

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND
OPEN MINUTES
SEPTEMBER 24, 2015
CAMDEN COUNTY EMERGENCY TRAINING CENTER, BLACKWOOD NJ
1:00 PM
MEETING OF THE FUND CALLED TO ORDER AT 1:00 P.M. BY ACTING CHAIR
COMMISSIONER WRIGHT**

OPEN PUBLIC MEETING ACT READ INTO RECORD

PLEDGE OF ALLEGIANCE – Acting Chair led Commissioners in the Pledge of Allegiance.

ROLL CALL BOARD OF 2015 FUND COMMISSIONERS

Ross Angilella, Chairman	Camden County	Present- <i>Arrived at 1:20pm</i>
John Kelly, Commissioner	Ocean County	Present - <i>via teleconference</i>
Gerald White, Commissioner	Gloucester County	Present- <i>via teleconference</i>
Norman Albert, Commissioner	Union County	Present- <i>via teleconference</i>
Kevin Crouch, Commissioner	Salem County	Absent
Andrew Mair, Commissioner	Mercer County	Present - <i>via teleconference</i>
Ken Mecouch, Commissioner	Cumberland County	Present - <i>via teleconference</i>
Edmund Shea, Commissioner	Hudson County	Present - <i>via teleconference</i>
Janette Kessler, Commissioner	Atlantic County	Present - <i>via teleconference</i>
Kendall Collins, Commissioner	Burlington County	Present- <i>via teleconference</i>

ALTERNATE FUND COMMISSIONERS

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

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services James Kickham, Joseph Hrubash Nancy A. Ghani - <i>via teleconference</i>
Attorney	Laura Paffenroth, Esq.
Auditor	Bowman & Company Jim Miles
Safety Director	JA Montgomery Risk Control Glenn Prince, Dave McHale – <i>via teleconference</i>
Underwriting Manager	Conner Strong & Buckelew Tom Nolan
Claims Administrator	CompServices Tom Watkins
Litigation Management	Citta, Holzapfel & Zabarsky David Millard, Esq.

ALSO PRESENT:

Damon Burke, Burlington County Risk Manager
Gail White, Scirocco Group- *via teleconference*
Bonnie Ridolfino, Hardenbergh Insurance Group- *via teleconference*

Christina Violetti, Hardenbergh Insurance Group- *via teleconference*
Karen Read, PERMA- *via teleconference*
Jenna Quattrone, Hardenbergh Insurance Group- *via teleconference*
Tom Narolewski, AJM Insurance- *via teleconference*
Robyn Walcoff, PERMA– *via teleconference*
Cathy Dodd, PERMA
Brad Stokes, PERMA
Louis DiAngelo, Camden County
Michelle Leighton, Conner Strong & Buckelew

MINUTES: Open Minutes of June 25, 2015. The Closed Minutes from February 26, 2015, April 23, 2015 and June 25, 2015 were distributed to the board for adoption.

MOTION TO APPROVE THE OPEN MINUTES FROM JUNE 25, 2015 AND THE CLOSED MINUTES FROM FEBRUARY 26, 2015, APRIL 23, 2015 AND JUNE 25, 2015 AS PRESENTED:

Moved:	Commissioner Collins
Second:	Commissioner Kelly
Vote:	Unanimous

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR'S REPORT:

DECEMBER 31, 2014 AUDIT: Executive Director said the draft audit was previously reviewed at the June meeting and filed with DOBI & DCA on June 26, 2015 along with an extension request to file the final report. The **final** financial audit for the period ending December 31, 2014 was prepared by the Fund Auditor and copies were distributed at the meeting. Fund Auditor said there were no changes to the final audit and said there were no comments or recommendations.

Enclosed in the agenda was Resolution 25-15 approving the year-end financials and the Group Affidavit form to execute indicating that the Fund Commissioners have read the General Comments section of the Audit Report. Executive Director said the fund office will file the final report and supporting resolution with the State following the meeting.

2016 RENEWAL: As previously reported, the fund office is implementing a new data collection procedure designed to be more dynamic to provide relevant information to underwriters. Executive Director said the fund office is working with members that still need to submit complete and full underwriting data in order to present a proposed 2016 budget to be presented at the next scheduled meeting.

Executive Director said the Actuary has provided loss funds based on underwriting data received to date. In addition, the underwriting manager has received initial rate indications for the 2016 renewal. Executive Director said given the fund's membership and coverage needs there will be discussion on retention options, as well as, the expiring program. Executive Director said it may be appropriate that a sub-committee review the preliminary budget before it is presented and asked if any commissioners would like to volunteer. Commissioners White, Kelly and Mecouch volunteered to serve on a sub-committee.

NON-OWNED/OWNED AIRCRAFT: Executive Director said certain counties have limited coverage amounts for non-owned/owned aircraft, as well as, aircraft operations. Executive Director said the fund would like to have a total exposure review for all counties through an application process in order to offer this coverage under the ancillary program if applicable. Executive Director provided examples in which aircraft exposure would not apply

for coverage under the general liability policy. Enclosed in the agenda was an application that each member will be asked to complete as part of the 2016 renewal.

JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICES WORKSHOP:

Executive Director said the 4th annual Joint Insurance Claims Committees Best Practices Workshop will be held Tuesday, October 6, 2015 at the Conner Strong & Buckelew office in Marlton, NJ. Lunch will be provided at a fair market price per person for those attendees who wish to pay for their lunch; the price will be made available in advance of the workshop. An email invitation was sent out on 9/18/15; if you are interested in attending please contact the fund office.

CLAIMS STATUS: 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 the need for closed session. Under separate cover, Fund Commissioners may receive materials from AmeriHealth Casualty Services and/or the Executive Director.

OPEN PUBLIC MEETINGS ACT FORM: The Fund office has revised the OPRA form to update the contact person, e-mail address and fax number. Enclosed in the agenda was a copy of the form, which is also posted on the fund's website.

COMMISSION MEMBERSHIP: Camden County Insurance Commission and Gloucester County Insurance Commission are scheduled to renew their membership with the Fund as of January 1, 2016. Renewal documents have been sent to each County.

NJCE FINANCIALS: Executive Director reviewed the Financial Fast Track as of July 31, 2015 which reflected a statutory surplus of \$5.3 million.

UNDERWRITING MANAGER REPORT:

2016 RENEWAL: Underwriting Manager said the fund's ten County members are comprised of twenty-nine entities that are renewing as of January 1, 2016. Underwriting Manager said there are 10 to 11 different coverage programs being renewed and some entities still need to submit renewal data.

Underwriting Manager said last month the board authorized him to secure the extension of the current rate per \$100 of payroll to 1/1/17 with adjustments made to retentions for Workers' Compensation codes 7720 Police and 7710 Firemen with Safety National. Underwriting Manager said this has been completed as part of the 2016 renewal. Underwriting Manager said Cyber Liability coverage was initially offered 2 years ago and at the time 30% of members purchased the coverage; for the 2016 renewal 80% of members have opted for this line of coverage. Underwriting Manager said last year the fund secured additional flood aggregate limits and the 2016 budget will include a line-item for additional limits. Lastly, Underwriting Manager said there are travel/transit accident policies available for members to purchases as an ancillary coverage based on exposure and to contact him for more information.

TREASURER REPORT:

Included in the agenda were the confirmation of July bills list as Resolution 26-15, the confirmation of August bills as Resolution 27-15, the September bills list as Resolution 28-15 and the Treasurer's reports for June and July 2015.

VOUCHER PAYMENTS (BILLS LIST) –

July 2015 Confirmation of Bills – Resolution 26-15	\$135,894.70
August 2015 Confirmation of Bills – Resolution 27-15	\$510,110.72
September 2015 – Resolution 28-15	\$1,377,741.73

**MOTION TO APPROVE RESOLUTION 26-15 JULY 2015 BILLS LIST
CONFIRMATION OF PAYMENTS AS PRESENTED:**

Moved: Commissioner Wright
Second: Commissioner Kessler
Roll Call Vote: 8 Ayes – 0 Nays
(Commr White was not audible in roll)

**MOTION TO APPROVE RESOLUTION 27-15 AUGUST 2015 BILLS LIST
CONFIRMATION OF PAYMENTS AS PRESENTED:**

Moved: Commissioner Collins
Second: Commissioner Mecouch
Roll Call Vote: 8 Ayes – 0 Nays
(Commr White was not audible in roll)

**MOTION TO APPROVE RESOLUTION 28-15 SEPTEMBER 2015 BILLS
LIST AS PRESENTED:**

Moved: Commissioner Kelly
Second: Commissioner Kessler
Roll Call Vote: 8 Ayes – 0 Nays
(Commr White was not audible in roll)

At 1:20PM Chairman Angilella entered the room.

SAFETY DIRECTOR:

REPORT: Safety Director's report in the agenda included the risk control activities from June through October 2015.

As a follow to last month's report, Safety Director said members have up to \$10,000 in safety program funding available annually through the BRIT Safety Grant Program. Safety Director said the program is a cost sharing program where counties can receive reimbursement for up to 50% of the cost of a safety related item or service. Safety Director said there are two options available for utilizing the funding for 2015:

Option 1: Send out notification to each member of the NJCE reminding them about the program and what their proportional share is of available funding.

Option 2: Cumberland County has submitted a request for funding through the BRIT Safety Grant Program for a fire extinguisher simulator to use to train employees. The simulator cost is approximately \$10-12,000. If approved by the NJCE, the Cumberland County Insurance Commission would purchase the simulator and BRIT would reimburse Cumberland County 50% of the cost.

Safety Director said the 1st option does not allow for a sizeable reimbursement if split among ten members. Discussion ensued and committee agreed to adopt a process of a "first come first serve" to the BRIT grant funding and to approve CUIC use of the funding for 2015.

**MOTION TO APPROVE A FIRST COME FIRST SERVE BASIS FOR THE
ANNUAL BRIT SAFETY GRANT PROGRAM:**

Moved: Commissioner Mecouch
Second: Commissioner Kessler
Roll Call Vote: 8 Ayes – 0 Nays – 1 Abstain
(Commr White was not audible in roll & Chairman Angilella abstained)

Safety Director said there will be \$4,000 left in this year's funding and said any member will be eligible to receive up to \$4,000 for reimbursement of a safety related item or service.

Commissioner Kessler requested a schedule of safety training be provided to members in order to pool the available safety training resources. Safety Consultant said JA Montgomery discussed this recently and would release a training schedule by region to each appropriate contact.

FUND ATTORNEY:

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

RESOLUTIONS:

RESOLUTION 25-15: Resolution of Certification of the Annual Audit Report for the Period ending December 31, 2014.

MOTION TO ADOPT RESOLUTION 25-15 AS PRESENTED:

Moved:	Commissioner Mecouch
Second:	Commissioner Kessler
Vote:	Unanimous

CLAIMS ADMINISTRATOR:

REPORT: AmeriHealth Casualty Services indicated the need for Closed Session to review any claims with large open reserves.

Enclosed in the agenda was Resolution 29-15 authorizing the need to enter into Closed Session for the purpose as permitted by the Open Public Meetings Act, more specifically to discuss contract negotiations, discuss potential litigation and review claim status.

MOTION TO APPROVE RESOLUTION 29-15 AND ENTER INTO CLOSED SESSION:

Moved:	Commissioner Kessler
Second	Commissioner Collins
Vote:	Unanimous

The following individuals left the teleconference: Gail White, Bonnie Ridolfino, Christina Violetti, Jenna Quatrone and Tom Narolewski.

MOTION TO RETURN INTO OPEN SESSION:

Moved:	Commissioner Albert
Second	Commissioner Kessler
Vote:	Unanimous

PAYMENT AUTHORITY REQUESTS: As per discussion held during Closed Session permitted via Resolution 29-15 motion to approve the following Payment Authority Requests:

Workers Compensation Claim #640-115-91 for \$250,000

MOTION TO APPROVE THE PAYMENT AUTHORITY REQUESTS AS DISCUSSED DURING CLOSED SESSION:

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

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT

MOTION TO OPEN MEETING TO PUBLIC

Moved: Chairman Angilella
Second Commissioner Collins
Vote: Unanimous

MOTION TO CLOSE MEETING TO PUBLIC

Moved: Chairman Angilella
Second Commissioner Kessler
Vote: Unanimous

NON- AGENDA ITEMS

NONE

MOTION TO ADJOURN:

Moved: Commissioner Collins
Second: Commissioner Kessler
Vote: Unanimous

MEETING ADJOURNED: 1:37PM

**NEXT MEETING: October 22, 2015
Camden County Emergency Training Center 1:00 PM**

Nancy A. Ghani, Assisting Secretary
for

JOHN KELLY, SECRETARY