

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND
OPEN MINUTES
APRIL 26, 2016
CAMDEN COUNTY EMERGENCY TRAINING CENTER, BLACKWOOD, NJ
1:00 PM**

**MEETING OF THE FUND CALLED TO ORDER AT 1:00 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	Absent
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	Absent
Jessica Foote Bishop, Commissioner	Salem County	Present - <i>via teleconference</i>
Michael Yuska, Commissioner	Union County	Present - <i>via teleconference</i>

ALTERNATE FUND COMMISSIONERS

Anna Marie Wright	Camden County	Present
Carl Block	Ocean County	Absent
Katie Coleman	Salem County	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services James Kickham Nancy A. Ghani - <i>via teleconference</i>
Attorney	Laura Paffenroth, Esq.
Safety Director	JA Montgomery Risk Control Glenn Prince
Underwriting Manager	Conner Strong & Buckelew Tom Nolan, Ed Cooney
Claims Administrator	AmeriHealth Casualty Services Tom Watkins
Treasurer	David McPeak

ALSO PRESENT:

Joseph Hrubash, PERMA
Cathy Dodd, PERMA
Brad Stokes, PERMA
Rachel Chwastek, PERMA
Michelle Leighton, Conner Strong & Buckelew
Frank Proctor, Conner Strong & Buckelew
Louis DiAngelo, Camden County

Carol Mack, Conner Strong & Buckelew – *via teleconference*
Christina Violetti, Hardenbergh Insurance Group- *via teleconference*
Jenna Quattrone, Hardenbergh Insurance Group- *via teleconference*
Mary Ann Sander, Conner Strong & Buckelew – *via teleconference*
Karen Read, PERMA – *via teleconference*
Robyn Walcoff, PERMA

MINUTES: Open & Closed Minutes of February 25, 2016 were presented. The closed minutes will be tabled and placed on the next agenda for ratification.

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

Moved:	Commissioner White
Second:	Commissioner Block
Vote:	Unanimous

CORRESPONDENCE:

CENTURY EQUITY PARTNERS: Included in the agenda was a copy of a press release announcing a strategic alliance formed between Conner Strong & Buckelew and Century Equity Partners. The press release noted that a majority of Conner Strong & Buckelew will be owned by the original principal individuals and there would be no change in the management of the company.

EXECUTIVE DIRECTOR'S REPORT:

PROFESSIONAL CONTRACTS

AUDITOR QUOTATIONS: Executive Director said the fund office solicited quotations from four Auditing firms for the position of Auditor to conduct the December 31, 2015 Audit. Enclosed in Appendix II of the agenda was the single response received from the fund's incumbent vendor Bowman & Company, LLP with a proposed fee of \$13,500.

MOTION TO APPROVE THE FEE PROPOSAL FROM THE BOWMAN & COMPANY, LLP. FOR AUDITOR FOR A FLAT FEE OF \$13,500 TO CONDUCT THE DECEMBER 31, 2015 AUDIT:

Moved:	Chairman Angilella
Second:	Commissioner Kelly
Vote:	Unanimous

LITIGATION MANAGEMENT: Executive Director said the fund office released a Request for Proposals for Litigation Management services and received five responses. Fund Attorney said a sub-committee met on April 22, 2016 to review the responses; a memorandum was distributed to all fund commissioners on the services required, selection criteria and the sub-committee's recommendation to select the firm of Citta, Holzapfel & Zabarsky. Fund Attorney said the recommendation to award the contract was based on their experience; specifically to E. David Millard, Retired Judge of the Superior Court, and his valuable assistance on litigation management in the past year.

Fund Attorney said the award will be a one-year term for a \$145 hourly fee. Commissioner Yuska requested the total annual estimated cost based on the submitted hourly fee. In response, Executive Director said the firm submitted two rates for review: \$145 hourly or a flat annual fee of \$30,000. Executive Director said the fees invoiced last year were \$7,665.00, which is expected to increase by at least double the coming year, but would still be less than the flat annual of \$30,000. Executive Director said the current budgeted amount for this service is \$30,000.

2017 RENEWAL: As was done last year, Executive Director said the fund office will start the data collection process for the 2017 renewal in order to provide relevant information to underwriters. Executive Director said the fund office will work with the local Insurance Commissions and County members to roll out the process in May; 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.

CLAIMS STATUS SUMMARY: Executive Director said 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.

2013 STATE EXAMINATION: As a follow-up to the last meeting, all Fund Commissioners completed an affidavit certifying that they reviewed the report and the fund office filed the affidavits with the DOBI.

2016 FINANCIAL DISCLOSURES: The fund office has provided all Fund Commissioners and Professionals with the login information they need to complete their Financial Disclosure forms as both a NJCE Commissioner, as well as, any County-related positions that require filing. The filing deadline is April 30th.

FINANCIAL FAST TRACK: Executive Director reviewed the Financial Fast Track as of February 29, 2016 and said the fund's current statutory surplus is \$6.3 million. Executive Director said Fund Year 2012 did have a large loss, which was approved for a settlement authority at the January meeting.

UNDERWRITING MANAGER REPORT:

REPORT: Included in the agenda was a memorandum announcing that Tom Nolan would be retiring as Underwriting Manager effective July 1, 2016 and that Edward Cooney has been added to the team to serve as Underwriting Manager. Mr. Nolan said Mr. Cooney would be working closely with him on the transition as well as the 2017 renewal program. Mr. Nolan said he felt very fortunate to be a part of this group since its inception in March 2010 and said the financials speak to the success of the program. Mr. Nolan thanked everyone for their contribution and efforts of the past five years. Chairman Angilella wished Mr. Nolan a long, happy and healthy retirement and welcomed Ed Cooney to the team.

TREASURER REPORT:

Included in the agenda was the confirmation of March 2016 bills list as Resolution 22-16, the April 2016 bills list as Resolution 23-16 and the Treasurer's reports for January and February 2016. Fund Treasurer said check numbers 000711, 000712 and 000713 on Resolution 23-16 were issued in error and will be voided.

VOUCHER PAYMENTS (BILL LIST) –

Resolution 22-16 March 2016 Bills Confirmation of Payments \$1,395,771.53
Resolution 23-16 April 2016 Bills As Amended \$125,572.42

**MOTION TO CONFIRM PAYMENTS OF MARCH 2016 BILLS LIST
RESOLUTION 22-16 AND APPROVE APRIL 2016 BILLS LIST RESOLUTION
23-16 AS AMENDED:**

Moved: Commissioner Kelly
Second: Commissioner Kessler
Vote: Unanimous

SAFETY DIRECTOR:

REPORT: Safety Director’s report was included in the agenda and reflected the risk control activities from February to May 2016. Safety Director noted three counties – Salem, Gloucester and Atlantic - submitted and are expected to receive a BRIT Safety Grant award.

FUND ATTORNEY:

REPORT: Fund Attorney said there was one item for discussion in Closed Session.

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 25-16: Resolution authorizing the appointment of Litigation Management Services.

MOTION TO ADOPT RESOLUTION 25-16 AS PRESENTED:

Moved: Commissioner Kessler
Second: Commissioner Kelly
Vote: Unanimous

CLOSED SESSION:

MOTION TO ADOPT RESOLUTION 24-16 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 64GL012210, 64GL012900, 640-115-102, 640-115-98 AND 640-114-61/640-114-55:

Moved: Commissioner Kessler
Second: Commissioner Kelly
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: Chairman Angilella
Second: Commissioner Kelly
Vote: Unanimous

As per discussion held during Closed Session permitted via Resolution 24-16, motion to approve the following Settlement Authority Requests & Payment Authority Requests:

Settlement Authority Request
\$145,508.40 for Claim #640-114-61/640-114-55

Payment Authority Request
\$250,000 for Claim #64GL012900
\$100,000 for Claim #64GL012210
\$77,785.60 for Claim #640-115-98
\$172,214.40 for Claim #640-115-102

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

Moved: Chairman Angilella
Second: Commissioner Kessler
Vote: 7 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT

MOTION TO OPEN MEETING TO PUBLIC

Moved: Chairman Angilella
Second: Commissioner Kessler
Vote: Unanimous

MOTION TO CLOSE MEETING TO PUBLIC

Moved: Chairman Angilella
Second: Commissioner Kessler
Vote: Unanimous

NON- AGENDA ITEMS

NONE

MOTION TO ADJOURN:

Moved: Chairman Angilella
Second: Commissioner Kessler
Vote: Unanimous

MEETING ADJOURNED: 1:45PM

NEXT MEETING: June 23, 2016

Camden County Emergency Training Center 1:00 PM

Nancy A. Ghani, Assisting Secretary
for

JOHN KELLY, SECRETARY