

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
OPEN MINUTES  
MEETING – OCTOBER 26, 2015  
BOROUGH OF COLLINGSWOOD 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 <b>Bradford Stokes, Karen Read</b>
Attorney	Brown & Connery <b>Joseph Nardi</b>
Claims Service	CompServices <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>Taylor Jacob</b>
Underwriting Manager	Conner Strong & Buckelew

**FUND COMMISSIONERS PRESENT:**

David Taraschi, Audubon  
Jack Flynn, Gibbsboro  
John Foley, Cherry Hill Fire District  
Ken Cheeseman, Laurel Springs  
Robert Mather, Pine Valley  
Mayor Wardlow, Lawnside

**RISK MANAGEMENT CONSULTANTS PRESENT:**

Roger Leonard	Leonard O'Neill Insurance Group
Terry Mason	M&C Insurance Agency, Inc.
Mike Avalone	Conner Strong & Buckelew
Rick Bean	Henry D. Bean & Sons Insurance
Bonnie Ridolfino	Hardenbergh Insurance
Peter DiGiambattista	Associated Insurance Partners

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

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

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

Motion:	Commissioner Wolk
Second:	Commissioner DiAngelo
Vote:	Unanimous

**CORRESPONDENCE:** NONE

**2016 BUDGET** – The proposed 2016 Budget is enclosed for your review (Page 13). The Executive Committee held a budget workshop meeting on Wednesday, October 15<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 \$12,434,722 which represents a 1.99% increase over last year.

Executive Director said the 2016 Budget increase has actually decreased to 1.94% due to adjustments at the MEL level. The proposed budget was distributed reflecting the adjustment. Executive Director reviewed the 2016 Budget and said for the third consecutive year we have had very good results on loss picks from the actuary on the auto, property and worker's compensation line items. Executive Director reviewed line item 5 of the Budget and 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 that some of the other JIFs are taking is banking a portion of the other 15% into a trust fund and if somewhere down the road there are excess claims that we would have to pay a premium to the MEL. We can bank for funds into this account as long as we wish. This budget reflects the JIF banking 50% and if we do not use the fund this would be a potential area where we can distribute dividends.

Executive Director reviewed Premiums section of the Budget and said there is a 17% increase in the crime line item and this is due to a headcount issue on the audit and this is the adjustment which is a per head charge. Executive Director reviewed the Expenses and said on line 26 for MEL Safety Institute that increase again is due to the headcount issue. Total Fund Expense and Contingency is at .84% increase. Executive Director reviewed the POL EPL premium and said last year the JIF was hit hard with a 23% increase and we are happy to report this year we are only at 3%. The range statewide wide was 2% - 8% and we are at 3% which is very good.

Executive Director said at the Budget Meeting the Board authorized that we go with an un-equalized plan that the eight members that are showing a high loss ratio would brunt the \$30,000 increase. Most members will see that line item go down.

Executive Director said the 2016 Budget is at a total of \$12,428,901 and this is still subject to change slightly since there are comparisons still going on but we feel confident we will be at a 1.94% average increase.

**MOTION TO INTRODUCE THE 2016 BUDGET FOR THE CAMDEN COUNTY MUNICIPAL JIF AND SCHEDULE A PUBLIC HEARING FOR NOVEMBER 23, 2015 AT THE BROOKLAWN COMMUNITY CENTER AT 5:15 PM.**

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

Executive Director said 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 \$51,173. Enclosed is Resolution 15-26 authorizing the release of a dividend representing a total of \$301,173.

**MOTION TO ADOPT RESOLUTION 15-26 AUTHORIZING THE RELEASE OF A DIVIDEND IN THE AMOUNT OF \$301,173 FROM CLOSED YEARS AND THE EJIF SUBJECT TO STATE APPROVAL**

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

**MEMBERSHIP RENEWALS:** Executive Director said the Fund has 4 members up for renewal at the end of the year. Renewal documents were sent out in August. 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 by mid November. Each member

municipality will be asked to provide a contact person for Asset Works to coordinate site visits.

**RCF REPORT:** The Residual Claims Fund met last week at the Forsgate Country Club to hold a public hearing to review the amended 2015 Budget and the proposed 2016 Budget. *A copy of the report will be included in next month's agenda.*

**EJIF REPORT:** The EJIF met last week at the Forsgate Country Club. A public hearing and adoption of the 2016 Budget was held. *A copy of the report will be included in next month's agenda.*

**MEL REPORT:** The MEL met last week at the Forsgate Country Club to introduce the 2016 Budget. *A copy of the report will be included in next month's agenda.*

Executive Director said the MEL Investment Committee issued a Joint RFP for Banking & Asset Management and made its recommendation to the Board. The Board accepted the Investment Committee recommendations to award the Banking contract to Investors Bank and the Asset Manager contract to Wilmington Trust. The MEL, EJIF and the RCF are all going to switch over to Investors Bank and Wilmington Trust. Local Affiliated JIFs can participate in this program with the same terms which is a better interest rate and less fees. Executive Director said we will have an analysis and more information within the next month or so.

**ELECTED OFFICIALS TRAINING:** This year's elected officials training program will focus on Public Officials & Employment Practices, specifically personal liability of the elected officials. A session is scheduled at the League of Municipalities Conference for 3:45PM in Atlantic City on Wednesday, November 18, 2015. Executive Director said we will be scheduling our sessions with Mr. Nardi after the holidays. The MEL will also be offering the online training.

**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 August 31, 2015 showing a \$5.8 million dollar surplus with a little over \$18.9 million in cash. Executive Director also reviewed the Expected Loss Ratio Analysis and said where the actuary projected us at 37% we currently stand a little over 40% so we continue to trend well along with 2013 and 2014. Lost Time Accident Frequency we have improved at 2.28 last month we were at 2.34.

Executive Director's Report Made Part of Minutes.

**TREASURER:**

**Approving Payment of Resolution #15-27 October 2015 Vouchers**

<b>TOTAL 2015</b>	\$110,498.90
<b>TOTAL</b>	<b>\$110,498.90</b>

**Confirmation of September 2015 Claims Payments/Certification of Claims Transfers:**

<b>Closed Fund Year</b>	0.00
<b>2011</b>	67,128.94
<b>2012</b>	195,849.15
<b>2013</b>	28,575.09
<b>2014</b>	41,440.59
<b>2015</b>	264,975.74
<b>TOTAL</b>	<b>579,969.51</b>

**MOTION TO APPROVE RESOLUTION #15-27 VOUCHER PAYMENTS FOR OCTOBER 2015 AND TO RATIFY & APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTH OF SEPTEMBER 2015 AS PRESENTED**

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

**MOTION TO APPROVE THE TREASURER’S REPORT:**

Motion: Commissioner Maley  
 Second: Commissioner DiAngelo  
 Vote: Unanimous

Treasurer's Report Made Part of Minutes.

**ATTORNEY:** Mr. Nardi said his report is for closed session.

**SAFETY DIRECTOR:**

John Saville reviewed the Safety Director monthly reports. A list of MSI training is included in the report with Fast Track Training. Mr. Saville said a Safety Director’s Bulletin is included in the agenda on Best Practices for Back Fire Apparatus into the Station. The 2016 Training calendar is being finalized. Mr. Saville also reminded everyone the Special Recognition Rewards are due the end of November so if you have someone eligible for this award now is the time to submit it.

Monthly Activity Report/Agenda Made Part of Minutes.

**UNDERWRITING MANAGER:**

Executive Director reviewed the Certificate Report was enclosed on page 34 for the period 8/20/15 to 9/23/15 was included in the agenda listing 13 certificates.

List of Certificates Made Part of Minutes.

**MANAGED CARE:** Managed Care Provider Taylor Jacob reviewed the reports for September 2015, with a savings of 48.87% for the month and a total of 49.77% 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 Gallagher  
Second: Commissioner Michielli  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

Motion: Commissioner Lipsett  
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

**MOTION TO APPROVE THE COMPROMISE ON THE LEIN THE MOUNT  
EPHRIAM CLAIM BY THE AMOUNT OF 25%**

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

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

**PUBLIC COMMENT:**

NONE

**MOTION TO ADJOURN:**

Motion:	Commissioner Michielli
Second:	Commissioner Gallagher
Vote:	Unanimous

**MEETING ADJOURNED: 5:46 PM**

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