



Cathy Dodd, PERMA  
Rachel Chwastek, PERMA  
Chris Powell, Hardenbergh Insurance Group  
Robyn Walcoff, PERMA  
Linda A. Galella, Esq., Parker McCay  
Jackie Cardenosa, PERMA  
Michelle Leighton, Conner Strong & Buckelew  
Christine Baroudi, Conner Strong & Buckelew  
Michael Cusack, Conner Strong & Buckelew – *via teleconference*  
Gail White, Scirocco Group – *via teleconference*  
Robin Racioppi, Acrisure – *via teleconference*  
Carol Mack, Conner Strong & Buckelew – *via teleconference*  
Moshood Muftau, Esq., Second Deputy County Union County – *via teleconference*  
Bill Donegan, Assistant County Counsel Union County - *via teleconference*  
Mary Ann Sander, Conner Strong & Buckelew – *via teleconference*

**MINUTES:** Open and Closed Minutes of June 28, 2018 and August 16, 2018.

**MOTION TO APPROVE OPEN AND CLOSED MINUTES FROM JUNE 28, 2018  
AND AUGUST 16, 2018 AS PRESENTED:**

Moved: Commissioner Sheehan

Second: Commissioner Angilella

Roll Call Vote: Unanimous – Commissioner Collins abstained from the

August minutes; Commissioner Mair abstained from the June minutes.

**CORRESPONDENCE:**

NONE

**AUDITOR**

**REPORT:** The draft audit was previously reviewed at the June meeting and filed with DOBI & DCA on July 2<sup>nd</sup> along with an extension request to file the final report. The **final** financial audit has been prepared by the Fund Auditor; copies were distributed at the meeting.

Fund Auditor submitted and reviewed the final audit for the period ending December 31, 2017; there were no changes from the draft report and no recommendations or findings.

Commissioner Mair referred to pg. 3 of the report and noted the following statement under Other Matters “We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.” and inquired what the implications are.

Fund Auditor said there are supplemental schedules in the back of the report, which are primarily reliant on data from outside sources. Fund Auditor said an option is not rendered on these reports and are of no consequence to the Fund. Executive Director said the difference between those schedules and the audited financial statements, which follow standards of Generally Accepted Accounting Principles (GAAP), are the discounting of reserves. Executive Director said those schedules need to be included per regulations with any audited financial statements as supplementary information.

Enclosed in the agenda was Resolution 38-18 approving the year-end financials; Fund Commissioners will be asked to execute an affidavit indicating they have read the General Comments section of the Audit Report. The Fund office will file the final report and supporting resolution with the State following the meeting.

## **EXECUTIVE DIRECTOR'S REPORT:**

### **2019 RENEWAL & BUDGET:**

**EXPOSURE DATA & UNDERWRITING APPLICATIONS** - Executive Director reported the fund office is following up with members on outstanding information in order to present the NJCE and local Commission budgets in October.

**2019 BUDGET DISCUSSION** - Last year, Commissioners White, Kelly and Mecouch met via teleconference to review the preliminary budget. Executive Director kindly requested any interested Commissioners to volunteer for review of the 2019 budget and expect to schedule a meeting the week of October 15<sup>th</sup>. Executive Director said in addition to projections, loss funding and premiums, the 2019 budget discussion will include increase to the Excess Property Self-Insured Retention (SIR), as well as, surplus retention and dividend strategy.

The timeline for the budget process is as follows:

- October 5<sup>th</sup> – final deadline for submission of underwriting data
- Week of October 15<sup>th</sup> – Sub-Committee to review budget presentation
- October 25<sup>th</sup> – Budget Introduction at JIF meeting
- November 15<sup>th</sup> – Budget Adoption at JIF meeting

**EXCESS PROPERTY THIRD PARTY ADMINISTRATOR (TPA):** As noted, Executive Director said the Excess Property SIR will be increasing from \$100,000 to \$250,000 and will be funded at the NJCE level instead of adding this additional exposure to the underlying Commission and stand-alone County members. Based on the increase to the SIR, Executive Director recommended that the NJCE issue a Request for Proposals for a TPA to manage and adjust these claims from 1<sup>st</sup> dollar. The Board agreed to the recommendation and authorized the Fund office to release an RFQ subject to review by Fund Attorney.

**CLAIMS STATUS SUMMARY:** AmeriHealth Casualty Services is in need of a Closed Session to discuss claims status and other matters; enclosed is a Resolution authorizing closed session. Under separate cover, Fund Commissioners will receive materials from AmeriHealth Casualty Services and/or the Executive Director.

**ONLINE UNDERWRITING & CLAIMS RISK MANAGEMENT INFORMATION SYSTEM:** Based on prior authorization from the Board, Executive Director said PERMA has met with representatives from Origami to discuss an online underwriting and claims data platform for members' to access as a resource. Discussions are progressing and we will continue to update the Board on our progress.

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICES WORKSHOP:** The seventh annual Joint Insurance Claims Committees Best Practice Workshop is scheduled for Wednesday, October 31, 2018 at the Conner Strong & Buckelew office in Marlton, NJ. This year's topics include an overview of controlled insurance programs, body worn cameras in law enforcement and topics related to the opioid epidemic. An email would be sent with the workshop invitation.

**FINANCIAL FAST TRACK:** Executive Director referred to the Financial Fast Track as of July 31, 2018 and noted the statutory surplus was \$13.8 million.

### **UNDERWRITING MANAGER**

**REPORT:** Underwriting Manager submitted a report on the renewal and marketing efforts of the 2019 insurance program. Underwriting Manager said the Excess Property SIR will increase from \$100,000 to \$250,000 based on a consistently high ratio of the past 3 years, but noted negotiations

are ongoing and additional deductible options will be reviewed. Underwriting Manager said the renewals on the other lines of coverage are expected to be favorable to the budget process.

**TREASURER REPORT:**

Included in the agenda were the confirmation of bills lists, approval of current month bills and the Treasurer’s reports for May thru July 2018.

**VOUCHER PAYMENTS (BILL LIST) –**

Resolution 39-18 July 2018 Bills Confirmation of Payments	\$4,157,896.30
Resolution 40-18 August 2018 Bills Confirmation of Payments	\$557,657.64
Resolution 41-18 September 2018 Approval of Payments	\$1,709,282.59

**CONFIRMATION OF MAY 2018 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	2,960.00
<b>2012</b>	3,580.79
<b>2013</b>	1,499.32
<b>2014</b>	43,621.51
<b>2015</b>	1,179.23
<b>2016</b>	0.00
<b>2017</b>	22.79
<b>2018</b>	0.00
<b>TOTAL</b>	<b>\$52,863.64</b>

**CONFIRMATION OF JUNE 2018 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	230.00
<b>2011</b>	2,960.00
<b>2012</b>	4,815.55
<b>2013</b>	1,499.32
<b>2014</b>	6,122.00
<b>2015</b>	0.00
<b>2016</b>	0.00
<b>2017</b>	0.00
<b>2018</b>	0.00
<b>TOTAL</b>	<b>\$15,626.87</b>

**CONFIRMATION OF JULY 2018 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	4,440.00
<b>2012</b>	13,018.33
<b>2013</b>	2,248.98
<b>2014</b>	6,279.43
<b>2015</b>	0.00
<b>2016</b>	0.00
<b>2017</b>	0.00
<b>2018</b>	0.00
<b>TOTAL</b>	<b>\$25,986.74</b>

**MOTION TO CONFIRM PAYMENTS OF JULY 2018 BILLS LIST RESOLUTION 39-18, CONFIRM PAYMENTS OF AUGUST 2018 BILLS LIST RESOLUTION 41-18, APPROVE SEPTEMBER 2018 BILLS LIST RESOLUTION AND TREASURER'S REPORTS AS PRESENTED:**

Moved: Chairman Angilella  
Second: Commissioner Kelly  
Roll Call: 7 Ayes – 0 Nays

**SAFETY DIRECTOR:**

**REPORT:** Safety Director submitted a report reflecting the risk control activities from July to September 2018 and Safety Director Bulletins distributed during that time. Safety Director reminded members that the deadline to submit reimbursement requests to the BRIT safety grant program is October 31<sup>st</sup>.

**FUND ATTORNEY:**

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

**RESOLUTIONS:**

**RESOLUTION 38-18:** Resolution certifying the annual Audit Report as of 12/31/17.

**MOTION TO ADOPT RESOLUTION 38-18 AS PRESENTED:**

Moved: Commissioner Kelly  
Second: Commissioner Mecouch  
Roll Call Vote: 7 Ayes – 0 Nays

**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 Resolution 42-18 authorizing closed session. Under separate cover, Fund Commissioners received materials from AmeriHealth Casualty Services and/or the Executive Director.

**MOTION TO ADOPT RESOLUTION 42-18 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 NUMBER #64GL017149 AND CLAIM #64CA014903:**

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

*All others vacated the room and/or 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  
Roll Call: Unanimous

As per discussion held during Closed Session permitted via Resolution 42-18, motion to approve the following:

Liability

Payment Authority Request for: Claim #64GL017149 for \$250,000

Settlement Authority Request for Claim #64CA014903 in the amount of \$250,000

**MOTION TO APPROVE THE SETTLEMENT AUTHORITY REQUEST AS PRESENTED:**

Moved: Chairman Angilella  
Second: Commissioner Sheehan  
Roll Call: 7 Ayes – 0 Nays

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

**NJCE CLAIMS COMMITTEE:** Deputy Executive Director recommended the Board consider the formation of a Claims Review Committee to review any Payment Authority Requests or Settlement Authority Requests in order to facilitate and manage this process. The Board of Fund Commissioners agreed with the recommendation; the Fund office will work with the Fund Attorney to draft a committee charter for review at the next meeting.

**PUBLIC COMMENT**

**MOTION TO OPEN MEETING TO PUBLIC**

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

**MOTION TO CLOSE MEETING TO PUBLIC**

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

**NON- AGENDA ITEMS**

NONE

**MOTION TO ADJOURN:**

Moved: Chairman Angilella  
Second: Commissioner Sheehan  
Vote: Unanimous

**MEETING ADJOURNED: 1:41PM**

**NEXT MEETING: October 25, 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**