

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND  
OPEN MINUTES  
MEETING – APRIL 23, 2012  
WOODLYNNE BOROUGH 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
Anthony Beatrice	Borough of Runnemede	Present
Terry Shannon	Borough of Barrington	Present
M. Joseph Wolke	Borough of Mount Ephraim	Present

**EXECUTIVE COMMITTEE ALTERNATES:**

Neal Rochford	Borough of Haddonfield	Present
Jack Lipsett	Gloucester City	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	CompServices <b>Lisa Graiff</b>
Safety Director	J.A. Montgomery Risk Control <b>John Saville</b> <b>John Lapatchka</b>
Treasurer	<b>Richard Schwab</b>
Managed Care	Consolidated Services Group <b>Stephen McNamara</b>
Underwriting Manager	Conner Strong & Buckelew <b>Joseph Hrubash</b>

**FUND COMMISSIONERS PRESENT:**

Dave Taraschi, Audubon  
Ari Messinger, Cherry Hill Alternate  
Millard Wilkinson, Berlin Boro  
Ron Aron, Oaklyn Borough  
Lawrence Spellman, Voorhees Township  
Joseph Gallagher, Winslow Township  
John Foley, Cherry Hill Fire District

**RISK MANAGEMENT CONSULTANTS PRESENT:**

Rick Bean	Henry D. Bean & Son
Roger Leonard	Leonard O'Neill Insurance Group
Terry Mason	M&C Insurance Agency, Inc.
Duane Myers	M&C Insurance Agency, Inc.
Peter D	Associated Insurance
Bonnie Rick	Hardenbergh Ins. Group
Walt Eife	Waypoint Insurance

**ALSO PRESENT:**

Joseph Harvey, CompServices

**WELCOME:** Mayor Fuentes welcomed everyone to the Borough of Woodlynne.

**APPROVAL OF MINUTES:** OPEN & CLOSED SESSION OF MARCH 26, 2012.

**MOTION TO APPROVE THE OPEN MINUTES OF MARCH 26, 2012:**

Motion:	Commissioner Wolk
Second:	Commissioner DiAngelo
Vote:	Unanimous

**CORRESPONDENCE:** NONE

**EXECUTIVE DIRECTOR:**

**Employment Practices Program:** Every two years, the MEL updates its Employment Practices Compliance program, including the Model Personnel Manual and training programs. A notice regarding the 2012-2013 program was mailed out to members in November.

May 1<sup>st</sup> is the deadline for member attorneys to submit the form confirming that their local unit has undated the personnel policies and procedures manual and completed the training.. Mr. Stokes urged everyone to complete their updates to qualify and to work with your municipal attorney. Members that have any questions can contact the Fund Office and speak to Karen Read or myself so we can assist you. Our goal is to help everyone become compliant.

**Managers & Supervisors Training:** The Fund Attorney's office has scheduled five training sessions in the Camden County area. Executive Director reported there are a few individuals that still need the training. We will be scheduling one more session. As soon as we confirm a date and location we will send out notices to sign up.

**Police Chief Training:** The Fund office has worked to schedule three sessions in conjunction with the Professional Management Municipal JIF. Enclosed please find an updated notice that was mailed to all members. Executive Director reported the last session was held in Maple Shade on April 19, 2012. As long as everyone signed up showed up for the training everyone will be compliant.

**Comp Services Transition -** Executive Director reported more progress has been made over the last few weeks. Richard Schwab, PERMA staff and Comp Services have been working hard to get this transition completed. Mr. Stokes thanked Lisa Graiff and Joseph Harvey helping with the Comp Services Group and keeping things moving along. Richard Schwab will be reporting more on this with his report.

**Financial Disclosure Statements:** PERMA has mailed the Financial Disclosure forms for each Fund Commissioner. Executive Director encourage all Fund Commissioners to complete these forms and provide two copies with original signatures to the Fund office by next week. In accordance with State regulations, the Fund must file these disclosures with the Department of Community Affairs.

**Risk Management Consultant Agreements –** Executive Director requested that anyone that has not sent in their Risk Management Consultants Agreements please do so. Included in the agenda was 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.

**PERMA Relocation:** - Office Moved

**Borough of Lawnside:** Executive Director reported a meeting was held with the Borough representatives requesting a payment plan. Lawnside Borough Attorney Morris Smith respectfully requested the Board consider the payment program for the outstanding EPL deductibles from previous claims and issue a payment schedule. Chairman. Mevoli requested a formal letter outline and a resolution with finalized amount. Mr. Maley asked what the policy is on issuing a payment plan. Mr. Stokes advised the policy is to pass a resolution acknowledging the debt for a maximum term of 3 years and executing an agreement. It will be an added assessment over the next three years or whatever the committee recommends. They will also have to be up to date on their assessment payments. This is a one time request. If they decide to leave the fund payment must be paid in full. Chairman Mevoli requested Mr. Stokes to make sure the resolution in drawn up and a formal vote will be held at the next scheduled meeting.

**DUE DILIGENCE REPORTS –** The Executive Director reviewed 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.

**DISCUSSION:** Executive Director reminded that the 2<sup>nd</sup> Assessment bills will be sent out in the next week. They do reflect a credit for the claims administration change of the contract savings and the elected officials training credit. Please be sure to send in your EPL Checklists. The EPL Compliance report shows which towns have submitted their Checklists. Audubon was the first to return their completed Checklist.

Executive Director's Report Made Part of Minutes.

**TREASURER:**

**Approving Payment of Resolution 12-12 April 2012 Vouchers**

<b>TOTAL 2010</b>	\$0.00
<b>TOTAL 2011</b>	\$0.00
<b>TOTAL 2012</b>	\$491,574.66
<b>TOTAL</b>	<b>\$491,574.66</b>

**MOTION TO APPROVE RESOLUTION 12-12 VOUCHER PAYMENTS FOR APRIL 2012:**

Motion: Commissioner Michelli  
Second: Commissioner Wolk  
Roll Call Vote: 9 Ayes - 0 Nays

**DISCUSSION:** Mr. Schwab reported that we still have not received the data in the format that we need it in. At this point we are only off by \$4.95 and Mr. Schwab is comfortable that all the records have been kept correctly. He just needs the data in the correct format so he can furnish a clean document. Mr. Schwab recommends we have a fact to face meeting with Comp Services within the next week to iron out the data format. Executive Director will schedule a meeting within the next week with Comp Services, PERMA and Mr. Schwab.

**MOTION TO APPROVE THE BALANCE REPORT FOR THE MONTH OF MARCH, 2012 AS PRESENTED AND APPROVE THE TREASURER'S REPORT:**

Motion: Commissioner Maley  
Second: Commissioner Lipsett  
Roll Call Vote: Unanimous

Treasurer's Report Made Part of Minutes.

**ATTORNEY:**

**REPORT:** Fund Attorney reported May 1<sup>st</sup> is quickly approaching and we have some reminders in regards to required training. There will be one more Managers & Supervisor training session. A notice will be sent with the date. Attorney Nardi thanked the members that have helped with allowing us to use their facilities for training. Chairman Mevoli asked if the deadline is the Camden County Municipal Joint Insurance Fund deadline or a State deadline. Mr. Nardi said this is the Fund's deadline.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director reported on important changes to the 2011 Right to Know Survey submission requirements. The forms will no longer be mailed they can be retrieved online at [www.nj.gov.health.rtkweb](http://www.nj.gov.health.rtkweb). Mr. Saville announced that this will be John Lapatchka's last meeting he will be retiring on May 15<sup>th</sup>. Chairman Mevoli said it was a pleasure working with Mr. Lapatchka and he did a great job for the Camden County Municipal Joint Insurance Fund and wished him the best.

Monthly Activity Report/Agenda Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** Underwriting Manager reviewed the holding report showing 13 certificates issued for the period 2/21/12 to 3/21/12.

List of Certificates Made Part of Minutes.

**MANAGED CARE:**

**REPORT:** Managed Care Provider reviewed the enclosed report as of March, 2012 and said there is a savings of 44% for the month and a rolling total of 56% for the year. This information can be found on the Managed Care report. Mr. McNamara reported the Rothman Institute who is treating some of our injured will be opening a new facility in Marlton, NJ. We are credentialing new Rothman physicians every week and will have them in network by the time the facility opens. Mr. McNamara reported he will be touring the facility and there is word they will also be opening a surgical center that we will have full access to with good rates. Mr. McNamara will report back to the committee one he has toured the facility.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

**REPORT:** Claims Administrator reported the Financial Reports are being finalizing so that they are in a more user friendly format for PERMA and the Treasurer. The numbers are balancing so we are arranging a meeting for everyone to sit down and review the reports so they can get the information in the format they need. The balance of the Claims Administrator report is in closed session.

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

Motion: Commissioner Beatrice  
Second: Commissioner Lipsett  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

Motion: Commissioner Wolk  
Second: Commissioner DiAngelo  
Vote: Unanimous

**MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:**

Motion: Commissioner Michelli  
Second: Commissioner Beatrice  
Roll Call Vote: 9 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: 6:00PM**

**NEXT MEETING: WILL BE HELD ON TUESDAY, MAY 29, 2012 AT RUNNEMEDE SENIOR CENTER.**

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