

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND  
OPEN MINUTES  
FEBRUARY 22, 2018  
CAMDEN COUNTY EMERGENCY TRAINING CENTER, BLACKWOOD, NJ  
1:00 PM**

**MEETING OF THE FUND CALLED TO ORDER AT 1:00 P.M. 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	Present - <i>via teleconference</i>
Jeannette Kessler, Commissioner	Atlantic County	Present - <i>via teleconference</i>
Kendall Collins, Commissioner	Burlington County	Absent
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
Michael Yuska, Commissioner	Union County	Present - <i>via teleconference</i>

**ALTERNATE FUND COMMISSIONERS**

Anna Marie Wright	Camden County	Present
Carl Block	Ocean County	Absent
Raissa Walker	Mercer County	Absent

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Paul Laracy, Joe Hrubash</b> <b>Nancy A. Ghani</b> - <i>via teleconference</i>
Attorney	<b>Laura Paffenroth, Esq.</b>
Safety Director	JA Montgomery Risk Control <b>Paul Shives, Glenn Prince</b>
Underwriting Manager	Conner Strong & Buckelew <b>Edward Cooney</b> - <i>via teleconference</i>
Claims Administrator	AmeriHealth Casualty Services <b>Tracy Ware, Cheryl Little, Mark Morrone</b>
Treasurer	<b>David McPeak</b> - <i>via teleconference</i>

**ALSO PRESENT:**

Cathy Dodd, PERMA  
Brad Stokes, PERMA  
Rachel Chwastek, PERMA  
Robyn Walcoff, PERMA – *via teleconference*  
Louis DiAngelo, Camden County  
Tim Sheehan, Gloucester County  
Kimberly Wood, Cumberland County  
Gail White, Scirocco Group – *via teleconference*

Christina Violetti, Hardenbergh Insurance Group- *via teleconference*  
Tim Gosnear, Conner Strong & Buckelew  
Alex DeLuccia, Conner Strong & Buckelew  
Chris Powell, Hardenbergh Insurance Group  
Mary Ann Sander, Conner Strong & Buckelew – *via teleconference*  
Jay McManus, Acrisure

**SPECIAL PRESENTATION:** Chairman Angilella acknowledged Commissioner Gerald White who announced his retirement as of February 28, 2018. Chairman Angilella said Commissioner White was an essential part in the formation and success of the NJCE JIF with Gloucester County as one of the charter members. Commissioner White thanked the Chair and members for the kind words and said it has been a good experience. Commissioner White was presented with a token of appreciation for his service.

**MINUTES:** Open Minutes of November 16, 2017 and Open & Closed Minutes of January 10, 2018.

**MOTION TO APPROVE OPEN MINUTES FROM NOVEMBER 16, 2017 AND OPEN & CLOSED MINUTES FROM JANUARY 10, 2018 AS PRESENTED:**

Moved: Commissioner Kelly  
Second: Commissioner White  
Roll Call Vote: Unanimous

**CORRESPONDENCE:**

NONE

**2018 REORGANIZATION:** Chairman Angilella said the meeting would be conducted as Fund's 2018 reorganization. The NJCE Bylaws require that the fund elect a Chair, Secretary, five-member Executive Committee and up to four Alternate Commissioners; Chairman Angilella asked for a roll call of the 2018 Fund Commissioners.

**ROLL CALL OF 2018 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	Absent
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
Michael Yuska, Commissioner	Union County	Present - <i>via teleconference</i>

Chairman Angilella asked for nominations of Chairman followed by a nomination for Secretary.

**ELECTION OF 2018 CHAIRPERSON AND SECRETARY:**

**MOTION TO NOMINATE ROSS ANGILELLA, CAMDEN COUNTY, AS CHAIR:**

Moved: Commissioner White  
Second: Commissioner Yuska

Hearing no other nominations,

**MOTION TO CLOSE NOMINATIONS FOR CHAIR AND CAST UNANIMOUS BALLOT FOR ROSS ANGILELLA AS 2018 CHAIR:**

Roll Call Vote: 6 Ayes – 0 Nays

**MOTION TO NOMINATE JOHN KELLY, OCEAN COUNTY, AS SECRETARY:**

Moved: Commissioner White  
Second: Commissioner Yuska

Hearing no other nominations,

**MOTION TO CLOSE NOMINATIONS FOR SECRETARY AND CAST UNANIMOUS BALLOT FOR JOHN KELLY AS 2018 SECRETARY:**

Roll Call Vote: 6 Ayes – 0 Nays

**MOTION TO NOMINATE COMMISSIONER JANETTE KESSLER-ATLANTIC COUNTY, COMMISSIONER KENDALL COLLINS-BURLINGTON COUNTY, COMMISSIONER KEN MECOUCH-CUMBERLAND COUNTY, COMMISSIONER GERALD WHITE-GLOUCESTER COUNTY, COMMISSIONER EDMUND SHEA-HUDSON COUNTY AS THE FIVE MEMBER EXECUTIVE COMMITTEE AND; AND COMMISSIONER MAIR-MERCER COUNTY AS ALTERNATE #1 AND MICHAEL YUSKA-UNION COUNTY AS ALTERNATE #2:**

Moved: Commissioner White  
Second: Commissioner Kelly

Hearing no other nominations,

**MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTIONS AS PROPOSED:**

Vote Unanimous

Fund Attorney said the oaths would be administered to Chairman and Secretary and would be filed as part of the minutes.

**MOTION TO CONFIRM ELECTIONS AND ADOPT RESOLUTION 2-18 CERTIFYING THE ELECTION OF CHAIRMAN AND SECRETARY:**

Moved: Commissioner Angilella  
Second: Commissioner Kelly  
Vote: Unanimous

**2018 REORGANIZATION**

**2018 REORGANIZATION RESOLUTIONS:** Included in the agenda were the reorganization resolutions for Fund Year 2018. Chairman Angilella asked for a motion to approve the following resolutions as part of the consent agenda:

- Resolution 3-18, Appointing PERMA as Agent for the Fund for Process of Service
- Resolution 4-18, Designating Custodian of Fund Records
- Resolution 5-18, Designating Official Newspapers for the Fund
- Resolution 6-18, Fixing 2018 & 2019 Reorganization Meeting Dates
- Resolution 7-18, Designating Depositories for Fund Assets/Cash Mgmt. plan
- Resolution 8-18, Designating Signatures for Fund Bank Accounts
- Resolution 9-18, Indemnifying NJCE Officials/Employees
- Resolution 10-18, Fund Treasurer to Process Contracted Payments/Expenses
- Resolution 11-18, Appointing Fund Treasurer
- Resolution 12-18, Appointing Fund Attorney
- Resolution 13-18, 2018 Risk Management Plan

**MOTION TO ADOPT RESOLUTIONS 3-18 THROUGH 13-18:**

Moved: Chairman Angilella  
Second: Commissioner Kelly  
Vote: Unanimous

**EXECUTIVE DIRECTOR'S REPORT:**

**COMMISSION MEMBERSHIP – STATUS UPDATE:** Executive Director said as of 1/1/18, the County of Salem dissolved its Commission and membership. The Counties of Atlantic,

Burlington and Cumberland have renewed membership with the NJCE JIF for another 3-year period; additionally the County of Union has formed a Commission.

**UNDERWRITING DATA VALIDATION:** Executive Director said during the 2017 budget development, the Board agreed that the Fund introduce progressive initiatives to obtain consistent and ratable data through payroll audits, property appraisals and an underwriting data system.

**PAYROLL AUDITS:** The Board previously authorized an agreement for Payroll Auditing Services with Bowman & Company. Executive Director reported that this process will be initiated for the 2019 renewal and members should anticipate receiving requests for payroll information in the coming weeks.

**UNDERWRITING/CLAIMS DATA SYSTEM:** Executive Director requested authorization to draft and release a Request for Qualifications (RFQ) for an online Underwriting/Claims Data system. Proposed timeline is to implement the underwriting data collection first followed by a focus on claims data. Discussion ensued and the Fund Attorney will review the proposed scope of services to determine if an RFQ and/or other regulatory contractual process is required. The Board of Fund Commissioners authorized a release subject to review by Fund Attorney.

**2018 EXCESS & ANCILLARY RENEWALS:** The Board previously approved authorization for the Underwriting Manager to bind coverage of the 2018 renewal program. The Extraordinary Unspecifiable Services (EUS) statements binding the coverage are kept on file in the office; enclosed in the agenda was a resolution authorizing the purchase of insurances to memorialize the action taken in November.

**CLAIMS STATUS SUMMARY:** Executive Director reported AmeriHealth Casualty Services advised there were no Payment or Settlement Authority Requests to review and as such no need for Closed Session.

**2018 BUDGET:** In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund's official newspapers and filed with the State.

**2018 FINANCIAL DISCLOSURES:** Board members should anticipate the online filing of the Financial Disclosure forms as both a NJCE Commissioner, as well as, any County-related positions that require filing. Based on last year, it is expected the Division of Local Government Services will distribute a notice in March and forms will need to be filed by April 30<sup>th</sup>.

**FINANCIAL FAST TRACK:** Executive Director referred to the Financial Fast Track as of December 31, 2017 and noted the statutory surplus of \$10.5 million.

#### **UNDERWRITING MANAGER REPORT:**

**2018 EXCESS & ANCILLARY RENEWAL PROGRAM REPORT:** Underwriting Manager submitted a report on the renewal and noted the following highlights:

- Negotiations with Zurich, the Fund's Property carrier, resulted in a favorable rate renewal and a flat deductible despite loss activity.
- Safety National, the Fund's Excess Workers' Compensation carrier, renewed for a 2<sup>nd</sup> year of a two-year agreement at a 3% rate decrease.
- Ancillary coverages were either renewed with incumbent carriers or marketed for better rates/terms. Of note, AIG was replaced by Chubb to provide public officials/employment practices liability and cyber liability; AIG was replaced by Ironshore/Chubb for medical malpractice.

Underwriting Manager noted that the new carriers will be provided a copy of the local JIF claims reporting procedures.

**TREASURER REPORT:**

Included in the agenda was the confirmation of bills lists and the Treasurer’s reports for October 2017 thru December 2017.

**VOUCHER PAYMENTS (BILL LIST) –**

Resolution 14-18 December 2017 Bills Confirmation of Payments \$145,990.40  
 Resolution 15-18 December 2017 Bills Confirmation of Dividends \$26,454.00  
 Resolution 16-18 December 2017 Bills Confirmation of Payments \$17,036.09  
 Resolution 17-18 December 2017 Bills Confirmation of Payments \$320,013.14  
 Resolution 18-18 January 2018 Bills Confirmation of Payments \$6,954,213.53  
 Resolution 19-18 February 2018 Bills Confirmation of Payments \$637,812.39

**CONFIRMATION OF OCTOBER 2017 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	410.00
<b>2011</b>	2,960.00
<b>2012</b>	3,149.02
<b>2013</b>	4,009.89
<b>2014</b>	3,372.00
<b>2015</b>	0.00
<b>2016</b>	0.00
<b>2017</b>	24,250.44
<b>TOTAL</b>	<b>\$38,151.35</b>

**CONFIRMATION OF NOVEMBER 2017 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	2,960.00
<b>2012</b>	2,882.40
<b>2013</b>	3,923.32
<b>2014</b>	39,672.00
<b>2015</b>	1,286.24
<b>2016</b>	0.00
<b>2017</b>	316.23
<b>TOTAL</b>	<b>\$51,040.19</b>

**CONFIRMATION OF DECEMBER 2017 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	200.00
<b>2011</b>	2,960.00
<b>2012</b>	2,577.14
<b>2013</b>	6,297.71
<b>2014</b>	4,850.56
<b>2015</b>	3,625.79
<b>2016</b>	0.00
<b>2017</b>	986.63
<b>TOTAL</b>	<b>\$21,497.83</b>

**MOTION TO CONFIRM PAYMENTS OF DECEMBER 2017 BILLS LISTS AS RESOLUTIONS 14-18, 15-18, 16-18, 17-18, CONFIRM JANUARY 2018 BILLS LIST AS RESOLUTION 18-18, APPROVE FEBRUARY 2018 BILLS LIST AS RESOLUTION AND THE TREASURER'S REPORTS AS PRESENTED:**

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

**SAFETY DIRECTOR:**

**REPORT:** Safety Director reviewed the report included in the agenda, which included a staff announcement that Joann Hall would be retiring and Paul Shives would be assuming her responsibilities mid-January. The report also reflected the risk control activities from November 2017 thru March 2018 and Safety Director Bulletins issued in the past months.

In addition, the Safety Director submitted a memorandum on the 2018 BRIT Safety Grant Program in which Counties may receive reimbursement up to 50% of the cost of a safety item or service; the annual grant available to all nine members is \$45,000. Discussion ensued on the distribution of fund and the Board of Fund Commissioners agreed with a suggestion to split the total funding into nine (9) grants of \$5,000 each. The un-used funds will be allocated proportionately at year-end to those members that were approved for grant funding.

**FUND ATTORNEY:**

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

**CLAIMS ADMINISTRATOR:**

**REPORT:** AmeriHealth Casualty Services indicated there was no need for Closed Session. Included in the agenda was Resolution 21-18 authorizing the need to enter into Closed Session; however, it was not acted upon. AmeriHealth Casualty Services provided a summary report of open claims with reserves for the Board's information only.

**RESOLUTIONS:**

**RESOLUTION 20-18:** Resolution to authorizing the renewal and purchase of ancillary and excess insurances for 2018.

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

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

**PUBLIC COMMENT**

**MOTION TO OPEN MEETING TO PUBLIC**

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

**MOTION TO CLOSE MEETING TO PUBLIC**

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

**NON- AGENDA ITEMS**

NONE

**MOTION TO ADJOURN:**

Moved:	Chairman Angilella
Second:	Commissioner Kessler
Vote:	Unanimous

**MEETING ADJOURNED: 1:32PM**

**NEXT MEETING: April 26, 2018 - 1:00 PM  
Camden County College Regional  
Emergency Training Center  
420 Woodbury-Turnersville Road  
Blackwood, NJ**

Nancy A. Ghani, Assisting Secretary

for

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**JOHN KELLY, SECRETARY**