

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND**

**OPEN MINUTES**

**APRIL 25, 2019**

**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 2019 FUND COMMISSIONERS**

Ross Angilella, Chair	Camden County	Present
John Kelly, Commissioner	Ocean County	Present - <i>via teleconference</i>
Jeannette Kessler, Commissioner	Atlantic County	Present
Sander Friedman, Commissioner	Burlington County	Present - <i>via teleconference</i>
Kimberly Wood, 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
Laura Scutari, Commissioner	Union County	Present - <i>via teleconference</i>
Teri O'Connor, Commissioner	Monmouth County	Present - <i>via teleconference</i>

**ALTERNATE FUND COMMISSIONERS**

Anna Marie Wright	Camden County	Present
Carl Block	Ocean County	Present - <i>via teleconference</i>
Raissa Walker	Mercer County	Absent
Eugenio Esquivel	Union County	Absent
Christopher Marion	Monmouth County	Present - <i>via teleconference</i>

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator                      PERMA Risk Management Services  
**Paul Laracy, Joe Hrubash**  
**Nancy A. Ghani**

Safety Director    JA Montgomery Risk Control  
**Glenn Prince, Jon Czarnecki**

Underwriting Manager                                      Conner Strong & Buckelew  
**Alex DeLuccia**

Claims Administrator                                      AmeriHealth Casualty Services  
**Tracy Ware, Cheryl Little, James Bussacco**

**ALSO PRESENT:**

Cathy Dodd, PERMA– *via teleconference*  
Karen Read, PERMA – *via teleconference*  
Christina Violetti, Hardenbergh Insurance Group- *via teleconference*  
Mary Ann Sander, Conner Strong & Buckelew – *via teleconference*  
Carol Mack, Conner Strong & Buckelew – *via teleconference*  
Rachel Chwastek, PERMA  
Brandon Tracy, PERMA  
Christine Baroudi, Conner Strong & Buckelew  
Robyn Walcoff, PERMA

**MINUTES:** Open Minutes as of February 28, 2019 were included in agenda for review; Closed Minutes as of February 28, 2019 were distributed to the Board only.

**MOTION TO APPROVE OPEN AND CLOSED MINUTES FROM FEBRUARY 28, 2019 AS PRESENTED:**

Moved: Chairman Angilella  
Second: Commissioner Sheehan  
Roll Call Vote: Unanimous – 2 Abstentions by Commissioner O’Connor and

Commissioner Kelly.

**CORRESPONDENCE:**

NONE

**EXECUTIVE DIRECTOR’S REPORT:**

**NEW COMMISSIONERS:** Executive Director welcomed Commissioner Wood of Cumberland County and Commissioner O’Connor of Monmouth County to the Board.

**COMMISSION MEMBERSHIP – STATUS UPDATE:** Executive Director reported the County of Monmouth has accepted membership into Fund as a stand-alone County effective April 1, 2019 becoming the Fund’s 10<sup>th</sup> member; County Administrator Teri O’Connor will serve as the representative to the Board.

**ELECTION OF SECRETARY:** Executive Director said at the last meeting, the Board tabled action on election of a Secretary and it would be appropriate to conduct an election at this meeting. Enclosed in the agenda was Resolution 19-19 certifying that action.

**MOTION TO NOMINATE TIM SHEEHAN-GLOUCESTER COUNTY, AS SECRETARY:**

Moved: Commissioner Kelly  
Second: Commissioner Kessler

Hearing no other nominations,

**MOTION TO CLOSE NOMINATIONS FOR SECRETARY AND CAST UNANIMOUS BALLOT FOR TIM SHEEHAN AS 2019 SECRETARY AND ADOPT RESOLUTION 19-19:**

Vote: Unanimous – 1 Abstain from Commissioner Sheehan

**AUTHORIZED SIGNATURES FOR FUND BANK ACCOUNTS:** Executive Director said with the addition of Monmouth County it would be appropriate to amend the resolution for authorized signatures for the Fund’s bank accounts. Executive Director said the resolution should also be amended to reflect the change to Cumberland County’s Commissioner. Enclosed in the agenda was Resolution 20-19 noting that action.

**MOTION TO ADOPT RESOLUTION 20-19 AMENDING DESIGNATION OF AUTHORIZED SIGNATORIES FOR FUND BANK ACCOUNTS:**

Moved: Commissioner Wood  
Second: Commissioner Sheehan

**NEW JERSEY ASSOCIATION OF COUNTIES (NJAC):** Executive Director said the NJAC is a non-partisan organization that provides its members advocacy for legislation, regulations and policies related to County operations. The NJAC hosts an annual conference of workshops and panel discussions in Atlantic City in the spring, as well as, a summit of County officials in the winter.

Executive Director requested authorization for the NJCE JIF to become an Associate Member of the NJAC, as well as, exhibit at the annual conference to highlight the Fund and the benefits it has served its growing members. Deputy Executive Director noted a logo representing the NJCE JIF would be designed and circulated for feedback. Executive Director said the total anticipated costs not to exceed \$5,000 (\$450 annual associate membership fee, \$1,950 conference attendance and up to \$2,000 marketing materials).

Executive Director requested feedback from the Commissioners for the NJCE to become an Associate Member of the NJAC and exhibit at the annual conference. Commissioner Kelly said the County of Ocean has been a members of NJAC for 20+ years, currently serves on the Board of Directors and expressed support of the Fund becoming a member. Commissioner Wood echoed the same sentiments and said it would be beneficial for the Fund to join as its' membership base becomes larger. Commissioner O'Connor also agreed on membership and noted she is serving on the current NJAC Board; Commissioner Sheehan said it would be a good opportunity for the Fund to join. Chairman Angilella also agreed with the Fund becoming a member and said the NJAC is great organization.

**MOTION TO AUTHORIZE THE FUND TO BECOME A MEMBER OF NEW JERSEY ASSOCIATION OF COUNTIES AND EXHIBIT AT THE ANNUAL CONFERENCE:**

Moved:	Commissioner Wood
Second:	Chairman Angilella
Vote:	Unanimous

**LITIGATION MANAGEMENT:** Executive Director reported a Request for Proposals (RFP) for Litigation Management services was advertised with a deadline to respond by April 11, 2019. Ms. Walcoff reported that a response was received from the incumbent firm; action on the award of contract was tabled until further notice.

**EXCESS PROPERTY THIRD PARTY ADMINISTRATOR (TPA):** As previously discussed, effective 1/1/2019 the Excess Property SIR increased from \$100,000 to \$250,000 - funded at the NJCE level – and claims will be managed by a TPA to adjust Excess Property claims from 1<sup>st</sup> dollar. An initial RFP was issued, but all responses were rejected and a 2<sup>nd</sup> RFP will be released. Executive Director reported the Fund Attorney is working with Ms. Walcoff to draft the Scope of Services and once it is finalized the 2<sup>nd</sup> RFP will be issued.

**2019 MEL, MRHIF AND NJCE EDUCATIONAL SEMINAR:** Executive Director reported that registration is still open for the 9<sup>th</sup> annual seminar is scheduled for Friday, May 3, 2019, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL, MRHIF or NJCE members as well as personnel who work for service companies that are engaged by these entities. Enclosed is the enrollment form and an electronic fillable form was distributed via email.

**UNDERWRITING DATA VALIDATION:** 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. Executive Director provided the following updates:

- PERMA has met with representatives from Origami to begin development of the Fund's online underwriting and claims data platform for members' to access as a resource. We anticipate the online program will be available on/about July 15<sup>th</sup>.
- Bowman & Company issued requests for payroll information as part of the 2020 renewal process. Reminder notices will be issued to members that have not submitted their information yet.

**LEGISLATION:** Deputy Executive Director reported the MEL, NJ League of Municipalities and NJAC have been monitoring Senate bill no. 477, which extends the statute of limitations in civil actions for sexual abuse claims. Recently the bill was fast tracked and could be approved as early as May 2019. Deputy Executive Director reported that last week the draft bill was amended whereas

eliminating public entity immunities under Title 59. The implications of this bill if not amended to add back Title 59 immunities for public entities, public officials, elected officials and all levels of government employees are significant.

**CLAIMS STATUS SUMMARY:** AmeriHealth Casualty Services is 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.

**NJCE CLAIMS REVIEW COMMITTEE:** As previously discussed, a working draft of the Claims Review Committee charter has been developed. Fund Attorney has reviewed and its adoption is requested by the Board; enclosed in the agenda was Resolution 21-19 approving the formation of a Claims Review Committee and its Charter. To date, three Commissioners have expressed interest in serving on the committee.

**MOTION TO ADOPT RESOLUTION 21-19 ESTABLISHING A CLAIMS REVIEW COMMITTEE AND ADOPTING A CLAIMS COMMITTEE CHARTER:**

Moved: Commissioner Wood  
Second: Commissioner Kessler  
Vote: Unanimous

**NJCE COVERAGE COMMITTEE:** A Coverage Committee meeting has been scheduled for July 9, 2019 at 11:00AM; location will be the new Connor Strong & Buckelew Camden location with video conference available. Please contact the Fund office if you would like to attend the meeting.

**2019 FINANCIAL DISCLOSURES:** The Local Finance Board issued notification that the online system is open for Financial Disclosure filings. Commissioners should file as a JIF Commissioner, as well as, any County and/or Municipal related positions that require filing. Please note the deadline to file is April 30<sup>th</sup>.

**FINANCIAL FAST TRACK:** Executive Director referred to the Financial Fast Track as February 28, 2019 and said the Fund's statutory surplus is \$15.3 million.

**UNDERWRITING MANAGER REPORT:**

**REPORT:** Underwriting Manager reported preliminary discussions are underway with excess carriers on the 2020 renewal. In addition, Underwriting Manager reported a cyber liability risk management framework is being developed for NJCE members.

**TREASURER REPORT:**

Included in the agenda was the confirmation of bills lists and the Treasurer's reports for January thru March 2019.

**VOUCHER PAYMENTS (BILL LIST) –**

Resolution 22-19 March 2019 Bills Confirmation of Payments \$27,159.60  
Resolution 23-19 April 2019 Bills Confirmation of Payments \$1,817,357.46  
Resolution 24-19 April 2019 #2 Bills Approval of Payments \$1,042,514.18

**CONFIRMATION OF JANUARY 2019 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2011</b>	4,860.00
<b>2012</b>	2,521.55
<b>2013</b>	1,499.32
<b>2014</b>	235.00
<b>2015</b>	2,003.73
<b>2016</b>	0.00

<b>2017</b>	192.75
<b>2018</b>	273.56
<b>2019</b>	0.00
<b>TOTAL</b>	<b>\$11,585.91</b>

**CONFIRMATION OF FEBRUARY 2019 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2011</b>	4,860.00
<b>2012</b>	212.10
<b>2013</b>	1,896.01
<b>2014</b>	72.50
<b>2015</b>	292.50
<b>2016</b>	0.00
<b>2017</b>	16.35
<b>2018</b>	4,429.29
<b>2019</b>	0.00
<b>TOTAL</b>	<b>\$11,778.75</b>

**CONFIRMATION OF MARCH 2019 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2011</b>	6,268.34
<b>2012</b>	2,542.33
<b>2013</b>	6,787.01
<b>2014</b>	3,690.69
<b>2015</b>	367.90
<b>2016</b>	0.00
<b>2017</b>	121.00
<b>2018</b>	7,416.06
<b>2019</b>	0.00
<b>TOTAL</b>	<b>\$27,193.33</b>

**MOTION TO CONFIRM PAYMENTS OF MARCH 2019 BILLS LIST AS RESOLUTION 22-19:**

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

**MOTION TO CONFIRM PAYMENTS OF APRIL 2019 BILLS LIST AS RESOLUTION 23-19:**

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

**MOTION TO APPROVE APRIL 2019 SUPPLEMENTAL BILLS LIST AS RESOLUTION 24-19 AND THE TREASURER'S REPORTS AS PRESENTED:**

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

**SAFETY DIRECTOR:**

**REPORT:** Safety Director submitted a report reflecting the risk control activities and the Safety Director Bulletins that were distributed from February thru May 2019. Also included in the report was the 2018 BRIT Safety Grant Program reimbursements where the deadline to submit was December 31,

2018. Safety Director encouraged members to submit towards the 2019 BRIT Safety Grant Program; the total annual grant available to all members is \$45,000.

**RESOLUTIONS:**

**RESOLUTION 19-19:** Resolution for Election of Fund Secretary.

**RESOLUTION 20-19:** Resolution Amending Designation of Authorized Signatures for Fund Bank Accounts.

**RESOLUTION 21-19:** Resolution Establishing Claims Review Committee & Adopting Committee Charter.

**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 25-19 authorizing closed session. Under separate cover, Fund Commissioners received materials from AmeriHealth Casualty Services and/or the Executive Director.

**MOTION TO ADOPT RESOLUTION 25-19 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 #64CA014903:**

Moved: Chairman Angilella  
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 Kessler  
Roll Call: Unanimous

As per discussion held during Closed Session permitted via Resolution 25-19 motion to approve the following:

Liability

Settlement Authority Request for: Claim #64CA014903 in the amount of \$96,185.23

**MOTION TO APPROVE THE SETTLEMENT AUTHORITY REQUEST AND PAYMENT AUTHORITY REQUESTS AS PRESENTED:**

Moved: Chairman Angilella  
Second: Commissioner Sheehan  
Roll Call: 9 Ayes – 0 Nays

**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 Wood  
Roll Call: Unanimous

**NON- AGENDA ITEMS**

NONE

**MOTION TO ADJOURN:**

Moved:	Chairman Angilella
Second:	Commissioner Kessler
Vote:	Unanimous

**MEETING ADJOURNED: 1:34PM**

**NEXT MEETING: June 27, 2019 - 1:00 PM**  
**Camden County College Regional**  
**Emergency Training Center**  
**420 Woodbury-Turnersville Road**  
**Blackwood, NJ**

Nancy A. Ghani, Assisting Secretary