

**SUBURBAN MUNICIPAL JOINT INSURANCE FUND  
OPEN MINUTES  
JULY 8, 2021  
VIA TELECONFERENCE  
8:00AM**

Meeting of the Fund Commissioners called to order by Acting Chairperson 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	Absent
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	Absent

**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 <b>Cathleen Kiernan, Nancy A. Ghani, Brandon Tracy</b>
Attorney	DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis & Leher <b>Stephen Davis, Esq.</b>
Treasurer	<b>Ralph Maresca</b>
Claims Service	Qual-Lynx <b>Claudia Acosta</b> PERMA <b>Robyn Walcoff</b> <b>Jennifer Conicella</b>
Safety Director/Law Enforcement Risk Consulting	J.A. Montgomery <b>Brian Maitland, John Schwartz, Eleanor Moss</b>
Managed Care Provider	FMCO <b>Alyssa Hrubash</b>

**ALSO PRESENT:**

Lindsay Travali, **Acrisure**  
 Dominic Cinelli, **Brown & Brown**  
 Rich Duthie, **Pinnacle Risk Solutions**  
 Hallee Cramer, **Meeker, Sharkey & Hurley**  
 Renee Bays, **Meeker, Sharkey & Hurley**  
 Tom Sharkey, **Meeker, Sharkey & Hurley**

**MINUTES:** Open and Closed Minutes of June 10, 2021.

**MOTION TO APPROVE OPEN AND CLOSED MINUTES FOR JUNE 10, 2021 AS PRESENTED:**

Moved: Acting Chair Mirabella  
Second: Commissioner Damato  
Vote: 6 Ayes – 0 Nays

**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 May 31, 2021. Executive Director said as of May 31<sup>st</sup> the Fund's Financial Fast Track reflected a surplus of \$4 million.

Executive Director reviewed the Claims Analysis Section of the Financial Fast Track and noted the high-incurred claims in 2020 were a result from ten claims each reserved over \$100,000; two of which were COVID related. Executive Director said the Fund is anticipating recoveries from the MEL due to the fund's Annual Aggregate Stop Loss provision, which is triggered when the total incurred pierced 125% of the actuarial loss projections. The anticipated recovery for 2020 is approximately \$400,000. Executive Director said we are also anticipating a partial recovery from Safety National regarding 2020 Covid-19 claims, which will be treated as one occurrence where local JIFs will share one \$300,000 retention.

Executive Director reviewed the Lost Time Accident Frequency (LTAF) as of May 31<sup>st</sup> and said the JIF rate is 1.21; the overall MEL/JIF rate is 1.02. Executive Director said at the inception of the MEL the average lost time accident frequency was 5.71.

**MEMBERSHIP RENEWALS:** Harding Township is scheduled to renew fund membership by January 1, 2022. Executive Director said membership documents will be mailed out following the meeting.

**2021 COVERAGE DOCUMENTS:** The fund office anticipates to generate and post the 2021 coverage documents to Origami during the month of July. Executive Director said we will email Fund Commissioners and Risk Management Consultants when the process is complete.

**RISK MANAGEMENT INFORMATION/OPERATING SYSTEM (RMIS):** Members and Risk Managers will receive an email with a link to renewal worksheets - to begin the 2022 underwriting renewal during the month of July with an August 31<sup>st</sup> completion date. Executive Director cautioned members to avoid using Internet Explorer when accessing the link. The link is expected to be distributed on July 15<sup>th</sup>.

**NJUA SAFETY EXPO 2021:** Executive Director said annually the NJUA JIF hosts two Safety Expos and extends the invitation to MEL members' towns' water and sewer employees. Due to the pandemic, the 2020 expo was cancelled and the NJUA Safety Committee met recently and recommended to forgo holding the expo for this year.

**EMPLOYMENT PRACTICES COMPLIANCE PROGRAM:** Please visit the MEL webpage to review all the elements of the MEL's EPL Compliance Program. **Deadlines for updates and training has been extended to November 1, 2021.** Link to outline of program and model documents: <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.

**POLICE CHIEF & COMMAND STAFF:** J.A. Montgomery held training on June 9, 2021 at the County College of Morris; 8 of the 10 members’ police departments attended. A make-up session is scheduled for Thursday September 23, 2021 from 8:30 AM - 11:45 AM in Lyndhurst.

**MEL CYBER TASK FORCE: NEW ALERT:** The MEL Cyber Task Force issued a news alert focusing on recent cyber-attacks highlighting the importance of reviewing your cyber risk management programs and ways to better protect your networks. Included in the agenda was the News Alert.

**AUGUST PAYMENTS:** Executive Director said the Fund is not scheduled to meet in August and it would be appropriate to authorize the Treasurer to process contracted expenses.

**MOTION TO AUTHORIZE THE TREASURER TO PROCESS CONTRACTED EXPENSES DURING THE MONTH OF AUGUST.**

Moved: Commissioner McCarthy  
Second: Acting Chair Mirabella  
Vote: 6 Ayes – 0 Nays

**2020 AUDIT FILING:** Executive Director said PERMA filed the 2020 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and Actuarial Certification with the Departments of Insurance and Community Affairs. In addition, the Synopsis of Audit was published in the Fund’s official newspaper.

**2021 FINANCIAL DISCLOSURES:** The Local Finance Board, at its meeting of April 14, 2021 voted to extend the date upon which the Board would take enforcement action against non-filers of the 2021 FDS until June 30, 2021 from the statutory deadline of April 30, 2021. Ms. Ghani noted to date all Fund Commissioners and Professionals have completed their filings.

**SEPTEMBER MEETING:** The Fund is expected to return to Scotch Plains for its September meeting.

**TREASURER:**

**VOUCHER LIST:**

**JULY 2021 VOUCHER PAYMENTS, RESOLUTION 19-21**

Fund Year 2020:	\$578,057.07
Fund Year 2021:	\$481,639.18
Total:	\$1,059,696.25

**CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS FOR THE MONTH OF MAY 2021:**

Fund Year 2021:	\$45,499.30
Fund Year 2020:	\$30,698.04
Fund Year 2019:	\$367.25
Fund Year 2018:	\$1,839.24
Fund Year 2017:	\$0.00
Closed:	\$0.00
<b>Total:</b>	<b>\$78,403.83</b>

**MOTION TO ADOPT RESOLUTION 19-21 APPROVING JULY 2021 BILLS LIST, AND APPROVE CONFIRMATION & CERTIFICATION OF MAY 2021 CLAIM TRANSFERS AS SUBMITTED:**

Moved: Commissioner McCarthy  
Second: Commissioner Suriano  
Roll Call: 6 Ayes – 0 Nays  
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 5/22/21 to 6/22/21.

**CYBER COMPLIANCE REPORT:** Included in the agenda was the cyber compliance report as of 6/30/21. Underwriting Manager reviewed the two reports; 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. Any member who is not grandfathered will have to comply with version 2 immediately. Underwriting Manager encouraged members to begin and complete the cyber compliance process for the renewal and advised his team will be distributing a memo detailing important items regarding the renewal.

Monthly Report Made Part of Minutes.

**MANAGED CARE:**

**MONTHLY REPORT:** Included in the agenda was the June 2021 report submitted by FMCO. Managed Care Provider said the total provider billed amount to date was \$188,438 and was re-priced to \$87,136 for a total savings of 66% and a PPO penetration of 96%.

Monthly Activity Report Made Part of Minutes.

**SAFETY DIRECTOR:**

**MONTHLY REPORT:** Included in the agenda was the July 2021 report noting the activities/trainings, MSI classes and bulletin(s) distributed in June. Mr. Maitland said J.A. Montgomery distributed a revised flyer with additional dates and times for the Managers and Supervisors training.

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 McCarthy  
Second: Acting Chairperson Mirabella  
Roll Call: 6 Ayes – 0 Nays

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

Moved: Commissioner Suriano  
Second: Acting Chairperson Mirabella  
Roll Call: 6 Ayes – 0 Nays

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

Moved: Commissioner Suriano  
Second: Acting Chair Mirabella  
Roll Call: 5 Ayes – 0 Nays (1 abstention - Commissioner Damato)

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

Executive Director referenced a news story on the front page of the Star Ledger regarding a self-insurance plan for physicians' practices and small businesses that filed for bankruptcy and requested an \$18 million bailout on the New Jersey portion of the Americans Rescue Plan. Those that oppose the bailout said the members of the self-insured plan chose to join a lower cost, self-funded plan that is not legally required to keep a substantial amount of cash in its reserves like its more regulated competitors. Executive Director said the MEL and RCF adopted minimum surpluses to fall in line with what an insurance company would be required to maintain and protect the Funds against unexpected losses or activity such as Covid-19.

**PUBLIC COMMENT:**

NONE

**MOTION TO ADJOURN:**

Moved: Commissioner McCarthy  
Second: Acting Chair Mirabella  
Roll Call: 6 Ayes – 0 Nays

**MEETING ADJOURNED:** 8:38AM

**NEXT MEETING:** September 9, 2021 - 8:00 AM

Brandon Tracy, Account Analyst

for

ALEXANDER MIRABELLA, SECRETARY

# SUBURBAN MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 19 – 21

July 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.

<u>FUND YEAR CLOSED</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
WST20			
WST20	MUNICIPAL EXCESS LIABILITY RCF	RCF SURPLUS TRIGGER 2020	68,699.00
			<b>68,699.00</b>
WTR16			
WTR16	MUNICIPAL EXCESS LIABILITY RCF	RCF PREMIUM DUE FOR TRANSFER OF FY 2016	509,358.07
			<b>509,358.07</b>
		<b>Total Payments FY CLOSED</b>	<b>578,057.07</b>
<u>FUND YEAR 2021</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001936			
001936	MUNICIPAL EXCESS LIABILITY JIF	FPB - 3RD QTR 2021	1,427.75
			<b>1,427.75</b>
001937			
001937	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES 7/21	6,993.98
			<b>6,993.98</b>
001938			
001938	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 3RD QTR 2021	96,213.50
001938	MUNICIPAL EXCESS LIABILITY JIF	MEL - 3RD QTR 2021	248,653.00
			<b>344,866.50</b>
001939			
001939	QUAL-LYNX	CLAIM ADJ. SERVICES 7/21	18,079.32
			<b>18,079.32</b>
001940			
001940	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR FEE 7/21	5,642.44
			<b>5,642.44</b>
001941			
001941	PERMA RISK MANAGEMENT SERVICES	POSTAGE 5/21	23.41
001941	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 7/21	15,621.45
			<b>15,644.86</b>
001942			
001942	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 7/21	2,790.09
			<b>2,790.09</b>
001943			
001943	DIFRANCESCO BATEMAN, KUNZMAN, DAVIS	PROFESSIONAL SERVICES 3/21	5,770.80
001943	DIFRANCESCO BATEMAN, KUNZMAN, DAVIS	PROFESSIONAL SERVICES 2/21	3,704.40
			<b>9,475.20</b>
001944			
001944	RALPH A MARESCA, JR	TREASURER FEE 7/21	1,628.37
			<b>1,628.37</b>
001945			
001945	MEEKER SHARKEY & HURLEY	HARDING TWP - RMC 3RD INS 2021	2,161.00
001945	MEEKER SHARKEY & HURLEY	FAR HILLS BOROUGH - RMC 3RD INS 2021	768.00
001945	MEEKER SHARKEY & HURLEY	BEDMINSTER TWP - RMC 3RD INS 2021	4,807.00
001945	MEEKER SHARKEY & HURLEY	BERNARDS TWP - RMC 3RD INS 2021	10,328.00
			<b>18,064.00</b>

001946			
001946	MUNICIPAL EXCESS LIABILITY JIF	MSI - 3RD QTR 2021	7,284.50
			<b>7,284.50</b>
001947			
001947	NJ ADVANCE MEDIA	AD#: XSUBU0555780 - MTG - 5.19.21	23.25
			<b>23.25</b>
001948			
001948	ALLSTATE INFORMATION MANAGEMNT	ACCT #416 - ARC. AND STOR. - 5.31.21	35.42
			<b>35.42</b>
001949			
001949	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 7/21	1,701.00
			<b>1,701.00</b>
001950			
001950	ACRISURE, LLC DBA RELIANCE INSURANCE GROUP	CITY OF SUMMIT - RMC 3RD QTR 2021	15,946.00
			<b>15,946.00</b>
001951			
001951	TOWN OF WESTFIELD	RMC 3RD QTR 2021	17,462.00
			<b>17,462.00</b>
001952			
001952	TOWNSHIP OF SCOTCH PLAINS	RMC 3RD QTR 2021	9,040.50
			<b>9,040.50</b>
001953			
001953	BROWN & BROWN METRO, LLC	BO. OF BERNARDSVILLE - 3RD RMC FEE 2021	5,534.00
			<b>5,534.00</b>
		<b>Total Payments FY 2021</b>	<b>481,639.18</b>
		<b>TOTAL PAYMENTS FUND YEARS</b>	<b>1,059,696.25</b>

\_\_\_\_\_  
Chairperson

Attest:

Dated: \_\_\_\_\_

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

\_\_\_\_\_  
Treasurer