

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND
OPEN MINUTES
JUNE 28, 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 2018 FUND COMMISSIONERS

Ross Angilella, Chairman	Camden County	Present
John Kelly, Secretary	Ocean County	Present - <i>via teleconference</i>
Janette Kessler, Commissioner	Atlantic County	Present - <i>via teleconference</i>
Kendall Collins, Commissioner	Burlington County	Present - <i>via teleconference</i>
Ken Mecouch, Commissioner	Cumberland County	Present - <i>via teleconference</i>
Tim Sheehan, 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	Absent
Carl Block	Ocean County	Present - <i>via teleconference</i>
Raissa Walker	Mercer County	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Paul Laracy - <i>via teleconference</i> Joe Hrubash, Nancy A. Ghani
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Attorney	Laura Paffenroth, Esq.
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Safety Director	JA Montgomery Risk Control Glenn Prince
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Underwriting Manager	Conner Strong & Buckelew Edward Cooney
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Claims Administrator	AmeriHealth Casualty Services Tracy Ware, Cheryl Little Mark Morrone
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Auditor	Bowman & Company LLC Jim Miles
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ALSO PRESENT:

Brad Stokes, PERMA
Cathy Dodd, PERMA
Rachel Chwastek, PERMA
Robyn Walcoff, PERMA – *via teleconference*
Louis DiAngelo, Camden County
Michelle Leighton, Conner Strong & Buckelew

Gail White, Scirocco Group – *via teleconference*
Christina Violetti, Hardenbergh Insurance Group
Robin Racioppi, Acrisure – *via teleconference*
Carol Mack, Conner Strong & Buckelew – *via teleconference*
Mary Ann Sander, Conner Strong & Buckelew – *via teleconference*

MINUTES: Open and Closed Minutes of April 26, 2018.

MOTION TO APPROVE OPEN AND CLOSED MINUTES FROM APRIL 26, 2018 AS PRESENTED:

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

CORRESPONDENCE:

NONE

AUDITOR

REPORT: A draft financial audit for the period ending December 31, 2017 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 33-18 authorizing this action.

EXECUTIVE DIRECTOR'S REPORT:

UNDERWRITING DATA VALIDATION: As previously discussed, 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 online underwriting data system.

PAYROLL AUDITS: Executive Director said Bowman & Company continues to survey members to perform a 2017 workers' compensation insurance exposure verification audit as part of the 2019 renewal. Mr. Miles reported a majority of the data has been collected and has noted differences in payroll amounts from prior years. Mr. Miles said once payrolls have been categorized, each member will verify accurateness before the information is transferred to the Fund office. Commissioner Kessler inquired if variances in the data will produce additional assessments; Deputy Executive Director said the process is expected to produce consistent data and should not be a significant issue for the underlying Commissions.

RISK MANAGEMENT INFORMATION SYSTEM (RMIS): Executive Director said at the last meeting, the Board adopted a resolution initiating the use of a competitive contracting request for proposals (CCRFP) for the procurement of a RMIS. Fund Attorney said responses were reviewed by a sub-committee and were rejected to be non-compliant with the CCRFP specifications. Enclosed in the agenda was Resolution 32-18 noting the rejection of the proposals. Fund Attorney said any additional discussion on contractual matters should be held in Closed Session.

2019 RENEWAL - DATA COLLECTION: Executive Director said as in the past, the fund office will start the data collection process for the 2019 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.

CLAIMS STATUS SUMMARY: AmeriHealth Casualty Services advised there were 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 will receive materials from AmeriHealth Casualty Services and/or the Executive Director.

FINANCIAL FAST TRACK: Executive Director referred to the Financial Fast Track as of April 30, 2018 and noted the statutory surplus was \$10.8 million.

UNDERWRITING MANAGER

REPORT: Underwriting Manager submitted a report on two recommendations coming out of the NJCE Coverage Committee meeting: 1) Self-Insured Layer Policy Forms and 2) Cyber Reimbursement Program. Underwriting Manager said that a 2020 initiative is to move to a manuscript policy form, which would strengthen coverage review and ultimately claim determinations. The process would require services of a Technical Writer and a Coverage Attorney with the NJCE acting as the lead and disseminating any policy form to the local Commission/County members. The other initiative is to develop a compliance program on minimum cyber security standards for County operations; the program would include a deductible reimbursement in the event of a claim. The Board agreed to the recommendations and authorized the Coverage Committee to move forward and report back when available.

TREASURER REPORT:

Included in the agenda were the confirmation of bills lists, approval of current month bills and the Treasurer's reports for April 2018.

VOUCHER PAYMENTS (BILL LIST) –

Resolution 34-18 May 2018 Bills Confirmation of Payments	\$200,000.00
Resolution 35-18 June 2018 Bills Approval of Payments	\$152,912.84

CONFIRMATION OF APRIL 2018 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:

2010	0.00
2011	2,960.00
2012	3,880.82
2013	64,199.32
2014	5,372.00
2015	25,020.00
2016	0.00
2017	0.00
2018	0.00
TOTAL	\$101,432.14

MOTION TO CONFIRM PAYMENTS OF MAY 2018 BILLS LIST RESOLUTION 34-18 AS PRESENTED:

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

MOTION TO APPROVE PAYMENTS OF JUNE 2018 BILLS LIST RESOLUTION 35-18 AS PRESENTED:

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

SAFETY DIRECTOR:

REPORT: Safety Director submitted a report reflecting the risk control activities from April to July 2018 and Safety Director Bulletins distributed during that time. Safety Director reminded members that BRIT provides a free online training platform for members to access as an additional resource.

FUND ATTORNEY:

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

RESOLUTIONS:

RESOLUTION 32-18: Resolution rejecting Competitive Contracting Request for Proposals #18-16, Risk Management Information System for the New Jersey Counties Joint Insurance Fund.

MOTION TO ADOPT RESOLUTION 32-18 AS PRESENTED:

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

RESOLUTION 33-18: Resolution authorizing the Executive Director to file the draft audit for the year ending December 31, 2016 and to request an extension to file the final audit.

MOTION TO ADOPT RESOLUTION 33-18 AS PRESENTED:

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

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 36-18 authorizing closed session. Under separate cover, Fund Commissioners received materials from AmeriHealth Casualty Services and/or the Executive Director.

MOTION TO ADOPT RESOLUTION 36-18 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 #64GL0123

Moved: Commissioner Collins
Second: Commissioner Kessler
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 Sheehan
Roll Call: Unanimous

As per discussion held during Closed Session permitted via Resolution 36-18, motion to approve the following:

Liability

Settlement Authority Request for:
Claim #64GL0123 in the amount of \$250,000

MOTION TO APPROVE THE SETTLEMENT AUTHORITY REQUEST AS PRESENTED:

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

OLD BUSINESS:

NONE

NEW BUSINESS:

BEST PRACTICES WORKSHOP 2018: Ms. Leighton said the next workshop is scheduled for Fall 2018; those interested in participating in a planning committee conference call for late July/early August are invited to contact the Fund office for more information.

PUBLIC COMMENT

MOTION TO OPEN MEETING TO PUBLIC

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

MOTION TO CLOSE MEETING TO PUBLIC

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

NON- AGENDA ITEMS

NONE

MOTION TO ADJOURN:

Moved: Commissioner Collins
Second: Commissioner Sheehan
Vote: Unanimous

MEETING ADJOURNED: 1:39PM

NEXT MEETING: September 27, 2018 - 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