

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND**

**OPEN MINUTES**

**SEPTEMBER 27, 2023**

**VIA ZOOM VIDEO/AUDIO**

**9:30 AM**

**MEETING OF THE FUND CALLED TO ORDER AT 9:30 A.M. BY ACTING CHAIRMAN SHEEHAN**

**OPEN PUBLIC MEETING ACT READ INTO RECORD**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL BOARD OF 2023 FUND COMMISSIONERS:**

Ross Angilella, Chairman	Camden County	Absent
Tim Sheehan, Secretary	Gloucester County	Present
Janette Kessler, Commissioner	Atlantic County	Present
Ashley Buono, Commissioner	Burlington County	Present
Harold Johnson, Commissioner	Cumberland County	Present
John Kelly, Commissioner	Ocean County	Absent
Edmund Shea, Commissioner	Hudson County	Present
Lillian Nazaro, Commissioner	Mercer County	Present
Laura Scutari, Commissioner	Union County	Present
Teri O'Connor, Commissioner	Monmouth County	Present

**ALTERNATE FUND COMMISSIONERS**

Anna Marie Wright	Camden County	Present
Michael Fiure	Ocean County	Present
Raissa Walker	Mercer County	Absent
Eugenio Esquivel	Union County	Present
Christopher Marion	Monmouth County	Present

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Joseph Hrubash, Nancy A. Ghani, Brandon Tracy</b>
Attorney	<b>Laura Paffenroth, Esq.</b>
Auditor	Bowman & Company <b>Dennis Skalkowski</b>
Claims Services	PERMA Claims <b>Robyn Walcoff, Jennifer Davis, Zareena Majeed,</b>
Lawyer on Retainer	Dorsey Semrau, Esq. <b>Fred Semrau, Esq.</b>
Property Claims Administrator	Qual Lynx <b>Chris Roselli</b>
Safety Director	JA Montgomery Risk Control <b>Glenn Prince</b>
Treasurer	<b>David McPeak</b>
Underwriting Manager	Conner Strong & Buckelew <b>Edward Cooney, Jonathon Tavares</b>

**ALSO PRESENT:**

Toni DePaola, Ocean County  
Alyssa Fiore, Ocean County Health Department  
William Demand Jr., Ocean County Utility Authority  
Peter Soriero, Allied Risk Management Services  
Sean Obeirne, Alliant Americas  
Jennifer Beck, Alliant Americas  
Victoria Sjulander, Alliant Americas  
Aricka Simms, CBIZ Borden Perlman  
Diana Pursell, CBIZ Borden Perlman  
Katie Walters, Conner Strong & Buckelew  
Carole Mack, Conner Strong & Buckelew  
Robin Racioppi, North American Insurance Management  
Justin Gallo, Polaris Galaxy Group  
Bradford Stokes, PERMA  
Cathy Dodd, PERMA  
Jason Thorpe, PERMA  
Pauline Kontomanolis, PERMA

**MINUTES:** Open Minutes as of June 22, 2023, were included in agenda for review.

**MOTION TO APPROVE OPEN MINUTES FROM JUNE 23, 2023, AS PRESENTED:**

Moved: Commissioner Kelly  
Second: Commissioner Kessler  
Vote: 7 ayes – 0 Nays

**CORRESPONDENCE:** NONE

**EXECUTIVE DIRECTOR’S REPORT:**

**NJCE CLAIMS REVIEW COMMITTEE:** The Claims Review Committee met Wednesday, September 27<sup>th</sup> at 8:30am. Committee Chairman Sheehan said the Committee reviewed three PARs and unanimously accepted the requests. Committee Chairman received no questions on the report and said closed session was not needed to discuss the PARs. Included in the agenda was a resolution authorizing closed session, but it was not acted on.

**MOTION TO ACCEPT THE CLAIMS COMMITTEE’S RECOMMENDATION TO APPROVE THE CLAIMS.**

Moved: Chairman Angilella  
Second: Commissioner Sheehan  
Vote: Unanimous

**DECEMBER 31, 2022 AUDIT:** The draft audit was previously reviewed at the June meeting and filed with DOBI & DCA on 6/22/23 along with an extension request to file the final report. Fund Auditor presented the final audit and confirmed there were no changes from the draft audit nor were there any findings or recommendations. Executive Director said the Fund office will distribute affidavits to Fund Commissioners to execute stating they have read the General Comments of the audit report and make the necessary report filing with DOBI and DCA.

**MOTION TO APPROVE YEAR-END FINANCIALS, ADOPT RESOLUTION 37-23 AND EXECUTE AN AFFIDAVIT INDICATING THAT FUND COMMISSIONERS HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT**

Moved: Commissioner Kessler  
Second: Commissioner O’Connor  
Roll Call Vote: 7 ayes – 0 Nays

**FINANCE SUB-COMMITTEE:** Committee met on September 13<sup>th</sup> to discuss the responses for the WC Claims Administration RFP, 2024 Pre-Renewal expectations and 2024 Budget Timeline; copies of the minutes were included in the agenda for information.

**PROFESSIONAL CONTRACTS - CLAIMS ADMINISTRATOR & MANAGED CARE:**  
Executive Director said there were two responses for the position of Worker Compensation Claims Administrator. Based on review and evaluation sheets, the sub-committee is recommending awarding services to AmeriHealth for the WC Claims Administrator and Managed Care position. The Board of Fund Commissioners accepted the recommendation of the sub-committee.

**MOTION TO ACCEPT THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE AND ADOPT RESOLUTION 38-23 AWARDED WC CLAIMS ADMINISTRATION CONTRACT TO AMERIHEALTH FOR A 3-YEAR PERIOD**

Moved: Commissioner Nazzaro  
Second: Commissioner Kessler  
Roll Call Vote: 7 ayes – 0 Nays

**2024 BUDGET TIMELINE:** Executive Director said due to the uncertainty of the market, the budget process will be reviewed by the Finance Sub Committee on Tuesday, October 17<sup>th</sup> meeting at 3pm via Zoom. Since the insurance marketplace remains unstable particularly property and to allow time for property appraisals to be completed, the Finance Sub Committee is suggesting the NJCE JIF take the same approach last year, which would be to introduce the budget at the November meeting, provide a Marketing Update on bound coverages by December 31<sup>st</sup> and adopt the budget in early January via a “special” meeting”. Included in the agenda was a revised timeline based on the Finance Sub Committee’s recommendations. The Board of Fund Commissioners agreed to schedule a special meeting in January; date to be determined.

**BUDGET FORMAT:** Finance Sub Committee reviewed suggested format changes to the 2024 budget, which will show the ancillary coverage as one line in the budget and a sample supplementary page will show the breakdown by ancillary coverage line. The new format will ensure accurate transmission of ancillary renewal premiums between the Underwriting Manager and Executive Director’s offices. Finance Sub Committee recommended the proposed budget format change for 2024.

**MOTION TO APPROVE THE 2024 BUDGET FORMAT CHANGE.**

Moved: Commissioner Johnson  
Second: Acting Chair Sheehan  
Vote: Unanimous

**REVISED PLAN OF RISK MANAGERMENTS:** Executive Director said the 2022 and 2023 Plan of Risk Managements required amendments to clarify County membership in the NJCE and not a Commission. The Board of Fund Commissioners adopted resolutions amending the 2022 and 2023 Plans of Risk Management.

**MOTION TO APPROVE RESOLUTION NO. 39-23, AMENDING RESOLUTION 14-23 2023 PLAN OF RISK MANAGEMENT AND RESOLUTION NO. 40-23, AMENDING RESOLUTION 12-22 2022 PLAN OF RISK MANAGEMENT**

Moved: Commissioner Nazzaro  
Second: Commissioner O’Connor  
Roll Call Vote: 7 ayes – 0 Nays

**MANUSCRIPT POLICIES:** The revised manuscript insurance policies were finalized, submitted to the Coverage Committee, and reviewed by the Underwriting Manager and Technical Writer. Underwriting Manager said the policies will be based upon a combination of ISO and municipal policies that the Fund has had for several years. Executive Director reported the NJCE Coverage Committee is

charged to review any future amendments to the policy subject to approval by the Board of Fund Commissioners.

**MOTION TO APPROVE MANUSCRIPT POLICIES RETROACTIVE TO 1/1/23**

Moved: Chairman Shea  
Second: Commissioner Kessler  
Vote: Unanimous

**FINANCIAL FAST TRACK: FINANCIAL FAST TRACK:** Included in the agenda was a Financial Fast Track as of March 31, 2023, and April 31, 2023. Executive Director said the July 31<sup>st</sup> and June 30<sup>th</sup> reflecting a statutory surplus of \$13.46 million and \$13.79 million respectively. Executive Director added the fund experienced tough years in 2020 and 2021 due to Covid and Hurricane Ida.

**2024 RENEWAL – UNDERWRITING DATA COLLECTION:** The 2024 renewal process began mid-July with a deadline to complete by August 25<sup>th</sup>. Executive Director said the Fund office is following up with members and/or risk managers to have the exposure data completed. As a reminder most ancillary coverage applications may be completed via Broker Buddha. In addition, the Payroll Auditor conducted payroll audits which are being uploaded by the Fund office into Origami.

**2024 PRE-RENEWAL:** The Underwriting Manager Team held a 2024 pre-renewal webinar on Wednesday, August 23<sup>rd</sup> and a recording of the webinar has been uploaded to njce.org. The presentation was a high-level overview that focused on the Property, Liability, and the Cyber market, which are all expected to be tough renewals. Executive Director reported a majority of member’s are conducting property appraisals, which was implemented to ensure we meet insurer requirements for “insurance to value” and acquire the necessary COPE information being requested by property insurers. Included in the agenda for information was a chart of each members’ property appraisal status as of September 25<sup>th</sup>.

**CYBER JIF:** Executive Director said Chairman Angilella submitted a memo on behalf of the NJCE JIF to the NJ Cyber JIF Chair, requesting membership consideration in the Cyber JIF effective on January 1, 2024, as a potential alternative to cyber renewal. The Cyber JIF is seeking additional membership; however, they would like to delay any new membership admission until July 1, 2024, or January 1, 2025 to establish training, phishing and scanning operations for current membership first. Executive Director added the Underwriting Manager will continue to market the 2024 renewal with the incumbent carrier and other markets.

**NJCE COMMITTEES:**

**CYBER TASK FORCE:** The Committee met with The Chertoff Group, the cyber security consultant, on Tuesday, September 26<sup>th</sup> to review the current cyber market and to briefly discuss results of the Technology Stack Questionnaire which will assist to frame out components of the Cyber Risk Management program that is under development.

**SAFETY COMMITTEE:** The Safety Committee met on Monday September 12<sup>th</sup>; submitted for information were the materials from the meeting. Safety Director said a variety of safety topics were discussed, including PEOSH most cited citations and encouraged members to use the self-assessment checklist to determine the Counties level of compliance. The next meeting is scheduled for December 11<sup>th</sup> at 10am via Zoom.

**2023 SAFETY GRANT PROGRAM:** Safety Director reported the Grant Committee met on September 26<sup>th</sup> to review the submissions. Safety Director noted the popularity of the grant program stating eight out of ten members made submissions for a variety of loss control and/or safety-related equipment.

**CLAIMS UPDATE:**

**HURRICANE IDA:** Executive Director reported there are three open claims from

Hurricane Ida left to be closed and/or settled.

**SAFETY NATIONAL:** At the April meeting the Board of Fund Commissioners authorized Fred Semrau, Esquire to work towards executing the agreed upon settlement with Safety National on 2020 COVID Claims. Perma Claims and Fred Semrau, Esquire will provide details on the final settlement in closed session.

**Informational Items**

**MEMBERSHIP RENEWAL:** The Counties of Burlington, Cumberland and Atlantic are scheduled to renew their three-year membership with the Fund as of January 1, 2024. Renewal documents were sent to each respective County on June 20<sup>th</sup>. Deputy Executive Director reported the fund office has received all renewing members documents.

**11<sup>TH</sup> ANNUAL BEST PRACTICES SEMINAR – VIRTUAL EDITION:** This year’s Best Practices Workshop will be held virtually via an interactive webinar on October 5, 2023, from 1pm – 4:30pm; an email to register was distributed on September 14<sup>th</sup>. Deputy Executive Director encouraged Fund Commissioners, Risk Managers and professionals to attend and reach out if they did not receive the invitation.

**2023 NJSLOM ANNUAL CONFERENCE:** The 107<sup>th</sup> annual conference is scheduled for November 14<sup>th</sup> through November 16<sup>th</sup> at the Atlantic City Convention Center in Atlantic City. The MEL JIF holds its annual elected official’s seminar on November 15<sup>th</sup>. This year’s program will be “Local Government Risk Management” and we encourage our commissioners to attend.

**DUE DILIGENCE:**

Regulatory Compliance Checklist – as of 9/27/2023. Included in the agenda was a checklist that tracks contracts, compliance and other Fund business.

**UNDERWRITING MANAGERS REPORT:**

**REPORT:** Underwriting Manager reported he will continue to market the program and provide additional information at the next meeting.

**TREASURER REPORT:**

Treasurer said included in the agenda was the confirmation of bills lists, approval of payments and the Treasurer’s reports for March and April 2023.

**VOUCHER PAYMENTS (BILL LIST) –**

Resolution 41-23 Confirmation of July 2023 Payments	\$3,289,780.61
Resolution 42-23 Confirmation of August 2023 Payments	\$213,412.55
Resolution 43-23 Approval of September 2023 Payments	\$157,470.19

**CONFIRMATION OF MAY 2023 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	0.00
<b>2012</b>	170.66
<b>2013</b>	14,216.11
<b>2014</b>	431.07
<b>2015</b>	26,039.69
<b>2016</b>	0.00
<b>2017</b>	1,750.00
<b>2018</b>	26,494.17

<b>2019</b>	230,554.78
<b>2020</b>	0.00
<b>2021</b>	1,214.61
<b>2022</b>	155.50
<b>2023</b>	5,000.00
<b>TOTAL</b>	<b>\$306,026.59</b>

**CONFIRMATION OF JUNE 2023 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	0.00
<b>2012</b>	785.59
<b>2013</b>	12,020.87
<b>2014</b>	728.23
<b>2015</b>	3,808.50
<b>2016</b>	5,314.35
<b>2017</b>	2,186.00
<b>2018</b>	28,573.51
<b>2019</b>	1,203.72
<b>2020</b>	208,092.09
<b>2021</b>	1,437.50
<b>2022</b>	885.50
<b>2023</b>	0.00
<b>TOTAL</b>	<b>\$265,035.86</b>

**CONFIRMATION OF JULY 2023 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	0.00
<b>2012</b>	0.00
<b>2013</b>	0.00
<b>2014</b>	0.00
<b>2015</b>	0.00
<b>2016</b>	0.00
<b>2017</b>	0.00
<b>2018</b>	1,282.40
<b>2019</b>	0.00
<b>2020</b>	0.00
<b>2021</b>	0.00
<b>2022</b>	0.00
<b>2023</b>	0.00
<b>TOTAL</b>	<b>\$1,282.4</b>

**MOTION TO CONFIRM CONFIRMATION OF JULY 2023 PAYMENTS, CONFIRMATION OF AUGUST 2023 PAYMENTS AND APPROVE SEPTEMBER 2023 BILLS LIST RESOLUTION 41-23, RESOLUTION 42-23 AND RESOLUTION 43-23**

Moved: Commissioner Buono

Second: Commissioner Kessler  
Roll Call Vote: 7 ayes – 0 Nays

**SAFETY DIRECTOR:**

**REPORT:** Safety Director submitted a report reflecting the risk control activities and the Safety Director Bulletins distributed from June 2023 to September 2023 and all training programs through November 30<sup>th</sup> have been placed on njce.org.

**FUND ATTORNEY:**

**REPORT:** Fund Attorney had nothing additional to report.

**CLAIMS ADMINISTRATOR-WORKERS COMPENSATION:**

**REPORT:** AmeriHealth submitted a report-showing provider billed amounts of \$36,136 paid amount of \$22,809 and net savings of \$10,328.43 as of August 2023. There was an 91% network utilization rate as of May 2023.

**CLAIMS ADMINISTRATOR:**

**REPORT:** Claims Administrator reported there was nothing for open and closed session was not needed.

Executive Director requested closed session to provide details on the final settlement in closed session; the Board of Fund Commissioners, Fund Attorney and Executive Director entered a breakout room.

**MOTION TO APPROVE RESOLUTION 44-23 TO GO INTO CLOSED SESSION**

Moved: Commissioner Johnson  
Second: Commissioner Kessler  
Vote: All in Favor

**OLD BUSINESS:** NONE  
**NEW BUSINESS:** NONE  
**PUBLIC COMMENT:** NONE

**MOTION TO OPEN THE MEETING TO THE PUBLIC:**

Motion: Commissioner Kessler  
Second: Chairman Shea  
Vote: Unanimous

**MOTION TO CLOSE THE MEETING TO THE PUBLIC:**

Motion: Commissioner Kessler  
Second: Chairman Shea  
Vote: Unanimous

**NON- AGENDA ITEMS:** NONE

**MOTION TO ADJOURN:**

Moved: Commissioner O'Connor  
Second: Commissioner Kessler  
All in favor: Unanimous

**MEETING ADJOURNED: 10:09 AM**

**NEXT MEETING: October 26, 2023 - 9:30 AM**  
**Via Zoom Video/Audio**

Brandon Tracy, Assisting Secretary