

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – MAY 27, 2014
GLOUCESTER CITY COMMUNITY CENTER 5:15 PM**

Meeting of Executive Committee called to order by Michael Mevoli, Chairman. 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	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA, Risk Management Services Bradford Stokes, Karen A. Read Rachel Chwastek
Attorney	Brown & Connery Joseph Nardi, Esquire
Claims Service	CompServices Denise Hall, Cheryl Little
Safety Director	J.A. Montgomery Risk Control John Saville
Treasurer	Richard Schwab
Managed Care	Consolidated Services Group Stephen McNamara
Underwriting Manager	Conner Strong & Buckelew

FUND COMMISSIONERS PRESENT:

Millard Wilkinson, Berlin Borough
David Taraschi, Audubon Borough
Ari Messenger, Cherry Hill Township

RISK MANAGEMENT CONSULTANTS PRESENT:

Ilene Laursen Conner Strong & Buckelew
Roger Leonard Leonard O'Neill Insurance Group
Peter DiGiambattista Associated Insurance Partners LLC
Rick Bean Henry D. Bean & Sons Insurance
Mark von der Tann Edgewood Associates, Inc.
Duane Myers M&C Insurance

WELCOME: Daniel Spencer welcomed everyone to the Gloucester City Community Center.

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF APRIL 28, 2014.

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF APRIL 28, 2014:

Motion: Commissioner Wolk
Second: Commissioner DiAngelo
Vote: Unanimous

CORRESPONDENCE:

Internal Revenue Service Letter – Executive Director said he would work this directly into his report.

EXECUTIVE DIRECTOR:

Internal Revenue Service Letter – Executive Director reported that included in this month’s agenda is a letter from the IRS informing the JIF that the commissioners should be paid via a payroll system utilizing a W-2 instead of the current 1099 system. However, we currently do not have a payroll system in place in any of the JIFs, as we’ve used 1099s since the inception of the JIF Program. The Housing Authority JIF has hired an attorney to review this matter and has asked if the other JIFs would consider contributions towards the legal fees for this review. Executive Director said Frank Borin of DeCotiis, Fitzpatrick & Cole is the attorney working on the review and they are asking for a contribution of around \$1,000 from each JIF. Executive Director said if the Board agrees with this amount not to exceed \$1,000 we would request the Board make a Motion.

MOTION TO AUTHORIZE CONTRIBUTION NOT TO EXCEED \$1,000 FOR THE REVIEW OF THE IRS LETTER

Motion: Commissioner Maley
Second: Commissioner Rochford
Vote: 8 Ayes, 0 Nays

Employment Practices Liability 2014/2015 Program – Executive Director said in order to maintain current deductibles and co-payment provisions, members must update their EPL

Programs and submit the checklist to the Fund office. XL Insurance had indicated any checklist submitted to the Fund office by the end of May will meet the deadline. A current listing of the EPL/POL compliance check list is provided within the Due Diligence Reports. (Please note at the time of the distribution of the agenda, additional check lists may have been received but not shown within the report.)

If you have not completed your program, please visit the MEL webpage for complete details – www.njmel.org and work with your municipal attorney to complete the Attorney Certification form by the end of May.

Executive Director said we will be contacting those members that we have not received their EPL/POL Checklist and the consequence to not receiving it will be higher deductibles. There is a last minute training session tomorrow in Willingboro for those police chiefs and supervisors who yet to attend. The goal is to have 100% compliance as we did two years ago. If you have any questions, please contact Karen, Rachel or I for assistance.

Audit and Actuarial Valuation Year-End Reports – Executive Director said the financial audit for the period ending December 31, 2013 is ready for review at this month's meeting. Mr. James Miles from Bowman & Company will make a presentation of the draft report. Final approval and execution of the Group Affidavit will take place at the June meeting. It was emailed to the executive board today.

Mr. James Miles reported that traditionally we put the Audit Report out in June and the JIF would act on the report in June. This year to give the board an opportunity to review the report this draft was produced for review in May, but will be acted upon in June. Mr. Miles then gave an overview of the audit report. Mr. Miles reported that at next month's meeting they will have the bound final reports for the Board's adoption, but in the interim the Board will have the opportunity to review the draft and raise any questions.

New E-JIF Emergency Reporting Posters – Executive Director said enclosed in the agenda is a copy of the new E-JIF Emergency Reporting poster to be placed in every member municipality. T&M Associates and First Environment will be distributing these posters to the membership. To request additional posters, JIF members may contact T&M Associates at 732-671-6400.

Risk Management Consultant Agreements – Executive Director said enclosed is a listing by member town of the risk management consultant agreements received in our office to date. When all agreements have been received, we will prepare a filing with the Departments of Insurance and Community Affairs. Executive Director said there are a few outstanding and we expect to receive them shortly.

2015 Renewal Applications – Online Underwriting Database - Executive Director said as previously reported, the MEL contracted with Exigis to develop an online underwriting database for members and/or their risk managers to add/amend scheduled online thereby eliminating the annual paper Renewal Application process. Currently, the MEL's underwriting data is being uploaded to the online database and will be reviewed for accuracy. Training webinars and other meetings are being scheduled for Risk Managers. We will be sending this information to members a few weeks. Typically the deadline has been July 15th, but with this system we'll be able to push that back to allow time to adjust to the systems. Executive Director said he thinks everyone will like the system and it is a good way to keep inventory of your property and vehicles and you can set up different

levels of security as far as letting department heads if you would like to allow them to have access to the system. Changes will have to go through the Risk Managers and then to the Fund office.

Financial Disclosure Form – Executive Director said enclosed on page 20 of the agenda you will find a copy of the statement released from The Department of Community Affairs regarding the filing of the 2014 Financial Disclosure form. The state is revising its online filing procedure again in 2014. The State has asked local public entities to distribute personal identification numbers (PINs) to their officials. They were emailed to Fund Commissioners on May 21st. The deadline for filing the form for public officials is June 13th.

Search & Seizure Program - Executive Director said enclosed please find information and registration form for a program geared towards law enforcement officers to review changing laws with respect to search and seizure. This seminar will be held by the Rodgers Group at Stockton College.

EJIF Seminar – Executive Director said the Environmental Joint Insurance Fund will be running a series of seminars entitled “Staying in Compliance”. The seminar will cover environmental regulations that are typically encountered by municipalities and utility authorities. There will be one session in Haddonfield on June 13, 2014. Executive Director said he attended these in the past and they are very interesting and CEU’s are usually offered for Public Works and Water and Sewer.

RFQ for Professional Positions: – Executive Director reported that every three years we go out to RFQ for all the Professional Positions. This is the last year of the three year contracts. The MEL and many of the local funds are putting their RFQs out in June. It would be our recommendation that this fund follow the same timing as the MEL and other JIFs so that all the returns come back at the same time. Therefore, we would ask for a motion to go to RFQ for all positions, contingent upon approval of the Fund Attorney and Fund Executive Director.

MOTION TO APPROVE RFQS FOR ALL POSITIONS:

Moved:	Commissioner Maley
Second:	Commissioner Lipsett
Vote:	Unanimous

DUE DILIGENCE REPORTS – Included in the agenda were due diligence reports as follows: the 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 said the Financial Fast Track shows a Surplus of \$4,500,000 which is an increase of \$53,000 over last month. On the Claims Management Report it shows the actuarial target of 9.39% for the month and we’re running at 4.52%, so we continue to have a pretty good year. This success is reflected in the Lost Time Frequency of 1.29, which is well below the average. The Executive Director then introduced Rachel Chwastek, a new member of PERMA who will be working with Karen and I on various accounts. We would like to welcome Rachel who will be working with us out of the Marlton office.

Executive Director's Report Made Part of Minutes.

TREASURER:

Report summarizing cash and investments as of May 2014 were included in the agenda.

Approving Payment of Resolution 14-14 May 2014 Bill List

TOTAL 2013	\$8,041.18
TOTAL 2014	\$174,239.67
TOTAL	\$182,280.85

Confirmation of April 2014 Claims Payments/Certification of Claims Transfers:

2010	\$38,206.82
2011	\$41,643.47
2012	\$43,938.20
2013	\$67,200.38
2014	\$62,226.94
TOTAL	\$253,215.81

MOTION TO APPROVE RESOLUTION 14-14 VOUCHER PAYMENTS FOR MAY 2014:

Motion: Commissioner Maley
Second: Commissioner Wolk
Roll Call Vote: 8 Ayes – 0 Nays

Treasurer reported that this month's report was handed out with the investment report separate from the Agenda. Mr. Schwab said this was due to the fact that he and Denise Hall from Comp Services wanted to have the report as complete as possible for the meeting, and therefore waited until right before the meeting. Mr. Schwab said originally the differences by line of coverage and by year almost every line was different. We now have gotten it down to only a few lines that are different and we think it mostly has to do with refunds and subrogations that are being posted in different years depending on how I received the information and how they are posting it in their office. As of today Denise I were still working on these adjustments and hopefully half of these will be cleared up as of the end of this evening when I update the CIR and send to Star in the PERMA office.

MOTION TO RATIFY & APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTH OF APRIL 2014 AS PRESENTED AND APPROVE THE TREASURER'S REPORT:

Motion: Commissioner Maley
Second: Commissioner Michielli
Vote: Unanimous

Treasurer's Report Made Part of Minutes.

ATTORNEY: Attorney Nardi said his report was for closed session.

SAFETY DIRECTOR:

Safety Director reviewed the monthly reports. Mr. Saville said the upcoming MSI training is listed and this is a good time to have your people registered for these classes. The Fast Track schedule is included in the agenda which is a good opportunity to get a lot of your training completed in one day. Also included were two Safety Director's bulletins on Comprehensive Playground Inspections Programs and Recording/Reporting Playground Deficiencies. The Online Training Attendance Totals report shows people are starting to use the online training a little more. The second Regional Training was held in Clementon last week and we have very good attendance and appeared to be very well received. The topic for the training was Getting Back to Basics for Accident Investigations.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

Executive Director said the holding report for the period 3/25/14 to 4/21/14 is included in the agenda with 14 certificates issued. The Executive Director also mentioned a MEL Bulletin in Appendix II. This bulletin is in regard to the Property/Equipment program and was updated with some changes due to the hurricanes Irene and Sandy. Executive Director said due to these hurricanes obviously there were some areas that need to be reviewed. The MEL has authorized the purchase of \$25 million in excess of the \$50 million flood aggregate. So we now have a total of \$75 million on flood. The new policy will be in the member manual. The Underwriting Manager will have a work session with RMC on this within the next month or so and will be combined with the Exigis Training we will be hosting.

Executive Director said we also handed out from Mr. Hrubash an update on the crime policy revisions that have gone through a rewrite. It did not change anything as far as intent of the coverage it just cleaned up some of the policy wordings. Mr. Hrubash said this is just for your information and there really is no action needed on either of the Underwriting items. If there are any questions we can forward on to Mr. Hrubash.

List of Certificates Made Part of Minutes.

MANAGED CARE:

Managed Care Provider reviewed the enclosed report and said that as of April 2014, there was a savings of 60% for the month and a total of 51 % for the year. Steve McNamara reported the Monthly PPO statistics with Monthly PPO Penetration at 91% and Year to Date at 90%.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

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

Motion: Commissioner Maley
Second: Commissioner Wolk
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Wolk
Second: Commissioner Michielli
Vote: Unanimous

MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:

Motion: Commissioner DiAngelo
Second: Commissioner Wolk
Roll Call Vote: 8 Ayes – 0 Nays

**MOTION TO APPOINT BROWN AND CONNERY TO DEFENSE PANEL ON
WRIGHT VS. CHERRY HILL AS REQUESTED IN CLOSED SESSION**

Motion: Commissioner DiAngelo
Second: Commissioner Wolk
Roll Call Vote: 8 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN:

Motion: Commissioner Michielli
Second: Commissioner DiAngelo
Vote: Unanimous

MEETING ADJOURNED: 5:56PM

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