

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND
OPEN MINUTES
APRIL 23, 2015
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 BOARD OF 2015 FUND COMMISSIONERS

Michael Smith, Chairman	Burlington County	Present
Ross Angilella, Secretary	Camden County	Present
Gerald White, Commissioner	Gloucester County	Present
Norman Albert, Commissioner	Union County	Present
Kevin Crouch, Commissioner	Salem County	Present - <i>via teleconference</i>
Andrew Mair, Commissioner	Mercer County	Absent
Ken Mecouch, Commissioner	Cumberland County	Present - <i>via teleconference</i>
Edmund Shea, Commissioner	Hudson County	Present - <i>via teleconference</i>
John Kelly, Commissioner	Ocean County	Present - <i>via teleconference</i>
Janette Kessler, Commissioner	Atlantic County	Present

ALTERNATE FUND COMMISSIONERS

Anna Marie Wright	Camden County	Present
Carl Block	Ocean County	Present- <i>via teleconference</i>

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 Scioli
Claims Administrator	CompServices Tom Watkins

ALSO PRESENT:

Joseph Hrubash, PERMA
Cathy Dodd, PERMA
Brad Stokes, PERMA
Louis DiAngelo, Camden County
Michelle Leighton, Conner Strong & Buckelew
Carol Mack, Conner Strong & Buckelew – *via teleconference*
Mary Lou Doner, PERMA – *via teleconference*
Karl McConnell, General Counsel, Camden County College – *via teleconference*

MINUTES: Open Minutes of February 26, 2015

APPROVAL OF MINUTES FROM FEBRUARY 26, 2015 AS PRESENTED:

Moved: Commissioner White
Second: Commissioner Shea
Vote: Unanimous – 3 Abstentions
(Commissioners Smith, White & Kelly)

CORRESPONDENCE:

NONE

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, 2014 Audit. Enclosed in Appendix II of the agenda was the single response received from the fund's current vendor Bowman & Company, LLP with a proposed fee of \$12,750.

MOTION TO APPROVE THE FEE PROPOSAL FROM THE BOWMAN & COMPANY, LLP. FOR AUDITOR FOR A FLAT FEE OF \$12,750 TO CONDUCT THE DECEMBER 31, 2014 AUDIT:

Moved: Commissioner Angilella
Second: Commissioner White
Vote: Unanimous

LITIGATION MANAGEMENT: Executive Director said a sub-committee met on April 17, 2015 to review responses to a Request for Proposals for Litigation Management; the Fund Attorney will provide a verbal report during Closed Session as well as the committee's recommendation.

2016 RENEWAL: Executive Director said the fund office is implementing a new data collection procedure designed to be more dynamic to provide relevant information to underwriters. The new process will streamline operations for members by allowing for more consistent allocation of annual premiums. Executive Director said the fund office will be working with the local Insurance Commissions and County members to roll out the process in May; the initial data to be collected will be the general liability, property and workers compensation information. The balance of the renewal applications, such as, the Public Officials/Employment Practices, Crime, Employed Lawyers, Cyber, Medical Malpractice, etc. need to be completed within 90-120 days of renewal based on the carrier. Executive Director said the new collection procedure is in line with the fund's initiative to present a budget at the October meeting for adoption in November.

CLAIMS STATUS/OTHER CLAIM MATTERS: Executive Director said there is a need for Closed Session to discuss claims status and other claim matters; enclosed in the agenda was Resolution 18-15 authorizing the need for closed session. Under separate cover, Fund Commissioners may receive materials from AmeriHealth Casualty Services and the Executive Director.

FINANCIAL DISCLOSURE FORMS: Executive Director said last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. The fund office has received notification that the same program for online filing will be implemented again this year and the deadline to file is April 30th. The fund office has contacted each commissioner and professional that is required to file.

NJCE FINANCIALS: Executive Director reviewed the Financial Fast Track as of February 28, 2015 and said the fund's statutory surplus is \$5.8 million.

UNDERWRITING MANAGER REPORT:

2015 RISK MANAGEMENT PLAN AMENDMENT: Included in the agenda was a revised Risk Management Plan. Underwriting Manager said the summary of changes is: the Excess Earthquake and Excess Flood limits have been more clearly delineated in the Property sub-limits. The Excess Flood/Earthquake policy has been outlined. The deductible of \$100,000 which applies to a single occurrence involving multiple entities for Flood and Earthquake has been defined. And the definition of the 100 year flood zone has been updated to read Special Flood Hazard Area – SFHA. There has been no change to limits or terms. Enclosed in the agenda was Resolution 16-15 amending the 2015 Risk Management Plan.

TREASURER REPORT:

Included in the agenda was the confirmation of March bills list and Resolution 17-15 and the Treasurer's reports for January and February 2015.

VOUCHER PAYMENTS (BILL LIST) –

March 2015 Confirmation of Bills	\$1,327,590.60
April 2015 Bills list Resolution 17-15	\$ 288,344.11

Chairman Smith said the confirmation of March payments and approval of the April bills list as Resolution 17-15 would be reviewed and voted upon during the consent agenda.

SAFETY DIRECTOR:

REPORT: Safety Director reviewed the report included in the agenda, which included a summary of activities for February through May 2015.

FUND ATTORNEY:

REPORT: Fund Attorney said she will review the Request for Proposals for Litigation Management during Closed Session.

CLAIMS ADMINISTRATOR:

REPORT: AmeriHealth Casualty Services will review any claims with large open reserves during Closed Session. Enclosed in the agenda was Resolution 18-15 authorizing the need for closed session.

RESOLUTIONS:

RESOLUTION 16-15: Resolution amending the 2015 Risk Management Plan

RESOLUTION 17-15: Approved the April bills list and confirmation of the March bills list.

RESOLUTION 18-15: 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.

MOTION TO APPROVE RESOLUTIONS 16-15, 17-15 AND 18-15 AS

PRESENTED:

Moved:	Commissioner White
Second:	Commissioner Kelly
Vote:	Unanimous

MOTION TO ENTER INTO CLOSED SESSION:

Moved: Commissioner Angilella
Second Commissioner White
Vote: Unanimous

The following individual left the teleconference: Carol Mack

MOTION TO RETURN INTO OPEN SESSION:

Moved: Commissioner Albert
Second Commissioner Kelly
Vote: Unanimous

MOTION TO APPROVE RESOLUTION 19-15 AUTHORIZING AN AGREEMENT PURSUANT TO A PUBLICLY ADVERTISED REQUEST FOR PROPOSALS BY AND BETWEEN THE NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND AND CITTA, HOLZAPFEL & ZABARSKY, P.A. FOR LITIGATION MANAGEMENT SERVICES FOR A TERM OF ONE YEAR BEGINNING ON MAY 1, 2015:

Moved: Commissioner Angilella
Second: Commissioner White
Roll Vote: 8 Ayes – 2 Abstentions (Commissioners Kelly & Mecouch)

MOTION TO APPROVE A PAYMENT AUTHORITY REQUEST OF \$250,000 FOR CLAIM #GLAY15000335 AS PRESENTED:

Moved: Commissioner Angilella
Second: Commissioner White
Roll Vote: 10 Ayes – 0 Nays

MOTION TO AMEND THE RISK MANAGEMENT PLAN TO APPLY THE SELF-INSURED RETENTION (SIR) TO GENERAL LIABILITY CLAIMS BASED ON ONE SIR EACH 12-MONTH OR PARTS THEREAFTER RATHER THAN POLICY PERIODS:

Moved: Commissioner White
Second: Commissioner Kessler
Roll Vote: 10 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

NJCE CHAIRMAN: Chairman Michael Smith announced he would be leaving Burlington County to pursue an opportunity as the Director of Risk Management for the State of New Jersey. Chairman Smith said he was pleased with the formation of this fund, has known the staff at PERMA and Conner Strong & Buckelew for years and said the NJCE fund is a terrific organization that is non-political entity working for the betterment of counties just as the MEL JIF has worked for municipalities. Mr. Smith wished his colleagues continued success.

Mr. Smith said with his absence it would be appropriate to elect a Chairman as this would be his last meeting. Fund Attorney agreed and said the fund should elect a Chairman and Secretary should any business need to be discussed before the next meeting and opened up the floor for nominations of Chairman.

ELECTION OF 2015 CHAIRPERSON AND SECRETARY:

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

Moved: Commissioner White
Second: Commissioner Albert

Hearing no other nominations,

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

Vote: 10 Ayes – 0 Nays

The Board of Fund Commissioners tabled the election of Secretary until the next available meeting.

PUBLIC COMMENT

MOTION TO OPEN MEETING TO PUBLIC

Moved: Commissioner Angilella
Second: Commissioner Mecouch
Vote: Unanimous

MOTION TO CLOSE MEETING TO PUBLIC

Moved: Commissioner Mecouch
Second: Commissioner Angilella
Vote: Unanimous

NON- AGENDA ITEMS

NONE

MOTION TO ADJOURN:

Moved: Commissioner Angilella
Second: Commissioner White
Vote: Unanimous

MEETING ADJOURNED: 1:38PM

NEXT MEETING: June 25, 2015

Camden County Emergency Training Center 1:00 PM

Nancy A. Ghani, Assisting Secretary

for

ROSS ANGILELLA, SECRETARY