

**ATLANTIC COUNTY INSURANCE COMMISSION
AGENDA AND REPORTS
DECEMBER 29, 2014**

**STILLWATER BUILDING
201 SHORE ROAD
NORTHFIELD, NJ 08225
11 AM**

**To attend the meeting via teleconference please dial 1- 866-921-5493 and
enter passcode 7269691#**

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

In accordance with the Open Public Meetings Act, notice of this meeting was given by:

- I. Advertising the notice in the Press of Atlantic City**
- II. Filing advance written notice of this meeting with the Commissioners of the Atlantic County Insurance Commission; and**
- III. Posting notice on the Public Bulletin Board in the Atlantic County Office Building**

**ATLANTIC COUNTY INSURANCE COMMISSION
AGENDA
OPEN PUBLIC MEETING: DECEMBER 29, 2014**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
 - FLAG SALUTE**
 - ROLL CALL OF COMMISSIONERS**

 - EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
 - Resolution 1-14 Appointing Fund Commissioner Chair and Vice Chair.....Page 6
 - Resolution 2-14 Appointing CEL CommissionerPage 7
 - Resolution 3-14 Appointing Commission Treasurer.....Page 8
 - Resolution 4-14 Appointing Commission Attorney.....Page 9
 - Resolution 5-14 Appointing Commission Secretary.....Page 10
 - Resolution 6-14 Appointing Executive Director, Risk Manager & TPA.....Page 11
 - Resolution 7-14 Establishing Bank Accounts.....Page 12
 - Resolution 8-14 Designating Authorized Signatures for Commission Bank Account.....Page 13
 - Resolution 9-14 Designating Custodian of Records.....Page 14
 - Resolution 10-14 Designating Official Newspapers.....Page 16
 - Resolution 11-14 Adopting 2015 Temporary Budget.....Page 18
 - Introduction of 2015 Budget.....Page 19
 - Resolution 12-14 Authorization to Transact Insurance Coverage.....Page 20
 - Resolution 13-14 Establishing Cash Management Plan.....Page 21
 - Resolution 14-14 Approving Rules & Regulations.....Page 26
 - Resolution 15-14 Authorize to Advertise for RFQ for Auditor and Actuary.....Page 27

 - CLAIMS SERVICES – Conner Strong & Buckelew**
 - Report.....Verbal

 - CEL SAFETY DIRECTOR – JA Montgomery Risk Control**
 - Report.....Verbal

 - OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**
-
- MEETING ADJOURNMENT**
NEXT SCHEDULED MEETING: _____, 2015

ATLANTIC COUNTY INSURANCE COMMISSION

9 Campus Drive, Suite 16
Parsippany, NJ 07054
Telephone (201) 881-7632
Fax (201) 881-7633

Date: December 29, 2014
Memo to: Commissioners of the Atlantic County Insurance Commission
From: PERMA Risk Management Services
Subject: Executive Director's Report

Organizational Resolutions (Pages 6-16) – Listed below are the necessary Organizational Resolutions for the Atlantic County Insurance Commission to operate as a Commission effective January 1, 2015.

- Resolution 1-14 Appointing Fund Chairman and Vice Chairman
- Resolution 2-14 Appointing CEL Commissioner
- Resolution 3-14 Appointing Commission Treasurer
- Resolution 4-14 Appointing Commission Attorney
- Resolution 5-14 Appointing Commission Secretary
- Resolution 6-14 Appointing Executive Director, Risk Manager & Third Party Administrator
- Resolution 7-14 Establishing Bank Accounts
- Resolution 8-14 Designating Authorized Signatures for Commission Bank Accounts
- Resolution 9-14 Designating Custodian of Records
- Resolution 10-14 Designating Official Newspapers

Motion to approve Resolutions 1-14 through 10-14

Temporary 2015 Budget (Page 17) – Attached is a copy of the temporary 2015 budget for the Atlantic County Insurance Commission for your consideration and approval.

Motion to approve Resolution 11-14 for the Temporary Budget in the amount of \$193,000 (Page 18)

2015 Budget Introduction Attached on **page 19** for your review and discussion is the proposed Property and Casualty 2015 Budget for the Atlantic County Insurance Commission (ACIC). The budget is \$_____

Motion to introduce a property and casualty budget in the amount of \$_____ and schedule a public hearing on _____, 2015 at 10:30 AM at the Stillwater Building.

- Transact Insurance Coverage:** On page 20 is Resolution 12-14 authorizing the Atlantic County Insurance Commission to transact insurance coverages for the County of Atlantic; the Atlantic County Utilities Authority and the Atlantic County Improvement Authority as of January 1, 2015 in accordance with the Plan of Insurance submitted by PERMA and other explanatory material.
 - Motion to approve Resolution 12-14 Authorization to Transact Insurance Coverage**

- Cash Management Plan:** On page 21 is Resolution 13-14 establishing a Cash Management Plan. Also included in the agenda on pages 23-25 is a copy of the Cash Management Plan. The Plan was sent in advance to the Fund Commissioners for their review and consideration.
 - Motion to approve Resolution 13-14 establishing the Cash Management Plan.**

- Rules & Regulations:** On page 26 of the agenda is Resolution 14-14 establishing the Commission's Rules & Regulations. The Rules & Regulations were sent in advance to the Fund Commissioners for their review and consideration. The final version will be distributed at the meeting
 - Motion to approve Resolution 14-14 establishing the Commission's Rules & Regulations.**

- Authorize to Advertise for Commission Actuary and Auditor –** On page 27 of the agenda is Resolution 15-14 Authorizing to advertise for the positions of Commission Actuary and Auditor
 - Motion to approve Resolution 15-14 Authorizing to Advertise for Commission Actuary and Auditor**

- Risk Management Plan –**The Risk Management Plan is an overview of the Commission's coverage, risks retained by the Commission, reserving philosophy, method of assessing member contributions, claim payment authority, etc. A draft copy of the Risk Management Plan will be provided for your review and action will be taken at a future meeting.

- Certificate of Insurance Request Form (Page 28) –** The New Jersey Counties Excess Joint Insurance Fund has set up an email address and developed a Certificate of Insurance Request Form for its members to request certificates of insurance as the need arises. The email address for requesting certificates of insurance is NJCECertRequest@connerstrong.com. Requests can also be made by fax at 856-685-2230. If you need to discuss a specific request or have a question on the procedure to request certificates please contact Cathy Dodd at 973-659-6410 or cdodd@connerstrong.com.

- 2015 ACIC Meeting Dates –** Our next meeting is scheduled for _____ at _____AM. We are proposing future meetings for Fund Year 2015 to be held on the _____ of the month, however, we would like to discuss further at the meeting to check everyone's availability.

The Executive Director will prepare the necessary 2015 Meeting Dates Resolution for review and approval by the Commissioners for the next meeting.