

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND**

**OPEN MINUTES**

**SEPTEMBER 26, 2024**

**VIA TELECONFERENCE**

**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 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	Absent
John Kelly, Commissioner	Ocean County	Present
Edmund Shea, Commissioner	Hudson County	Present
Chris Marion, Commissioner	Mercer County	Present
Laura Scutari, Commissioner	Union County	Absent
Teri O'Connor, Commissioner	Monmouth County	Present

**ALTERNATE FUND COMMISSIONERS**

Anna Marie Wright	Camden County	Present
Dina Rocco	Burlington County	Absent
Michael Fiure	Ocean County	Absent
Eugenio Esquivel	Union County	Present
Joseph Kelly	Monmouth County	Present

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Joseph Hrubash, Nancy A. Ghani, Brandon Tracy</b>
	Perma Claims <b>Robyn Walcoff, Jennifer Conicella, Zareena Majeed, Djamal Kirby</b>
Actuary	The Actuarial Advisors <b>Kyle Mrotek</b>
Attorney	<b>Laura Paffenroth, Esq.</b>
Auditor	Bowman & Company LLP <b>Dennis Skalkowski, Kaleigh Sawers</b>
Treasurer	<b>David McPeak</b>
Litigation Manager	<b>David Millard, Esq.</b>
WC Claims Administrator	AmeriHealth Casualty Services <b>Kerin Drumheiser</b>
Safety Director	J.A. Montgomery <b>Glenn Prince</b>

Underwriting Manager

Conner Strong & Buckelew  
**Edward Cooney, Jonathon Tavares,  
Muhammad Hernandez, Rachel perry**

**ALSO PRESENT:**

Elaine Flacco, Camden County College  
Karl McConnell, Camden College County  
Toni DePaola, Ocean County  
Keith Marcoon, Ocean County Utilities Authority  
Alyssa Fiore, Ocean County Health Department  
Victoria Sjulander, Alliant Americas  
Peter Soriero, Allied Risk Management Services  
Mary Anne Sander, Conner Strong & Buckelew  
Carole Mack, Conner Strong & Buckelew  
Thomas Merchel, Conner Strong & Buckelew  
Jaclyn Lindsey, Conner Strong & Buckelew  
Katherine Walters, Conner Strong & Buckelew  
Christina Violetti, Hardenbergh Insurance Group  
Aricka Simms, CBIZ Borden Perlman  
Justin Gallo, Polaris Galaxy Group  
Bradford Stokes, PERMA  
Cathy Dodd, PERMA  
Jason Thorpe, PERMA  
Karen Read, PERMA

**MINUTES:** Open Minutes as of June 27, 2024, August 8, 2024, and September 20, 2024, were included in the appendices of the agenda. Closed minutes as of June 27, 2024, August 8, 2024, and September 20, 2024, were distributed separately.

**MOTION TO APPROVE OPEN AND CLOSED MINUTES FROM JUNE 27, 2024,  
AUGUST 8, 2024, AND SEPTEMBER 20, 2024, AS PRESENTED:**

Moved:	Commissioner Kessler
Second:	Commissioner Shea
Roll call:	8 Ayes – 0 Nays

**CORRESPONDENCE: NONE**

**NJCE CLAIMS REVIEW COMMITTEE:** The Claims Review Committee met prior to the Fund meeting at 8:30AM. Executive Director said two items need to be addressed in closed session. Chairman Sheehan recommended accepting the Committee's recommendations following discussion in Closed Session.

**DECEMBER 31, 2023, AUDIT:** Executive Director said the draft financial audit was previously reviewed at the June meeting and subsequently filed by the Fund Office with DOBI & DCA on 6/28/24 along with an extension request to file the annual audit report. The Fund Auditor prepared the final financial audit and copies of the report were distributed separately from the agenda. Fund Auditor presented the final audit and confirmed there were no changes nor any findings or recommendations to the audit since it was reviewed in June.

Enclosed in the agenda was Resolution 31-24 approving the year-end financials. Executive Director said Fund Commissioners will be asked to execute an affidavit indicating they have read the General Comments Section of the Audit Report. The Fund office will file the final report and supporting resolution with the State following the meeting.

**MOTION TO APPROVE YEAR-END FINANCIALS, ADOPT RESOLUTION 31-24 AND EXECUTE AN AFFIDAVIT INDICATING THAT FUND COMMISSIONERS HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT.**

Moved: Commissioner John Kelly  
Second: Commissioner Shea  
Roll Call: 8 Ayes – 0 Nays

**2025 RENEWAL – UNDERWRITING DATA COLLECTION:** Executive Director said the 2025 renewal process began early-August with a deadline to complete by September 13<sup>th</sup>. 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. Executive Director said included in the agenda was a memorandum from the NJCE Underwriting Manager on the 2025 renewal and reminded members can complete the ancillary coverage applications through broker buddha.

Submitted for information was a status chart of the Commission/County’s property appraisals as of September 24<sup>th</sup>. Executive Director said beginning in 2023, the Fund implemented a regular property appraisal program in response to the excess property market demands. As a reminder, in 2024 the Board of Fund Commissioners approved a reimbursement cap of \$20,000 for the appraisal values between \$500,000 to \$1,000,000 and trending of 2023 locations.

**NAMED STORM DEDUCTIBLE:** Executive Director reported PERMA Claims is working on scheduling a meeting with representatives from NJ Office of Emergency Management to discuss the FEMA and/or NJEM resources that would be available to the NJCE membership should a named storm occur. Executive Director thanked Commissioner O’Connor for providing a point of contact for the NJ Office of Emergency Management.

**FINANCE SUB-COMMITTEE:** Finance Sub Committee met on Tuesday September 17<sup>th</sup> to discuss several items. Included in the agenda were the minutes. Executive Director provided an overview on the following:

**2025 PRE-RENEWAL:** Underwriting Manager provided a high-level overview of the 2025 pre-renewal presentation highlighting the commercial market changes and marketing strategy. Underwriting Manager reported that overall, the market is trending positively compared to the last few years. The minutes, included in the agenda provide more in-depth detail on the discussion. Underwriting Manager is scheduled to hold a 2025 pre-renewal webinar on Friday, September 27<sup>th</sup> at 10am. The presentation and a recording of the webinar will be uploaded to [njce.org](http://njce.org) following the presentation. Executive Director encouraged members to attend.

**2025 BUDGET & RENEWAL TIMELINE:** Fund Office expects to introduce pre-budget expectations to the Finance Sub Committee in late October/early November, introduce the budget at the November 15<sup>th</sup> Fund meeting and adopt in January. Executive Director added the Finance Sub Committee will meet as often as needed prior budget introduction/adoption.

**TECHNOLOGY ERRORS & OMISSIONS LIABILITY:** Underwriting Manager presented a potential IT related exposure with shared services contracts between members, whether the member is receiving services or providing services to other entities. A survey was distributed, and 25 of 34 member entities responded. Based on the results, Underwriting Manager said the next steps would be to work with the members’ risk managers to begin the conversation about what the true exposure is for these services. The coverage would be treated as an ancillary coverage where members can purchase the coverage on an as needed basis. The Finance Sub Committee agreed to Underwriting Manager’s recommended next steps.

**EMAS BLOCKS:** At the April 25<sup>th</sup> Fund meeting the Board of Fund Commissioners approved a resolution amending the Plan of Risk Management to exclude the Engineered Materials Arresting Systems (EMAS) Blocks retroactive to 1/1/24 following a significant 2023 loss at Mercer County Airport. Mercer County had a new administration and requested the Executive Director and Underwriting Manager to put together a proposed action plan for further consideration towards getting coverage in place. Executive Director said Underwriting Manager could not secure a commercial placement for this exposure but was successful in securing with the NJCE’s excess property insurers to provide full limit for the EMAS blocks excess of a \$1 million policy per occurrence subject to contingencies outlined in the attached minutes.

Executive Director reported the Fund Office was waiting for the County/Insurance Commission’s final decision on a self-funding option within the first \$1 million so the NJCE would know what it’s retention would be. Executive Director said he has since met with the MCIC, and the County will retain the primary \$200,000; the Insurance Commission will retain the \$300,000 excess \$200,000 and the NJCE is being asked to provide \$500,000 excess of \$500,000. Therefore, the Finance Sub Committee is recommending the NJCE JIF to provide the excess layer of \$500,000 excess of the County and Insurance Commission’s combined retention of \$500,000. Fund Office will work with the Actuary and excess insurer on the applicable pricing. The County has indicated they expect to have some capital improvement funding, and their long-term strategy is to investigate a replacement system. Commissioner Marion thanked the NJCE for the time effort and recommendation to extend the coverage.

**MOTION TO EXTEND COVERAGE FOR MERCER COUNTY’S ENGINEERED MATERIALS ARRESTING SYSTEMS BLOCKS AT LIMIT OF \$500,000 EXCESS OF \$500,000 EFFECTIVE 9/26/24.**

Moved: Commissioner Shea  
Second: Commissioner John Kelly  
Roll Call: 8 Ayes – 0 Nays

**2024 SAFETY GRANT PROGRAM:** Executive Director reported at the February 24<sup>th</sup> Fund meeting, the Board of Fund Commissioners had approved the authorization of the NJCE JIF to supplement an additional \$30,000 to the \$60,000 Munich Re Safety Grant for a total grant of up to \$90,000. Safety Director has since received submissions totaling \$136,933. Executive Director said the finance subcommittee is recommending to the Board of Fund Commissioners authorization of a “one-time” additional contribution of \$46,933 to cover the cost of all submissions. Monies are available in the 2024 budget to fund this additional contribution.

**MOTION TO AUTHORIZE THE NJCE JIF TO CONTRIBUTE AN ADDITIONAL \$46,933 TO THE 2024 SAFETY GRANT FOR A TOTAL OF \$136,933.**

Moved: Commissioner Buono  
Second: Commissioner O’Connor  
Roll Call: 8 Ayes – 0 Nays

Executive commended Safety Director’s efforts on the Safety Grant program.

**NJCE SAFETY COMMITTEE:** The Safety Committee met on Monday, September 16<sup>th</sup> at 10:00am via Zoom. Included in the agenda as part of the Safety Director’s report were the minutes from the meeting. Safety Director reported a variety of safety topics were discussed, such as the entry level driver training programing and the PEOSH most cited citations and available training opportunities. Safety Director announced J.A. Montgomery has since partnered with the New Jersey Motor Vehicle Commission for the entry level driver training program. The next meeting is scheduled for Monday, December 9<sup>th</sup> at 10am via Zoom.

**NJCE JAIL RISK MANAGEMENT REPORT:** In April 2024, J.A. Montgomery added a Corrections Risk Control Consultant, Warden Karen Taylor (RET.) of the Camden County Department of Corrections, for the unique exposure inherent to correctional facilities and has received positive feedback to date. Submitted for information as part of the Safety Director’s report was a brief memo on the warden’s principal responsibilities to identify and reduce risks that occurs at correctional facilities. Safety Director reported Ms. Taylor has completed three correctional facilities loss control visits and several more are scheduled. In response to Commissioner Shea, Safety Director will extend an invitation to Ms. Taylor to attend a Hudson Safety Committee meeting.

**PROFESSIONAL SERVICES:**

**PROFESSIONAL SERVICES AGREEMENTS:** Contracts for Executive Director, Underwriting Manager, Safety Director and Excess Property Claims Administrator expire February 2025. Executive Director said NJCE Fund Attorney and QPA will start the process late September/early October.

**INFORMATIONAL ITEMS**

**MEMBERSHIP RENEWAL:** Deputy Executive Director said the Counties of Camden, Gloucester and Monmouth are scheduled to renew their three-year membership with the Fund as of January 1, 2025.

**2024 NEW JERSEY STATE LEAGUE OF MUNICIPALITIES (NJSLOM) ANNUAL CONFERENCE:** The 109th annual conference is scheduled for November 19<sup>th</sup> through November 21<sup>st</sup> at the Atlantic City Convention Center in Atlantic City. The MEL JIF holds its annual elected official’s seminar on November 20<sup>th</sup>. Executive Director reported this year’s program will be focus on “Local Government Risk Management”; topics include but are not limited to Title 59 immunities and cyber security. In addition, a session on ethics is expected to be co-chaired by a representative from the Department of Banking and Insurance.

**DUE DILIGENCE REPORTS:**

**FINANCIAL FAST TRACK:** Enclosed in the agenda was the Financial Fast Track as of July 31, 2024. Deputy Executive Director reported the statutory surplus was \$8.9 million.

**CLAIMS ACTIVITY REPORT:** Enclosed in the agenda was the Expected Loss Ratio as of June 30, 2024.

**REGULATORY COMPLIANCE CHECKLIST – AS OF 9/24/2024:** Deputy Executive Director said enclosed in the agenda was a checklist that tracks contracts, compliance and other Fund business.

**UNDERWRITING MANAGER REPORT:**

**REPORT:** Underwriting Manager reported preliminary discussions on the 2025 Renewal have started and if available marketing information will be provided at the next meeting. Submitted for information was a memorandum on the 2025 renewal.

**TREASURER REPORT:**

Included in the agenda was the confirmation of bills lists, approval of payments and the Treasurer’s reports for May through July 2024.

**VOUCHER PAYMENTS (BILL LIST) –**

Resolution 32-24 Confirmation of July 2024 Payments	\$1,205,297.57
Resolution 33-24 Confirmation of August 2024 Payments	\$288,241.99
Resolution 34-24 Confirmation of September 2024 Payments	\$10,403,821.2
Resolution 35-24 Approval of Supplemental September 2024 Payments	\$1,235,590.89

**CONFIRMATION OF MAY 2024 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	0.00
<b>2012</b>	75,731.93
<b>2013</b>	6,333.49
<b>2014</b>	3,167.18
<b>2015</b>	803.80
<b>2016</b>	3,879.00
<b>2017</b>	15,039.59
<b>2018</b>	2,477.82
<b>2019</b>	8,824.86
<b>2020</b>	2,342.50
<b>2021</b>	438.00
<b>2022</b>	199,803.98
<b>2023</b>	71,024.94
<b>2024</b>	70,690.00
<b>TOTAL</b>	<b>\$460,557.09</b>

**CONFIRMATION OF JUNE 2024 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	0.00
<b>2012</b>	67,025.99
<b>2013</b>	0.00
<b>2014</b>	15,295.51
<b>2015</b>	196.95
<b>2016</b>	4,050.50
<b>2017</b>	(421.61)
<b>2018</b>	2,343.82
<b>2019</b>	8,488.51
<b>2020</b>	179,609.47
<b>2021</b>	0.00
<b>2022</b>	146,617.68
<b>2023</b>	0.00
<b>2024</b>	0.00
<b>TOTAL</b>	<b>\$423,206.82</b>

**CONFIRMATION OF JULY 2024 CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS TRANSFERS:**

<b>2010</b>	0.00
<b>2011</b>	1,453.81
<b>2012</b>	2,721.20
<b>2013</b>	1,067.00
<b>2014</b>	6,004.92
<b>2015</b>	241,542.50
<b>2016</b>	4,579.29
<b>2017</b>	1,090.40

<b>2018</b>	1,987.69
<b>2019</b>	6,632.00
<b>2020</b>	183.50
<b>2021</b>	0.00
<b>2022</b>	1,331.28
<b>2023</b>	0.00
<b>2024</b>	162,365.07
<b>TOTAL</b>	<b>\$430,958.66</b>

**MOTION TO ADOPT RESOLUTION 32-24 CONFIRMATION OF JULY 2024 PAYMENTS, RESOLUTION 33-24 CONFIRMATION OF AUGUST 2024 PAYMENTS, RESOLUTION 34-24 CONFIRMATION OF SEPTEMBER 2024 PAYMENTS, AND RESOLUTION 35-24 APPROVAL OF SUPPLEMENTAL SEPTEMBER 2024 PAYMENTS**

Moved: Commissioner John Kelly  
 Second: Commissioner O'Connor  
 Roll Call: 8 Ayes – 0 Nays

**SAFETY DIRECTOR:**

**REPORT:** Safety Director submitted a report reflecting the risk control activities and the Safety Director Bulletins distributed from June 2024 to October 2024. Also, included was a list of training topics and opportunities. Mr. Prince reported open enrollment for the Leadership Academy is open from June 1<sup>st</sup> to June 22<sup>nd</sup> with an expected start date of July 1<sup>st</sup>.

**FUND ATTORNEY:**

**REPORT:** Fund Attorney had nothing additional to report in open session.

**CLAIMS ADMINISTRATOR-WORKERS COMPENSATION:**

**REPORT:** Claims Resolution Corporation submitted a report-showing provider billed amounts of \$28,392, paid amount of \$6,786 and net savings of \$15,549.60 as of August 2024. There was an 80.0% network utilization rate as of August 2024.

**CLAIMS ADMINISTRATOR:**

**REPORT:** Claims Resolution Corporation had nothing further to report.

**CLOSED SESSION**

Executive Director requested closed session to discuss a settlement authority; the Board of Fund Commissioners, Fund Attorney select professionals, and Executive Director entered a breakout room while all others remained in the main room for the duration of closed session.

**MOTION TO APPROVE RESOLUTION 36-24 TO GO INTO CLOSED SESSION**

Moved: Commissioner Buono  
 Second: Commissioner Kessler  
 All in favor: Unanimous

**MOTION TO RETURN TO OPEN SESSION**

Moved: Commissioner Kessler  
 Second: Commissioner Shea  
 All in favor: Unanimous

**Chairman Sheehan requested the following action:**

**MOTION TO ACCEPT CLAIMS COMMITTEES RECOMMENDATION TO APPROVE THE CLAIMS AS PRESENTED AND AMENDED.**

Moved: Commissioner Shea  
Second: Commissioner Jack Kelly  
Roll Call: 8 Ayes – 0 Nays

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**NON- AGENDA ITEMS:** NONE

**NEXT MEETING:** Thursday, September 26, 2024 - 9:30 AM virtually

**MOTION TO ADJOURN:**

Moved: Commissioner John Kelly  
Second: Commissioner Shea  
Roll Call Vote Unanimous

**MEETING ADJOURNED: 10:10 AM**

Brandon Tracy, Assisting Secretary