

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
OPEN MINUTES  
MEETING – OCTOBER 24, 2016  
COLLINGSWOOD SENIOR COMMUNITY CENTER 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 <b>Bradford Stokes, Karen A. Read</b>
Attorney	Brown & Connery <b>Joseph Nardi, Esquire</b>
Claims Service	AmeriHealth Casualty Insurance <b>Denise Hall, Cheryl Little</b>
Safety Director	J.A. Montgomery Risk Control <b>John Saville</b>
Treasurer	<b>Elizabeth Pigliacelli</b>
Managed Care	Consolidated Services Group <b>Jennifer Goldstein</b>
Underwriting Manager	Conner Strong & Buckelew

**FUND COMMISSIONERS PRESENT:**

David Taraschi, Audubon Borough  
Ari Messinger, Cherry Hill Township  
Jack Flynn, Gibbsboro  
Ken Cheeseman, Laurel Springs  
Robert Mather, Pine Valley  
Millard Wilkinson, Berlin Borough

**RISK MANAGEMENT CONSULTANTS PRESENT:**

Mike Avalone                      Conner Strong & Buckelew  
Roger Leonard                    Leonard O'Neill Insurance Group  
Duane Myers                      M&C Insurance  
Peter DiGiambattista            Associated Insurance Partners  
Walt Eife                          Waypoint Insurance  
Mark Von der Tann               Edgewood Associates  
John McCrudden                 Hardenbergh Insurance

**WELCOME:** Mayor James Maley welcomed everyone to the Borough of Collingswood

**APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF SEPTEMBER 26, 2016**

**MOTION TO APPROVE THE OPEN MINUTES OF SEPTEMBER 26, 2016**

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

**MOTION TO APPROVE THE CLOSED MINUTES OF SEPTEMBER 26, 2016**

Motion:                              Commissioner Wolk  
Second:                              Commissioner Gallagher  
Vote:                                  Unanimous

**CORRESPONDENCE: NONE**

**2017 BUDGET:** The proposed 2017 Budget is enclosed for your review (Page 12). The Executive Committee held a budget workshop meeting on October 12<sup>th</sup> in Collingswood to review the proposed budget, assessment strategy and available dividend. The Committee is recommending that the budget be introduced, totaling \$12,648,026 which represents a 2.08% average increase over last year.

The Committee also reviewed the available dividend calculation and is recommending the release of \$250,000 from Closed Years. The EJIF is releasing a dividend to the Camden Fund in the amount of \$51,329.00. Enclosed is Resolution 16-22 authorizing the release of a dividend representing a total of \$301,329.00.

Executive Director said on October 12<sup>th</sup> the Executive Committee held their Budget Workshop meeting in Collingswood to discuss the proposed 2017 Budget. As you can see there is 2.08% average increase in the 2017 Budget. Executive Director said the Property line shows an increase which is solely due to the increase in retention from \$50,000 to \$100,000. The increase was supposed to happen last year but the MEL absorbed the cost in 2016, therefore we see the increase this year. The Aggregate Excess Loss Fund Contingency was implemented last year as you may recall. The MEL implemented a retrospective rating which basically is assessing us at 85% of our losses. The remaining 15% was funded last year at 50% and this year it will be funded at 75% - this reflects the increase of \$71,631 in that line item. The overall Total Loss Funds on Line 14 is at a minimal increase of 2.12%.

Executive Director said most fund professionals are at a 2% increase which is the standard increase. The MEL Safety Institute is showing an increase because online training and classroom led training have both increased, which is a good problem to have. The auditor and internal auditor reflect the actual pricing that was adjusted last year, which reflects a decrease. Executive Director said the average increase JIF wide for POL/EPL is at 5% , the Camden JIF increase is only 3% due to the good year we had last year. At the meeting last week members voted to un-equalize the share of that increase, which is a \$33,000 increase as we did last year. Those members with the higher loss ratio will absorb the majority of the increase which is how the Board voted last week. Executive Director was happy to report on the other loss ratio surcharge that was instituted the Camden JIF only has two members that are being assessed the surcharge, which is a minimal amount of approximately \$5,400.

**MOTION TO INTRODUCE THE 2017 BUDGET FOR THE CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND AND SCHEDULE A PUBLIC HEARING FOR NOVEMBER 28, 2016 AT THE BROOKLAWN COMMUNITY CENTER**

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

**MOTION TO ADOPT RESOLUTION 16-22 AUTHORIZING THE RELEASE OF A DIVIDEND IN THE AMOUNT OF \$301,329 FROM THE EJIF & CLOSED YEARS ACCOUNT, SUBJECT TO STATE APPROVAL**

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

**EMPLOYMENT PRACTICES PROGRAM:** As a reminder, members have until October 1<sup>st</sup> to submit 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. Executive Director said we are only waiting on four more Checklists. We have heard from all four members and we are expecting them in shortly so we can reach 100% participation again this year.

**MEMBERSHIP RENEWALS:** The Fund has 25 members up for renewal at the end of the year. Renewal documents were sent out last week. Members are asked to return their resolutions and agreements back to the Fund office by October 1, 2016. We have received

renewal documents from 18 of the 25 members. We anticipate these documents to be returned within the next few weeks once the council meetings are held.

**RCF REPORT:** The Residual Claims Fund met last week at the Forsgate Country Club to hold a public hearing to review the amended 2016 Budget and the proposed 2017 Budget. A copy of the report will be in next month's agenda. Executive Director said the Residual Claims Fund amended 2016 Budget and the proposed 2017 Budget were approved.

**EJIF:** The EJIF met last week at the Forsgate Country Club. A public hearing and adoption of the 2017 Budget was held. A copy of the report will be included in next month's agenda. Executive Director said the EJIF did adopt their Budget at the October 19<sup>th</sup> meeting.

**MEL:** The MEL met last week at the Forsgate Country Club to introduce the 2017 Budget. A copy of the report will be included in next month's agenda. Executive Director said the MEL will hold their Public Hearing at the League of Municipalities in November.

**ELECTED OFFICIALS TRAINING:** This year's elected officials training program will focus on "Ethics for Governmental Officials". A session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City on Wednesday, November 16, 2016. Executive Director said there is another elected officials training program on Tuesday, at Caesars – Palladium C and members are welcome to attend that session as well.

**LEAGUE MAGAZINE:** Enclosed on Page 15 is the latest in the series of "Power of Collaboration" to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights ethics in decision makers.

**MEL 30<sup>th</sup> ANNIVERSARY:** 2017 marks the 30<sup>th</sup> anniversary of the Municipal Excess Liability Joint Insurance Fund; copies of a brochure announcing this and other achievements is being distributed to members.

Since its inception on January 1, 1987, the MEL has grown to include almost 65% of the municipalities and local authorities in the state. The program has saved taxpayers over \$1.1 billion and has helped members improve their safety records by over 60%. The Camden JIF was established in 1987 and has achieved \$69.2 million in savings through its own programs and affiliation with the MEL as of 1/1/16.

**Senate Bill 2663 and Assembly Bill 4234:** Executive Director said the MEL adopted a Resolution to support S2663 (Sweeney) and A4234 (Burzichelli) that would allow certain joint insurance funds to invest in bonds of state and federal agencies and to form a joint cash management plan and investment program. The MEL is asking affiliated local JIFs to adopt Resolutions in support of this legislation as well as contact their legislators. Executive Director said we have distributed a copy of Resolution 16-24 to support the attached legislation.

Commissioner Mayer said a few years back Collingswood explored borrowing money from other public entities and this same type of idea was discussed which would afford better rates for the towns and the towns lending would receive a better rate of return, but it could not be done at the time because there was no legislation in place. Commissioner Maley said this is a great idea and to take it and run with it.

**MOTION TO ADOPT RESOLUTION 16-24 SUPPORTING SENATE BILL 2663 AND ASSEMBLY BILL 4234**

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

**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 August 31, 2016 the statutory surplus stands at \$5.5 million. Executive Director reviewed the Expected Loss Ratio Analysis and said for September 2016 the actuary projected the JIF at 36% and we currently stand at 33%. Executive Director said the Lost Time Accident Frequency as of September 31<sup>st</sup> shows we are tied for first to 1.31 and the lowest percentage for all MEL JIFs statewide. Executive Director said we four new lost time accidents as of September 30, 2016.

Executive Director's Report Made Part of Minutes.

**TREASURER:** Treasurer Pigliacelli reviewed the reports included in the agenda. Treasurer reported on page 18 of the agenda there is a correction to the Treasures Report. Under the Cash Activity for September the total decrease should be corrected to \$1,060,901.42.

**Approving Payment of Resolution 16-23 October 2016 Vouchers**

<b>2016</b>	<b>\$ 117,376.76</b>
<b>TOTAL</b>	<b>\$ 117,376.76</b>

**Confirmation of September 2016 Claims Payments/Certification of Claims Transfers:**

<b>Closed</b>	.00
<b>2012</b>	4,984.33
<b>2013</b>	28,817.15
<b>2014</b>	66,142.36
<b>2015</b>	13,324.76
<b>2016</b>	90,265.00
<b>TOTAL</b>	<b>203,533.60</b>

**MOTION TO APPROVE RESOLUTION 16-23 OCTOBER 2016 VOUCHERS**

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

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

Motion: Commissioner Maley  
Second: Commissioner DiAngelo  
Vote: Unanimous

Treasurer's Report Made Part of Minutes.

**ATTORNEY:** Attorney Nardi said there has been trend recently bring class action lawsuits across the country on ADA compliance with websites. A number have been filed against large retail operations and some governmental entities. The Fund Attorney's recommendation is Fund Commissioners bring this back to their municipality because we anticipate sometime in the future we will see these types of lawsuits locally, either individually or on a class action basis, because they do not meet ADA requirements for accessibility to websites for the hearing impaired or vision impaired. There are standards out there and Department of Justice is in the process of putting together guidelines. Attorney Nardi said that any technology personnel should be aware of this and it is important that everyone be aware of this and evaluate what you presently have on your websites and determine how you can accommodate those that are impaired to be able to have the same access to the information anyone else may have.

**SAFETY DIRECTOR:**

Safety Director reviewed the monthly reports. Mr. Saville said a safety bulletin on Safety in the Office Environment and School Crossing Guard Safety Programs is included in the agenda packet. Safety Director reminded everyone that November is the month to submit your applications for Special Recognition Awards so if you have a department or individual that has gone above and beyond please submit their names for Special Recognition. Later on we will put together a committee to review all of the submissions. Executive Director said the Police Ad Hoc Committee that we had a couple weeks ago had a really good turnout with 25 people in attendance various police chiefs from throughout the County and the Camden County Police were also in attendance.

Monthly Activity Report/Agenda Made Part of Minutes.

**UNDERWRITING MANAGER:**

Executive Director reviewed the Certificate Report for the period 8/26/16 to 9/25/16 which was included in the agenda showing 15 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 September 2016 where there was a savings of 42.29% for the month and a total of 45.25 % for the year. Ms. Goldstein reviewed the 3<sup>rd</sup> Quarter 2016 Workers' Comp Injury Review.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:** Claims Manager said her report is for closed session.

**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 Lipsett  
Second: Commissioner Michielli  
Vote: Unanimous

**MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION  
WITH ANY UPDATES ON THE MOUNT EPHRAIM CLAIM**

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

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

**PUBLIC COMMENT:**

NONE

**MOTION TO ADJOURN:**

Motion: Commissioner Michielli  
Second: Commissioner Wolk  
Vote: Unanimous

**MEETING ADJOURNED: 5:56PM**

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