

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – JULY 24, 2017
BOROUGH OF PINE HILL 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 (arrived at 5:25 pm)
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 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

Bob Mather, Pine Valley
Patricia Hendricks, Pine Hill Borough
Millard Wilkinson, Berlin Borough
David Taraschi, Audubon Borough
Edward Hill, Lawnside Borough
Jack Flynn, Gibbsboro 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
Terry Mason	M&C Insurance
Peter DiGiambattista	Associated Insurance Partners

WELCOME: Fund Commissioner Patricia Hendricks welcomed everyone to the Borough of Pine Hill.

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF JUNE 26, 2017

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF JUNE 26, 2017

Motion:	Commissioner Wolk
Second:	Commissioner Michielli
Vote:	Unanimous

CORRESPONDENCE: NONE

REGULATORY AFFAIRS: The 2016 Audit Report, Actuarial Certification & Statement of Actuarial Opinion has been filed with the State. The Synopsis of the Audit has been advertised in the Fund's newspaper.

2018 RFQ FAIR & OPEN PROCESS: The Fund Office has advertised Requests for Qualifications for all Fund Professional positions of the Fund. Responses are due back on August 1, 2017. A report will be made at the August meeting.

MEMBERSHIP RENEWALS: The Fund has 5 members up for renewal at the end of the year. Renewal documents will be sent out in August.

2018 RENEWAL ONLINE UNDERWRITING DATABASE: Members and Risk Managers have received notification that the database is set up to begin the 2018 underwriting renewal. The deadline for completion is August 15, 2017.

2017 SAFETY EXPO: The MEL continues to work with the New Jersey Utility Authorities Joint Insurance Fund to conduct its Annual Safety Expo which included MEL member town's water & sewer employees. The Safety Expo will be held on September 29th at the Camden County Emergency Services Training Center. A reminder notice will be mailed to all members with additional information.

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 the May 31st Financial Fast Track shows a very healthy surplus at \$8.5 million which is up \$187,000 over last month. The loss ratio report as of May 31st reflects the actuary had us targeted at 13% and we are at 12.92% and the June 30th report shows actuary target at 18% and we stand at 15%. Lost Time Accident Frequency as of May 31st we are standing at 1.57 and 1.38 for June.

Executive Director's Report Made Part of Minutes.

TREASURER: Executive Director reviewed the reports included in the agenda.

Approving Payment of Resolution 17-19 July 2017 Vouchers

2016	\$17,000.00
2017	\$1,204,575.45
TOTAL	\$1,221, 575.45

Confirmation of June 2017 Claims Payments/Certification of Claims Transfers:

Closed	.00
2013	14,374.87
2014	104,447.61
2015	15,791.86
2016	80,600.41
2017	224,412.81
TOTAL	439,627.56

MOTION TO APPROVE RESOLUTION 17-19 JULY 2017 VOUCHERS

Motion: Commissioner Michielli
 Second: Commissioner Lipsett
 Roll Call Vote: 8 Ayes - 0 Nays

MOTION TO RATIFY & APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF MAY 2017 AS PRESENTED AND APPROVE THE TREASURER’S REPORT:

Motion: Commissioner Wolk
 Second: Commissioner Michielli
 Vote: Unanimous

Treasurer's Report Made Part of Minutes.

ATTORNEY: Attorney Nardi discussed the defense attorney RFQ process and is following up to make with the defense panel that are currently working on cases.

SAFETY DIRECTOR: Safety Director John Saville reviewed the Safety Director's report. Three Safety Director's Bulletins were included in the agenda on Short Term Stationary Work Zones, Ladder Safety and Don't Get Caught in the Crush Zone. Mr. Saville reminded everyone completion of the Safe Patient Lifting Training is part of the incentive program for Police, Fire and EMS and to date we have 13 members that had at least one person do the training. Mr. Saville urged members to please be sure to have someone attend the training. The Executive Safety Committee meeting will be held on August 1st at Tavistock County Club.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

Executive Director reviewed the monthly Certificate Report on page 32 for the period 5/22/17 to 6/21/17 with 24 certificates issued. Executive Director said a majority of them were for the fireworks and we did not hear of any issues at all.

List of Certificates Made Part of Minutes.

MANAGED CARE: Managed Care Provider Jennifer Goldstein reviewed the enclosed report as of June 2017 where there was a savings of 39.21% for the month and a total of 49.88% for the year. Jennifer Goldstein reviewed the 2nd Quarter 2017 Workers' Comp Injury Review.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR: Denise Hall said her report is for closed session.

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

Motion:	Commissioner DiAngelo
Second:	Commissioner Michielli
Vote:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion:	Commissioner Lipsett
Second:	Commissioner Shannon
Vote:	Unanimous

MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:

Motion:	Commissioner DiAngelo
Second:	Commissioner Lipsett
Roll Call Vote:	9 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: 5:42 PM

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