

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND  
OPEN MINUTES  
JUNE 25, 2015  
DIPIERO CENTER – 512 LAKELAND ROAD, BLACKWOOD NJ  
CONFERENCE CENTER 7<sup>TH</sup> FLOOR  
1:00 PM**

*Originally scheduled meeting location was changed at last minute due to power outage at Camden County Emergency Training Center. Notices were posted of the meeting location change.*

**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**

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

**ALTERNATE FUND COMMISSIONERS**

Anna Marie Wright	Camden County	Present
Carl Block	Ocean County	Absent

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>James Kickham, Joseph Hrubash</b> <b>Nancy A. Ghani</b> - <i>via teleconference</i>
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Attorney	<b>Laura Paffenroth, Esq.</b>
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Safety Director	JA Montgomery Risk Control <b>Glenn Prince</b>
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Underwriting Manager	Conner Strong & Buckelew <b>Tom Nolan</b>
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Claims Administrator	CompServices <b>Tom Watkins</b>
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**ALSO PRESENT:**

Michael Fiure, Ocean County Acting Administrator  
Robyn Walcoff, PERMA  
Frank Proctor, Conner Strong & Buckelew  
Karen Read, PERMA- *via teleconference*  
Bonnie Ridolfino, Hardenbergh Insurance Group- *via teleconference*  
Carol Mack, Conner Strong & Buckelew – *via teleconference*  
Mary Ann Sander, Conner Strong & Buckelew – *via teleconference*  
Cathy Dodd, PERMA - *via teleconference*

Brad Stokes, PERMA  
Louis DiAngelo, Camden County  
Michelle Leighton, Conner Strong & Buckelew  
Karl McConnell, General Counsel, Camden County College – *via teleconference*  
Tom Narolewski, AJM Insurance

**ELECTION OF 2015 SECRETARY:** Executive Director said at the April meeting the board elected a Chair, but tabled the election of a Secretary until this meeting.

Executive Director asked for nominations for Secretary.

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

Moved: Chairman Angilella  
Second: Commissioner Kessler

Hearing no other nominations,

**MOTION TO CLOSE NOMINATIONS FOR SECRETARY AND CAST UNANIMOUS BALLOT FOR JOHN KELLY AS 2015 SECRETARY:**

Vote: Unanimous

**MINUTES:** Open Minutes of April 23, 2015

**MOTION TO APPROVE MINUTES FROM APRIL 23, 2015 AS PRESENTED:**

Moved: Commissioner Kessler  
Second: Commissioner White  
Vote: Unanimous – 2 Abstentions  
(Commissioners Mair & Collins)

**CORRESPONDENCE:**

NONE

**EXECUTIVE DIRECTOR'S REPORT:**

**PERMA STAFF ANNOUNCEMENT:** Executive Director said after 30 years of service Mary Lou Doner, Vice President of Claims is retiring on July 1, 2015 and announced that Robyn Walcoff will join the operation as the Vice President of Claims.

**MARKETING REPORT:** Enclosed in the agenda was a brief summary report from Frank Proctor outlining new business activities; enclosed separately was a related presentation on a College JIF.

Mr. Proctor reported the following:

- **Schools:** Seven schools from Burlington, Camden, Gloucester and Atlantic Counties were quoted for membership. Unfortunately, as in the past, the Fund was unable to be competitive with what is currently being offered through the New Jersey Schools Insurance Group.
- **Additional Counties:** Morris County already has a Commission set up within its Country structure; an initial meeting was held to determine potential membership in the Fund with positive feedback and could be quoted should the opportunity arise. Cape May County was quoted for membership a few years ago, but at the time was not competitive and is currently being reviewed to quote membership for a 1/1/16 date. Essex County was quoted for a 6/1/15 date, but was not competitive since the County currently has higher self-insured retentions in their current program.
- **Colleges:** Mr. Proctor reported on the prospective development of an underlying College JIF to bring the majority of NJ Community Colleges into the Fund by 1/1/16; enclosed separately from the agenda was a related presentation. Mr. Proctor reported that a majority of the State Community Colleges have workers' compensation coverage through

the NJ Community College Pool while all other lines of coverage are through Borden Perlman - a brokerage firm in Mercer County. The intent would be to roll the current NJ Community College Pool into the NJCE program to allow colleges to obtain excess coverage through the NJCE. Fund Commissioners expressed support of this initiative.

**COMMISSION MEMBERSHIP:** Executive Director said the Camden County Insurance Commission and the Gloucester County Insurance Commission are scheduled to renew their membership with the Fund as of January 1, 2016. Executive Director said renewal documents will be sent to each respective County for consideration.

**PROFESSIONAL CONTRACTS – ACTUARY:** Executive Director said the Fund’s contract with The Actuarial Advantage will expire on 6/30/15. Executive Director said it would be appropriate to authorize the fund office to issue a Request for Price Quotes and report the responses received at the next meeting. Enclosed in the agenda was a copy of the request for quotes to be released.

**MOTION TO AUTHORIZE THE FUND OFFICE TO RELEASE PRICE QUOTES FOR FUND ACTUARY:**

Moved: Commissioner Collins  
Second: Commissioner Kessler  
Vote: Unanimous

**DECEMBER 31, 2014 AUDIT:** A draft financial audit for the period ending December 31, 2014 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. Fund Auditor said if any commissioners had questions on the draft report to please contact him directly.

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 20-15 authorizing this action.

**MOTION TO ADOPT RESOLUTION 20-15 AUTHORIZING THE EXECUTIVE DIRECTOR TO FILE THE DRAFT AUDIT FOR YEAR ENDING DECEMBER 31, 2014 AND TO REQUEST AN EXTENSION TO FILE THE FINAL AUDIT:**

Moved: Chairman Angilella  
Second: Commissioner Kessler  
Vote: Unanimous

**2016 RENEWAL:** As previously reported, 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 fund office is working with the local Insurance Commissions and County members to roll out the process in June; the initial deadline to complete the general liability and property information is set for August and all remaining exposure data by September in order to present a budget by the October meeting.

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND– JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICES WORKSHOP:** Michelle Leighton is coordinating a joint meeting of the Member Insurance Commissions of the NJCE JIF with a

tentative date scheduled for October 6, 2015. A planning committee will be formulated to discuss the agenda, format and location of the meeting. Ms. Leighton will reach out to last year's committee members to participate in the planning.

**CLAIMS STATUS/OTHER MATTERS:** Executive Director said there is a need for Closed Session to discuss claims status and other matters; enclosed in the agenda was Resolution 22-15 authorizing the need for closed session. Under separate cover, Fund Commissioners may receive materials from AmeriHealth Casualty Services and/or the Executive Director.

**DEPARTMENT OF BANKING & INSURANCE EXAMINATION:** Under the Statute and Regulations the DOBI may conduct an audit of joint insurance funds anytime within 5 years. The review includes but is not limited to an examination of the assets and liabilities, financial condition and method of conducting business of the fund.

Executive Director said the DOBI recently completed a review of the NJCE as of 12/31/13; the final report will be distributed when available. No action required at this time.

**PERMA OFFICE LOCATION:** Executive Director said PERMA has moved offices within its current building and has an updated suite number. While all other contact information remains the same, the new address is:

PERMA Risk Management Services  
9 Campus Drive, **Suite 216**  
Parsippany, NJ 07054-4412

**UNDERWRITING MANAGER REPORT:**

**SAFETY NATIONAL 2016 EXCESS WORKERS' COMPENSATION RENEWAL:** Underwriting Manager presented a report on the renewal of Excess Workers' Compensation and Employers' Liability coverage through Safety National, which currently insures all counties (except Hudson) with an underlying retention of \$1,000,000.

Underwriting Manager reported Safety National has agreed to extend the same rate per \$100 of payroll to January 1, 2017 with the following adjustment effective January 1, 2016: Safety will require retention of \$1,150,000 for Workers' Compensation codes 7720 Police and 7710 Firemen. Executive Director said it would be appropriate to authorize the Underwriting Manager to secure the rate extension with Safety National.

**MOTION TO AUTHORIZE THE UNDERWRITING MANAGER TO SECURE AN EXTENSION OF THE CURRENT RATE PER \$100 OF PAYROLL TO 1/1/17 WITH ADJUSTMENTS MADE TO RETENTIONS FOR WC CODES 7720 POLICE AND 7710 FIREMAN:**

Moved: Chairman Angilella  
Second: Commissioner Kessler  
Vote: Unanimous

**TREASURER REPORT:**

Included in the agenda was the confirmation of May bills list, the June bills as Resolution 21-15 and the Treasurer's reports for March and April 2015.

Executive Director said in the future, the confirmation of payment of bills will be numbered and approved via resolution. Executive Director said the May 2015 confirmation of payment should be listed as Resolution 23-15

**VOUCHER PAYMENTS (BILLS LIST) –**  
May 2015 Confirmation of Bills – Resolution 23-15                      \$2,398,413.37

**MOTION TO APPROVE RESOLUTION 23-15 MAY 2015 CONFIRMATION OF PAYMENTS AS PRESENTED:**

Moved:                      Commissioner White  
Second:                     Commissioner Mair  
Vote:                         Unanimous

**VOUCHER PAYMENTS (BILLS LIST) –**  
June 2015 Bills List – Resolution 21-15                      \$1,331,607.82

**MOTION TO APPROVE RESOLUTION 21-15 JUNE 2015 BILLS LIST AS PRESENTED:**

Moved:                      Commissioner Kessler  
Second:                     Chairman Angilella  
Vote:                         Unanimous

**SAFETY DIRECTOR:**

**REPORT:** Safety Consultant’s report included the risk control activities from April through July 2015. Safety Consultant said Brit has \$10,000 of grant money available to split and members may want to consider the purchase of body cameras for police personnel to reduce potential exposure. Commissioner Mair and Commissioner Kelly expressed concerns of privacy, OPRA and records retentions with respect to body cameras. Discussion ensued and Safety Consultant was requested to provide a checklist of potential issues for each county to review with legal counsel and sheriff’s department. Executive Director clarified the NJCE does not set policy on County operations and said the grant money can be split among members.

**FUND ATTORNEY:**

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

**CLAIMS ADMINISTRATOR:**

**REPORT:** AmeriHealth Casualty Services indicated the need to review any claims with large open reserves during Closed Session.

Enclosed in the agenda was Resolution 22-15 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 RESOLUTION 22-15 AND ENTER INTO CLOSED SESSION:**

Moved:                      Chairman Angilella  
Second                      Commissioner Collins  
Vote:                         Unanimous

*The following individuals left the teleconference: Carol Mack, Tom Narolewski and Mary Ann Sander.*

**MOTION TO RETURN INTO OPEN SESSION:**

Moved:                      Chairman Angilella  
Second                      Commissioner Collins  
Vote:                         Unanimous

**PAYMENT AUTHORITY REQUESTS:** As per discussion held during Closed Session permitted via Resolution 22-15, motion to approve the following Payment Authority Requests:

Liability

Claim #64GL03456 for \$100,000

Claim #64GL06669 for \$250,000

Workers Compensation

Claim #640-111-106 for \$170,761.20

Claim #640-112-21 for \$78,000.00

Claim #640-112-40 for \$47,972.22

Claim #640-113-46 for \$64,711.78

Claim #640-113-62 for \$158,915.36

Claim #640-115-0000068 for \$250,000

**MOTION TO APPROVE THE PAYMENT AUTHORITY REQUESTS AS DISCUSSED DURING CLOSED SESSION:**

Moved: Chairman Angilella

Second Commissioner Kessler

Vote: Unanimous

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

**PUBLIC COMMENT**

**MOTION TO OPEN MEETING TO PUBLIC**

Moved: Chairman Angilella

Second Commissioner Collins

Vote: Unanimous

**MOTION TO CLOSE MEETING TO PUBLIC**

Moved: Chairman Angilella

Second Commissioner Kessler

Vote: Unanimous

**NON- AGENDA ITEMS**

NONE

**MOTION TO ADJOURN:**

Moved: Commissioner Collins

Second: Commissioner Kessler

Vote: Unanimous

**MEETING ADJOURNED: 2:04PM**

**NEXT MEETING: September 24, 2015**

**Camden County Emergency Training Center 1:00 PM**

Nancy A. Ghani, Assisting Secretary  
for

**JOHN KELLY, SECRETARY**