

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – MARCH 26, 2018
ELIZABETH’S CATERING GLOUCESTER CITY 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
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	Absent
Jack Lipsett	Gloucester City	Present

EXECUTIVE COMMITTEE ALTERNATES:

Joseph Gallagher	Winslow Township	Absent
Dave Taraschi	Borough of Audubon	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA, Risk Management Services Joseph Hrubash, Karen A. Read
Attorney	Brown & Connery Joseph Nardi, Esquire
Claims Service	AmeriHealth Casualty Insurance Denise Hall, Cheryl Little
Safety Director	J.A. Montgomery Risk Control John Saville
Treasurer	Elizabeth Pigliacelli
Managed Care	Consolidated Services Group Jennifer Goldstein
Underwriting Manager	Conner Strong & Buckelew

FUND COMMISSIONERS PRESENT:

Ari Messinger, Cherry Hill Alternate
Millard Wilkinson, Berlin Borough
Edward Hill, Lawnside Borough

John Foley, Cherry Hill Fire District

RISK MANAGEMENT CONSULTANTS PRESENT:

Mark von der Tann	Edgewood Associates
Michael Avalone	Conner Strong & Buckelew
Roger Leonard	Leonard O'Neill Insurance Group
Rick Bean	Henry D. Bean & Sons Insurance
Walt Eife	Waypoint Insurance
Terry Mason	M&C Insurance
Peter DiGiambattista	Associated Insurance Partners

WELCOME: Councilman Dan Spencer welcomed everyone to Gloucester City.

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF FEBRUARY 26, 2018

MOTION TO APPROVE THE OPEN MINUTES OF FEBRUARY 26, 2018

Motion:	Commissioner Lipsett
Second:	Commissioner Wolk
Roll Call Vote:	7 Ayes, 0 Nays

MOTION TO APPROVE THE CLOSED MINUTES OF FEBRUARY 26, 2018

Motion:	Commissioner DiAngelo
Second:	Commissioner Wolk
Vote:	Unanimous

CORRESPONDENCE:

NONE

PROFESSIONAL SERVICE CONTRACT WORDING: The MEL attorney and staff reviewed the standard contract wording that is in most JIF contracts, including the Camden JIF. Language was included in the RFQ forms that this review would be undertaken. There are minor revisions and updates that are being recommended. The Fund Attorney has reviewed the changes and is in agreement with the revisions. The changes to appear in Appendix II.

MOTION TO APPROVE REVISIONS TO PROFESSIONAL CONTRACT LANGUAGE

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

2018 PRIMA CONFERENCE: In the past the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Indianapolis from June 3-6. Please notify the Fund office if you are interested in attending.

MEL/RCF/EJIF & MARCH 7TH MEETING & COMMISSIONERS RETREAT: The MEL, RCF and EJIF will be holding their meetings on April 6th (rescheduled from March 7th

due to weather) in conjunction with the MEL Annual Retreat at the Hyatt Regency Princeton, 102 Carnegie Center, Princeton.

2018 MEL & MR HIF EDUCATIONAL SEMINAR: The 8th annual seminar is scheduled for Friday, April 20, 2017, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Education credits including CFO/CFMO, Clerks, Public Works, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Enrollment form enclosed in the agenda on Page 3.

ELECTED OFFICIALS TRAINING: Every year the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials completing the course by May 1st. This year's elected officials training program focus is on "Land Use Liability and Technology Risk Management. The Fund office will be working with Mr. Nardi's office to schedule sessions in the next month. Two sessions have been scheduled in Gloucester City on April 11th at 5:30 and in Collingswood on April 24th at 5:30.

This course is also available on-line; enclosed on Page 4 are directions to take the class.

MODEL PERSONNEL POLICY COMMITTEE – Every two years, the MEL asks members to update their Employment Practices Compliance Program. The Program includes updating Personnel Manuals and compliance with training requirements. The MEL's Committee met in February to begin its review and expects to complete its process and announce the EPL Program requirements during the month of April.

RISK MANAGEMENT INFORMATION/OPERATING SYSTEM (RMIS): The MEL awarded a contract to Origami Risk to provide the online underwriting database; anticipated launch date is early April. This past year marked the last renewal utilizing the Exigis program. The data has been successfully transitioned to Origami. We expect to issue member logins shortly. Initial announcement will include a link to short training videos. Once members have an opportunity to review the videos and the worksheets, training webinars will be scheduled.

AUTISM AND MENTAL HEALTH AWARENESS TRAINING – JA Montgomery has recently sent a notice out advising members of training available to help employees manage mental health issues. There are various agencies that will provide free training to law enforcement agencies.

2018 FINANCIAL DISCLOSURE FORMS – Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. It is expected the Division of Local Government Services will distribute a notice in March and forms will need to be filed by April 30th.

LEAGUE MAGAZINE – Attached is the latest advertisement in the "Power of Collaboration" series 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 the MEL mobile application available to download.

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 said we do not have a Financial Fast Track this month due to our CFO going through the transition with the auditors. On page you will find the Expected Loss Ratio Analysis Report and your performance is absolutely outstanding with every year in the positive. One page 9 your three year average Lost Time Accident Frequency Report is the lowest at 1.27% and your off to a good start in 2018 and that is all good news. On page 11 you will find your EPL Compliance and it looks like all your towns are in compliance for EPL and they will have to gear up for the 2 year updates.

Executive Director's Report Made Part of Minutes.

TREASURER: Treasurer Pigliacelli reviewed the reports included in the agenda.

Approving Payment of Resolution 18-11 March 2018 Vouchers

2018	\$786,551.74
TOTAL	\$786,551.74

MOTION TO APPROVE RESOLUTION 18-11 MARCH 2018 VOUCHERS

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

Approving Payment of Resolution 18-12 Supplemental Bills List 2018 Vouchers

2018	\$786,551.74
TOTAL	\$786,551.74

MOTION TO APPROVE RESOLUTION 18-12 MARCH 2018 VOUCHERS

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

Confirmation of February 2018 Claims Payments/Certification of Claims

Transfers:

Closed	.00
2014	35,091.81
2015	16,849.52
2016	23,876.84
2017	53,420.56
2018	2,320.00
TOTAL	131,558.73

MOTION TO RATIFY & APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF FEBRUARY 2018 AS PRESENTED AND APPROVE THE TREASURER'S REPORT:

Motion: Commissioner Maley
Second: Commissioner Wolk
Vote: Unanimous

Treasurer's Report Made Part of Minutes.

ATTORNEY: Attorney Nardi said we have added an additional training scheduled for Lindenwold and a notice will be sent to members.

Attorney Nardi also discussed the Police Chief training he conducted last Friday on loss control and risk management and how we would like them involved and how they can be a positive influence in the department. The training was well received and it shows a positive impact.

SAFETY DIRECTOR: Safety Director reviewed the Safety Director's report. The Safety Coordinators and Claims Coordinators meeting was held on March 8th at Collingswood Senior Community Center with 54 in attendance. We discussed the new presentation called Zero Harm Workplace. The Annual Safety Breakfast will be held on April 9th at the Scottish Rite invitations will go out soon.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

Executive Director reviewed the monthly Certificate Report on page 31 for the period 1/22/18 to 2/22/18 with 43 certificates issued.

List of Certificates Made Part of Minutes.

MANAGED CARE: Managed Care Provider Jennifer Goldstein reviewed the enclosed report as of February 2018 where there was a savings of 43.45% for the month and a total of 43.76 % for the year.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR: Claims Manager Denise Hall said her report on the PARs will be in closed session.

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

Motion: Commissioner Lipsett
Second: Commissioner Wolk
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Maley
Second: Commissioner Lipsett
Vote: Unanimous

MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:

Motion: Commissioner Shannon
Second: Commissioner Lipsett
Roll Call Vote: 7 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN:

Motion: Commissioner Taraschi
Second: Commissioner Shannon
Vote: Unanimous

MEETING ADJOURNED: 5:52 PM

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