

SUBURBAN MUNICIPAL JOINT INSURANCE FUND

OPEN MINUTES

April 14, 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	Absent
James Damato	Borough of Watchung	Absent
Megan Champney	City of Summit	Present
Robin Ray	Township of Bedminster	Absent
*Vincent DeNave	Township of Harding	Present

*Entered the meeting during closed session approximately 8:20am

EXECUTIVE COMMITTEE ALTERNATES:

Anthony Suriano	Borough of Bernardsville	Absent
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	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

Safety Director/Law Enforcement J.A. Montgomery
Risk Control **Brian Maitland, John Schwartz, Eleanor Moss**

Underwriting Manager Conner Strong & Buckelew
Edward Cooney

Managed Care Provider FMCO
Alyssa Hrubash

ALSO PRESENT:

Lindsay Travalì, Acrisure LLC
Renee Bays, Meeker, Sharkey & Hurley
Crystal Robinson, Brown & Brown
Rich Duthie, Pinnacle Risk Solutions

MINUTES: Open and Closed Minutes of March 10, 2022

MOTION TO APPROVE OPEN AND CLOSED MINUTES FOR MARCH 10, 2022 AS

PRESENTED:

Moved:	Chairman 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.

Included in the agenda was a Financial Fast Track as of January 31, 2022 and February 28, 2022. Executive Director reported that the statutory surplus stands at \$3,921,286 and that a couple of years are in the deficit.

Executive Director reviewed the Loss Ratio Report noting Fund Year 2020 was slightly above the actuarial target with 117.22% of loss funds incurred; claims were not COVID related but represented other claim activity. Executive Director noted the LTAF report as of February 28, 2022, reflected 1.08 rate. Executive Director reviewed the 2022 EPL status noting all members are in compliance and were able to maintain their expiring deductibles.

POWER OF COLLABORATION: Distributed for information was a draft Power of Collaboration advertisement to be published in the League of Municipalities magazine, which asked member municipalities to adopt the resolution to urge legislators to amend the budget cap law.

2022 MEL/RCF/EJIF MARCH 25TH MEETING & RETREAT: The MEL, RCF and EJIF held their March meetings in conjunction with the MEL Annual Retreat on March 25, 2021. Executive Director said though it was well attended the MEL chairwoman encouraged more local JIF fund commissioners to participate and for others to attend.

2022 MEL, MR HIF & NJCE JIF EDUCATIONAL SEMINAR: The 11th annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 29th and Friday, May 6th from 9AM to 12PM. 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).

Executive Director said to please contact the Fund office if you are interested in attending the virtual seminars.

2021/2022 ELECTED OFFICIALS SEMINAR: The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Included in the agenda were 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, 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 5% of the member's assessment.

2022 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 reported the fund office distributed an email notice to Fund Commissioners and select professionals to begin updating their information for filing prior to the release of Local Finance Notice 2022-08.

TREASURER:

VOUCHER LIST:

MARCH 2022 VOUCHER PAYMENTS, CONFIRMATION OF PAYMENTS

Fund Year 2021:	\$14,477.95
Fund Year 2022:	\$85,385.60
Total:	\$99,863.55

APRIL 2022 VOUCHER PAYMENTS, RESOLUTION 13-22

Closed:	\$2,500.00
Fund Year 2018:	\$1,000.00
Fund Year 2019:	\$2,500.00
Fund Year 2020:	\$3,250.00
Fund Year 2021:	\$11,800.00
Fund Year 2022:	\$829,688.75
Total:	\$850,738.75

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

Fund Year 2022:	\$33,479.70
Fund Year 2021:	\$50,924.88
Fund Year 2020:	\$8,208.39
Fund Year 2019:	\$6,217.75
Fund Year 2018:	\$2,782.00
Closed:	\$0.00
Total:	\$101,612.72

MOTION TO ADOPT MARCH 2022 CONFIRMATION OF PAYMENTS AND RESOLUTION 13-22 APPROVING APRIL 2022 BILLS LIST AND APPROVE CONFIRMATION & CERTIFICATION OF FEBRUARY 2022 CLAIM TRANSFERS AS SUBMITTED:

Moved:	Chairman 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 2/22/22 to 3/22/22.

CYBER COMPLIANCE REPORT: Included in the agenda was the cyber compliance report as of 3/31/22. 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 March 2022 report submitted by FMCO. Managed Care Provider said the total provider billed amount for March 2022 was \$132,565, repriced to \$106,698 for a total savings of 20% and a PPO penetration of 84%.

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 March. 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: Chairman Mirabella
Second: Commissioner Gildea
Roll Call Vote: 6 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: Chairman Mirabella
Second: Commissioner Gildea
Roll Call Vote: 6 Ayes – 0 Nays

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

Moved: Chairman Mirabella
Second: Commissioner Gildea
Roll Call Vote: 6 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: Executive Director discussed the possibility of a hybrid option to attend future JIF meetings. Though there are several benefits to meeting in person, the hybrid option would accommodate for those who have commuting challenges and other obligations. The fund office will research the technical aspects of a hybrid accommodation for future meetings.

MOTION TO ADJOURN:

Moved: Chairman Mirabella
Second: Commissioner Gildea
Roll Call Vote: Unanimous

MEETING ADJOURNED: 8:30 AM

NEXT MEETING: May 12, 2022 - 8:00 AM

Crystal Chuck, Account Analyst
for
JAMES GILDEA, SECRETARY

SUBURBAN MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Confirmation of Payments

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 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002067			
002067	QUAL-LYNX	PERFORMANCE BOND 1/1-12/31/21	122.00
			122.00
002068			
002068	PERMA RISK MANAGEMENT SERVICES	2021 1099 AATRIX FILINGS	24.95
			24.95
002069			
002069	ACRISURE, LLC DBA RELIANCE INSURANCE GROUP	WATCHUNG - 2ND-4TH QTR RMC FEES 2021	14,331.00
			14,331.00
		Total Payments FY 2021	14,477.95

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002070			
002070	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES 3/22	7,133.86
			7,133.86
002071			
002071	QUAL-LYNX	CLAIM ADJUSTING SERVICES 3/22	18,440.91
			18,440.91
002072			
002072	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR - LOSS CONT. SERV. 3/22	5,755.29
			5,755.29
002073			
002073	PERMA RISK MANAGEMENT SERVICES	POSTAGE 1/22	27.79
002073	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 3/22	15,933.88
			15,961.67
002074			
002074	THE ACTUARIAL ADVANTAGE	FUND ACTUARY FEE 3/22	2,845.89
			2,845.89
002075			
002075	DIFRANCESCO BATEMAN, KUNZMAN, DAVIS	ATTORNEY DISBURSEMENTS 1/22	4,115.69
			4,115.69
002076			
002076	RALPH A MARESCA, JR	TREASURER FEE 3/22	1,660.94
			1,660.94
002077			
002077	MEEKER SHARKEY & HURLEY	WATCHUNG BOROUGH - 1ST INS. RMC FEE 2022	4,903.00
			4,903.00
002078			
002078	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINT & DR 3/22	175.00
			175.00
002079			
002079	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 3/22	1,734.00
			1,734.00
002080			
002080	ACCESS	ACCT #416 - ARC. AND STOR. - 1.31.22	33.35
			33.35
002081			
002081	PINNACLE INSURANCE SOLUTIONS, LLC	MOUNTAINSIDE - 1ST QTR RMC FEE 2022	4,719.00
			4,719.00
002082			
002082	TOWN OF WESTFIELD	1ST QUARTER RMC FEE 2022	17,907.00
			17,907.00
		Total Payments FY 2022	85,385.60

TOTAL PAYMENTS FUND YEARS

99,863.55

Chairperson

Attest:

Dated: _____

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

Treasurer

SUBURBAN MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 13-22

APRIL 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 CLOSED

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002083			
002083	BOROUGH OF BERNARDSVILLE	SAFETY INCENTIVE PROGRAM AWARD 2017	500.00
			500.00
002084			
002084	BOROUGH OF WATCHUNG	SAFETY INCENTIVE PROGRAM AWARD 2017	500.00
002084	BOROUGH OF WATCHUNG	SAFETY INCENTIVE PROGRAM AWARD 2015	400.00
002084	BOROUGH OF WATCHUNG	SAFETY INCENTIVE PROGRAM AWARD 2016	1,100.00
			2,000.00
		Total Payments FY CLOSED	2,500.00

FUND YEAR 2018

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002085			
002085	BOROUGH OF WATCHUNG	SAFETY INCENTIVE PROGRAM AWARD 2018	500.00
			500.00
002086			
002086	BOROUGH OF BERNARDSVILLE	SAFETY INCENTIVE PROGRAM AWARD 2018	500.00
			500.00
		Total Payments FY 2018	1,000.00

FUND YEAR 2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002087			
002087	BOROUGH OF WATCHUNG	SAFETY INCENTIVE PROGRAM AWARD 2019	500.00
			500.00
002088			
002088	TOWNSHIP OF SCOTCH PLAINS	SAFETY INCENTIVE PROGRAM AWARD 2019	1,000.00
			1,000.00
002089			
002089	TOWNSHIP OF HARDING	SAFETY INCENTIVE PROGRAM AWARD 2019	1,000.00
			1,000.00
		Total Payments FY 2019	2,500.00

FUND YEAR 2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002090			
002090	CITY OF SUMMIT	SAFETY INCENTIVE PROGRAM AWARD 2020	2,000.00
			2,000.00
002091			
002091	TOWNSHIP OF HARDING	SAFETY INCENTIVE PROGRAM AWARD 2020	1,250.00
			1,250.00
		Total Payments FY 2020	3,250.00

FUND YEAR 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002092			
002092	BOROUGH OF FAR HILLS	SAFETY INCENTIVE PROGRAM AWARD 2021	1,600.00
			1,600.00
002093			
002093	BERNARDS TOWNSHIP	SAFETY INCENTIVE PROGRAM AWARD 2021	1,600.00
			1,600.00

002094			
002094	BOROUGH OF WATCHUNG	SAFETY INCENTIVE PROGRAM AWARD 2021	500.00
			500.00
002095			
002095	TOWN OF WESTFIELD	SAFETY INCENTIVE PROGRAM AWARD 2021	1,100.00
			1,100.00
002096			
002096	TOWNSHIP OF SCOTCH PLAINS	SAFETY INCENTIVE PROGRAM AWARD 2021	1,600.00
			1,600.00
002097			
002097	BOROUGH OF BERNARDSVILLE	SAFETY INCENTIVE PROGRAM AWARD 2021	1,100.00
			1,100.00
002098			
002098	CITY OF SUMMIT	SAFETY INCENTIVE PROGRAM AWARD 2021	1,600.00
			1,600.00
002099			
002099	TOWNSHIP OF BEDMINSTER	SAFETY INCENTIVE PROGRAM AWARD 2021	1,600.00
			1,600.00
002100			
002100	TOWNSHIP OF HARDING	SAFETY INCENTIVE PROGRAM AWARD 2021	1,100.00
			1,100.00
		Total Payments FY 2021	11,800.00

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002101			
002101	MUNICIPAL EXCESS LIABILITY JIF	FPB - MEL 2022 - 2ND QUARTER	1,423.25
			1,423.25
002102			
002102	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES 4/22	7,133.86
			7,133.86
002103			
002103	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - MEL 2022 - 2ND QUARTER	117,551.00
002103	MUNICIPAL EXCESS LIABILITY JIF	MEL - MEL 2022 - 2ND QUARTER	303,210.18
			420,761.18
002104			
002104	APEX INSURANCE SVCS c/o QBE INS	VDO - 2ND INS. 2022	2,057.00
002104	APEX INSURANCE SVCS c/o QBE INS	POL/EPL STANDARD LIMIT - 2ND INS. 2022	283,933.50
002104	APEX INSURANCE SVCS c/o QBE INS	VDO - 2ND INS. 2022	14,196.50
			300,187.00
002105			
002105	QUAL-LYNX	CLAIM ADJUSTING SERVICES 4/22	18,440.91
			18,440.91
002106			
002106	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR - LOSS CONT. SERV. 4/22	5,755.29
			5,755.29
002107			
002107	PERMA RISK MANAGEMENT SERVICES	POSTAGE 3/22	31.11
002107	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 4/22	15,933.88
002107	PERMA RISK MANAGEMENT SERVICES	POSTAGE 2/22	29.26
			15,994.25
002108			
002108	THE ACTUARIAL ADVANTAGE	FUND ACTUARY FEE 4/22	2,845.89
			2,845.89
002109			
002109	RALPH A MARESCA, JR	TREASURER FEE 4/22	1,660.94
			1,660.94
002110			
002110	MEEKER SHARKEY & HURLEY	WATCHUNG BORO. - 2ND INS. RMC FEE 2022	4,903.00
002110	MEEKER SHARKEY & HURLEY	HARDING TWP. - 2ND INS. RMC FEE 2022	2,216.00
002110	MEEKER SHARKEY & HURLEY	BEDMINSTER TWP. - 2ND INS. RMC FEE 2022	4,929.00
002110	MEEKER SHARKEY & HURLEY	BERNARDS TWP. - 2ND INS. RMC FEE 2022	10,596.00
002110	MEEKER SHARKEY & HURLEY	FAR HILLS BORO. - 2ND INS. RMC FEE 2022	788.00
			23,432.00
002111			
002111	MUNICIPAL EXCESS LIABILITY JIF	MSI - MEL 2022 - 2ND QUARTER	7,406.25
			7,406.25
002112			
002112	NJ ADVANCE MEDIA	ACCT #XSUBU0555780 - MTG - 2.8.22	64.40
			64.40
002113			
002113	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINT & DR 4/22	175.00
			175.00
002114			
002114	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 4/22	1,734.00

			1,734.00
002115			
002115	COURIER NEWS	ACCT #ASB-000003384 - MTG - 3.1.22	7.80
			7.80
002116			
002116	ACCESS	ACCT #416 - ARC. AND STOR. - 2.28.22	6.09
002116	ACCESS	ACCT #416 - ARC. AND STOR. - 2.28.22	34.64
			40.73
002117			
002117	PINNACLE INSURANCE SOLUTIONS, LLC	MOUNTAINSIDE - 2ND QTR RMC FEE 2022	4,719.00
			4,719.00
002118			
002118	TOWN OF WESTFIELD	2ND QUARTER RMC FEE 2022	17,907.00
			17,907.00
		Total Payments FY 2022	829,688.75
		TOTAL PAYMENTS FUND YEARS	850,738.75

Chairperson

Attest:

Dated: _____

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

Treasurer