

SUBURBAN MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
February 10, 2022
VIA ZOOM
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	Present

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	Absent
Pat Monaco	Borough of Bernards	Absent

APPOINTED OFFICIALS PRESENT:

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

ALSO PRESENT:

Amy Pieroni, Acrisure LLC
Lindsay Travali, Acrisure LLC
Hallee Cramer, Meeker, Sharkey & Hurley

Tom Sharkey, Meeker, Sharkey & Hurley
Renee Bays, Meeker, Sharkey & Hurley
Dominick Cinelli, Brown & Brown
Suzanne Bridge, Brown & Brown
Rich Duthie, Pinnacle Risk Solutions

MINUTES: Open and Closed Minutes of January 13, 2022

MOTION TO APPROVE OPEN AND CLOSED MINUTES FOR JANUARY 13, 2022 AS PRESENTED:

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

EXECUTIVE DIRECTOR:

REPORT: Monthly reports submitted to Fund Commissioners including monthly Fast-Track, Accident Frequency, Fast-track financial report, Claim Activity Report, 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 December 31, 2021; Executive Director referred to the Fund's statutory surplus, which stands at \$4.1 million. Executive Director reviewed the Surplus (Deficits) by Fund Year section of the Financial Fast Track noting Year 2020 and Year 2021 are in a deficit. Executive Director said Fund Year 2020 had a small number of significant claims that were not Covid related.

Executive Director reviewed the Claims Management Report noting most years are at or slightly above the actuarial target except for 2020 and the Lost Time Accident Frequency (LTAF) as of December 31, 2021 is 1.17. Executive Director noted many of the Funds LTAF are slightly above last year as more employees are returning from temporary remote working. However, most of the Funds are averaging below two lost days per one hundred employees. 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 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: The 11th annual seminar will 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). We are in the process of preparing to distribute this notice to all members and risk managers.

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.

2021/2022 ELECTED OFFICIALS SEMINAR: Executive Director reported the MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute and directions on how to access the course will be distributed when available.

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.

2022 SAFETY BREAKFAST: Executive Director said the Executive Safety Committee originally scheduled an in-person Safety Breakfast for late February; however, suggested it be moved to March to avoid cancellation fees or penalties. Executive Director suggested to hold the Safety Breakfast immediately following the March Fund meeting at a nearby venue and requested feedback. The Board agreed with the suggestion and venue.

TREASURER:

VOUCHER LIST:

FEBRUARY 2022 VOUCHER PAYMENTS, RESOLUTION 11-22

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 DECEMBER 2021:

Fund Year 2021:	\$93,524.38
Fund Year 2020:	\$5,392.30
Fund Year 2019:	\$2,637.98
Fund Year 2018:	\$11,641.50
Fund Year 2017:	\$0.00
Closed:	\$0.00
Total:	\$113,196.16

MOTION TO ADOPT RESOLUTION 11-22 APPROVING FEBRUARY 2022 BILLS LIST AND APPROVE CONFIRMATION & CERTIFICATION OF DECEMBER 2021 CLAIM TRANSFERS AS SUBMITTED:

Moved:	Commissioner Gildea
Second:	Commissioner McCarthy
Roll Call Vote:	8 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. Mr. Davis, Esq encouraged members to read new Legislation – A.S771, which amended New Jersey Workers Compensation Law and reach out if members had any questions.

Monthly Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT:

CERTIFICATE REPORT: Included in the agenda was the certificate report for the period 12/22/21 to 1/22/22.

CYBER COMPLIANCE REPORT: Included in the agenda was the cyber compliance report as of 1/31/22. Underwriting Manager said the Cyber Task Force will continue to emphasize Cyber compliance, especially in regards to the minimum standards, which are tier 1 and tier 2. This will be important for future renewals as the insurance marketplace, which is a reflection of the claims that have occurred, becomes more difficult for cyber.

Underwriting Manager added the MEL established a Cyber Joint Insurance Fund to discuss the future of cyber insurance and risk control. Executive Director said this is a feasibility study and the result would be set up similar to the EJIF and provide a platform for coverages and cyber professional services.

Monthly Report Made Part of Minutes.

MANAGED CARE:

MONTHLY REPORT: Included in the agenda was the January 2022 report submitted by FMCO. Managed Care Provider said the total provider billed amount for January 2022 was \$42,275, repriced to \$12,641 for a total savings of 70% and a PPO penetration of 99%.

Executive Director said FMCO's Cash Management Monthly Activity Report and Perma's Due Diligence reports may not always matchup because the reports are measuring different time periods.

Monthly Activity Report Made Part of Minutes.

SAFETY DIRECTOR:

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

Mr. Maitland added a Safety Expo is being held the first week of March at the Morris County Public Safety Training Academy. There will be in-person classes, which discuss topics such as Fast Track to Safety, Excavation, Trench and Shoring Classes.

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 Champney
Second:	Commissioner Gildea
Vote:	Unanimous

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

MOTION TO RETURN TO OPEN SESSION:

Moved:	Commissioner McCarthy
Second:	Commissioner Gildea
Roll Call Vote:	Unanimous

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

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

OLD BUSINESS: NONE

NEW BUSINESS:

Executive Director took a moment to introduce a pilot program updating the Agenda process. The new process will allow meeting attendees to view the Agenda as an electronic copy on a tablet or phone and
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take notes simultaneously. The Board agreed to pilot the program, but noted they would like to continue to receive paper copies during the pilot as well.

MOTION TO ADJOURN:

Moved:	Commissioner Champney
Second:	Commissioner Gildea
Vote:	Unanimous

MEETING ADJOURNED: 8:29 AM

NEXT MEETING: March 10, 2022 - 8:00 AM

Brandon Tracy, Account Analyst

for

JAMES GILDEA, SECRETARY

**SUBURBAN MUNIICIPAL JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 11-22

February 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 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 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			
002063	NJ ADVANCE MEDIA	ACCT #XSUBU0555780 - MTG - 1.7.22	24.80
			24.80
002064			
002064	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINT & DR 2/22	175.00
			175.00
002065			
002065	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 2/22	1,734.00
			1,734.00
002066			
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