

SUBURBAN MUNICIPAL JOINT INSURANCE FUND

OPEN MINUTES

April 8, 2021

VIA TELECONFERENCE

8:00AM

Meeting of the Fund Commissioners called to order by Acting Chairman Mirabella. Open Public Meetings notice read into record. Mr. Tracy noted for the record no questions were submitted from members of the public.

ROLL CALL OF 2021 FUND COMMISSIONERS:

Megan Champney, Chairwoman	City of Summit	Absent
Alexander Mirabella, Secretary	Township of Scotch Plains	Present
James Gildea	Borough of Westfield	Present
Robin Ray	Township of Bedminster	Present
James Damato	Borough of Watchung	Present
Sean McCarthy	Township of Bernards	Present
Lorene K. Wright	Township of Harding	Absent

EXECUTIVE COMMITTEE ALTERNATES:

Anthony Suriano	Borough of Bernardsville	Present
Joseph Carty	Borough of Far Hills	Absent
Glenn Mortimer	Borough of Mountainside	Present

ALTERNATE FUND COMMISSIONERS:

Margaret Heisey	Township of Scotch Plains	Absent
Sheila Tweedie	Borough of Far Hills	Present
Pat Monaco	Township of Bernards	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Cathleen Kiernan, Brandon Tracy, Jennifer Conicella
Attorney	DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis & Leher Stephen Davis, Esq.
Treasurer	Ralph Maresca
Claims Service	Qual-Lynx Claudia Acosta
Underwriting Manager	Conner Strong & Buckelew Edward Cooney, Jonathon Tavares
Safety Director/Law Enforcement Risk Consulting	J.A. Montgomery Brian Maitland, John Schwartz, Eleanor Moss
Managed Care Provider	FMCO Alyssa Hrubash

ALSO PRESENT:

Lindsay Travali, **Acrisure**
Amy Pieroni, **Acrisure**
Dominic Cinelli, **Brown & Brown**
Hallee Cramer, **Meeker, Sharkey & Hurley**
Craig Sutherland, **Meeker, Sharkey & Hurley**
Renee Bays, **Meeker, Sharkey & Hurley**

MINUTES: Open Minutes of March 11, 2021.

MOTION TO APPROVE OPEN MINUTES FOR MARCH 11, 2021 AS PRESENTED:

Moved:	Commissioner Gildea
Second:	Commissioner McCarthy
Vote:	Unanimous

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

DUE DILLIGENCE REPORTS: Monthly report submitted to Fund Commissioners including monthly Fast-track Accident Frequency, Fast-track Financial report, Fixed Income Portfolio Summary, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist.

Included in the agenda were tracking reports as of February 28, 2021 with the exception of the January Financial Fast Track. Executive Director said the Financial Fast Track for January 31st is delayed as PERMA's Accounting department is currently working to submit documentation to the JIF's Auditors related to the 12/31/20 Audit. Executive Director directed attention to the surplus (deficits) by fund year section of the Fast track and reported a \$990,000 deficit in Fund Year 2020, which was a result from ten claims each reserved over \$100,000; two of which were COVID related. Executive Director said the fund is anticipating a recovery from the MEL due to its Annual Aggregate Stop Loss provision, which is triggered when the total incurred pierces 125% of the actuarial loss projections. The anticipated recovery will reduce the deficit and increase the current surplus by approximately \$500,000. Executive Director said the March 2021 Financial Fast Track will reflect the anticipated recovery. Executive Director noted 2020 Covid-19 claims will be treated as one occurrence where local JIFs will share one \$300,000 retention, the MEL will absorb the next \$1.7 million and the excess will attach to Zurich.

Executive Director reviewed the Lost Time Accident Frequency (LTAF) as of February 28th and said the JIF rate is 1.01; the overall MEL/JIF rate is 0.52. Executive Director said the higher LTAF is due in part to the harsh winter weather in February and March.

2021 MEL/RCF/EJIF MARCH 26TH VIRTUAL MEETING & RETREAT: The MEL, RCF and EJIF held their March meetings in conjunction with the MEL Annual Retreat on March 26, 2021. Executive Director said the purpose of the retreat was to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF; approximately 130 attended the virtual Retreat.

Included in the agenda were Chairwoman Champney's reports for the MEL, RCF and EJIF meetings for information. Executive Director said the EJIF is responding to federal litigation in regards to Passaic River II.

In addition, Fred Semrau (MEL Fund Attorney) and Matt Giacobbe (MEL Model Personnel/Employee Handbook) have worked together to draft bulletins concerning Covid-19 Vaccinations and the impact on employment and zoning matters, as well as environmental concerns, resulting from Cannabis legislation. It is important to note that municipalities **face deadlines** in addressing zoning matters concerning Cannabis. A copy of the materials included in **Appendix II** of the agenda and were also distributed via email on March 29th.

- Bulletins on Cannabis Legislation & Modified Model Ordinance (Modification made to the LOM Model)
- E-JIF Alert on Environmental Impact of Cannabis Legislation & Checklist

- Memorandum on Vaccinations

POWER OF COLLABORATION: Included in the agenda was the latest in the series of “Power of Collaboration ad that will appear in the League of Municipalities magazine. The ad highlights the MEL model policy *Addressing the Protection and Safe Treatment of Minors*, as well as, an RFQ issued by the MEL to pre-qualify firms providing background checks.

2021 MEL/MR HIF & NJCE JIF EDUCATIONAL SEMINAR: The 10th annual seminar will be conducted virtually on 2 half-day sessions: Friday, May 14th and Friday, May 21 from 9 am to 12 noon. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. Executive Director said participants can receive partial credit for attending one of the two sessions and is awaiting a response about receiving engineering credits for attending the seminar at the request of the utility authorities. There is no fee for employees and insurance producers associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) members, and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF) members as well as personnel who work for service companies that are engaged by MEL member JIFs, MR HIF member HIFs, and NJCE member Commissions. Included in the agenda was the seminar agenda. A Zoom invite with registration instructions has been emailed to members.

2020/2021 ELECTED OFFICIALS SEMINAR: The MEL’s Annual Elected Officials Seminar is available through the MEL Safety Institute. Included in the agenda are the directions to follow to complete the course. The MEL will provide a credit of \$250 against each member’s assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2021. The credit will continue to be extended to the member’s CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is 5% of the member’s assessment.

EMPLOYMENT PRACTICES COMPLIANCE PROGRAM: Please visit the MEL webpage to review all the elements of the MEL’s EPL Compliance Program; deadline for updates and training are due by June 1, 2021. Executive Director said **deadlines for updates and training has been extended to November 1, 2021**, and encouraged members to follow the link to find the outline of program, model documents and recordings of the two webinars Fred and Matthew Giacobbe hosted on this topic; <https://njmel.org/insurance/public-officials/risk-management-program/>.

This year, the Managers & Supervisors Training can be met by attending the Instructor-led webinar “Protecting Children From Abuse – Managers/Supervisors”. This course for Managers includes an Employment Practices component. Included in the agenda was a copy of a notice distributed to members from J.A. Montgomery on classes scheduled through September.

2021 FINANCIAL DISCLOSURES: JIF Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing. It is anticipated the Division of Local Government Services will distribute a notice with filing instructions in the coming week or so with a deadline to file by April 30th. Executive Director said the fund office distributed notice to Fund Commissioners and select professionals to begin filing prior to the release of Local Finance Notice 2021-08. Once the updated bulletin is available, we will distribute to filers.

TREASURER:

VOUCHER LIST:

APRIL 2021 VOUCHER PAYMENTS, RESOLUTION 14-21

Fund Year 2021:	\$817,731.12
Total:	\$817,731.12

**CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS'
TRANSFERS FOR MONTHS OF FEBRUARY 2021:**

Fund Year 2021:	\$14,132.21
Fund Year 2020:	\$80,464.52
Fund Year 2019:	\$499.50
Fund Year 2018:	\$6,033.56
Fund Year 2017:	\$1,080.00
Closed:	\$0.00
Total:	\$102,209.79

**MOTION TO ADOPT RESOLUTION 14-21 APPROVING APRIL 2021 BILLS LIST, AND
APPROVE CONFIRMATION & CERTIFICATION OF FEBRUARY 2021 CLAIM
TRANSFERS AS SUBMITTED:**

Moved: Commissioner Gildea
Second: Commissioner McCarthy
Vote: Unanimous
Voucher List and Treasurer's Report Made Part of Minutes.

ATTORNEY:

REPORT: Included in the agenda was a report of appellate decisions affecting municipalities.
Monthly Report Made Part of Minutes.

UNDERWRITING MANAGER:

CERTIFICATE REPORT: Included in the agenda was the certificate report for the period 2/22/21 to 3/22/21.

CYBER COMPLIANCE REPORT: Included in the agenda was the cyber compliance report as of 3/31/21. Underwriting Manager noted going forward two reports will be provided; one detailing members who are in compliance with the new cyber program and the second report listing the grandfathered members who were in compliance with version 1 of the cyber risk management program. Grandfathered status will last until January 1, 2022. Executive Director noted members should have received an email summarizing version 2 of the plan and a link to the cyber program. Executive Director added if members want to view their old cyber questions and answers, the fund office could make them available upon request.

Underwriting Manager noted he has received several inquiries throughout the State regarding quiet zones near railroad crossings. If members have any questions regarding quiet zones please reach out. Commissioner Gildea said his town has experience in setting up a quiet zone, and offered to discuss any questions the Underwriting Manager may have.

Monthly Report Made Part of Minutes.

MANAGED CARE:

MONTHLY REPORT: Included in the agenda was the March 2021 report submitted by FMCO. Managed Care Provider said the total provider billed amount to date was \$106,940 and was re-priced to \$50,536 for a total savings of 53% and a PPO penetration of 95%.

Monthly Activity Report Made Part of Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Included in the agenda was the April 2021 report noting the activities/trainings, MSI classes and bulletin(s) distributed in March. Safety Director introduced

Ellie Moss- a certified safety professional with extensive background in health, safety and environmental issues- as the new Loss Control Consultant for the fund.

Monthly Report Made Part of the Minutes.

CLAIMS:

REPORT: Claims Administrator said there are Payment Authority Requests to present during Closed Session.

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

Moved: Commissioner Gildea
Second: Commissioner McCarthy
Roll Call Vote: 8 Ayes – 0 Nays

PAYMENT AUTHORIZATION REQUESTS & CONTRACT MATTERS: Executive Committee reviewed payment authorization requests presented by Claims Service in Executive Session.

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Gildea
Second: Commissioner McCarthy
Roll Call Vote: 8 Ayes – 0 Nays

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:

Moved: Commissioner Gildea
Second: Commissioner McCarthy
Roll Call Vote: 8 Ayes - 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

Acting Chairman Mirabella asked when the fund is expected to meet in person. Executive Director said the fund is scheduled to meet in person in June, but this decision is at the discretion of the Board and could be discussed at the virtual meeting in May.

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN:

Moved: Commissioner Gildea
Second: Commissioner McCarthy
Vote: Unanimous

MEETING ADJOURNED: 8:26AM

NEXT MEETING: May 13, 2021 - 8:00 AM

Brandon Tracy, Account Analyst

for

ALEXANDER MIRABELLA, SECRETARY

SUBURBAN MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 14 – 21

April 2021

WHEREAS, The Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Suburban Municipal Joint Insurance Fund’s Executive Board, hereby authorizes the Fund treasure to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001894			
001894	MUNICIPAL EXCESS LIABILITY JIF	FPB - 2ND QTR 2021	1,427.75
			1,427.75
001895			
001895	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES 4/21	6,993.98
			6,993.98
001896			
001896	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 2ND QTR 2021	96,213.50
001896	MUNICIPAL EXCESS LIABILITY JIF	MEL - 2ND QTR 2021	253,153.00
			349,366.50
001897			
001897	APEX INSURANCE SVCS c/o QBE INS	POLICY# QVR01005-05 - 2ND INS 2021	2,057.00
001897	APEX INSURANCE SVCS c/o QBE INS	POLICY# QJR01005-05 - 2ND INS 2021	318,022.00
			320,079.00
001898			
001898	QUAL-LYNX	CLAIM ADJ. SERVICES 4/21	18,079.32
			18,079.32
001899			
001899	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR FEE 4/21	5,642.44
			5,642.44
001900			
001900	PERMA RISK MANAGEMENT SERVICES	POSTAGE 2/21	6.50
001900	PERMA RISK MANAGEMENT SERVICES	EXEC. DIRECTOR FEE 4/21	15,621.45
			15,627.95
001901			
001901	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 4/21	2,790.09
			2,790.09
001902			
001902	DIFRANCESCO BATEMAN, KUNZMAN, DAVIS	PROFESSIONAL SERVICES 1/21	4,384.80
			4,384.80
001903			
001903	RALPH A MARESCA, JR	TREASURER FEE 4/21	1,628.37
			1,628.37
001904			
001904	MEEKER SHARKEY & HURLEY	HARDING TWP - RMC 2ND INS 2021	2,161.00
001904	MEEKER SHARKEY & HURLEY	FAR HILLS BOROUGH - RMC 2ND INS 2021	768.00
001904	MEEKER SHARKEY & HURLEY	BEDMINSTER TWP - RMC 2ND INS 2021	4,807.00
001904	MEEKER SHARKEY & HURLEY	BERNARDS TWP - RMC 2ND INS 2021	10,328.00
			18,064.00
001905			
001905	MUNICIPAL EXCESS LIABILITY JIF	MSI - 2ND QTR 2021	2,784.50
			2,784.50

001906			
001906	NEWTECH SERVICES INC.	MONTHLY MAINT & DR 4/21	175.00
			175.00
001907			
001907	ALLSTATE INFORMATION MANAGEMNT	ACCT #416 - ARC. AND STOR. - 2.28.21	35.42
			35.42
001908			
001908	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 4/21	1,701.00
			1,701.00
001909			
001909	ACRISURE, LLC DBA RELIANCE INSURANCE GROUP	CITY OF SUMMIT - RMC 1ST QTR 2021	15,946.00
			15,946.00
001910			
001910	TOWN OF WESTFIELD	RMC 2ND QTR 2021	17,462.00
001910	TOWN OF WESTFIELD	RMC 1ST QTR 2021	17,462.00
			34,924.00
001911			
001911	TOWNSHIP OF SCOTCH PLAINS	RMC 2ND QTR 2021	9,040.50
001911	TOWNSHIP OF SCOTCH PLAINS	RMC 1ST QTR 2021	9,040.50
			18,081.00
		Total Payments FY 2021	817,731.12
		TOTAL PAYMENTS FUND YEARS	817,731.12

Chairperson

Attest:

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer