

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – MARCH 26, 2012
LINDENWOLD 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 Wolk	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 Bradford Stokes, Karen A. Read Nancy A. Ghani
Attorney	Brown & Connery Joseph Nardi, Esquire
Claims Service	CompServices Lisa Graiff
Safety Director	J.A. Montgomery Risk Control John Saville John Lapatchka
Treasurer	Richard Schwab
Managed Care	Consolidated Services Group Stephen McNamara
Underwriting Manager	Conner Strong & Buckelew Joseph Hrubash

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:

Michael Avalone	Conner Strong & Buckelew
Mark von der Tann	Edgewood Associates
Rick Bean	Henry D. Bean & Son
Roger Leonard	Leonard O'Neill Insurance Group
Nancy Ward	Leonard O'Neill Insurance Group
Terry Mason	M&C Insurance Agency, Inc.
John McCrudden	Hardenbergh Ins. Group
Walt Eife	Waypoint Insurance

ALSO PRESENT:

Joseph Harvey, CompServices

WELCOME: Chairman Mevoli welcomed everyone to the Borough of Lindenwold.

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF FEBRUARY 27, 2012.

MOTION TO APPROVE THE OPEN MINUTES OF FEBRUARY 27, 2012:

Motion:	Commissioner Wolk
Second:	Commissioner Michelli
Vote:	Unanimous

CORRESPONDENCE:

Request from Lawnside Borough for EPL Deductable Payment Plan: Executive Director reported that Lawnside is requesting a payment plan for the outstanding EPL deductables from previous years EPL cases. Fund Attorney Joseph Nardi and Mr. Stokes will be meeting with the Borough of Lawnside on Friday, March 30, 2012. Mr. Stokes suggested to the Committee that he and Mr. Nardi report will back to the Committee after their meeting, since there is no urgency in the matter. A copy of the letter of request from Jay Todd, Borough of Lawnside Administrator was included in the agenda.

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 1st 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. Attached is a report on recent feedback on the EPL Help Line. Mr. Stokes urged everyone to complete their updates to qualify. Members that have any questions can contact the Fund Office and the Fund Attorney will be able assist you

Managers & Supervisors Training: The Fund Attorney's office has scheduled five training sessions in the Camden County area. Enclosed please find the notice that was distributed to all members. Sessions are being conducted by Fund Attorney Nardi and Mr. Avalone.

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. Two more sessions are being held in Pine Hill on April 11, 2012, and in Maple Shade on April 19, 2012.

2012 MEL & MRHIF Educational Seminar: Included in the agenda was a registration form for the 2nd Annual MEL & MRHIF (Municipal Reinsurance HIF) Educational Seminar scheduled for Monday, April 16 from 9:00 to 4:00 at the National Conference Center, Holiday Inn, East Windsor, NJ Turnpike Exit 8. The program is for commissioners, municipal personnel, risk managers and vendor personnel and is eligible for the following continuing educational credits: CFO/CMFO, Public Works and Clerks: Five Credits plus One Ethics Credit, Purchasing Agents & Insurance Producers: Five Credits. There is no registration fee and the seminar's costs will be paid by the MEL and MRHIF. Advance registration is required and seating is limited to 300. Executive Director stated this is a great opportunity for CEU's. Please fax or e-mail your registration forms ASAP.

RCF Report: The RCF met on March 7, 2012 at the Forsgate Country Club. Included in the agenda was a copy of Commissioner Wolk's report on the meeting.

EJIF Report: The EJIF met on March 7, 2012 at the Forsgate Country Club. Included in the agenda was a copy of Commissioner Wolk's report on the meeting.

MEL Report: The MEL met on March 7, 2012 at the Forsgate Country Club. Included in the agenda was a copy of Commissioner Wolk's report on the meeting.

The Camden County Municipal JIF has authorized the attendance of five Board Members at the annual risk management conference for the purpose of attending seminars. **PRIMA's 2012 Annual Conference will be held June 3 – 6, 2012, in Nashville, Tennessee.**

2012 Professional Contracts - Professional Services Agreements have been mailed to the various Fund Professionals for 2012. Upon completion of the Professional Service Agreements, the Chair will be asked to execute the Agreements.

Risk Management Consultant Agreements – 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.

Financial Disclosure Statements: PERMA has mailed the Financial Disclosure forms for each Fund Commissioner. We would encourage all Fund Commissioners to complete these forms and provide **two copies with original signatures** to the Fund office on or before **April 1, 2012**. In accordance with State regulations, the Fund must file these disclosures with the Department of Community Affairs.

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 reported that at this time we are still experiencing issues with Comp Services and we are unable to provide the Financial Fast Track and Lost Time Frequency information. We continue to work with Com Services and we are getting very close to receiving the information we need in the correct format. Mr. Stokes also reported that this has not affected the claims being processed. We have not received any complaints from member entities in regards to their claims being processed.

Executive Director's Report Made Part of Minutes.

TREASURER:

Approving Payment of Resolution 11-12 MARCH 2012 Vouchers

TOTAL 2010	\$500.00
TOTAL 2011	\$0.00
TOTAL 2012	\$889,406.59
TOTAL	\$889,906.59

MOTION TO APPROVE RESOLUTION 11-12 VOUCHER PAYMENTS FOR MARCH 2012:

Motion: Commissioner Maley
 Second: Commissioner Beatrice
 Roll Call Vote: 7 Ayes - 0 Nays

DISCUSSION: Mr. Schwab reported that the difference between the information we are receiving is we are getting the back up for the payments of claims on a weekly basis for the cash side but we are not getting the month to date and the year to date to reconcile. The treasurer provided a summary of cash as follows: \$332,145.64 in payments of claims; \$72,279.31 in recoveries and a total of \$15,099,363.04 under our control. Hopefully by next month we will have the ability to reconcile the cash records. Chairman Mavoli asked if the accounting group is communicating with Comp Services. Mr Stokes reported that we are in communication with Comp Services almost daily. We are working to have the issues resolved and we have held payment to Comp Services until the matter is resolved.

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

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

Treasurer's Report Made Part of Minutes.

ATTORNEY:

REPORT: Fund Attorney reported May 1st is quickly approaching and we have some reminders in regards to required training. There will be Managers & Supervisor training at five separate locations at various times between now and April 16th, 2012. We hope that everyone will take advantage of this training and if you do not attend we will expect you will be sure this training is completed.

Mr. Nardi also asked everyone to review the njmel.org website to find a complete analysis and description of changes that have taken place since the last time the manuals were updated. Please review 2012-2013 Employment Practices Risk Control Program this describes all the required elements, one of those being Police Chief training. It is now a requirement that the police chief and one other commanding officer attends. Personnel Manuals require four complete rewrites; ADA Compliance, Email, Voicemail, Computer & Internet Usage, Access to Personnel Records and Flexible Spending accounts. Training is also available to all employees and everyone should have the No Tolerance Disk that should be made available to employees for viewing. No Tolerance is also available on the website where everyone has the opportunity to view.

SAFETY DIRECTOR:

REPORT: Safety Director reported the Safety Awards Breakfast will be tomorrow at the Scottish Rite in Collingswood. Immediately following the Safety Roundtable will be focusing on job site observations training. Safety Contracts are due back on March 31st along with your proposed Safety Committee meeting dates and times. No Tolerance Disks will be available tomorrow at the Safety Breakfast. Commissioner Mevoli would like to see everyone present at the Safety Awards Breakfast.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: Underwriting Manager reviewed the holding report showing 13 certificates issued for the period 1/24/12 to 2/20/12.

List of Certificates Made Part of Minutes.

MANAGED CARE:

REPORT: Managed Care Provider reviewed the enclosed report as of February, 2012 and said there is a savings of 68% for the month and a rolling total of 65% for the year. This information can be found on the Managed Care report. Commissioner Mevoli asked if Consolidated Services Group is communicating with CompServices, Mr.McNamara reported the work flows are going well. We are still working on getting the bills downloaded into their system and we are continuing to provide them with that information. As far as the claims side everything is working well. The managed care and bill review stats the numbers are good and we are doing well in reducing the work comp bills this year.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Administrator wanted to follow up on the reporting issue and said that she has been in contact with Philadelphia office and they have been working diligently trying to figure out how to put these reports together. It is a matter of matching up the information that is actually needed so that the Treasurer and PERMA can have the information they need to reconcile the numbers. Ms. Graiff reported this should be done by next the meeting. In regards to managed care all of the bills are being paid, it is just a matter of the two systems linking up so they can talk to each other, so that it physically downloads to the claim. The Claim Administrator said they have a report for Closed Session.

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

Motion: Commissioner Beatrice
Second: Commissioner Michelli
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Wolk
Second: Commissioner Michelli
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: 5:49PM

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