

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND
OPEN MINUTES
JUNE 23, 2016
CAMDEN COUNTY EMERGENCY TRAINING CENTER, BLACKWOOD, NJ
1:00 PM**

**MEETING OF THE FUND CALLED TO ORDER AT 9:30 P.M.
OPEN PUBLIC MEETING ACT READ INTO RECORD
PLEDGE OF ALLEGIANCE**

ROLL CALL OF 2016 FUND COMMISSIONERS

Ross Angilella, Commissioner	Camden County	Present
John Kelly, Commissioner	Ocean County	Present - <i>via teleconference</i>
Jeannette Kessler, Commissioner	Atlantic County	Present
Kendall Collins, Commissioner	Burlington County	Present - <i>via teleconference</i>
Ken Mecouch, Commissioner	Cumberland County	Absent
Gerald White, Commissioner	Gloucester County	Present - <i>via teleconference</i>
Edmund Shea, Commissioner	Hudson County	Present - <i>via teleconference</i>
Andrew Mair, Commissioner	Mercer County	Present - <i>via teleconference</i>
Jessica Foote Bishop, Commissioner	Salem County	Present - <i>via teleconference</i>
Michael Yuska, Commissioner	Union County	Absent

ALTERNATE FUND COMMISSIONERS

Anna Marie Wright	Camden County	Present
Carl Block	Ocean County	Present - <i>via teleconference</i>
Katie Coleman	Salem County	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services James Kickham, Joseph Hrubash Nancy A. Ghani <i>via teleconference</i>
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Attorney	Laura Paffenroth, Esq.
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Auditor	Bowman & Company James Miles
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ALSO PRESENT:

Joseph Hrubash, PERMA
Cathy Dodd, PERMA
Brad Stokes, PERMA
Rachel Chwastek, PERMA
Michelle Leighton, Conner Strong & Buckelew
Joe Porch, Conner Strong & Buckelew – *via teleconference*
Christina Violetti, Hardenbergh Insurance Group- *via teleconference*
Bonnie Ridolfino, Hardenbergh Insurance Group- *via teleconference*

MINUTES: Closed Minutes of February 25, 2016 were tabled at last meeting and presented at this meeting for ratification. Also presented were the Open May 5, 2016 minutes and the Open & Closed April 26, 2016 minutes.

MOTION TO APPROVE THE CLOSED MINUTES FROM FEBRUARY 25, 2016 AS PRESENTED:

Moved: Chairman Angilella
Second: Commissioner White
Roll Call Vote: 8 Ayes – 0 Nays

MOTION TO APPROVE THE OPEN & CLOSED MINUTES FROM APRIL 26, 2016 AS PRESENTED:

Moved: Chairman Angilella
Second: Commissioner Collins
Roll Call Vote: 7 Ayes – 0 Nays – 1 Abstain (Commissioner Mair)

MOTION TO APPROVE THE OPEN MINUTES FROM MAY 5, 2016 AS PRESENTED:

Moved: Chairman Angilella
Second: Commissioner White
Roll Call Vote: 7 Ayes – 0 Nays – 1 Abstain (Commissioner Collins)

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR'S REPORT:

RISK MANAGEMENT PLAN – AMENDMENT TO ASSESSMENT PAYMENT SCHEDULE: Executive Director said the Risk Management Plan (RMP) requires an amendment to update the assessment payment schedule to track to the Fund's operations over the past six years.

Executive Director said following budget certification, any adjustments to exposures reported by members result in minor changes to the budget and subsequent allocation of additional premiums. Any adjustments are included on the 2nd installment bill, which has been due May 15th. Executive Director said adjustments have occurred well after the original May 15th date and recommended the installment dates change to allow billing flexibility, as well as, track to billings issued over the past six years.

Executive Director said the RMP under Item 9 reads as follows:

- c) The following shall be the payment schedule for assessments:
60% of the assessment shall be due March 15th (or upon binding coverage if after the February 15th and the remainder due on May 15th (or upon binding coverage if after May 15th).

The recommendation is to change it as follows:

- c) The following shall be the payment schedule for assessments:
1) Current Members: 60% of the assessment shall be due March 15th and the remainder due on August 1st.
2) New Members:
a) New members will be billed based upon an agreed payment schedule for the initial first year of membership.
b) Thereafter the initial year, new members will be billed the same cycle as current members on March 15th and August 1st.

MOTION TO APPROVE THE AMENDMENT TO THE RISK MANAGEMENT PLAN AS RESPECT TO INSTALLMENT PAYMENTS:

Moved: Commissioner Kelly
Second: Chairman Angilella
Roll Call Vote: 8 Ayes – 0 Nays

MEMBERSHIP RENEWAL: Executive Director said the Counties of Union, Hudson, Ocean and Mercer County Insurance Fund Commission are scheduled to renew their membership with the Fund as of January 1, 2017. Renewal documents will be sent to each respective County following the meeting.

2017 RENEWAL: As was done last year, the fund office will start the data collection process for the 2017 renewal in order to provide relevant information to underwriters. The fund office is working with the local Insurance Commissions and County members to roll out the process shortly; the initial deadline to complete the general liability and property information is set for August and all remaining exposure data by September in order to present a budget by the October meeting.

BYLAW AMENDMENT: Following the May 5th public meeting, the fund office distributed the proposed bylaw amendment to members for their governing bodies to approve or deny. The amendment would allow a Joint insurance Fund(s) whose members are exclusive members of a local unit under the control and finance of the governing body of a County to apply for NJCE membership.

As per the NJCE bylaws, the amendment is only adopted by the Fund when the governing bodies of three-fourths (3/4) of the members approve the amendment within six (6) months of the hearing on the amendment. Executive Director said to date the office has received confirmation that 5 members have adopted the bylaw amendment.

CLAIMS STATUS SUMMARY: AmeriHealth Casualty Services is in need of a Closed Session to discuss claims status and other matters; enclosed in the agenda was a resolution authorizing closed session. Under separate cover, Fund Commissioners may receive materials from AmeriHealth Casualty Services and/or the Executive Director.

AUDITOR REPORT:

DECEMBER 31, 2015 AUDIT: A draft financial audit for the period ending December 31, 2015 was prepared for review at the meeting. Enclosed separately from the agenda was a copy of the draft audit, which was distributed to all commissioners and professionals.

Fund Auditor reviewed the financial highlights of the report and said there were no recommendations or findings to date and does not expect any changes to the final audit. Fund Auditor said if any commissioners had questions on the draft report to please contact him directly.

Executive Director said it would be appropriate to authorize the fund office to file the draft audit with Department of Banking & Insurance and request an extension to file the final audit upon receipt. Included in the agenda was Resolution 26-16 authorizing this action.

UNDERWRITING MANAGER REPORT:

REPORT: Underwriting Manager said there was nothing to report for the month.

TREASURER REPORT:

Included in the agenda was the confirmation of May 2016 bills list as Resolution 27-16, the June 2016 bills list as Resolution 28-16, the June 2016 Supplemental bills list as Resolution 29-16 and the Treasurer's reports for March and April 2016.

VOUCHER PAYMENTS (BILL LIST) –

Resolution 27-16 May 2016 Bills Confirmation of Payments \$508,772.46

MOTION TO APPROVE RESOLUTION 27-16 AND CONFIRM PAYMENTS OF MAY 2016 BILLS LIST:

Moved: Chairman Angilella
Second: Commissioner White
Roll Call Vote: 8 Ayes – 0 Nays

Resolution 28-16 June 2016 Bills List \$3,522,296.72

MOTION TO APPROVE RESOLUTION 28-16 AND CONFIRM PAYMENTS OF JUNE 2016 BILLS LIST:

Moved: Chairman Angilella
Second: Commissioner White
Roll Call Vote: 8 Ayes – 0 Nays

Resolution 28-16 June 2016 Supplemental Bills List \$4,875

MOTION TO APPROVE RESOLUTION 28-16 AND CONFIRM PAYMENTS OF JUNE 2016 BILLS LIST:

Moved: Chairman Angilella
Second: Commissioner White
Roll Call Vote: 8 Ayes – 0 Nays

SAFETY DIRECTOR:

REPORT: Safety Director's report was included in the agenda and reflected the risk control activities from April to July 2016.

FUND ATTORNEY:

REPORT: Fund Attorney said there was nothing to report for the month.

CLAIMS ADMINISTRATOR:

REPORT: AmeriHealth Casualty Services indicated the need to review any claims with large open reserves during Closed Session. Enclosed in the agenda was a resolution authorizing the need to enter into Closed Session for the purpose as permitted by the Open Public Meetings Act, more specifically to discuss potential litigation and settlement authority requests.

RESOLUTIONS:

RESOLUTION 26-16: Resolution authorizing the Executive Director to file the draft audit for year ending December 31, 2015 and to request an extension to file the final audit.

MOTION TO ADOPT RESOLUTION 26-16 AS PRESENTED:

Moved: Chairman Angilella
Second: Commissioner White
Roll Call Vote: 8 Ayes – 0 Nays

CLOSED SESSION:

MOTION TO ADOPT RESOLUTION 30-16 AUTHORIZING THE NEED TO ENTER INTO CLOSED SESSION FOR THE PURPOSE AS PERMITTED BY THE OPEN PUBLIC MEETINGS ACT, MORE SPECIFICALLY TO DISCUSS POTENTIAL LITIGATION ON CLAIM NUMBERS 640-112-29, 640-114-55 / 640-114-58 / 640-114-61 AND 64CA013742:

Moved: Chairman Angilella
Second: Commissioner Collins
Vote: Unanimous

All others vacated the room and left the teleconference with the exception of Fund Commissioners, Fund Attorney and Professionals.

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Kelly
Second: Chairman Angilella
Vote: Unanimous

As per discussion held during Closed Session permitted via Resolution 30-16, motion to approve the following Settlement Authority Requests & Payment Authority Requests:

Payment Authority Request

\$27,500 for Claim #640-112-29

Settlement Authority Requests

\$73,472.40 for Claim #640-114-55 / 640-114-58 / 640-114-61

\$275,000 for Claim #64CA013742

MOTION TO APPROVE THE SETTLEMENT AUTHORITY REQUESTS AND THE PAYMENT AUTHORITY REQUESTS AS PRESENTED:

Moved: Chairman Angilella
Second: Commissioner Kelly
Vote: 8 Ayes – 0 Nays

OLD BUSINESS:

DECEMBER 31, 2015 AUDIT: Fund Attorney said Resolution 26-16 indicated September 22, 2016 as the date to file the final audit and asked if this was sufficient time to file or should it be set for a later date. Executive Director said September 22, 2016 is when the final audit would be presented and also filed with any comments, which the Auditor indicated he did not expect any.

NEW BUSINESS:

NONE

PUBLIC COMMENT

MOTION TO OPEN MEETING TO PUBLIC

Moved: Chairman Angilella
Second: Commissioner White
Vote: Unanimous

MOTION TO CLOSE MEETING TO PUBLIC

Moved: Chairman Angilella
Second: Commissioner Kelly
Vote: Unanimous

NON- AGENDA ITEMS

NONE

MOTION TO ADJOURN:

Moved: Chairman Angilella
Second: Commissioner Kessler
Vote: Unanimous

MEETING ADJOURNED: 1:28PM

NEXT MEETING: September 22, 2016

Camden County Emergency Training Center 1:00 PM

Nancy A. Ghani, Assisting Secretary
for

JOHN KELLY, SECRETARY