

**SUBURBAN MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES
FEBRUARY 13, 2020
SCOTCH PLAINS, NJ
8:00AM**

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

ROLL CALL OF 2020 FUND COMMISSIONERS:

Megan Champney, Chairwoman	City of Summit	Present
Alexander Mirabella, Secretary	Township of Scotch Plains	Absent
James Gildea	Borough of Westfield	Present
Judy Sullivan	Township of Bedminster	Present
James Damato	Borough of Watchung	Present
Sean McCarthy	Township of Bernards	Absent
Lorene K. Wright	Township of Harding	Absent

EXECUTIVE COMMITTEE ALTERNATES:

Anthony Suriano	Borough of Bernardsville	Present
Joseph Carty	Borough of Far Hills	Absent
Tom Atkins	Borough of Mountainside	Present

ALTERNATE FUND COMMISSIONERS:

Margaret Heisey	Township of Scotch Plains	Present
Sheila Tweedie	Borough of Far Hills	Absent
Pat Monaco	Township of Bernards	Absent
Trina Lindsey	Township of Bedminster	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Cathleen Kiernan, Nancy A. Ghani
Attorney Leher	DiFrancesco, Bateman, Coley, Yospin, Kunzman, Davis & Stephen Davis, Esq.
Treasurer	Ralph Maresca
Claims Service	Qual-Lynx Claudia Acosta
Safety Director/Law Enforcement Risk Control	J.A. Montgomery Brian Maitland, Scott Thompson
Managed Care Provider	FMCO Suzanne Rajester

ALSO PRESENT:

Lindsay Travali, Acrisure
Amy Pieroni, Acrisure
Shakirah Stanford, Brown & Brown
Rich Duthie, Pinnacle Risk Solutions
Craig Sutherland, Meeker, Sharkey & Hurley
Renee Bays, Meeker, Sharkey & Hurley

MINUTES: Open and Closed Minutes of January 9, 2020.

**MOTION TO APPROVE OPEN AND CLOSED MINUTES FOR JANUARY 9,
2020 AS PRESENTED:**

Moved:	Commissioner Atkins
Second:	Commissioner Gildea
Vote:	Unanimous

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

REPORT: Monthly reports 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 December 31, 2019. Executive Director referred to the Financial Fast Track and noted the Fund's statutory surplus stands at \$3.7 million. Executive Director reviewed the Lost Time Accident Frequency (LTAF) and said the JIF's rate is 1.40; the overall MEL/JIF rate is 1.42.

2020 MEL/RCF/EJIF MARCH 27TH MEETING & RETREAT: Executive Director reported 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 27th 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 local JIF Fund Commissioners are welcome to attend and if interested should contact the fund office for details.

2020 MEL & MRHIF & NJCE EDUCATIONAL SEMINAR: Executive Director reported the 10th annual educational seminar is scheduled for Friday, May 1, 2020, beginning at 9:00 AM at the National Conference Center, 399 Monmouth Street, in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and Municipal Reinsurance Health Insurance Fund (MRHIF) members as well as personnel who work for service companies that are engaged by MEL member JIFs and MRHIF member HIFs. Enclosed in the agenda was the enrollment form.

ELECTED OFFICIALS TRAINING: Executive Director reported this year's elected officials training program will focus on *Preventing Child Abuse and Protecting Public Entities from the*

liabilities imposed by new legislation concerning sexual molestation. Executive Director said a notice will be distributed once the program is posted to the MEL's Learning Management System; anticipated date it will be posted is early March.

EMPLOYEES AND VOLUNTEERS PROTECTING CHILDREN TRAINING: The MEL developed a new training program on protecting children which is already on the Learning Management System for non-supervisory employees and volunteers. Enclosed in the agenda were the directions to take the course. Executive Director said we are drafting a notice to inform members of the materials on our webpage for Protecting Our Children which includes this training, model documents and resource guide.

EMPLOYMENT PRACTICES TRAINING: Executive Director said this year, all Managers and Supervisors are required to complete training in Employment Practices and protecting children from molestation; the Fund office will work with the Fund Attorney to schedule this training. J.A. Montgomery will conduct this training for Police Command Officers. The Training for non-supervisory employees and volunteers will be ready later in the year.

Executive Director said MEL hired a firm to review the Model Personnel Manual and the Employee Handbook. Draft is complete and is now in MEL sub-committee review, but not expected to be ready for release until June. As a result, the deadline to complete all elements of the EPL Compliance program will be pushed to June 30, 2021.

Chairwoman Champney inquired if there was training or resources available with respect to LGBTQ employees. In response Executive Director said she would inquire to see if a vendor and/or resources could be identified.

SAFETY BREAKFAST: The Annual Safety Breakfast has been scheduled for Tuesday February 25, 2020 at 8:30AM at the Stage House Tavern in Mountainside, NJ. Invitations have been emailed by JA Montgomery Risk Control.

INCLEMENT WEATHER PROCEDURE: A procedure has been instituted for Commissioners to confirm whether a meeting has been cancelled. The Executive Director will talk to the Chair to determine if a meeting should be cancelled. In the case of an early morning or evening meeting, PERMA will leave a message, which can be obtained by dialing the Fund's main number (201) 881-7632. For meetings that occur during normal business hours, meeting status can also be obtained by dialing the Fund office.

TREASURER:

VOUCHER LIST:

FEBRUARY 2020 VOUCHER PAYMENTS, RESOLUTION 11-20

Fund Year 2019:	\$12,268.39
Fund Year 2020:	\$415,251.54
Total:	\$427,519.93

CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS FOR MONTHS OF DECEMBER 2019:

Fund Year 2019:	\$38,895.27
Fund Year 2018:	\$15,255.94
Fund Year 2017:	\$13,265.08
Fund Year 2016:	\$41,019.66
Fund Year 2015:	\$6,569.96
Closed:	\$0.00
Total:	\$115,005.91

MOTION TO ADOPT RESOLUTION 11-20 APPROVING FEBRUARY 2020 BILLS LIST AND APPROVE CONFIRMATION & CERTIFICATION OF DECEMBER 2019 CLAIM TRANSFERS AS SUBMITTED:

Moved: Commissioner Atkins
 Second: Commissioner Gildea
 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 impacting municipalities.

Monthly Report Made Part of Minutes.

UNDERWRITING MANAGER:

CERTIFICATE REPORT: Included in the agenda was the certificate report for the period 12/22/19 to 1/22/20. Executive Director said the Underwriting Manager indicated there were numerous requests for 2020 renewal certificates and as such that report was not available for the agenda. The report would be included in the next agenda.

CYBER COMPLIANCE REPORT: Included in the agenda was the cyber compliance report as of 1/29/20 and an updated report as of 2/7/20 was distributed. Executive Director noted that the report reflected a "Denied" status; however, this is not an indication of denied coverage. Executive Director said it may be that a member did not submit a questionnaire in Origami and it default to Denied and/or a members submitted a questionnaire, but it was denied for additional documentation to achieve either Tier 1 or Tier 2 status.

Monthly Report Made Part of Minutes.

MANAGED CARE:

MONTHLY REPORT: Included in the agenda was the January 2020 report submitted by FMCO. Managed Care Provider said the total provider billed amount to date was \$68,546 and was re-priced to \$29,509 for a total savings of 57% and a PPO penetration of 90%.

Monthly Activity Report Made Part of Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Included in the agenda was the January 2020 report noting the activities/trainings, MSI classes and a Safety Director bulletin distributed during that time.

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 Atkins
Second: Commissioner Gildea
Roll Call 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 Atkins
Second: Commissioner Gildea
Roll Call Vote: Unanimous

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

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

OLD BUSINESS:

NONE

NEW BUSINESS:

COVERAGE COMMITTEE: Executive Director said the Coverage Committee met via teleconference to review the JIF Crime Policy rewrite. Executive Director said the policy was originally written in 1990 and had undergone several enhancements through endorsements to clarify coverage. Executive Director said the MEL Technical Writer worked with the MEL Underwriting Manager to rewrite the policy, which was reviewed and approved by the MEL Coverage Committee for local JIF review and approval.

Executive Director said the MEL Underwriting Manager confirmed that the policy rewrite did not change coverage and the Fund's Coverage Committee recommended approval of the policy subject to a liberalization endorsement as suggested by Mr. Sutherland. Executive Director said the Executive Committee could take action now or defer it until next month since the Coverage Documents will not be issued sooner than March or April. Commissioner Atkins noted he was comfortable adopting the policy rewrite today as it was reviewed by the MEL Coverage Committee and this Fund's Professionals.

**MOTION TO ADOPT THE JIF CRIME POLICY REWRITE AS
PRESENTED TO INCLUDE THE LIBERALIZATION
ENDORSEMENT:**

Moved: Commissioner Atkins
Second: Commissioner Gildea
Vote: 8 Ayes – 0 Nays

MOTION TO ADJOURN:

Moved: Commissioner Atkins
Second: Commissioner Gildea
Vote: Unanimous

MEETING ADJOURNED: 8:33AM

NEXT MEETING: March 12, 2020 - 8:00 AM

Nancy A. Ghani, Account Manager

for

ALEXANDER MIRABELLA, SECRETARY

**SUBURBAN MUNICIPAL JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 11-20

FEBRUARY 2020

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 2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001676			
001676	PERMA RISK MANAGEMENT SERVICES	1099 AATRIX FILINGS 2019	16.03
			16.03
001677			
001677	ALLSTATE INFORMATION MANAGEMNT	ACCT#416 - ARC & STOR - 12.31.19	43.04
			43.04
001678			
001678	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 12/19	1,667.00
001678	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 10/19	1,667.00
001678	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 11/19	1,667.00
			5,001.00
001679			
001679	DIFRANCESCO,BATEMAN,COLEY,YOSP	LEGAL SERVICES THRU 12.31.19	3,617.88
001679	DIFRANCESCO,BATEMAN,COLEY,YOSP	LEGAL SERVICES THRU 11.30.19	3,590.44
			7,208.32
		Total Payments FY 2019	12,268.39

FUND YEAR 2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001680			
001680	FIRST MANAGED CARE OPTION	MANAGED CARE 2/20	6,856.84
001680	FIRST MANAGED CARE OPTION	MANAGED CARE 1/20	6,856.84
			13,713.68
001681			
001681	APEX INSURANCE SVCS c/o XL INSURANCE	POLICY# MTP0039497-07 - 2020	7,662.00
001681	APEX INSURANCE SVCS c/o XL INSURANCE	POLICY# W1EE61200401 - 2020	3,000.00
			10,662.00
001682			
001682	APEX INSURANCE SVCS c/o QBE INS	POLICY# QVR01005-04 - 2020	2,057.00
001682	APEX INSURANCE SVCS c/o QBE INS	POLICY# QJR01005-04 - 2020	268,338.00
			270,395.00
001683			
001683	QUAL-LYNX	CLAIM ADJUSTING SERVICES 2/20	17,724.83
			17,724.83
001684			
001684	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 2/20	5,531.80
			5,531.80

001685			
001685	PERMA RISK MANAGEMENT SERVICES	POSTAGE 1/20	49.25
001685	PERMA RISK MANAGEMENT SERVICES	DEPOSIT - ANNUAL SAFETY BREAKFAST 1/20	250.00
001685	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 2/20	15,315.15
			15,614.40
001686			
001686	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 2/20	2,735.39
			2,735.39
001687			
001687	RALPH A MARESCA, JR	TREASURER FEE 2/20	1,596.44
			1,596.44
001688			
001688	MEEKER SHARKEY & HURLEY	RMC - 1ST QTR 2020 - HARDING TWP	2,165.00
001688	MEEKER SHARKEY & HURLEY	RMC - 1ST QTR 2020 - FAR HILLS BORO	770.00
001688	MEEKER SHARKEY & HURLEY	RMC - 1ST QTR 2020 - BEDMINSTER TWP	4,816.00
001688	MEEKER SHARKEY & HURLEY	RMC - 1ST QTR 2020 - BERNARDS TWP	10,349.00
001688	MEEKER SHARKEY & HURLEY	RMC - 1ST QTR 2020 - BVILLE BORO	5,545.00
			23,645.00
001689			
001689	NEWTECH SERVICES INC.	WEB MAINT/HOST & DR - DS 2/20	175.00
			175.00
001690			
001690	CONNER STRONG & BUCKLEW	UNDERWRITING FEE 2/20	1,667.00
			1,667.00
001691			
001691	ACRISURE, LLC DBA RELIANCE INSURANCE GROUP	RMC - WATCHUNG - 1ST QTR 2020	4,683.00
001691	ACRISURE, LLC DBA RELIANCE INSURANCE GROUP	RMC - SUMMIT - 1ST QTR 2020	15,976.00
			20,659.00
001692			
001692	PINNACLE INSURANCE SOLUTIONS	RMC FEE - 1ST QTR 2020	4,610.00
			4,610.00
001693			
001693	SCOTCH PLAINS TOWNSHIP	RMC FEE - 1ST QTR 2020	9,027.00
			9,027.00
001694			
001694	WESTFIELD TOWNSHIP	RMC - 1ST QTR 2020	17,495.00
			17,495.00
		Total Payments FY 2020	415,251.54
		TOTAL PAYMENTS ALL FUND YEARS	\$427,519.93

Chairperson

Attest:

Dated: _____

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

Treasurer

ADOPTED: This 13th day of February 2020 before the Governing Body: SUBURBAN MUNICIPAL JOINT INSURANCE FUND

Megan Champney

Alexander Mirabella

Chair

Secretary