

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – JUNE 27, 2016
BOROUGH OF HADDONFIELD 5:15 PM**

Meeting of Executive Committee called to order by Chairman Mevoli. Open Public Meetings notice read into record.

**PLEDGE OF ALLEGIANCE
MOMENT OF SILENCE OBSERVED**

ROLL CALL OF EXECUTIVE COMMITTEE:

Michael Mevoli, Chairman	Borough of Brooklawn	Present
M. James Maley, Secretary	Borough of Collingswood	Present
Richard Michielli	Borough of Magnolia	Present
Louis DiAngelo	Borough of Bellmawr	Present
Terry Shannon	Borough of Barrington	Present
M. Joseph Wolk	Borough of Mount Ephraim	Present
Neal Rochford	Borough of Haddonfield	Present

EXECUTIVE COMMITTEE ALTERNATES:

Jack Lipsett	Gloucester City	Present
Joseph Gallagher	Winslow Township	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA, Risk Management Services Bradford Stokes, Karen A. Read
Attorney	Brown & Connery Joseph Nardi, Esquire
Claims Service	AmeriHealth Casualty Insurance Denise Hall, Cheryl Little
Safety Director	J.A. Montgomery Risk Control John Saville
Treasurer	Elizabeth Pigliacelli
Managed Care	Consolidated Services Group Jennifer Goldstein, Julie DeChristy
Underwriting Manager	Conner Strong & Buckelew

FUND COMMISSIONERS PRESENT:

Bob Mather, Pine Valley Borough
Millard Wilkinson, Berlin Borough
Ari Messinger, Cherry Hill Township
David Taraschi, Audubon Borough
Jack Flynn, Gibbsboro Borough
John Foley, Cherry Hill Fire District
Eleanor Kelly, Runnemede Borough

RISK MANAGEMENT CONSULTANTS PRESENT:

Mark von der Tann Edgewood Associates
Michael Avalone Conner Strong & Buckelew
Roger Leonard, Jr. Leonard O'Neill Insurance Group
Terry Mason M&C Insurance
Walt Eife Waypoint Insurance

WELCOME: Commissioner Rochford welcomed everyone to the Borough of Haddonfield

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF MAY 23, 2016

MOTION TO APPROVE THE OPEN MINUTES OF MAY 23, 2016

Motion: Commissioner Maley
Second: Commissioner Lipsett
Roll Call Vote: 9 Ayes, 0 Nays

**MOTION TO APPROVE THE CLOSED MINUTES OF MAY 23, 2016 AS
AMDENDED**

Motion: Commissioner Wolk
Second: Commissioner Maley
Vote: Unanimous

CORRESPONDENCE:

NONE

AUDIT REPORT AS OF DECEMBER 31, 2015: The Auditor's Report as of December 31, 2015 has been sent under separate cover to the Executive Committee. The Audit Committee also held a conference call with Mr. Jim Miles from Bowman & Company to further review the report. Mr. Miles will give a brief report at the meeting and following that, the Board will formally approve Resolution 16-16 approving year end financials along with the Group Affidavit. (Page 12)

Jim Miles of Bowman & Company said the 2015 Audit Report was reviewed in detail with the representatives of the Camden County Municipal JIF Audit Committee. As of December 31, 2015, the Fund had \$19,179,541 in total assets, liabilities and reserves of \$10,555,563 resulting in a surplus or unrestricted net position of \$8,623,978. During Fund Year 2015 the Fund had a total operating revenue of \$12,164,529 and claims in the amount of \$5,478,919 with total operating expenses including those claims of \$11,461,308. The change in net position was \$690,108. The Fund distributed \$301,173 to members which resulted in the Year End Net

Position of \$8,623,978. Mr. Miles said on the last page of the audit report you will find Bowman & Company did not have any recommendations or findings. Mr. Miles said since the Fund is professionally managed it is rare for us to have any findings or recommendation with the Joint Insurance Funds.

MOTION TO APPROVE YEAR END FINANCIALS AS OF DECEMBER 31, 2015 AS PRESENTED, ADOPT RESOLUTION 16-16 AND EXECUTE THE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT

Motion:	Commissioner DiAngelo
Second:	Commissioner Michielli
Roll Call Vote:	9 Ayes, 0 Nays

RESIDUAL CLAIMS FUND: The RCF board adopted a Resolution accepting the transfer of member JIF's Fund Year 2012. Enclosed you will find Resolution 16-17 authorizing the transfer of the Camden JIF's 2012 claim liabilities to the RCF.

MOTION TO APPROVE RESOLUTION 16-17 TRANSFERRING FUND YEAR 2012 TO THE RCF

Motion:	Commissioner Wolk
Second:	Commissioner Maley
Roll Call Vote:	9 Ayes, 0 Nays

RESIDUAL CLAIMS FUND: The RCF met on June 2, 2016 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Wolk's report on the meeting is enclosed. (Appendix II) Commissioner Wolk said the RCF approved the 2015 Audit authorizing the JIF to transfer the 2012 Fund Year to the RCF. The next meeting will be held on September 7, 2016.

EJIF: The EJIF met on June 2, 2016 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Wolk's report on the meeting is enclosed. (Appendix II). Commissioner Wolk said the EJIF approved the 2015 Audit. The EJIF announced an updated Environmental Alert will be prepared by the Environmental Engineers and will be distributed to members.

MEL JIF: The MEL met on June 2, 2016 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Wolk's report on the meeting is enclosed. (Appendix II). Commissioner Wolk said the MEL approved the 2015 Audit. The Asset Manager updated members on the transition from Wells Fargo to Wilmington Trust. The Executive Director's office is drafting a RFQ for the renewal of the contract for the online renewal system currently with Exigis.

PROPERTY APPRAISALS UPDATE: Asset Works has finished their field work. Draft reports will be received by Perma and distributed to RMC's and members for review. Executive Director said when the appraisers were out they did discover in some cases there were more than one building at one property location and in those instances they would do individual appraisals for each and they will only charge \$45 for the additional properties at locations with multiple property. Executive Director said he will update everyone when all of the information is in but there will be a slight change on the project but well within the range of what was budgeted over the last two years.

EMPLOYMENT PRACTICES PROGRAM: As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL's webpage – www.njmel.org – which details changes to the MEL's Model Personnel Manual and information on training program requirements.

Members have until October 1st to submit the checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel.

Police Command Training – Four sessions have been conducted in the Camden and PMM JIFs. Several more sessions will be announced. Executive Director said we had about 75% of the Police Chiefs attend the sessions thus far.

Managers & Supervisors Training - Employment Practices Risk Management Program also includes mandatory training of management. Mr. Nardi has conducted several sessions. Additional sessions are planned at the Cherry Hill Fire District on July 15th at 10:00 am we are still scheduling a date for Barrington.

MEMBERSHIP RENEWALS: The Fund has 25 members up for renewal at the end of the year. Renewal documents will be sent out in August.

2016 MEL JIF EXCESS AND REINSURANCE POLICIES: On page 16 of the agenda was a memo from the MEL Underwriter reporting that the 2016 Excess Policies have been filed with the NJ Department of Banking and Insurance and with the DCA.

2017 RENEWAL ONLINE UNDERWRITING DATABASE: Members and risk managers will receive an email when the database is set up to begin the 2017 underwriting renewal – which is expected to begin on or near June 1, 2016. Executive Director said the email was sent out on Friday and we ask everyone to make their updates in a timely manner since this information is very important to our budget process.

CYBER SECURITY SEMINAR – A proposal from Marc Pfeiffer on a Cyber Security seminar was distributed to the Board. Executive Director said several of the JIFs have taken advantage of this and it has received very good feed back. This seminar is a two hour session with an overview of technology risks facing local government and considerations for protecting technology infrastructure. The training also includes guidance on how to implement aspects of technology proficiency, appropriate use of email and how to identify evil emails. Executive Director said he feels there is definitely a need for this and recommended the JIF authorize two sessions at \$250 per session.

MOTION TO APPROVE TWO SESSIONS OF CYBER SECURITY SEMINAR FOR A TOTAL EXPENDITRE OF \$500.00

Motion:	Commissioner Maley
Second:	Commissioner Lipsett
Roll Call Vote:	9 Ayes, 0 Nays

Commissioner DiAngelo said he had the pleasure of attending a preliminary of this training a few months back and thought the training was great. Commissioner DiAngelo said if you have

someone in your municipality you would like to designate - make sure they attend this session a lot of information was provided.

OPTIONAL SAFETY MONEY – Executive Director said the Fund Office will be sending out information on the \$500.00 safety money the JIF has offered to members in the past. This information will be distributed within the next week via email.

DUE DILIGENCE REPORTS – Included in the agenda were due diligence reports as follows: the Financial Fast Track, Pure Loss Ratio Report, Claims Analysis by Fund Year, Claims Activity Report, Lost Time Frequency Report, Interest Rate Summary Comparison Report, and Regulatory Compliance Report.

Executive Director reviewed the Financial Fast Track as of April 30, 2016 the statutory surplus stands at \$4.8 million. Executive Director revised the Expected Loss Ratio Analysis and said for May 2016 the actuary projected the JIF at 12.85% and we currently stand at 18.57% which is not so bad for this current year. Executive Director said in Lost Time Accident Frequency as of May 31st we improved to 1.33 - down from last month at 1.44 and last year at 2.44. Executive Director said we still have 21 members with zero lost time accidents as of May 31st. Chairman Mevoli said he was glad to see we are improving with the lost time accidents from the previous year.

Executive Director's Report Made Part of Minutes.

TREASURER: Treasurer Pigliacelli reviewed the reports included in the agenda.

Approving Payment of Resolution 16-18 May 2016 Vouchers

2016	\$178,060.07
TOTAL	\$178,060.07

Confirmation of May 2016 Claims Payments/Certification of Claims Transfers:

Closed	.00
2012	43,126.94
2013	12,564.64
2014	54,454.03
2015	116,284.18
2016	275,010.86
TOTAL	501,440.65

MOTION TO APPROVE RESOLUTION 16-18 JUNE 2016 VOUCHERS

Motion: Commissioner Lipsett
Second: Commissioner DiAngelo
Roll Call Vote: 9 Ayes - 0 Nays

MOTION TO RATIFY & APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF APRIL 2016 AS PRESENTED AND APPROVE THE TREASURER'S REPORT:

Motion: Commissioner DiAngelo
Second: Commissioner Michielli
Vote: Unanimous

Treasurer's Report Made Part of Minutes.

ATTORNEY: Attorney Nardi said unfortunately we lost a member of our defense team this past week. Mike Huber passed away after a five year battle with cancer. Many of you may be familiar with Mike since he was a member of our defense panel since the JIF started. Mike was a member of the law firm Freeman, Barton & Huber. He was always well respected and represented the JIF and all of it's members with dignity, was incredibly competent and well qualified. He was great to work with we would like to acknowledge all of the great contributions he made to the JIF. We would like thank the Huber family and express our sorrow for his passing.

SAFETY DIRECTOR:

Mr. Saville reviewed the monthly reports. Mr. Saville reminded everyone the next Executive Safety Committee meeting will take place on August 9, 2016 at Tavistock. If you have any items you would like added to the Executive Safety Committee Meeting agenda please contact the Safety Director's office.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

Executive Director reviewed the Certificate Report for the period 4/21/16 to 5/22/16 which was included in the agenda showing 13 certificates were issued during that time period.

List of Certificates Made Part of Minutes.

MANAGED CARE: Managed Care Provider Jennifer Goldstein reviewed the enclosed report as of May 2016 where there was a savings of 43.71% for the month and a total of 47.36 % for the year.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION:**

Motion: Commissioner Lipsett
Second: Commissioner Gallagher
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Gallagher
Second: Commissioner DiAngelo
Vote: Unanimous

MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:

Motion: Commissioner Maley
Second: Commissioner Wolk
Roll Call Vote: 9 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

Risk Manager Roger Leonard said in regard to Cyber Liability he recently met with the Borough of Gibbsboro council and the suggestion was brought up about purchasing a group anti-virus license as a whole opposed to each town having to purchase it on their own. Mr. Leonard said he would like to see if the JIF members would have an interest in purchasing a license as a whole group. Typically, Comcast provides a number of licenses for residential and this may be possible for businesses or governmental agencies and thought it might be something worth while to look into it. In response to Chairman Mevoli, Executive Director said we could certainly look into this if a group purchase would save the towns some money. The needs for larger towns may be different than smaller towns but we could send a survey to members to see what towns are currently using and the cost. Commissioner Gallagher said his assumption is that most towns already have anti-virus software. Executive Director said we may be able to reach out to towns that have an IT Department and see what their guidelines may be.

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN:

Motion: Commissioner Michielli
Second: Commissioner Wolk
Vote: Unanimous

MEETING ADJOURNED: 5:49PM

Karen A. Read, Assisting Secretary for
M. JAMES MALEY, SECRETARY