

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND
OPEN MINUTES

JUNE 22, 2017

CAMDEN COUNTY COLLEGE REGIONAL EMERGENCY TRAINING CENTER
1:00 PM

MEETING CALLED TO ORDER AT 1:00 PM BY CHAIRMAN ANGILELLA
OPEN PUBLIC MEETING ACT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL BOARD OF 2017 FUND COMMISSIONERS

Ross Angilella, Chairman	Camden County	Present
John Kelly, Secretary	Ocean County	Absent
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	Present
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	Absent
Carl Block	Ocean County	Present - <i>via teleconference</i>
Katie Coleman	Salem County	Absent
Raissa Walker	Mercer County	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Paul Laracy, Joe Hrubash Nancy A. Ghani - <i>via teleconference</i>
Attorney	Laura Paffenroth, Esq.
Auditor	Bowman & Company Jim Miles, Dennis Skalkowski
Safety Director	JA Montgomery Risk Control Glenn Prince
Underwriting Manager	Conner Strong & Buckelew Edward Cooney
Claims Administrator	AmeriHealth Casualty Services Lee Herzer, Amanda Metzger Cheryl Little, Tracy Ware
Treasurer	David McPeak - <i>via teleconference</i>

ALSO PRESENT:

Louis DiAngelo, Camden County Insurance Commission
Robert Cornforth, Camden County MUA
Robin Racioppi, Acrisure

Mary Ann Sander, Conner Strong & Buckelew – *via teleconference*
Carole Mack, Conner Strong & Buckelew – *via teleconference*
Claudia Martins, Union County – *via teleconference*
Gail White, Scirocco Group – *via teleconference*
Christina Violetti, Hardenbergh Insurance Group- *via teleconference*
Cathy Dodd, PERMA
Brad Stokes, PERMA
Rachel Chwastek, PERMA
Robyn Walcoff, PERMA – *via teleconference*
Tom Narolewski, AJM Insurance – *via teleconference*

MINUTES: Open & Closed Minutes of April 27, 2017.

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES FROM APRIL 27, 2017
AS PRESENTED:**

Moved:	Commissioner White
Second:	Commissioner Collins
Vote:	Unanimous

CORRESPONDENCE:

NONE

AUDITOR

REPORT: A draft financial audit for the period ending December 31, 2016 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.

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 23-17 authorizing this action.

EXECUTIVE DIRECTOR REPORT:

THIRD PARTY CLAIMS (TPA) ADMINISTRATOR REQUEST FOR PROPOSALS (RFP): As reported last month, the fund's contract with AmeriHealth Casualty Services will expire on 8/1/17. The fund office advertised the RFP for a TPA Claims Administrator and responses were received from three vendors: AmeriHealth Casualty Services, Qual-Lynx and Inservco Insurance Services, Inc.

Fund Attorney submitted a memorandum detailing the RFP rating factors used to score the responders, as well as, the RFP Review Committee's recommendation to award a contract to AmeriHealth Casualty Services. Included in the agenda was Resolution 24-17 authorizing an agreement for claims administration services with AmeriHealth Casualty Services for a term of three years effective August 1, 2017 through July 31, 2020.

2018 RENEWAL

DATA COLLECTION: Executive Director said the fund office will start the data collection process for the 2018 renewal in order to provide relevant information to underwriters. As with last year, the process will begin in mid- July with deadline to have all exposure data by September to present a budget by the October meeting.

PAYROLL AUDITOR PRICE QUOTES: Executive Director said in anticipation of the 2018 renewal, the fund office solicited price quotes for a Payroll Auditor to conduct audits and employee headcounts for consistent and ratable workers' compensation premiums. Enclosed in Appendix II was the single response received from Bowman & Company for a proposed fee of \$12,500 (\$450 per location/28 locations). Fund Attorney said additional documentation and/or action may be required before payroll auditing services are contracted noting that pay to play rules are stipulated by vendor and this firm is already contracted as Fund Auditor so any additional fees for services may exceed the pay to play threshold. Fund Attorney said it would be appropriate to conduct a Request for Qualifications; the Board tabled any action on this matter until further notice.

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.

MEMBERSHIP RENEWAL: Executive Director reported the Commissions of Atlantic County, Burlington County, Cumberland County and Salem County are scheduled to renew their membership with the Fund as of January 1, 2018. Renewal documents will be sent to each respective County following the meeting.

RISK MANAGEMENT PLAN: Last meeting, the Board of Fund Commissioners accepted recommendations by the Underwriting Manager to extend certain coverages to stand alone County members already in place for Commissions. Enclosed in Appendix III was a copy of the amended 2017 Risk Management Plan for information only.

FINANCIAL FAST TRACK: Executive Director reviewed the Financial Fast Track as of April 30, 2017 and said the Fund's statutory surplus is \$7.4 million.

UNDERWRITING MANAGER REPORT:

Underwriting Manager reported the 2018 renewal program would begin shortly and members should expect to receive application coverage applications to complete. In addition, the first Coverage Committee met on May 1, 2017 and a summary of discussion items would be prepared for the next agenda.

TREASURER

REPORT: Included in the agenda was the confirmation of May 2017 bills list as Resolution 25-17, the June 2017 bills list as Resolution 26-17 and the Treasurer's reports for March and April 2017.

VOUCHER PAYMENTS (BILL LIST) –

Resolution 25-17 May 2017 Bills Confirmation of Payments	\$502,820.72
Resolution 26-17 June 2017 Bills	\$3,502,918.68

MOTION TO CONFIRM PAYMENTS OF MAY 2017 BILLS LIST

RESOLUTION 25-17:

Moved: Commissioner White
Second: Commissioner Kessler
Roll Call: Unanimous

MOTION TO APPROVE PAYMENTS OF JUNE 2017 BILLS LIST

RESOLUTION 26-17:

Moved: Commissioner Kelly
Second: Commissioner Yuska
Roll Call: Unanimous

SAFETY DIRECTOR:

REPORT: Safety Director submitted a report reflecting the risk control activities from April through June 2018 and a Safety Director Bulletin on Short-Term Stationary Work Zones. Safety Director reminded members to present any applicable proposals in order to be considered for the annual BRIT Safety Grant.

FUND ATTORNEY:

REPORT: Fund Attorney said there was nothing additional to report.

CLAIMS ADMINISTRATOR:

REPORT: 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.

RESOLUTIONS:

RESOLUTION 23-17: Resolution authorizing the Executive Director to file the draft audit for year ending December 31, 2016 and to request an extension to file the final audit.

MOTION TO ADOPT RESOLUTION 23-17 AS PRESENTED:

Moved: Chairman Angilella
Second: Commissioner White
Roll Call Vote: Unanimous

RESOLUTION 24-17: Resolution authorizing an agreement, pursuant to a publicly advertised request for proposal, by and between the New Jersey Counties Joint Insurance Fund and CompServices, Inc. t/a AmeriHealth Casualty Services, for the provision of Claims Administration Services.

MOTION TO ADOPT RESOLUTION 24-17 AS PRESENTED:

Moved: Chairman Angilella
Second: Commissioner Collins
Roll Call Vote: 9 Ayes – 0 Nays

RESOLUTION 27-17: 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 on claim numbers #640-113-0000031, #640-112-0000016, #640-112-0000042, #640-113-0000062, # 64GL09194, # 64CA014903, # 64CA015402:

MOTION TO ADOPT RESOLUTION 27-17 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 #640-113-0000031, #640-112-0000016, #640-112-0000042, #640-113-0000062, # 64GL09194, # 64CA014903, # 64CA015402 :

Moved: Chairman Angilella
Second: Commissioner White
Roll Call: 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 White
Roll Call: Unanimous

As per discussion held during Closed Session permitted via Resolution 27-17, motion to approve the following:

Workers Compensation

Payment Authority Request for:

Claim #640-113-0000031 in the amount of \$100,000

Claim #640-112-0000016 in the amount of \$50,000

Settlement Authority Request for:

Claim #640-112-0000042 in the amount of \$75,000

Claim #640-113-0000062 in the amount of \$150,232.68

Liability

Settlement Authority Request for:

Claim #64GL09194 in the amount of \$250,000

Payment Authority Request for:

Claim #64CA014903 in the amount of \$75,000

Claim #64CA015402 in the amount of \$75,000

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

Moved: Chairman Angilella

Second: Commissioner White

Roll Call: 9 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT

MOTION TO OPEN MEETING TO PUBLIC

Moved: Chairman Angilella

Second: Commissioner White

Roll Call: Unanimous

MOTION TO CLOSE MEETING TO PUBLIC

Moved: Chairman Angilella

Second: Commissioner White

Roll Call: Unanimous

NON- AGENDA ITEMS

NONE

MOTION TO ADJOURN:

Moved: Commissioner Kelly

Second: Commissioner Kessler

Vote: Unanimous

MEETING ADJOURNED: 1:46PM

**NEXT MEETING: September 28 2017 - 1:00 PM
Camden County College Regional
Emergency Training Center
420 Woodbury-Turnersville Road
Blackwood, NJ**

Nancy A. Ghani, Assisting Secretary

for

JOHN KELLY, SECRETARY