

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
MEETING – OCTOBER 23, 2017
BOROUGH OF COLLINGSWOOD 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	Absent
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
M. 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 Edward Cooney

FUND COMMISSIONERS PRESENT:

Millard Wilkinson, Berlin Borough
David Taraschi, Audubon Borough
Edward Hill, Lawnside Borough
Ethel Kemp, Camden City Parking Authority
Robert Mather, Pine Valley
Lawrence Spellman, Voorhees Township
John Foley, Cherry Hill Fire District

RISK MANAGEMENT CONSULTANTS PRESENT:

Michael Avalone	Conner Strong & Buckelew
Ray Corry	Leonard O'Neill Insurance Group
Skip Bean	Henry D. Bean & Sons
Terry Mason	M & C Insurance
Mark von der Tann	Insurance Agencies Inc.
John McCrudden	Hardenbergh Insurance Group

WELCOME: Executive Director Bradford Stokes welcomed everyone to the Borough of Collingswood.

APPROVAL OF MINUTES: OPEN & CLOSED SESSION OF SEPTEMBER 25, 2017

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF SEPTEMBER 25, 2017

Motion:	Commissioner Gallagher
Second:	Commissioner Wolk
Vote:	Unanimous

CORRESPONDENCE: NONE

2018 BUDGET: The proposed 2018 Budget is enclosed for your review (Page 3). The Executive Committee held a budget workshop meeting on October 10, 2017 in Collingswood to review the proposed budget, assessment strategy and available dividend. The Committee is recommending that the budget be introduced totaling \$12,754,042 which represents a \$171,041 decrease over last years budget; (-1.32%).

Executive Director said there is a revised version of the 2018 Budget that was distributed and it slightly different than what was included in the agenda. There was a slight tweak as we thought may happen once the MEL introduced their budget. The property line for the MEL increased by \$2,500 but not too significant. Executive Director reviewed the 2018 Budget and said there was a big drop in line 5 for Aggregate Excess Loss Fund Contingency and that was because our experience in the MEL has improved drastically over the past few years. We are realizing the benefits of that now and that line has decreased by 54.81%. Executive Director said this is also reflected in Lines 11 and 12 for MEL and MEL property which are both down so the overall Loss Funds have decreased by 2.32%. Executive Director said most professional fees are at a 2% increase, the Fund Administrator was out for RFQ this year and there may be a slight variation there. We have a new line item for Law Enforcement Services which is being offered to all JIFs throughout the state by JA Montgomery. This is an enhanced public safety aspect that created the Police Ad Hoc Committee and JA Montgomery has hired two officers to assist in working with our police departments, and that is reflected in line 23 in the amount of \$15,000. At the budget meeting

the PERMA increase was discussed and the increase will put us in line with other Executive Directors throughout the state - this increase is reflected in line 28 of the budget. Executive Director said the overall budget reflects a 1.30% decrease. We are very happy to report there is no surcharge. Everyone's loss ratio is below the JIF threshold of 108% over three years and this is a significant savings for a lot of members. This can be attributed to all of our safety initiatives that we have done over the years and it is now paying off, which is a big achievement for the Fund. Revised assessments were distributed to members. Executive Director asked if there were any questions. With no questions being heard Executive Director asked for a motion to introduce the 2018 Budget and schedule the public hearing on November 27, 2017.

MOTION TO INTRODUCE THE 2018 BUDGET FOR THE CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND AND SCHEDULE A PUBLIC HEARING FOR NOVEMBER 27, 2017 AT THE BROOKLAWN COMMUNITY CENTER AT 5:15 PM

Motion:	Commissioner Lipsett
Second:	Commissioner DiAngelo
Roll Call Vote:	8 Ayes – 0 Nays

The Committee also reviewed the available dividend calculation and is recommending the release of \$500,000 from Closed Years accounts. The EJIF is releasing a dividend to the Camden Fund in the amount of \$92,159.17. Enclosed is a Resolution 17-22 authorizing the release of a dividend representing a total of \$592,159.17. (Page 4)

MOTION TO ADOPT RESOLUTION 17-22 AUTHORIZING THE RELEASE OF A DIVIDEND IN THE AMOUNT OF \$592,159.17 FROM THE EJIF AND CLOSED YEARS ACCOUNT, SUBJECT TO STATE APPROVAL

Motion:	Commissioner DiAngelo
Second:	Commissioner Wolk
Roll Call Vote:	8 Ayes – 0 Nays

2018 RFQ FAIR & OPEN PROCESS: As previously discussed, the Fund Office advertised Requests for Qualifications for all Fund Professionals. There were multiple responses received for Managed Care, Claims Administration and Auditor. The Contracts Committee met last week to review the responses. A report will be provided at the meeting during closed session.

MEMBERSHIP RENEWALS: The Fund has 5 members up for renewal at the end of the year. Renewal documents were sent last month. Members are asked to return their resolutions and agreements back to the Fund office by October 2, 2017. We have received four of the five member's renewal documents.

MEL, EJIF & RCF MEETINGS: The MEL, EJIF & RCF met on October 18th at the Forsgate Country Club. The MEL introduced its 2018 budget; the EJIF & RCF adopted their respective 2018 budgets. The recap of those meeting will be in next month's agenda

ELECTED OFFICIALS TRAINING: This year’s elected officials training program will focus on “Ethics for Governmental Officials”. A session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City on Wednesday, November 15, 2017.

EJIF REGULATORY COMPLIANCE TRAINING: The EJIF would like to extend an invitation to you and members of your municipality and utility authority to an upcoming workshop – “**Keeping Up with Changing Regulations**” to discuss staying in compliance with new, changing and problematic rules. **(Page 6)**

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 August 31st Financial Fast Track shows a very healthy surplus at \$9.6 million an increase of \$637,000 over last month, all years in the positive and things are looking very good. The loss ratio report as of August 31st reflects the actuary had us targeted at just under 30% and we are at 24% so we are continuing another good year and is ahead of last years pace, which was a fine year. Lost Time Accident Frequency as of August 31st we are standing at 1.55 below the JIF state average. We have the breakdown showing five lost time accidents for the month of August which we will keep an eye on.

Executive Director's Report Made Part of Minutes.

TREASURER: The Treasurer reviewed the reports included in the agenda. Treasurer distributed a supplemental bills list totaling \$450.00 along with a supplemental Certification and Recommendation of Claims Payments and Recoveries which was for the reclassification of a voided check from Fund Year 2016.

Approving Payment of Resolution 17-23 September 2017 Vouchers

CLOSED	\$542,307.98
2016	0.00
2017	\$113,982.43
TOTAL	\$656,290.41

Approving Payment of Resolution 17-24 Supplemental 2017 Vouchers

2017	\$450.00
TOTAL	\$450.00

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

Closed	0.00
2013	0.00
2014	54,318.83
2015	40,085.32
2016	37,258.92

2017	75,411.97
TOTAL	207,075.04

MOTION TO APPROVE RESOLUTION 17-23 SEPTEMBER 2017 VOUCHERS AND RESOLUTION 17-14 SUPPLEMENTAL BILLS LIST

Motion: Commissioner Wolk
 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 AUGUST 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: No report for open session.

SAFETY DIRECTOR: Safety Director John Saville reviewed the Safety Director's report. A Safety Director's Bulletin is included in the agenda on Safety in the Office Environment. The deadline for requesting MSI training you would like to host for 2018 has been extended to September 29th. The Safe Patient Lifting training is a requirement for the 2017 Safety Incentive Program this year so please check with your Police, Fire and EMS to make sure they are going online and taking the training. To date 15 members have completed the training. We are looking at Wednesday December 6th for the Executive Safety Committee meeting at the Conner Strong & Buckelew offices.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

Underwriting Manager reviewed the monthly Certificate Report on page 34 for the period 8/22/17 to 9/21/17 with 18 certificates issued.

Underwriting Manager reviewed the MEL Cyber Task Force and said they will be rolling out shortly minimum cyber security standards, which are a bunch of recommendations to protect you more on the cyber front. One part is a deductible reimbursement plan of either \$5,000 or \$7,500 depending on which tier of the cyber security standards you comply with. The first tier are very simple things to do and they are as simple as making sure any time you receive an update from Microsoft or any software that your are using to make sure that you do update those patches. It is a very simple thing to do and it can protect you largely. The second tier is not a huge expenditure and the biggest part of

it is employee cyber hygiene training. We will list five or six vendors that offer all types of training and what type of training they provide and what you can expect from each of them.

Underwriting Manager reviewed the three coverage bulletins that were issued. The first one was on fire trucks in particular ones that are 15 years or older. We used to have Actual Cash Value and now we are offering replacement cost or stated value which ever is less. This is a big expansion of coverage and all of the Risk Managers were notified so please be sure to reach out to your Risk Managers to make sure all of your valuations are up to date. The other two bulletins were on the Public Officials Employment Practices Program. The first change is in the policy form which is no change in coverage but to make sure our policy form is as up to date as possible. The other change is the Optional Excess Land Use coverage. Right now the current policy has a \$150,000 sub-limit ever single members received this coverage. The new offering will allow members to purchase an additional \$1 million in coverage with the application. We are working on a lot of different coverage additions which will all be released in early November along with the policy form change. In response to Chairman Mevoli, Underwriting Manager said in the past we had a few claims but within the last year with the educational push we have received about 10 claims reported to us. Every single one of the claims we received were due to employee behavior. The ransoms are usually very low but we are worried more about the forensics. In response to Commissioner Shannon, Underwriting Manager said there will be a checklist that your IT Department can use to meet the standards.

List of Certificates Made Part of Minutes.

MANAGED CARE: Managed Care Provider Jennifer Goldstein reviewed the enclosed report as of September 2017 where there was a savings of 52.16% for the month and a total of 51.05% for the year. Ms. Goldstein reviewed the 3rd Quarter Workers' Comp Injury Review.

Monthly Activity Report Part of Minutes.

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

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

Motion:	Commissioner Michielli
Second:	Commissioner Wolk
Vote:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion:	Commissioner Lipsett
Second:	Commissioner Michielli
Vote:	Unanimous

MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION:

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

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN:

Motion:	Commissioner Michielli
Second:	Commissioner Lipsett
Vote:	Unanimous

MEETING ADJOURNED: 6:03 PM

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