

SUBURBAN MUNICIPAL JOINT INSURANCE FUND

OPEN MINUTES

March 10, 2022

8:00AM

Meeting of the Fund Commissioners called to order by Chairman Mirabella. Open Public Meetings notice read into record.

ROLL CALL OF 2022 FUND COMMISSIONERS:

Alexander Mirabella	Township of Scotch Plains	Present
James Gildea	Borough of Westfield	Present
Sean McCarthy	Township of Bernards	Present
James Damato	Borough of Watchung	Present
Megan Champney	City of Summit	Present
Robin Ray	Township of Bedminster	Absent
Vincent DeNave	Township of Harding	Absent

EXECUTIVE COMMITTEE ALTERNATES:

Anthony Suriano	Borough of Bernardsville	Absent
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	Absent
Pat Monaco	Borough of Bernards	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Cathleen Kiernan, Nancy A. Ghani, Crystal Chuck
Attorney	DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis & Leher Stephen Davis, Esq.
Claims Service	Qual-Lynx Claudia Acosta, Katie Gomez, Karen Hinkley
Safety Director/Law Enforcement Risk Control	J.A. Montgomery Brian Maitland, John Schwartz, Eleanor Moss
Managed Care Provider	FMCO Bruce Nash

ALSO PRESENT:

Amy Pieroni, Acrisure LLC
Lindsay Travali, Acrisure LLC
Hallee Cramer, Meeker, Sharkey & Hurley
Renee Bays, Meeker, Sharkey & Hurley
Crystal Robinson, Brown & Brown

MINUTES: Open and Closed Minutes of February 10, 2022

MOTION TO APPROVE OPEN AND CLOSED MINUTES FOR FEBRUARY 10, 2022 AS PRESENTED:

Moved: Commissioner Mirabella
Second: Commissioner Gildea
Roll Call Vote: 5 Ayes – 0 Nays

EXECUTIVE DIRECTOR:

REPORT: Monthly reports submitted to the Executive Committee including monthly Financial Fast Track, Loss Ratio, Lost Time Accident Frequency, Investment Summary and Rate Comparison, Expected Loss Ratio by Town Report and the Claim Activity Report.

The Financial Fast Tract Report was not available for the month of March.

Executive Director reviewed the Loss Ratio Report noting Fund Year 2020 was slightly above the actuarial target with 126% of loss funds incurred; claims were not COVID related but represented other claim activity. Executive Director noted the LTAF report as of January 31, 2022, reflected 0 claims to date. Executive Director reviewed the 2022 EPL status noting all members are in compliance and were able to maintain their expiring deductibles.

2022 MEL/RCF/EJIF MARCH 25TH MEETING & RETREAT: Executive Director said the MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 25th at the Princeton Marriott. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Executive Director said Fund Commissioners and Risk Managers are welcome to attend.

2022 MEL, MR HIF & NJCE JIF EDUCATIONAL SEMINAR: Executive Director discussed the 11th annual seminar which is to be conducted virtually on 2 half-day sessions: Friday, April 29th and Friday, May 6th from 9AM to 12PM. Executive Director said the seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF).

Included in the agenda was the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine, which highlighted the educational seminar. Executive Director stated a registration email was distributed. All fund professionals are welcomed to attend. Please contact the Fund Office to register.

MEL CYBER LIABILITY JIF: Executive Director reported on the status of the Cyber Liability JIF. A committee was formed at the MEL's 2022 Reorganization meeting to research the creation of a special JIF to mirror the EJIF and insure Cyber Liability. The committee is comprised of MEL Commissioners, Executive Directors and Professionals; to date the full committee has met twice to meet the target start-up date of January 1, 2023. A memorandum on the progress to date was distributed. Executive Director encouraged members to join the Cyber Liability JIF to try and get a minimum standard of risk control as premiums are not paying for losses incurred and to help members get compliant. Executive Director reported that premiums have increased by 125% this year making it a difficult renewal. Last year's premiums increased by a 100%.

2021/2022 ELECTED OFFICIALS SEMINAR: Executive Director reported the MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute.

Executive Director said 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, 2022. 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 capped at approximately 5% of the member’s MEL assessment.

A notice with the registration link was distributed via email on 2/28/2022. Please contact the Fund office if you are interested in attending the virtual seminars.

2022 FINANCIAL DISCLOSURES: Executive Director said that any JIF & Fund Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing. It is expected the Division of Local Government Services will distribute a notice with filing instructions with a deadline to file by April 30th.

ANNUAL PRIMA CONFERENCE: Executive Director reported the annual Public Risk Management Association’s (PRIMA) conference will be held in San Antonio, TX, June 5, 2022, through June 8, 2022 at the Grand Hyatt San Antonio. Registration, airfare, and hotel arrangements will be reimbursed. If you are interested in attending, please contact the Fund Office to schedule.

TREASURER:

VOUCHER LIST:

MARCH 2022 VOUCHER PAYMENTS, RESOLUTION 12-22

Fund Year 2020:	\$1,500.00
Fund Year 2021:	\$5,484.60
Fund Year 2022:	\$372,428.74
Total:	\$379,413.34

CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS FOR MONTHS OF JANUARY 2022:

Fund Year 2022:	\$13,393.93
Fund Year 2021:	\$82,713.55
Fund Year 2020:	\$4,063.02
Fund Year 2019:	\$17,355.91
Fund Year 2018:	\$6,082.05
Closed:	\$0.00
Total:	\$123,608.46

MOTION TO ADOPT RESOLUTION 12-22 APPROVING MARCH 2022 BILLS LIST AND APPROVE CONFIRMATION & CERTIFICATION OF JANUARY 2021 CLAIM TRANSFERS AS SUBMITTED:

Moved:	Commissioner Mirabella
Second:	Commissioner Gildea
Roll Call Vote:	5 Ayes – 0 Nays
<u>Voucher List and Treasurer’s Report Made Part of Minutes.</u>	

ATTORNEY:

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

UNDERWRITING MANAGER:

REPORT:

CERTIFICATE REPORT: Included in the agenda was the certificate report for the period 1/22/22 to 2/22/22.

CYBER COMPLIANCE REPORT: Included in the agenda was the cyber compliance report as of 2/31/22. Executive Director reported on behalf of the Underwriting Manager and encouraged members to maintain Cyber Compliance especially regarding the minimum standards, which are tier 1 and tier 2. This will be important for future renewals as the insurance marketplace.

Monthly Report Made Part of Minutes.

MANAGED CARE:

MONTHLY REPORT: Included in the agenda was the February 2022 report submitted by FMCO. Managed Care Provider said the total provider billed amount for February 2022 was \$122,880, repriced to \$53,527 for a total savings of 56% and a PPO penetration of 95%.

Monthly Activity Report Made Part of Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Included in the agenda was the March 2022 report noting the activities/trainings, MSI classes and a Safety Director bulletin distributed during the month of February. Safety Director added the MSI Live schedule through May has been posted.

Monthly Report Made Part of the Minutes.

CLAIMS:

REPORT: Claims Administrator said they have 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 Mirabella
Second: Commissioner Gildea
Roll Call Vote: 5 Ayes – 0 Nays

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

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Mirabella
Second: Commissioner Gildea
Roll Call Vote: 5 Ayes – 0 Nays

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

Moved: Commissioner Mirabella
Second: Commissioner Gildea

Roll Call Vote: 5 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

MEETING ADJOURNED: 8:30 AM

NEXT MEETING: April 14, 2022 - 8:00 AM

Crystal Chuck, Account Analyst

for

JAMES GILDEA, SECRETARY

**SUBURBAN MUNICIPAL JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 12-22

March 2022

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 Treasurer 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 2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002051			
002051	CITY OF SUMMIT	UNAPPLIED 2020 EPL CRED FROM 2021 ASSMTS	1,500.00
			1,500.00
		Total Payments FY 2020	1,500.00

FUND YEAR 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002052			
002052	PERMA RISK MANAGEMENT SERVICES	POSTAGE 12/21	105.75
			105.75
002053			
002053	DIFRANCESCO BATEMAN, KUNZMAN, DAVIS	PROFESSIONAL SERVICES 12/21	5,342.40
			5,342.40
002054			
002054	ACCESS	ACCT #416 - ARC. AND STOR. - 12.31.21	36.45
			36.45
		Total Payments FY 2021	5,484.60

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002055			
002055	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES 2/22	7,133.86
			7,133.86
002056			
002056	APEX INSURANCE SVCS c/o QBE INS	VDO - 1ST INS. 2022	2,057.00
002056	APEX INSURANCE SVCS c/o QBE INS	POL/EPL & LEAD USE - 1ST INS. 2022	298,130.00
			300,187.00
002057			
002057	QUAL-LYNX	CLAIM ADJUSTING SERVICES 2/22	18,440.91
			18,440.91
002058			
002058	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR - LOSS CONT. SERV. 2/22	5,755.29
			5,755.29
002059			
002059	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 2/22	15,933.88
			15,933.88
002060			
002060	THE ACTUARIAL ADVANTAGE	FUND ACTUARY FEE 2/22	2,845.89
			2,845.89
002061			
002061	RALPH A MARESCA, JR	TREASURER FEE 2/22	1,660.94
			1,660.94

002062	MEEKER SHARKEY & HURLEY	HARDING TWP - 1ST INS. RMC FEE 2022	2,216.00
002062	MEEKER SHARKEY & HURLEY	FAR HILLS BOR. - 1ST INS. RMC FEE 2022	788.00
002062	MEEKER SHARKEY & HURLEY	BEDMINSTER TWP - 1ST INS. RMC FEE 2022	4,929.00
002062	MEEKER SHARKEY & HURLEY	BERNARDS TWP - 1ST INS. RMC FEE 2022	10,596.00
			18,529.00
002063	NJ ADVANCE MEDIA	ACCT #XSUBU0555780 - MTG - 1.7.22	24.80
			24.80
002064	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINT & DR 2/22	175.00
			175.00
002065	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 2/22	1,734.00
			1,734.00
002066	COURIER NEWS	ACCT #ASB-0000003384 - ADV NOT - 1.6.22	8.17
			8.17
		Total Payments FY 2022	372,428.74
		TOTAL PAYMENTS FUND YEARS	379,413.34

Chairperson

Attest:

Dated: _____

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

Treasurer