Bonnie Risk has been working diligently on the new charter for the Safety Committee. Ms. Rick will report on the charter in the Risk Manager’s report.

**CLAIMS MANAGER:** Claims Manager Robyn Walcoff reported the claims committee met telephonically on May 15, 2013. A Payment Authorization Request form has been recommended for approval by the commissioners in executive session.

**TREASURER:**

**REPORT:** Mr. Bontempo reported the June Bill List was included in the agenda and recommended for approval.

**MOTION TO APPROVE RESOLUTION 18-13 JUNE 2013 BILLS LIST IN THE AMOUNT OF \$954,522.91**

Moved:	Commissioner Mecouch
Second:	Commissioner Facemyer
Vote:	3 Ayes, 0 Nays

**SAFETY DIRECTOR:** Safety Director reported Cumberland County has been participating in a lot of the training we recommend for this time of year such as work zone safety, landscape safety, chipper safety, chainsaw safety where we see a lot of hazards. We applaud them on their continuing participation on this type of training. In addition we have seen an increase in the media library usage. Commissioner Mecouch requested a listing of the videos used every month be included in the safety report. Commissioner Mecouch said it would be beneficial to have this information since they will be conducting monthly department head meetings and they will be showing videos that will be helpful to the individual departments.

**RISK MANAGER:** Bonnie Rick reviewed the Risk Management Consultant Report that was included in the agenda. Bonnie reported on the training calendar and scheduling training for disciplining employees properly, training for new supervisors and PEOSH.

Risk Manager reported on underwriting exposure reviews and has secured volunteer accident coverage for the health department since they have some volunteers. The policy was placed through AIG. Ms. Rick said they are hoping to put the CATS program into the CEL at a much lesser cost than the current policy. In response to Commissioner Mecouch, Ms. Rick said they would be able to combine coverage for the county buses in The Office of Employment and Training and the CATS buses. We are also looking to increase coverage to add physical damage because right now they do not have that coverage. Ms. Rick said they have reviewed the Agreement with Gloucester County Correctional Facility and have reviewed the agreement and found there is no coverage gaps we do not need to purchase anymore coverage. Commissioner Mecouch said that with what was reviewed with Ms. Rick there is no additional exposures to us this year and probably not for 2014. At this point we are not sure for 2015 depending on the claims. Commissioner Mecouch said the additional officers that were hired at the corrections facility was recommended by the jail study even before we considered the Gloucester County program.

A copy of the Litigation Management Plan was presented to Attorney Baker who has reviewed it and has a couple of edits. We would like to provide a copy to the Claims Committee to review it. At our next meeting we will present it to the Commission for your review and approval. The Safety Accident Review Charter was included in the agenda. We are looking have one main accident Safety Review Committee to have representation from the three member entities and then various departments in the County. The sole purpose of the committee would be to review training, safety materials, safety equipment and conduct accident reviews.

**MOTION TO ADOPT THE SAFETY AND ACCIDENT REVIEW COMMITTEE CHARTER**

Moved: Commissioner Mecouch  
Second: Commissioner Facemyer  
Vote: 3 Ayes, 0 Nays

**MOTION TO APPROVE CRAIG ATKINSON CHAIRMAN OF SAFETY AND ACCIDENT REVIEW COMMITTEE**

Moved: Commissioner Mecouch  
Second: Commissioner Facemyer  
Vote: 3 Ayes, 0 Nays

Risk Manager said that on June 12 there will be a workers compensation education seminar in Gloucester County

Risk Manager said that all certificates of insurance need to be revised July 1, 2013 because we are switching carriers effective that date and these will be reissued.

**MOTION TO ADOPT THE RISK MANAGERS REPORT**

Moved: Commissioner Facemyer  
Second: Commissioner Surace  
Vote: 3 Ayes, 0 Nays

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**MOTION TO GO INTO CLOSED SESSION:**

Moved: Commissioner Mecouch  
Second: Commissioner Facemyer  
Vote: 3 Ayes, 0 Nays

**MOTION TO RETURN TO OPEN SESSION:**

Moved: Commissioner Facemyer  
Second: Commissioner Mecouch  
Vote: Unanimous

**MOTION TO APPROVE PAYMENT AUTORIZATION REQUEST FOR CUMBERLAND COUNTY IN THE AMOUNT OF \$18,700.00**

Moved: Commissioner Mecouch  
Second: Commissioner Facemyer  
Roll Call Vote: 3 Ayes, 0 Nays

**MOTION TO ADJOURN:**

Motion: Commissioner Mecouch  
Second: Chairman Facemyer  
Vote: Unanimous

**MEETING ADJOURNED: 11:40 AM**

**NEXT MEETING: WILL BE HELD ON AUGUST 1, 2013 AT 11:00**

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Minutes prepared by: Karen A. Read, Assisting Secretary