

APPENDIX I
July 14, 2022 Minutes

SUBURBAN MUNICIPAL JOINT INSURANCE FUND

OPEN MINUTES

JULY 14, 2022

8:00AM – SCOTCH PLAINS & ZOOM OPTION

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	Present
Megan Champney Kwesilait	City of Summit	Absent
Robin Ray	Township of Bedminster	Absent
Vincent DeNave	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	Borough of Bernards	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Cathleen Kiernan, Crystal Chuck, Jennifer Conicella
Attorney	DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis & Leher Stephen Davis, Esq.
Claims Service	Qual-Lynx Claudia Acosta
Safety Director/Law Enforcement Risk Control	J.A. Montgomery Brian Maitland, Kenneth Schwartz, Valerie Faliveno
Managed Care Provider	FMCO Alyssa Hrubash
Treasurer	Ralph Maresca

ALSO PRESENT:

Lindsay Travali, Acrisure LLC
Amy Pieroni, Acrisure LLC
Renee Bays, Meeker, Sharkey & Hurley
Hallee Cramer, Meeker, Sharkey & Hurley
Rich Duthie, Pinnacle Risk Solutions
Crystal Robinson, Brown & Brown
Dominick Cinelli, Brown & Brown
Suzanne Bridge, Brown & Brown

MINUTES: Open and Closed Minutes of June 9, 2022.

MOTION TO APPROVE OPEN AND CLOSED MINUTES FOR JUNE 9, 2022 AS

PRESENTED:

Moved: Commissioner Damato
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.

Executive Director reviewed the Financial Fast Track as of May 31th noting the Statutory Surplus stands at \$2.2 million down from last year's \$3.3 million. Executive Director reviewed the Loss Ratio report as of May 31th and reported Fund Year 2020 continues to trend slightly above the actuarial target with 116.08% of loss funds incurred; claims were not COVID related but represented other claim activity. Executive Director referred to the Lost Time Accident Frequency report as of May 31th and reported the rate is 1.58 as compared to 1.29 last year.

2023 MEMBERSHIP RENEWALS: Bedminster, Far Hills, Mountainside, Scotch Plains, Summit, Westfield and Watchung are scheduled to renew Fund membership by January 1, 2023. Executive Director stated membership renewal documents will be distributed following the meeting within a week or so.

2022 COVERAGE DOCUMENTS: Executive Director advised that the fund office is in the final stages of preparing the coverage documents, which will be uploaded to Origami during the month of July. The fund office will be uploading three years of coverage, 2022 being the third year of coverage. Executive Director advised everyone to download the oldest year to their server. The fund office 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 Origami email with a link to renewal worksheets - to begin the 2023 underwriting renewal on or about July 18th with an August 31st completion date. The fund office will issue an email with those additional directions once the underwriting system link is sent. The Underwriting Manager prepared a memorandum outlining additional information needed for his marketing; enclosed in the agenda was the memorandum.

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 Damato
Second: Commissioner Gildea
Commissioner Vincent Denave Joined the meeting
Roll Call Vote: 6 Ayes – 0 Nays

In addition, please note the Treasurer and Fund office are working to set up a secure bank lockbox for quarterly assessment payments. **Until notified, members should send quarterly assessment payments to this address:**

Ralph Maresca, JIF Treasurer
PO Box 343
Millington, NJ 07946

CYBER JOINT INSURANCE FUND: Executive Director stated, David Grubb, Executive Director of the MEL, completed and submitted the necessary documents for approval of the formation of the Cyber Joint Insurance Fund; target date to be operational is 1/1/23.

2021 AUDIT FILING: Executive Director said PERMA filed the 2021 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.

TREASURER: Included in the agenda was the July's bills list, the Treasurer's reports and the investment reports as of May 31, 2022.

VOUCHER LIST:

JULY 2022 VOUCHER PAYMENTS, RESOLUTION 19-22

Fund Year Agg:	\$468,728.05
Fund Year Closed:	\$47,521.59
Fund Year 2021:	\$13,530.00
Fund Year 2022:	\$632,937.87
Total:	\$1,162,717.51

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

Fund Year 2022:	\$97,889.71
Fund Year 2021:	\$12,344.64
Fund Year 2020:	\$7,163.23
Fund Year 2019:	\$22,756.69
Fund Year 2018:	\$21,995.25
Closed:	\$0.00
Total:	\$162,149.52

MOTION TO ADOPT RESOLUTION 19-22 APPROVING JULY 2022 BILLS LIST AND APPROVE CONFIRMATION & CERTIFICATION OF MAY 2022 CLAIM TRANSFERS AS SUBMITTED:

Moved:	Commissioner Damato
Second:	Commissioner Gildea
Roll Call Vote:	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:

REPORT:

CERTIFICATE REPORT: Included in the agenda was the certificate report for the period 5/22/22 to 6/22/22. There were 6 certificates issued for the month of June.

CYBER COMPLIANCE REPORT: Included in the agenda was the cyber compliance report as of 6/30/22. Executive Director reported material will be issued on the new Cyber JIF that is being formed with regards to security controls. This will be critical to cyber compliance and picking up all three tiers. If anyone has any questions or needs any assistance, please reach out to the Underwriting Team.

Monthly Report Made Part of Minutes.

MANAGED CARE:

July 14, 2022

MONTHLY REPORT: Included in the agenda was the June 2022 report submitted by FMCO. Managed Care Provider said the total provider billed amount for 2022 was \$817,256, repriced to \$266,163 for a total savings of 67% and a PPO penetration of 95%.

Monthly Activity Report Made Part of Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Included in the agenda was the July 2022 report noting the activities/trainings, MSI classes and a Safety Director bulletin distributed during the month.

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
Commissioner Vincent Denave Left the meeting
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 Damato
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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 8:25AM

NEXT MEETING: September 8, 2022 - 8:00 AM

Crystal M. Chuck, Account Executive
for

JAMES GILDEA, SECRETARY

SUBURBAN MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 19-22

JULY 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 AGGREGATE

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002141			
002141	MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND	2020 SURPLUS TRIGGER CORRECTION	122.19
002141	MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND	2016-2021 RETRO. PREMIUM CANCELLATION	468,605.86
			468,728.05
		Total Payments FY Aggregate	468,728.05

FUND YEAR CLOSED

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002142			
002142	MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND	2021 ASSESSMENT FOR CLOSE OUT OF FY 2017	31,942.50
002142	MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND	SUPP. ASSESSMENT FY 2007 (CAL. YR 2003)	15,579.09
			47,521.59
		Total Payments FY Closed	47,521.59

FUND YEAR 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002143			
002143	SUPLEE, CLOONEY, & COMPANY	PROF. AUDIT SERVICES 12.31.21	13,530.00
			13,530.00
		Total Payments FY 2021	13,530.00

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002144			
002144	MUNICIPAL EXCESS LIABILITY JIF	FPB - MEL 2022 - 3RD QUARTER	1,423.25
			1,423.25
002145			
002145	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES 7/22	7,133.86
			7,133.86
002146			
002146	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - MEL 2022 - 3RD QUARTER	117,551.00
002146	MUNICIPAL EXCESS LIABILITY JIF	MEL - MEL 2022 - 3RD QUARTER	303,210.18
			420,761.18
002147			
002147	NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK	2022 EJIF - 2ND INSTALLMENT	65,398.00
			65,398.00
002148			
002148	QUAL-LYNX	CLAIM ADJUSTING SERVICES 7/22	18,440.91
			18,440.91
002149			
002149	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR - LOSS CONT. SERV. 7/22	5,755.29
			5,755.29
002150			
002150	PERMA RISK MANAGEMENT SERVICES	POSTAGE 6/22	15.48
002150	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 7/22	15,933.88
002150	PERMA RISK MANAGEMENT SERVICES	POSTAGE 5/22	28.12
			15,977.48
002151			
002151	THE ACTUARIAL ADVANTAGE	FUND ACTUARY FEE 7/22	2,845.89
			2,845.89
002152			
002152	DIFRANCESCO BATEMAN, KUNZMAN, DAVIS	ATTORNEY DISBURSEMENTS 3/22	5,324.69
			5,324.69

002153			
002153	RALPH A MARESCA, JR	TREASURER FEE 7/22	1,660.94
			1,660.94
002154			
002154	MEEKER SHARKEY & HURLEY	WATCHUNG BORO. - 3RD INS. RMC FEE 2022	4,903.00
002154	MEEKER SHARKEY & HURLEY	HARDING TWP - 3RD INS. RMC FEE 2022	2,216.00
002154	MEEKER SHARKEY & HURLEY	BEDMINSTER TWP - 3RD INS. RMC FEE 2022	4,929.00
002154	MEEKER SHARKEY & HURLEY	BERNARDS TWP - 3RD INS. RMC FEE 2022	10,596.00
002154	MEEKER SHARKEY & HURLEY	FAR HILLS BORO. - 3RD INS. RMC FEE 2022	788.00
			23,432.00
002155			
002155	MUNICIPAL EXCESS LIABILITY JIF	MSI - MEL 2022 - 3RD QUARTER	7,406.25
			7,406.25
002156			
002156	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINT & DR 7/22	175.00
			175.00
002157			
002157	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 7/22	1,734.00
			1,734.00
002158			
002158	COURIER NEWS	ACCT #ASB-0000003384 - AD - 6.24.22	97.11
			97.11
002159			
002159	ACCESS	ACCT #416 - ARC. AND STOR. - 5.31.22	6.46
002159	ACCESS	ACCT #416 - ARC. AND STOR. - 5.31.22	35.56
			42.02
002160			
002160	PINNACLE INSURANCE SOLUTIONS, LLC	MOUNTAINSIDE - 3RD QTR RMC FEE 2022	4,719.00
			4,719.00
002161			
002161	TOWN OF WESTFIELD	3RD QUARTER RMC FEE 2022	17,907.00
			17,907.00
		Total Payments FY 2022	600,233.87
		TOTAL PAYMENTS FUND YEARS	1,130,013.51

Chairperson

Attest:

Dated: _____

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

Treasurer