

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND  
OPEN MINUTES  
SEPTEMBER 22, 2016  
CAMDEN COUNTY EMERGENCY TRAINING CENTER, BLACKWOOD, NJ  
1:00 PM**

**MEETING OF THE FUND CALLED TO ORDER AT 1:00 PM BY CHAIRMAN ANGILELLA**

**OPEN PUBLIC MEETING ACT READ INTO RECORD**

**PLEDGE OF ALLEGIANCE** – Chairman Angilella led Commissioners in the Pledge of Allegiance.

**ROLL CALL BOARD OF FUND COMMISSIONERS**

Ross Angilella, Commissioner	Camden County	Present
John Kelly, Commissioner	Ocean County	Present - <i>via teleconference</i>
Jeannette Kessler, Commissioner	Atlantic County	Present – <i>via teleconference</i>
Kendall Collins, Commissioner	Burlington County	Present - <i>via teleconference</i>
Ken Mecouch, Commissioner	Cumberland County	Absent
Gerald White, Commissioner	Gloucester County	Present
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	Present – <i>via teleconference</i>
Katie Coleman	Salem County	Absent

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>James Kickham, Paul Laracy, Joe Hrubash</b> <b>Nancy A. Ghani</b> - <i>via teleconference</i>
Attorney	<b>Laura Paffenroth, Esq.</b>
Underwriting Manager	Conner Strong & Buckelew <b>Edward Cooney</b> - <i>via teleconference</i>
Auditor	Bowman & Company <b>Dennis Skalkowski</b>
Claims Administrator	CompServices <b>Tom Watkins</b>
Safety Director	J.A. Montgomery <b>Glenn Prince</b>

**ALSO PRESENT:**

Claudia Martins, Union County – *via teleconference*  
Louis DiAngelo, Camden County  
Karl McConnell, Camden County College – *via teleconference*  
Christina Violetti, Hardenbergh Insurance Group- *via teleconference*  
Gail White, Scirocco Group – *via teleconference*  
Joe Porch, Conner Strong & Buckelew – *via teleconference*

Cindy Lisa, Hardenbergh Insurance Group  
Robin Racioppi, NAIMC  
Robyn Walcoff, PERMA Risk Management Services - *via teleconference*  
Brad Stokes, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services  
Karen Read, PERMA Risk Management Services  
Rachel Chwastek, PERMA Risk Management Services

**MINUTES:** Open & Closed Minutes of June 23, 2016, Open & Closed Minutes of August 18, 2016.

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

Moved:	Commissioner White
Second:	Commissioner Kessler
Vote:	Unanimous

**CORRESPONDENCE:**

NONE

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Kickham announced he would be retiring at the end of the year and would be replaced by Paul Laracy as Executive Director. Mr. Kickham said Mr. Laracy has experience in both the health insurance and property & casualty insurance noting that Mr. Laracy was Executive Director during the formation of this fund. Mr. Laracy thanked the Board for the welcome and said he is looking forward to working with everyone.

**DECEMBER 31, 2015 AUDIT:** Executive Director said the draft audit was previously reviewed at the June meeting and filed with DOBI & DCA on June 23, 2016 along with an extension request to file the final report. The final financial audit for the period ending December 31, 2015 has been prepared by the Fund Auditor; copies were distributed at the meeting.

Enclosed in the agenda was Resolution 32-16 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.

**2017 RENEWAL & 2017 BUDGET:** Executive Director said all but three counties have submitted their renewal information to date; the fund office will be following up as this information is necessary to present the NJCE and local Commission budgets.

Executive Director said in addition to projections, loss funding and premiums the budget discussion will include increase of self-insured retentions (SIR) for general/auto liability from \$250,000 to \$300,000 with noted exceptions. Executive Director proposed the following timeline based on the budget process:

- October 7<sup>th</sup> – deadline for submission of underwriting data
- Week of October 17<sup>th</sup> – Sub-Committee to review budget presentation
- October 27<sup>th</sup> – Budget Introduction
- November 17<sup>th</sup> – Budget Adoption

Executive Director said last year, Commissioners White, Kelly and Mecouch served on the sub-committee and would be asked if they would like to serve again as well as other interested Commissioners. Fund Attorney said the fund is currently operating as an Executive Committee of

seven members so more than 3 commissioners on sub-committee would require a meeting to be publicly advertised. Executive Director said the fund office will reach out to the sub-committee members to schedule a meeting during the week of October 17<sup>th</sup> based on availability.

**MEMBERSHIP RENEWAL:** 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 have been sent to each County.

**BYLAW AMENDMENT:** Following the May 5<sup>th</sup> 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. As of 9/19/16 the office has received confirmation that 8 members have adopted the bylaw amendment. A filing will be made with the appropriate State offices confirming the change.

**JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICES WORKSHOP:** The fifth annual Joint Insurance Claims Committees Best Practices Workshop is scheduled for Wednesday, November 2, 2016 at the Conner Strong & Buckelew office in Marlton, NJ; an invitation will be emailed.

**FINANCIAL FAST TRACK:** Executive Director reviewed the Financial Fast Track as of July 31, 2016 and said the fund's current statutory surplus is \$6.2 million.

**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.

**UNDERWRITING MANAGER REPORT:**

**REPORT:** Underwriting Manager reported the renewal is proceeding favorably based on data submitted to date and will report further at the next meeting.

Deputy Executive Director said BRIT, the fund's excess liability carrier, commissioned an independent auditor to review a selection of AmeriHealth claim files as well as process and operations. A report will be provided directly to BRIT. To date the review has been favorable and the fund office will provide more information when made available. Underwriting Manager said Safety expects to schedule an audit for workers' compensation in the coming year.

**TREASURER REPORT:**

Included in the agenda was the confirmation of July 2016 bills list as Resolution 33-16, confirmation of August 2016 bills list as Resolution 34-16 and approval of September 2016 bills list as Resolution 35-16. Also included were the Treasurer's reports for May, June and July 2016.

**VOUCHER PAYMENTS (BILL LIST) –**

Resolution 33-16 July 2016 Bills Confirmation of Payments \$132,849.38

Resolution 34-16 August 2016 Bills Confirmation of Payments \$508,519.20

Resolution 35-16 September 2016 Bills Approval of Payments \$1,397,300.81

**MOTION TO CONFIRM PAYMENTS OF JULY 2016 BILLS LIST  
RESOLUTION 33-16 AS PRESENTED:**

Moved: Commissioner White  
Second: Commissioner Kessler  
Vote: Unanimous

**MOTION TO CONFIRM PAYMENTS OF AUGUST 2016 BILLS LIST  
RESOLUTION 34-16 AS PRESENTED:**

Moved: Commissioner White  
Second: Commissioner Kelly  
Vote: Unanimous

**MOTION TO APPROVE PAYMENTS OF SEPTEMBER 2016 BILLS LIST  
RESOLUTION 35-16 AS PRESENTED:**

Moved: Commissioner Kelly  
Second: Commissioner White  
Vote: Unanimous

**SAFETY DIRECTOR:**

**REPORT:** Safety Director's report was included in the agenda and reflected the risk control activities from July through October 2016. Safety Director said September is National Preparedness Month; a bulletin was distributed on what to look for in terms of emergency preparedness. Safety Director said at a July PEOSH quarterly advisory meeting it was noted they would be focused on county operations and reviewing written programs, lockout tag-out procedures and emergency action plans.

**FUND ATTORNEY:**

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

**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 36-16 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.

**RESOLUTIONS:**

**RESOLUTION 32-16:** Resolution of Certification of the Annual Audit Report for the Period ending December 31, 2015.

**MOTION TO ADOPT RESOLUTION 32-16 AS PRESENTED:**

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

**CLOSED SESSION:**

**MOTION TO ADOPT RESOLUTION 36-16 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 #640-111-5, #64GL09194, #64GL06669:**

Moved: Commissioner White  
Second: Commissioner Kessler  
Vote: Unanimous

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

**MOTION TO RETURN INTO OPEN SESSION:**

Moved: Chairman Angilella  
Second Commissioner White  
Vote: Unanimous

As per discussion held during Closed Session permitted via Resolution 36-16, motion to approve the following Settlement Authority Requests & Payment Authority Requests:

Payment Authority Request  
\$250,000 for Claim #640-111-5  
\$75,000 for Claim #64GL09194  
\$50,000 for Claim #64GL06669  
Settlement Authority Request  
\$333,800.57 for Claim #640-111-5

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

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

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

**PUBLIC COMMENT**

**MOTION TO OPEN MEETING TO PUBLIC**

Moved: Chairman Angilella  
Second Commissioner Kelly  
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: October 27, 2016  
Camden County Emergency Training Center 1:00 PM**

Nancy A. Ghani, Assisting Secretary

for

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**JOHN KELLY, SECRETARY**