

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – OCTOBER 26, 2015
BOROUGH OF COLLINSWOOD 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	Present

APPOINTED OFFICIALS PRESENT:

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

FUND COMMISSIONERS PRESENT:

David Taraschi, Audubon
Jack Flynn, Gibbsboro
John Foley, Cherry Hill Fire District
Eleanor Kelly, Runnemede
Ethel Kemp, Camden Parking Authority
Ken Cheeseman, Laurel Springs

RISK MANAGEMENT CONSULTANTS PRESENT:

Roger Leonard	Leonard O'Neill Insurance Group
Terry Mason	M&C Insurance Agency, Inc.
Ilene Laursen	Conner Strong & Buckelew
Rick Bean	Henry D. Bean & Sons Insurance
Bonnie Ridolfino	Hardenbergh Insurance
Peter DiGiambattista	Associated Insurance Partners
Mark von der Tann	Edgewood Associates
Walt Eife	Waypoint Insurance

WELCOME: Louis DiAngelo welcomed everyone to the Borough of Bellmawr

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF SEPTEMBER 28, 2015.

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF SEPTEMBER 28, 2015:

Motion:	Commissioner DiAngelo
Second:	Commissioner Michielli
Vote:	Unanimous

CORRESPONDENCE: NONE

RCF JIF MEMBERSHIP RENEWAL: Executive Director said the JIF's three year membership in the Residual Claims Fund is scheduled to expire on December 31, 2015. Enclosed on Page 13 of the Agenda is Resolution #15-23 renewing the membership term effective January 1, 2016 through December 31, 2018.

MOTION TO RENEW THE CAMDEN COUNTY MUNICIPAL JIF MEMBERSHIP IN THE RESIDUAL CLAIMS FUND FOR A THREE YEAR TERM EFFECTIVE JANUARY 1, 2016

Motion:	Commissioner Lipsett
Second:	Commissioner Gallagher
Vote:	Unanimous

EJIF MEMBERSHIP RENEWAL: Executive Director said the JIF's three-year membership in the New Jersey Municipal Environmental Risk Management Fund is scheduled to expire on December 31, 2015. Enclosed on Page 16 is Resolution #15-24 renewing the membership term effective January 1, 2016 through December 31, 2018.

MOTION TO RENEW THE CAMDEN COUNTY MUNICIPAL JIF MEMBERSHIP IN THE NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND FOR A THREE YEAR TERM EFFECTIVE JANUARY 1, 2016

Motion:	Commissioner Lipsett
Second:	Commissioner Gallagher
Vote:	Unanimous

RESIDUAL CLAIMS FUND (RCF): The Residual Claims Fund met on September 2, 2015 at 10:30 am at Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Wolk's report on the meeting (Appendix II). The Residual Claims Fund amended 2015 Budget (copy attached) and the proposed 2016 Budget (copy attached) was introduced. The public hearing on the RCF budget will be held on October 21, 2015 10:30 am at the Forsgate Country Club.

EJIF: The EJIF met on September 2, 2015 at 10:50 am at the Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Wolk's report on the meeting (Appendix II). The 2016 budget was introduced and will be adopted at the October 21, 2015 meeting.

MEL: The MEL met on September 2, 2015 at 11:15 am at the Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Wolk's report on the meeting (Appendix II). The MEL's 2016 budget introductions is scheduled for October 21, 2015 at the Forsgate Country Club in Jamesburg, NJ. Executive Director said the MEL will be implementing a retrospective rating program. Each individual JIF will be assessed 85% of your assessments based on expected claims fund assessments. This is an option the MEL is giving to all local JIFs. Executive Director said an option for the other 15% is that it can be banked as a claims fund in case you need it. Executive Director said this will be further discussed further at the Budget workshop in October. In response to Commissioner DiAngelo, Executive Director said this could eventually effect the dividend from the MEL in the future.

2016 RENEWAL ONLINE UNDERWRITING DATABASE: Executive Director said last year the MEL contracted with Exigis to develop an underwriting database for members and/or their risk managers to add/amend schedules online thereby eliminating the annual paper renewal application process.

Members and RMC's received an email in June advising that the 2016 underwriting renewal process was to start. The deadline will be September 1st.

Executive Director said he would like to thank all of the Risk Managers and member municipalities for their assistance in obtaining this information. We had very good participation and there are just a handful of towns that we may need a few more pieces of information.

2016 RFQ – FAIR & OPEN PROCESS: Executive Director said the fund office has advertised Requests for Qualifications for Fund Professionals listed below. Responses were received on September 10, 2015. Executive Director said we only received one response for Fund Attorney from Brown & Connery and on response for CDL Drug & Alcohol from

Interstate Mobile. We have multiple responses for the Auditor and Payroll Auditor positions. We received responses from Bowman & Company and a firm from Woodbury Holman, Frenia & Allison. The Contracts Committee will meet before the next JIF meeting and make their recommendations to the Board.

MEMBERSHIP RENEWALS: Executive Director said the Fund has 4 members up for renewal at the end of the year. Those towns are Clementon, Hi-Nella, Laurel Springs and Pine Hill. Renewal documents were sent out in August and we have received renewal documents from the Borough of Clementon, Laurel Springs and Hi-Nella.

PROPERTY APPRAISAL UPDATE: Executive Director said Asset Works has advised us that they will begin property appraisals in the Camden JIF the week of October 5th. They anticipate starting the Camden JIF by mid November. Each member municipality will be asked to provide a contact person for Asset Works to coordinate site visits. In response to Commissioner Shannon, Executive Director said this is just for property with a value of \$150,000 or higher for all members of the JIF.

2015 COVERAGE MANUALS: The Fund Office distributed the 2015 Coverage Manuals to all Fund Commissioners and Risk Managers via email during the month of August.

STATE EXAMINATION: The New Jersey Department of Banking and Insurance recently completed an examination of all MEL JIF's throughout the State. We are pleased to report that all of the JIF's including Camden received favorable reviews with no recommendations or deficiencies.

2016 BUDGET – The Executive Committee has scheduled a meeting for October 14, 2015 at 5:00 pm at the Collingswood Senior Community Center to review the proposed 2016 budget.

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 most recent Financial Fast Track as of July 31, 2015 showing a \$5.4 million dollar surplus with a little over \$19 million in cash. Executive Director also reviewed the Expected Loss Ratio Analysis and said where the actuary projected us at 30.30% we currently stand at 30.13% so we continue to trend well along with 2013 and 2014. Lost Time Accident Frequency we have improved at 2.34 last month we were at 2.41.

Executive Director's Report Made Part of Minutes.

TREASURER:

Approving Payment of Resolution #15-25 September 2015 Vouchers

TOTAL 2015	\$114,152.56
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Confirmation of August 2015 Claims Payments/Certification of Claims Transfers:

Closed Fund Year	0.00
2011	37,541.73
2012	56,987.35
2013	21,933.24
2014	75,498.33
2015	138,689.20
TOTAL	330,649.85

MOTION TO APPROVE RESOLUTION #15-25 VOUCHER PAYMENTS FOR SEPTEMBER 2015 AND TO RATIFY & APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTH OF AUGUST 2015 AS PRESENTED

Motion: Commissioner Gallagher
Second: Commissioner Lipsett
Vote: 9 Ayes, 0 Nays

MOTION TO APPROVE THE TREASURER’S REPORT:

Motion: Commissioner Lipsett
Second: Commissioner Wolk
Vote: 8 Ayes, 0 Nays

Treasurer's Report Made Part of Minutes.

ATTORNEY: Attorney Gina Roswell reported we have received responses to the 2016 Requests for Qualifications from the current firms on the defense panel and a few additional firms have responses also this year. Attorney Roswell said they will be reviewing all of the responses and will provide a report and recommendation after their review is complete.

SAFETY DIRECTOR:

Glenn Prince reviewed the Safety Director monthly reports. A list of MSI training is included in the report with Fast Track Training. Mr. Prince said one other note is that they have added the Police Chief’s Ad Hoc Committee for the Camden County Police Departments and that has been scheduled for October 29th at the Conner Strong & Buckelew offices and the invitation will go out next week. We are also going to extend an invitation to Mr. Nardi and Commissioner DiAngelo.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

Edward Scioli reviewed the Certificate Report was enclosed on page 53 for the period 7/21/15 to 8/19/15 was included in the agenda listing 14 certificates.

List of Certificates Made Part of Minutes.

MANAGED CARE: Managed Care Provider Jennifer Goldstein reviewed the reports for August 2015, with a savings of 53.39% for the month and a total of 49.91% for the year.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR: Claims Administrator said their report was for closed session.

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

Motion: Commissioner Lipsett
Second: Commissioner Michielli
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Lipsett
Second: Commissioner Wolk
Vote: Unanimous

MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:

Motion: Commissioner Gallagher
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 Wolk
Vote:	Unanimous

MEETING ADJOURNED: 5:43 PM

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