

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
MINUTES
JANUARY 14, 2021
ZOOM VIRTUAL MEETING
10:30 A.M.**

SINE DIE MEETING

Meeting Called to Order by Chairman Rogers. Open Public Meeting Statement read into the record by Mr. Thorpe.

Pledge of Allegiance

ROLL CALL OF 2020 EXECUTIVE COMMITTEE:

Tom Rogers	Chairman	Boro of Rumson	Present
Bryan Dempsey	Secretary	Spring Lake	Present
EXECUTIVE	COMMITTEE	MEMBERS	
Thomas Nolan		Boro of Brielle	Present
Anthony Mercantante		Middletown	Present
Laurie Roth		Allentown	Present
Jonathan Capp		Marlboro Township	Present
Lori Cole		West Long Branch	Present

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

Jeffry Bertrand		Wall Township	Present
Lorraine Carafa		Sea Girt	Present

APPOINTED OFFICIALS PRESENT:

Executive Director /Administrator	Perma Risk Management Services	Stephen A. Sacco	Present
Attorney	Cleary Giacobbe Alfieri & Jacobs	James Cleary, Esq.	Present
Treasurer		Steven Mayer	Present
Claims Service	Qual-Lynx	Gemma Armenia	Present
Safety Director	JA Montgomery	Paul Shives	Present
Risk Management Consultants	The Danskin Agency Conner Strong & Buckelew	Charles Casagrande Mike Avalone	Present Present
Auditor	Hulsart & Company	Robert Hulsart	Absent
Actuary	Actuarial Advantage	Kyle Mrotek	Absent
Underwriting Manager	Conner Strong & Buckelew	Ed Cooney	Present

ALSO PRESENT

Joseph Hrubash PERMA
Pauline Kontomanolis, PERMA
Jason Thorpe, PERMA
Robyn Walcoff, Esq., PERMA
Jennifer Conicella, PERMA
Joseph Chirichello, Monmouth Beach
Shawn Thomas, Sea Bright
Patricia Linszky, Farmingdale
Patrice Lang, Little Silver
Janaea Morgan, Eatontown
Jill Pegosh, Tinton Falls
James Van Nest, Middletown
Lorraine Carafa, Sea Girt
Carol Baran, Brielle
Mike Muscillo, Highlands
Kenneth Kruk, Hazlet
James Phillips, Atlantic Highlands
Jefferey Booker, Sea Bright
Lt. Christopher York, Rumson
Janine Gillis, Spring Lake Heights
Mark Wellner, Rumson
Jennifer Cinelli, Wall Twp.
Jodi Howlett, Esq., CGAJ
Kathy Kissane, Qual-Lynx
Lisa Gallo, QualCare
Peter Soriero, RMC
Dominick Cinelli, RMC
Alison Kelly, Danskin Agency
John Casagrande, Danskin Agency
Katie Walters, CS&B
Crystal Robinson, Brown & Brown
Joseph Razzano, Fairview Insurance
Joe Mirarchi, JA Montgomery
Michael Brosnan, JA Montgomery
Brian Maitland, JA Montgomery
Andrea Felip, JA Montgomery
Danielle Sanders, JA Montgomery

APPROVAL OF MINUTES: November 12, 2020

MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING

MOTION:	Commissioner Nolan
SECOND:	Commissioner Bertrand
VOTE:	Unanimous

CORRESPONDENCE

Mr. Sacco referred to a letter from Qual-Lynx outlining their updated servicing personnel list. He then referred to the latest MEL Power of Collaboration advertisement being placed in the LOM magazine.

MOTION TO ADJOURN SINE DIE MEETING

MOTION: Commissioner Rogers
 SECOND: Commissioner Nolan
 VOTE: Unanimous

AGENDA TOPIC - 2021 REORGANIZATION OF THE FUND

Chairman Rogers asked the Executive Director, Mr. Sacco to assume the Chair. Mr. Sacco indicated that in accordance with the by-laws of the Fund, Mr. Thorpe would read the roll call of the Fund Commissioners to establish if a quorum was present.

ROLL CALL OF FUND COMMISSIONERS:

2021 roll call		Alternate	Present	Absent
Allenhurst Boro	Donna Campagna		x	
Allentown Boro	Laurie Roth		x	
Atlantic Highlands Boro	Adam Hubeny	Beth Merkel	x	
Avon by the Sea	Thea Kratochvil	Sheila Sullivan		x
Bradley Beach	David Brown			x
Brielle Boro	Thomas Nolan		x	
Deal Boro	Stephen Carasia		x	
Eatontown Boro	William Lucia	Maria Fornicola		x
Englishtown Boro+	Peter Gorbatak		x	
Farmingdale Boro	James Daly	Michael Romano	x	
Freehold Twp.	Peter Valesi		x	
Hazlet Twp.	Dennis Pino			x
Highlands Boro	<i>To be Appointed</i>		x	
Interlaken Boro	Lori Reibrich			x
Keyport	Jay Delaney			x
Lake Como	Lousie Mekosh	Amy Boney	x	
Little Silver Boro	Kim Jungfer		x	
Loch Arbour Village	Marilyn Simons			x
Manalapan	Tara Lovrich	Renee Garrigana	x	
Manasquan Boro	Thomas Flarity	Barbara Ilaria	x	
Marlboro Twp.	Johnathan Capp	Lori Russo	x	
Matawan Boro	Scott Carew		x	
Middletown	Anthony Mercantante	Jim Van Nest	x	
Millstone	Kevin Abernathy		x	
Monmouth Beach Boro	Joyce Escalante		x	
Neptune City Boro	<i>To be Appointed</i>			x
Oceanport	Donna Phelps		x	
Red Bank Boro	Clifford Keen	Ziad Shehady	x	
Roosevelt Boro	Greg Possiel		x	
Rumson Boro	Tom Rogers		x	
Sea Bright	Jack Keeler	Joseph Verruni	x	
Sea Girt Boro	<i>To be Appointed</i>			x
Shrewsbury Boro	Christopher Cherbini		x	
Shrewsbury Twp.	Tom Seaman			x
Spring Lake Boro	Bryan Dempsey		x	
Spring Lake Heights	John Barrett		x	
Tinton Falls Boro	Daniel Romanov		x	
Union Beach Boro	Anne Marie Friscia			x
Upper Freehold Twp.	Robert Forstch			x
Wall Twp.	Jeffry Bertrand		x	
West Long Branch Boro	Lori Cole		x	

It was established a quorum of the Fund Commissioners was present, thus Mr. Sacco indicated the Reorganization of the Fund would continue. He further explained that in accordance with the by-laws, the Fund elects a Chairman, Secretary and a Five (5) member Executive Committee with two (2) alternates.

MOTION TO OPEN FLOOR FOR NOMINATIONS OF CHAIRMAN, SECRETARY, EXECUTIVE COMMITTEE, AND ALTERNATES:

Moved: Commissioner Rogers
 Second: Commissioner Cole
 Vote: Unanimous

NOMINATING COMMITTEE REPORT: Mr. Sacco read the nominating committee report into the record and proposed the following slate for Fund Year 2021:

Chairman	Tom Rogers
Secretary	Bryan Dempsey
Executive Committee	Tom Nolan Anthony Mercantante Laurie Roth Jonathan Capp Lori Cole
Exec Committee Alternates	Jeffry Bertrand #1 Adam Hubeny #2

Mr. Sacco asked for additional nominations. Hearing none, Mr. Sacco asked for a motion to close nominations and confirm elections as presented by the nominating committee.

MOTION TO CLOSE NOMINATIONS AND APPROVE SLATE, AS RECOMMENDED BY THE NOMINATING COMMITTEE:

MOVED: Commissioner Dempsey
 SECOND: Commissioner Rogers
 VOTE: Unanimous

The Fund Attorney administered oath of office for Chairman, Secretary, Executive Committee and the Fund Alternates.

Oaths of Office made a part of the Minutes

Mr. Sacco advised that he would ask for a roll call of the 2021 Executive Committee prior to turning meeting over to Chairman Rogers. He then asked Mr. Thorpe for a roll call.

ROLL CALL OF 2021 EXECUTIVE COMMITTEE:

Tom Rogers		Boro of Rumson	Present
Bryan Dempsey	Secretary	Spring Lake	Present
EXECUTIVE	COMMITTEE	MEMBERS	
Thomas Nolan		Boro of Brielle	Present
Anthony Mercantante		Middletown	Present
Laurie Roth		Allentown	Present
Jonathan Capp		Marlboro Township	Present
Lori Cole		West Long Branch	Present

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

Jeffrey Bertrand		Wall Township	Present
Adam Hubeny		Atlantic Highlands	Present

Chairman Rogers asked Mr. Sacco to present the reorganization resolutions. Mr. Sacco requested the following Resolutions be considered for adoption with one motion, unless a Fund Commissioner or Executive Committee member objected:

- 1-21 Certifying the Election of Chairman and Secretary
- 2-21 Appointment of Fund Professionals
- 3-21 Appointment of Fund Attorney
- 4-21 Appointment of Qualified Purchasing Agent
- 5-21 Appointment of Banking Manager
- 6-21 Appointment of Asset Manager
- 7-21 Establishing Public Meeting Procedures
- 8-21 Establishing Remote Meeting Procedures
- 9-21 Establishing a Fiscal Management Plan for the 2021 Fund Year (Mr. Nolan was named as the additional signatory for checks)
- 10-21 Establishing a Fund Records Program
- 11-21 Establishing the 2021 Plan of Risk Management
- 12-21 Appointing Approved Defense Panel for 2021
- 13-21 Named Storm Deductible Risk Sharing Program
- 14-21 Award of POL/EPL Contract
- 15-21 Award of VD&O Contract
- 16-21 Award of Cyber Liability Contract

Upon conclusion, Mr. Sacco asked if there were any questions on the resolutions. Hearing none, he asked for a motion to adopt Resolutions 1-21 through 16-21

MOTION TO ADOPT RESOLUTION NOS. 1-21 THROUGH 16-21 AS NOTED:

MOTION: Commissioner Bertrand
SECOND: Commissioner Nolan
ROLL CALL VOTE: 8 ayes; 0 nays; 1 abstention
 Commissioner Hubeny

COMMITTEE APPOINTMENTS – Mr. Sacco referred to the list of seven standing committees and the description of their charges. Chairman Rogers advised that if a Commissioner is interested in serving on a committee, they should contact him or the Executive Director.

TREASURER

Mr. Sacco referred to the various Bills List contained within the Agenda Packet.

FUND YEAR	AMOUNT
December Bills List	
2020	\$ 1,039,881.29
TOTAL	\$ 1,039,881.29

FUND YEAR	AMOUNT
2020 Div. List	
Closed Year	\$ 728,125.00
TOTAL	\$ 728,125.00

FUND YEAR	AMOUNT
January Bills List	
2020	\$ 13,714.83
2021	\$ 1,233,407.52
TOTAL	\$ 1,247,122.35

MOTION TO APPROVE RESOLUTION # 38-20, 39-20, AND 17-21 APPROVAL FOR PAYMENT OF DECEMBER 2020 BILLS LIST, 2020 DIVIDEND LIST, AND JANUARY 2021 BILL LIST

MOTION: Commissioner Cole
SECOND: Chairman Rogers
ROLL CALL VOTE: 8 ayes; 0 nays; 1 abstention
Commissioner Hubeny

EXECUTIVE DIRECTOR:

2021 ASSESSMENTS – Mr. Sacco reported that all member municipalities were sent their first installment billings during the second week of December, in accordance with the Fund’s bylaws. He noted that amounts are due and payable by January 15, 2021.

NOVEMBER MEETING DATE CHANGE – Mr. Sacco reported that due to the Veterans’ Day holiday, the November JIF meeting will be moved to Wednesday, November 10, 2021 at 1:30pm.

MEL/E-JIF/RCF 2021 REORGANIZATION MEETINGS – Mr. Sacco reported that the MEL, E-JIF, and RCF all held their Reorganization meetings on January 6, 2021 via Zoom. He then referred to Commissioner Nolan’s reports on the meetings. Mr. Sacco asked if anyone had any questions or comments. Commissioner Nolan commented that the Underwriting Manager did an exceptional job with the insurance renewals given the hard market. Mr. Sacco asked if there were any further comments. Mr. Hrubash echoed Commissioner Nolan’s comments and added that every line of insurance was subject to hard market conditions. Mr. Hrubash also reported that the MEL will be adding a volunteer version of the Personnel Policy Manual and EPL Handbook. Lastly, Mr. Hrubash advised that the MEL is working on providing guidance to the membership with respect to the COVID vaccines.

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart as of November 30th contained within the agenda booklet. He reported that the Fund’s statutory surplus position is \$8.3 million.

SAFETY SEMINAR - Mr. Sacco reported that the Executive Safety and Risk Management Compliance Committee will be conducting a safety seminar following the reorganization meeting. He noted that the seminar will focus on the new MSI features and how to use them.

Lastly, Mr. Sacco thanked the Board for Perma’s re-appointment on behalf of himself, Mr. Hrubash, Mr. Thorpe, and the rest of the team.

ATTORNEY

Mr. Cleary began by thanking the Board for his firm's re-appointment. He advised that the MEL Helpline is a great resource for the membership, but continues to be underutilized. He reminded everyone that Ms. Howlett from his firm is one of the attorneys assigned to service the helpline and asked her to provide a brief overview of the service. Ms. Howlett reminded the membership that the MEL Helpline service is free for the membership that provides legal counsel for inquiries related to employment and personnel matters.

SAFETY DIRECTOR

Mr. Mirarchi reviewed the December activities and the January agenda. He advised the Committee of upcoming meetings and trainings. He then referred to the Safety Director's bulletins that were recently released enclosed within the agenda booklet. Mr. Mirarchi referred to the MSI Now and MSI DVD utilization report.

Lastly, Mr. Shives thanked the Board for J.A. Montgomery's re-appointment.

Safety Report Attached and Made Part of the Minutes

UNDERWRITING MANAGER

Mr. Cooney referred to the updated Plan of Risk Management enclosed within the agenda packet and reviewed the various changes. He advised that one of the more notable changes pertains to the cyber program. He noted that the revised Cyber Risk Management program will be released to the membership during the upcoming months. Chairman Rogers asked Mr. Cooney to provide a brief overview of the Monmouth JIF's membership current cyber compliance status. Following Mr. Cooney's overview, Chairman Rogers recommended that the members that are not in compliance work towards achieving compliance as non-compliant members have a \$25,000 deductible.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANTS:

Mr. Avalone began by thanking the Board for reappointment on behalf of Conner Strong & Buckelew and the Danskin Agency.

Mr. Avalone reported that the deadline for compliance with the MEL Public Officials and Employment Practices Liability Risk Management Program remains June 1, 2021. He advised that the police command training sessions will be scheduled and that there will be a continuance of the webinars for managers and supervisors.

Mr. Casagrande reported that the deadline for members updating their storm-water program is March 3rd. He noted that the DEP has a model program and a model resolution that needs to be adopted. He recommended that members discuss the program changes with their municipal engineer.

Lastly, Mr. Casagrande echoed Mr. Avalone's remarks and thanked the Board for their reappointment.

Report and Attachments of Risk Management Consultants made a part of the Minutes

MANAGED CARE:

Ms. Gallo began by thanking the Board for reappointment on behalf of QualCare and Qual-Lynx. She then referred the Committee to her report enclosed within the agenda booklet. Ms. Gallo informed the Committee that for the month of December, there was a savings of \$159,471 resulting in 57% savings. She reported that the total savings for the 2020 fund year was \$2,203,718 or 71%.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Avalone welcomed Mr. Muscillo, the new Fund Commissioner for the Borough of Highlands.

Chairman Rogers announce that an EPL Claims Review Committee has been established to review EPL claims associated with the Monmouth JIF. He advised that the Committee will meet on a quarterly basis and will provide reports on claim activity and claim trends at future meetings to help reduce claims. Chairman Rogers noted that the first meeting was held in December and thanked the Committee members for their participation.

PUBLIC COMMENT

None.

CLAIMS COMMITTEE

Chairman Rogers informed the audience that the claims were reviewed by the Claims Committee prior to the meeting and is recommending approval of the same. He advised that if any Fund Commissioner present would like to review the claims, they can do so with Ms. Armenia and/or Ms. Kissane after the meeting. Chairman Rogers then asked for a motion to approve the claims as recommended by the Claims Committee and the Fund Attorney’s legal bills.

MOTION TO APPROVE PAYMENT OF CLAIMS AS RECOMMENDED BY THE CLAIMS COMMITTEE AND MR. CLEARY’S LEGAL BILLS IN THE AMOUNT OF \$3,582.

WC
2021219056
2021219242
2017094731
2021217142

GL/PRP/AL
2017099612
2019150504
2021213319
2021219717
2020192557

MOTION: Commissioner Nolan
SECOND: Commissioner Roth
ROLL CALL VOTE: Unanimous

MOTION TO ADJOURN MEETING

MOTION: Commissioner Bertrand
SECOND: Commissioner Nolan
VOTE: Unanimous

Meeting Adjourned at: 11:11 A.M.

NEXT MEETING: March 2021
Zoom Virtual Meeting
1:30 P.M.

Secretary

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 38-20

DECEMBER 2020

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Monmouth County 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>
002018			
002018	MUNICIPAL EXCESS LIABILITY JIF	FPB - 4TH QTR 2020	3,890.00
			3,890.00
002019			
002019	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 4TH QTR 2020	267,175.75
002019	MUNICIPAL EXCESS LIABILITY JIF	MEL - 4TH QTR 2020	562,682.10
			829,857.85
002020			
002020	HIGHLANDS BUSINESS PARTNERSHIP	OVERPAYMENT 3.16.20	637.00
			637.00
002021			
002021	QUAL-LYNX	OUTSIDE ADJ 12/20	6,706.16
002021	QUAL-LYNX	CLAIM ADJ SERVICES 12/20	47,121.79
			53,827.95
002022			
002022	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 12/20	15,990.17
			15,990.17
002023			
002023	QUALCARE, INC.	MANAGED CARE FEE 12/20	17,244.17
			17,244.17
002024			
002024	PERMA	LOSS FUND MGT 12/20	2,867.75
002024	PERMA	ADMIN FEE 12/20	32,455.92
			35,323.67
002025			
002025	THE ACTUARIAL ADVANTAGE, INC.	NEW MEMBER - NEPTUNE & FREEHOLD 12/20	800.00
002025	THE ACTUARIAL ADVANTAGE, INC.	ACTUARY FEE 12/20	3,708.63
			4,508.63
002026			
002026	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES 11.23.20	11,637.00
			11,637.00
002027			
002027	STEPHEN M. MAYER	TREASURER FEE 12/20	1,725.50
			1,725.50
002028			
002028	ASBURY PARK PRESS	ACCT: ASB-040013 - AD - 11.24.20	38.60
002028	ASBURY PARK PRESS	ACCT: ASB-040013 - AD - 11.11.20	48.95
002028	ASBURY PARK PRESS	ACCT: ASB-040013 - AD - 11.18.20	51.20
			138.75

002029			
002029	MUNICIPAL EXCESS LIABILITY JIF	MSI - 4TH QTR 2020	19,840.50
			19,840.50
002030			
002030	ALLSTATE INFORMATION MANAGEMNT	ACCT#410 - ARC & STOR - 10.31.20	59.52
			59.52
002031			
002031	DANSKIN INSURANCE AGENCY INC.	RMC 12/20	43,981.58
			43,981.58
002032			
002032	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 12/20	1,019.00
			1,019.00
002033			
002033	EXECU-TECH, INC.	WEBSITE FEE 12/20	200.00
			200.00
		Total Payments FY 2020	1,039,881.29
		TOTAL PAYMENTS ALL FUND YEARS	\$1,039,881.29

Chairperson

Attest:

Dated: _____

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

Treasurer

**MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
DIVIDEND BILLS LIST**

Resolution No. 39-20

DECEMBER 2020

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Monmouth County 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>
001989			
001989	BRIELLE BOROUGH	DIVIDEND 2020	20,069.00
			20,069.00
001990			
001990	EATONTOWN BOROUGH	DIVIDEND 2020	57,727.00
			57,727.00
001991			
001991	LITTLE SILVER BOROUGH	DIVIDEND 2020	19,227.00
			19,227.00
001992			
001992	MANASQUAN BOROUGH	DIVIDEND 2020	25,628.00
			25,628.00
001993			
001993	MONMOUTH BEACH BOROUGH	DIVIDEND 2020	15,560.00
			15,560.00
001994			
001994	SHREWSBURY BOROUGH	DIVIDEND 2020	19,553.00
			19,553.00
001995			
001995	SHREWSBURY TOWNSHIP	DIVIDEND 2020	2,135.00
			2,135.00
001996			
001996	SPRING LAKE BOROUGH	DIVIDEND 2020	40,592.00
			40,592.00
001997			
001997	UNION BEACH BOROUGH	DIVIDEND 2020	30,223.00
			30,223.00
001998			
001998	WEST LONG BRANCH BOROUGH	DIVIDEND 2020	22,371.00
			22,371.00
001999			
001999	BRADLEY BEACH BOROUGH	DIVIDEND 2020	28,806.00
			28,806.00
002000			
002000	ATLANTIC HIGHLANDS BOROUGH	DIVIDEND 2020	32,358.00
			32,358.00
002001			
002001	LOCH ARBOUR VILLAGE	DIVIDEND 2020	754.00
			754.00
002002			
002002	MARLBORO TOWNSHIP	DIVIDEND 2020	60,929.00
			60,929.00

002003			
002003	UPPER FREEHOLD TOWNSHIP	DIVIDEND 2020	3,941.00
			3,941.00
002004			
002004	WALL TOWNSHIP	DIVIDEND 2020	85,120.00
			85,120.00
002005			
002005	MIDDLETOWN TOWNSHIP	DIVIDEND 2020	21,256.00
			21,256.00
002006			
002006	ALLENTOWN BOROUGH	DIVIDEND 2020	9,996.00
			9,996.00
002007			
002007	OCEANPORT, BOROUGH OF	DIVIDEND 2020	14,658.00
			14,658.00
002008			
002008	INTERLAKEN BOROUGH	DIVIDEND 2020	3,719.00
			3,719.00
002009			
002009	SEA GIRT BOROUGH	DIVIDEND 2020	21,257.00
			21,257.00
002010			
002010	MATAWAN BOROUGH	DIVIDEND 2020	33,976.00
			33,976.00
002011			
002011	SEA BRIGHT BOROUGH	DIVIDEND 2020	15,236.00
			15,236.00
002012			
002012	TINTON FALLS BOROUGH	DIVIDEND 2020	41,906.00
			41,906.00
002013			
002013	DEAL BOROUGH	DIVIDEND 2020	19,504.00
			19,504.00
002014			
002014	ALLENHURST BOROUGH	DIVIDEND 2020	13,703.00
			13,703.00
002015			
002015	KEYPORT BOROUGH	DIVIDEND 2020	32,388.00
			32,388.00
002016			
002016	NEPTUNE CITY BOROUGH	DIVIDEND 2020	19,129.00
			19,129.00
002017			
002017	FREEHOLD TOWNSHIP	DIVIDEND 2020	16,404.00
			16,404.00
		Total Payments FY Closed	728,125.00
		TOTAL PAYMENTS ALL FUND YEARS	\$728,125.00

Chairperson

Attest:

Dated: _____

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

Treasurer

RESOLUTION NO. 1-21

MONMOUTH MUNICIPAL JOINT INSURANCE FUND
(hereafter referred to as the "FUND")

**CERTIFYING THE ELECTION OF
CHAIRMAN AND SECRETARY**

BE IT RESOLVED, by the Governing Body of the Fund that the following persons have been elected as Chairman and Secretary:

Thomas Rogers, Chairman

Bryan Dempsey Secretary

BE IT FURTHER RESOLVED, that the Chairman and Secretary shall serve for the year 2021 and until their successors shall be elected and qualified.

ADOPTED:

this day before the Governing Body,

Chairman

date

Secretary

date

RESOLUTION NO. 2-21

MONMOUTH MUNICIPAL JOINT INSURANCE FUND

(hereafter referred to as the "FUND")

**AUTHORIZING THE APPOINTMENT OF FUND PROFESSIONALS
THROUGH THE COMPETITIVE CONTRACTING PROCESS**

WHEREAS, the Monmouth Municipal Joint Insurance Fund (FUND) authorized the procurement of the following positions through the competitive contracting process, legally advertised and received on September 10, 2020; to wit ; Executive Director, Claims Administrator, Fund Treasurer, Fund Auditor, Underwriting Manager, Actuary, Fund Risk Management Consultant, Managed Care Provider for Workers Comp, Loss Control Services/ Right to Know Provider, and

WHEREAS such services are currently available to be provided through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.1 et. Seq., and

WHEREAS the FUND rating committee evaluated services in accord with the procedures as set forth in the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-4.1 et. seq. and N.J.A.C. 5:34-4 et. Seq.,) of Price and Other Factors; and

WHEREAS, as per statute the process was administered by the Qualified Purchasing Agent (N.J.S.A 40A:11-4.5(d));

NOW, THEREFORE, BE IT RESOLVED by the Monmouth County Municipal Joint Insurance Fund, State of New Jersey, appoints the following vendors as follows for the term as indicated:

- I. PERMA Risk Management Services as Administrator, Stephen Sacco** is hereby appointed as **Executive Director for a three (3) year term, Joseph P. Hrubash and David Grubb as Deputy Executive Directors** and as **agents for process of service**. \$1,323,198 is the estimated dollars that will be expended in connection with this contract over its three-year term. The annual amount of \$397,260 has been appropriated in the Administrator Line Item of the 2021 budget and the amount of \$35,101 is appropriated to the Loss Fund Management Line item in the 2021 budget.
- II. Mr. Stephen Mayer** is hereby appointed as **Fund Treasurer**. \$64,635 is the estimated dollars that will be expended in connection with the Treasurer contract over its three-year term. The annual amount of \$21,120 has been appropriated in the Treasurer Line Item of the 2021 budget.
- III. Mr. Robert A. Hulsart, of Hulsart & Company** is hereby appointed as **Fund Auditor**. \$51,350 is the estimated dollars that will be expended in connection with the Auditor contract over its three-year term. The annual amount of \$16,779 has been appropriated in the Auditor Line Item of the 2021 budget.
- IV. Mr. Charles Casagrande of The Danskin Insurance Agency, Inc. and Mr. Michael Avalone of Conner Strong and Buckelew** are hereby appointed as **Fund Risk Management Consultants** for a three (3) year term for the FUND. \$60,832 is the estimated dollars that will be expended in connection with this contract over its three-year term. The annual amount of \$19,877 has been appropriated in the Fund Risk Management Line Item of the 2021 budget.

- V. **Qual-Lynx** is hereby appointed as the **Claims Service Organization** for the FUND to adjust all claims for current and prior Fund Years. \$2,016,354 is the estimated dollars that will be expended in connection with the Claims Administration contract over its three-year term. The annual amount of \$576,770 has been appropriated in the Claims Administration Item of the 2021 budget. The Amount of \$82,083 has been appropriated in the Additional WC Adjuster Item of the 2021 budget.
- VI. **Qual-Lynx** is hereby appointed as the **Managed Care Provider for Workers Compensation Claims**. \$645,956 is the estimated dollars that will be expended in connection with the Managed Care contract over its three-year term. The annual amount of \$211,069 has been appropriated from the Managed Care Line Item of the 2020 budget.
- VII. **The Actuarial Advantage** is hereby appointed to serve as the FUND's **Actuary**. \$138,924 is the estimated dollars that will be expended in connection with the Actuary contract over its three-year term. The annual amount of \$45,394 has been appropriated in the Actuary Line Item of the 2021 budget.
- VIII. **J.A. Montgomery Risk Control** is hereby appointed to provide **Loss Control Services and Right-to-Know (RTK) Services** to the FUND. \$719,999 is the estimated dollars that will be expended in connection with the Safety Director and RTK contracts over its three-year term. The annual amount of \$165,344 has been appropriated in the Safety Director Line Item of the 2021 budget, amount of \$30,600 has been appropriated in the Police Professional Training Line Item of the 2021 budget, and the amount of \$39,319 has been appropriated to the Right to Know line item of the 2021 budget.
- IX. **Conner Strong and Buckelew** is hereby appointed **Underwriting Manager** for the FUND. \$38,240 is the estimated dollars that will be expended in connection with the Underwriting Manager contract over its three-year term. The annual amount of \$12,495 has been appropriated in the Underwriting Manager Line Item of the 2021 budget.
- X. **Bowman & Company** is hereby appointed as **Payroll Auditor** for the FUND. \$61,003 is the estimated dollars that will be expended in connection with the Payroll Auditor contract over its three-year term. The annual amount of \$19,933 has been appropriated in the Payroll Auditor Line Item of the 2021 budget. Contract term *1/1/20- 12/31/21*.

BE IT FURTHER RESOLVED, the fund reserves the right to extend the competitive contract for an added two (2) years under the authority of N.J.S.A. 40A:11-4.2 and N.J.S.A.40A:11-15.

ADOPTED: *this day by the Governing Body,*

Chairman

date

Secretary

date

THE CANNING GROUP LLC



October 14, 2020

Executive Director:
Stephen A. Sacco PERMA 9 Campus
Drive, Suite 216
Parsippany, NJ 07054

Re: **Competitive Contract #20-02 Competitive Contract Professional, Insurance and Consulting**

Dear Director Sacco,

On September 10, 2020 at 9:00 A.M. the Monmouth County Municipal Joint Insurance Fund received competitive contract responses to the public Competitive Contract # 20-21. The fund duly authorized the procurement on May 14, 2020 through resolution #23-20 in accord with N.J.S.A.40A:11-4.3(a).

Attached please find summary reports for the following positions sought:

EXECUTIVE DIRECTOR
CLAIMS ADMINISTRATOR
FUND TREASURER
AUDITOR
UNDERWRITING MANAGER
ACTUARY
FUND RISK MANAGEMENT CONSULTANT
MANAGED CARE PROVIDER FOR WORKERS COMPENSATION
SAFETY DIRECTOR/RIGHT TO KNOW PROVIDER

The process was rated by appointed committees of the Fund in accord with N.J.A.C 5:34-4.3. The Fund raters complied with the model evaluation criteria and rated based upon Price and Other Factors as described more thoroughly within N.J.A.C 5:34-4.3(d).

Attached please find resolutions of award for an initial three (3) year contract. Under the term for contracts the competitive contract process will allow for a maximum of a five (5) year contract and allowable for an added two (2) year extension in accord with N.J.S.A. 40A:11-4.2 and N.J.S.A. 40A:11-15. Thank you.

Respectfully
Sean P. Canning
Sean P. Canning, MPA, QPA Purchasing
Agent

RESOLUTION NO. 3-21

MONMOUTH MUNICIPAL JOINT INSURANCE FUND
(Hereinafter referred to as the "FUND")

APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS IN A FAIR AND OPEN MANNER

WHEREAS, the FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et. seq.); and

WHEREAS, The FUND found it necessary and appropriate to obtain certain professional services as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-5 et. seq.) for the 2021 Fund year; and,

WHEREAS, NJSA 40:A11-15 allows for a contract duration of one (1) year; and,

WHEREAS the FUND duly advertised and received for Fund Attorney in a fair and open manner consistent with N.J.S.A.19:44A.20.4 et seq., on September 10, 2020; and

WHEREAS, the Fund's Operations Committee recommended the award of contracts to the below listed Professional Service Providers and service organizations based on a review of their; responses, experience and prior service provided at the rates established by the Fund Executive Committee; and,

WHEREAS the Fund's Executive Committee resolve to appoint the Fund Attorney commencing on January 1, 2021 and ending on December 31, 2021 in a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

Mr. James Cleary of Cleary, Giacobbe, Alfieri & Jacobs, Esq. is hereby appointed to serve as the FUND's **Attorney**. The annual amount of \$20,754 has been appropriated in the Attorney Line Item of the 2021 budget. The amount of \$128,537 is also designated for the Fund Attorney for Litigation Management and is appropriated in the Litigation Management Line Item of the 2021 budget. Services are based on an hourly rate of \$190 per hour. *Contract term to be one year (1/1/21 – 12/31/21)*

BE IT FURTHER RESOLVED, all Professional Service Providers and Service Organizations appointed pursuant to this Resolution shall service the Fund in accordance with the terms and conditions of the Professional Service Agreements

BE IT FURTHER RESOLVED, that in accordance with NJSA 19:44A-20.7, the decision of the Fund's Executive Committee that the procurement process utilized, constitutes a fair and open process, shall be final.

ADOPTED: *this day by the Governing Body,*

Chairman

date

Secretary

date

RESOLUTION NO. 4-21

MONMOUTH MUNICIPAL JOINT INSURANCE FUND
(Hereinafter referred to as the "FUND")

**AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO THE
CANNING GROUP TO SERVE AS THE FUND'S QUALIFIED PURCHASING AGENT**

WHEREAS, the FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et. seq.); and

WHEREAS, the Monmouth Municipal Joint Insurance Fund (hereinafter the Fund) found it necessary and appropriate to appoint certain professionals as defined in the Local Public Contracts Law, (N.J.S.A. 40A-12 et. seq.) for the 2021 Fund year; and,

WHEREAS, the Fund seeks to award a Professional Service Agreement in accordance with a non-fair and open process pursuant to NJSA 19:44A-20.4 et. seq.; and,

WHEREAS, the Fund's Executive Committee recommended the award of the contract to the below listed Professional Service Provider based on a review of their experience and prior service provided at the rates established by the Fund Executive Committee; and,

WHEREAS, the Fund Treasurer has issued a certificate of available funds indicating sufficient funds exist for the award of these contracts in the usual and customary accounts.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Fund's Executive Committee hereby recommends the appointment of the following Fund Professional at its January 2021 reorganization meeting in accordance with a fair and open process pursuant to N.J.S.A. 19:44A – 20.4 et. seq.

Sean Canning of The Canning Group as Qualified Purchasing Agent in the amount of \$7,000.

BE IT FURTHER RESOLVED, all Professional Service Providers are appointed pursuant to this Resolution shall service the Fund in accordance with the terms and conditions of the Professional Service Agreements and the Local Public Contracts Law.

BE IT FURTHER RESOLVED, notice of this action shall be printed in the official newspaper of the Fund in accordance with the Local Public Contract Laws of the State of New Jersey

ADOPTED: *this day by the Governing Body,*

Chairman

Dated

Secretary

Dated

RESOLUTION NO. 5-21

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
(Hereinafter the "FUND")**

APPOINTING BANKING MANAGER

WHEREAS, the Monmouth Municipal Joint Insurance Fund (hereinafter the Fund), finds it necessary for the proper conduct and order of business that official depositories for the Fund be designated and named; and

WHEREAS Investors Bank for Banking Manager at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn the federal funds rate less .25%. with a floor of .50% is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)

NOW, THEREFORE, BE IT RESOLVED, by the Monmouth Municipal Joint Insurance Fund, that Investors Bank for Banking Manager at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn the federal funds rate less .25%. with a floor of .50% is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Board of Fund Commissioners; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution, duly executed, be delivered to the proper officers of Investor Bank

ADOPTED: *this day before the Governing Body*

Chairman

date

Secretary

date

RESOLUTION NO. 6-21

MONMOUTH MUNICIPAL JOINT INSURANCE FUND
(Hereinafter the "FUND")

AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO WILMINGTON TRUST TO SERVE AS THE FUND'S ASSET MANAGER

WHEREAS, the Monmouth Municipal Joint Insurance Fund (hereinafter "the Fund") finds it necessary and appropriate to obtain certain professional services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-1 et. seq.), to serve as the Fund's Asset Manager; and

WHEREAS, the Fund Treasurer has indicated that sufficient funds exist for the award of this contract in the usual and customary accounts; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the contract itself, be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fund Commissioners of the Monmouth Municipal Joint Insurance Fund ("the Fund") as follows:

1. The Fund hereby awards and authorizes execution of a professional service agreement with **Wilmington Trust**– At an annual fee of 5 basis points of the market value of the Fund's invested assets; and
2. This contract is awarded for a 1-year term effective January 1, 2021.
3. This contract is awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law at N.J.S.A.40A:11-5.
4. Notice of this action shall be published as required by law.
5. A copy of this resolution shall be provided to the Fund Treasurer.

A copy of this resolution and contract will be on file in the Fund office, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07504.

Chairman

date

Secretary

date

RESOLUTION NO: 7-21

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
(hereafter the "FUND")**

ESTABLISHING PUBLIC MEETING PROCEDURES

WHEREAS, the FUND must establish meeting procedures for Fund Year 2021, and

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the FUND that:

- I. The Governing Body shall conduct Public Meetings during the year 2021 as follows: 1:30 PM via Zoom on the second Thursday of January, March & May to conduct the official business of the FUND. Meetings on the second Thursday of July, September, October, November, December will take place at the Wall Township Municipal Building, 2700 Allaire Road, Wall, New Jersey 07719 (*unless noted otherwise*) to conduct the official business of the FUND at 1:30 PM.
- II. In addition, **the Monmouth Municipal Joint Insurance Fund Claims Committee** will meet via Zoom on the Monday before the second Thursday at 9:30 AM in the months of **February, April, June, August** (*unless noted otherwise*).
- III. **The Monmouth Municipal Joint Insurance Fund Claims Committee** will meet via Zoom on the second Thursday of every month at 12:15 PM in the months **January, March, May, July, September, October, November, and December** (*unless noted otherwise*).
- IV. Each Public Comments session is limited to thirty (30) minutes; any one person may address the Chairperson for a maximum of five (5) minutes; once a particular topic has been addressed by a member of the public, subsequent comments on that same topic by other people is limited to a maximum of two (2) minutes; citizens who have spoken once during the session will not be recognized a second time; and speakers are required to state their names and addresses.
- V. The following is hereby designated the official newspaper (s) of the Fund:
The Asbury Park Press, Neptune, New Jersey , and www.MonmouthJIF.org
- VI. The FUND Secretary or designated assistant shall provide notice of any and all meetings, including special or emergency meetings, to each official newspaper and shall issue all official notices required to be published in at least one of the official newspapers.

ADOPTED: *this day by the Governing Body;*

Chairman

date

Secretary

date

RESOLUTION NO: 8-21

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
(hereafter the “FUND”)**

**ESTABLISHING REMOTE MEETING PROCEDURES APPLICABLE
DURING A DECLARED STATE OF EMERGENCY**

WHEREAS, on March 9, 2020 in response to COVID-19, Governor Phil Murphy issued Executive Order 103, which declared a state of emergency that has been extended by the Governor and remains in full force to this day; and

WHEREAS, by way of additional Executive Orders, the Governor has established extensive social distancing protocols to protect the health, safety and welfare of New Jersey citizens; and

WHEREAS, in accordance with the Executive Orders relating to COVID-19 and the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (“OPMA”), local government units, including the Monmouth Municipal Joint Insurance Fund (“FUND”), have continued to hold public meetings via remote platforms to ensure the continued operation of local government with participation by the public, in a way that limits public health risk; and

WHEREAS, in March 2020, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued “Local Operational Guidance – COVID-19: Guidance for Remote Public Meetings in New Jersey,” which provided specific guidance regarding holding remote public meetings under the OPMA; and

WHEREAS, on September 24, 2020, the DLGS issued Local Finance Notice 2020-21 (“LFN 2020-21”), which provided a synopsis of newly promulgated emergency regulations N.J.A.C. 5:39-1.1 through 1.7, which establish standard protocols for remote public meetings governed by the OPMA and held during a Governor-declared state of emergency; and

WHEREAS, LFN 2020-21 additionally stated that the emergency regulations presently in effect are proposed for permanent adoption in the October 19, 2020 New Jersey Register, with comments submitted no later than November 18, 2020; and

WHEREAS, under emergency regulation N.J.A.C. 5:39-1.4(h), a local government unit is required to adopt by resolution standard procedures and requirements for public comment made during remote public meetings, as well as for public comments submitted in writing ahead of the remote public meeting.

NOW THEREFORE BE IT RESOLVED that the Executive Director’s Office of the FUND, does hereby resolve and agree to adopt the following procedures regarding public comments during remote public meetings:

1. Public comments for a remote public meeting may be made during the designated public

comment section of the meeting or submitted in writing to the Executive Director's Office of the FUND no later than four (4) hours prior to published start time of the remote meeting. Written public comments must be emailed to the Executive Director's Office at: steves@permainc.com or mailed to the Executive Director's Office at: 9 Campus Drive – Suite 216, Parsippany, NJ 07054. Written public comments may not be submitted via any other form of electronic communication.

2. Written public comments submitted via email or mail must include the individual's name, full address and contact information (telephone number and/or email address), as the Executive Director's Office reserves the right to verify the submitter's identity.
3. Written public comments submitted in accordance with this resolution shall be read into the remote meeting record at the end of the last public comment section, subject to any time limit in place for in-person comments. Written public comments containing profanity or vulgarity will not be read into the record. The chair and/or presiding officer of the remote meeting reserves the right to read similar or duplicative comments into the record in a summary fashion and will do so uniformly for all similar/duplicative comments.
4. Written public comments received after the four (4) hour deadline set forth by this resolution will not be read into the record or become part of the meeting record.
5. The procedures and requirements for making public comments during a remote meeting, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
6. With respect to public participation at a remote public meeting, the following procedures shall be incorporated:
 - a. A member of the public who has submitted written comments prior to the meeting in accordance with this resolution, attends the remote public meeting, and wishes to participate during the public comment portion, will be deemed and treated as having already had the floor once.
 - b. If a member of the public disrupts a remote public meeting, the chair and/or presiding officer of the remote public meeting shall facilitate a dialogue with that member of the public to the extent reasonably permitted by the electronic communications technology.
 - c. The chair and/or presiding officer of the meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn them that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption and use of profanity.

- d. A member of the public who continues to act in a disruptive manner after receiving an initial warning shall be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.

- e. The chair and/or presiding officer of the remote meeting shall reserve the right to take necessary action to protect the rights of the public to participate in the remote public meeting

This Resolution shall take effect immediately.

ADOPTED this day;

Chairman

date

Secretary

date

RESOLUTION NO: 9-21

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
(hereafter referred to as "THE FUND")

ESTABLISHING A FISCAL MANAGEMENT PLAN

FOR THE 2021 FUND YEAR

WHEREAS, THE FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

WHEREAS, THE FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.) ; and

NOW, THEREFORE BE IT RESOLVED, THE FUND's Executive Committee that:

- I.** All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the Official named Depository (ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution:

Thomas Rogers	CHAIRMAN
Bryan Dempsey	SECRETARY
Steve Mayer	TREASURER
Thomas Nolan	COMMISSIONER

- II.** All funds for Claims payments shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution,

Steve Mayer	Treasurer
Alice H. Lihou	Qual-Lynx
David S. Ruber	Qual-Lynx

FOR WIRE TRANSFERS - that the FUND does hereby require that Investors Bank obtain voice confirmation prior to executing wire transfers to external accounts from the Fund Treasurer.

- III.** The Cash and Investment Policy attached herewith, shall be adopted.

- IV. The rate of interest assessed by the Fund, for delinquent assessments shall be ten (10) percent per annum, from the due date for any such assessment with a grace period for the first (1st) assessment installment paid to be January 31, and the second (2nd) assessment installment paid to be July 31.

- V. Certifying and Approval Officer for all FUND expenses shall be the FUND's Executive Director and/or the Account Manager so designated by the Executive Director.

- VI. In accordance with the MEL's Retrospective Rating Program, the FUND does hereby transfers the aggregate excess contingency line item collected with 2021 Fund assessments to the Aggregate Loss Fund Contingency Account.

ADOPTED: *this day before the Governing Body:*

Chairman

date

Secretary

date

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
2021 CASH MANAGEMENT AND INVESTMENT POLICY**

1.) **Cash Management and Investment Objectives**

The Monmouth Municipal Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a) Preservation of capital.
- b) Adequate safekeeping of assets.
- c) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e) Maximization of total return, consistent with risk levels specified herein.
- f) Investment of assets in accordance with State and Federal Laws and Regulations.
- g) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i) Stability in the value of the FUND's economic surplus.

2.) **Permissible Investments**

Investments shall be limited to investments authorized under N.J.S.A. 40A:5-15.1 Joint Insurance Funds and Chapter 38, Joint Insurance Funds, Subchapter 1. Investments 5:38-1.1, 5:38-1.2 and 5:38-1.3 of the New Jersey Administrative Code.

3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories include but are not limited to:

Investors Bank

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall identify the investment that is the most advantageous to the fund, unless otherwise directed by the FUND. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**
This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**
Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**
All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-16.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims impress accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

RESOLUTION NO. 10-21

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
(Hereinafter the "FUND")

ESTABLISHING A FUND RECORDS PROGRAM

WHEREAS: The FUND must establish a formal record retention program for the 2021 Fund Year.

NOW, THEREFORE BE IT RESOLVED, by the FUND's Governing Body that:

- I.** Bryan Dempsey, **Fund Secretary**, is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054..
- II.** Jason Thorpe, **Senior Account Manager** for Perma Risk Management Services is hereby designated as **Assistant Fund Secretary**.
- III.** The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.
- IV.** Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in the record retention facility, located at Route 80, Business Archives, 24 Beckwith Avenue, Paterson, New Jersey. The FUND's Executive Director shall coordinate the archive process and shall make sure that all records are properly indexed and accessible.

ADOPTED: *this day before the Governing Body*

Chairman

date

Secretary

date

RESOLUTION NO. 11-21
Monmouth Municipal Joint Insurance Fund

(hereinafter the "Fund" or the "MON JIF")

ESTABLISHING THE 2021 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2021 Plan of Risk Management shall be:

Definitions:

“Commissioners” mean: The Board of Fund Commissioners or the Executive Committee thereof as appropriate

“Member” means: A local unit of government that has joined the Fund

“Sexual Abuse” means: An action brought pursuant to Section 1 of P.L. 1992, c.109 (C.2A:61B-1), paragraph (1) of subsection c. of section 1 of P.L.1959 (C.2A:53A-7) or section 1 of P.L.2005, c.264 (C.2A:53A-7.4)

Section I – Coverage

Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2021:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Optional Volunteer Directors & Officers Liability
- Crime
- Non-Owned Aircraft Liability
- Environmental Impairment Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2020)

Limits of Coverage

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles . All references to the “MEL” stand for the “Municipal Excess Liability Joint Insurance Fund”. **Please note, the following is a general discussion of the coverages and limits provided via the Fund; however, the actual terms and**

conditions are defined in the policy documents and all issues shall be decided on such. Additional coverages, limits and conditions may apply. Please also note, deductibles may differ for individual members; please refer to your policy(ies) for full details.

1. Workers' Compensation

- Workers' Compensation: \$300,000
- Employer's Liability: \$300,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Per Person
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,700,000

2. Liability (*includes General, Automobile, Employee Benefits and Law Enforcement Liability*)

- Fund Limit: \$300,000
- MEL Excess Limit: \$4,700,000
 - The \$3,000,000 layer excess of \$2,000,000 is subject to a \$3,000,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
 - Good Samaritan Liability: Included
 - Quasi Municipal Organization Liability: Included (if approved)
 - Fungus or Spores: \$1,000,000
 - Disinfectants Release Hazard Coverage: \$1,000,000
 - Dam and Reservoir: \$5,000,000
 - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
 - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;

- c. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
 - d. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
- Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Skateboard Facilities: \$5,000,000 Per Occurrence (where approved)
 - a. Subject to 20% member coinsurance of the first \$100,000
 - Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
 - Failure to Supply Utility: \$5,000,000 Per Occurrence
 - Garagekeepers Liability: \$2,000,000 Per Occurrence
 - New Jersey Personal Injury Protection (NJ PIP): \$250,000
 - New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): \$15,000 / \$30,000 / \$5,000
 - The Fund excludes Property Damage to mailboxes based upon, arising out of, or attributable to snow removal activities.

3. **Optional Excess Liability Limit**

The MEL offers Optional Excess Liability Limits excess of the MEL Excess Limit.

- The following limits are the Optional Excess Limits:
 - \$2,000,000 (equals \$7,000,000 total);
 - \$5,000,000 (equals \$10,000,000 total);
 - \$10,000,000 (equals \$15,000,000 total); and
 - \$15,000,000 (equals \$20,000,000 total);

The Fund purchases Optional JIF Shared Aggregate Excess Liability Limits excess of \$20,000,000 from the MEL. This coverage is only available to

members of the Fund who purchase all \$20,000,000 available to them from the Optional Excess Liability Limits.

- \$10,000,000 aggregate (equals \$30,000,000 total)

4. **Public Officials Liability / Employment Practices Liability**

Each local member unit is 100% commercially insured with QBE Specialty Insurance Company for \$2,000,000 in the aggregate per member on a claims made and reported basis for each Fund year.

- Retentions and Coinsurance:
 - \$20,000 is the standard retention per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other retentions and coinsurances may apply.
 - Local member units may qualify based on certain criteria to have options to purchase a lower retention and/or coinsurance contribution.
 - Members with adverse loss experience may be subject to higher retention and/or coinsurance.

5. **Optional Excess Public Officials Liability / Employment Practices Liability**

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with QBE Specialty Insurance Company as follows:

- \$1,000,000 (equals \$3,000,000 total);
- \$2,000,000 (equals \$4,000,000 total);
- \$3,000,000 (equals \$5,000,000 total);
- \$4,000,000 (equals \$6,000,000 total); and
- \$8,000,000 (equals \$10,000,000 total).

6. **Optional Volunteer Directors & Officers Liability**

Fire companies and Emergency Service Units have the option of purchasing optional Volunteer Directors & Officers Liability coverage. The coverage is 100% commercially insured with QBE Specialty Insurance Company and applies to the non-firematic/emergency activities of such entity per the following options:

Option	Limit of Liability	Deductible
1	\$1,000,000	\$1,000

2	\$1,000,000	\$2,000
3	\$1,000,000	\$5,000
4	\$2,000,000	\$1,000
5	\$2,000,000	\$2,000
6	\$2,000,000	\$5,000

7. Crime

- The Fund provides Crime coverage with a limit of \$50,000 for: Loss of Assets, Credit Card Forgery, Loss of Employee Benefit Plan Assets and Public Employee Dishonesty
- The member deductible is \$2,500
- MEL Crime
 - MEL Crime Excess: \$950,000 excess of the Fund Crime limit
 - MEL Crime Statutory Position:
 - a. The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position. The MEL can provide MEL Crime Statutory Position limits, based on underwriting and via endorsement, above \$1,000,000, matching the member's auditor's recommendation, but no more than \$2,000,000. Such additional limit is available upon request and approval by the MEL.
 - b. The deductible is \$1,000
 - MEL Crime Excess Public Officials:
 - a. The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied or have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000
 - b. The deductible is the greater of the underlying bond/policy in place or the statutory limit required

8. Non-Owned Aircraft Liability

- \$5,000,000; and
- Medical Expense for each passenger: \$5,000
- The coverage is 100% commercially insured with Endurance

9. Environmental Impairment Liability

- Environmental Impairment Liability is provided to the Fund's local member units by the New Jersey Environmental Risk Management Fund (EJIF). Please refer to the EJIF's Plan of Risk Management.

10. Cyber

The Fund purchases Cyber insurance with Indian Harbor Insurance Company (primary insurer) for the following limits:

- Limits:
 - Fund Annual Aggregate: \$6,000,000
 - Third Party, Per Claim: \$3,000,000
 - First Party, Per Claim: \$3,000,000
- Retention, Per Claim: \$200,000

The MEL provides \$175,000 excess of the member's deductible of \$25,000.

The Fund also purchases Excess Cyber limits via the MEL with total limits of \$6,000,000 Each Claim / \$9,000,000 Aggregate.

11. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$900,000 limit excess of the Fund's limit
- The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
 - Aggregate, Earth Movement: \$100,000,000
 - Aggregate, Flood (includes Storm Surge): \$100,000,000
 - a. Per Location, Special Flood Hazard Area (SFHA): \$52,500,000
 - Named Storm: Included
 - Vehicles: \$15,000,000
- Unmanned Aircraft Systems: \$100,000
- Member deductibles:
 - All Other: \$2,500

- Automobile Physical Damage: \$2,500
- Equipment Breakdown: \$5,000
- SFHA Flood :
 - a. Building: \$500,000
 - b. Contents: \$500,000
 - c. Time Element: \$500,000
- Named Storm (Covered Property in Atlantic, Ocean, Monmouth and Burlington counties east of the Garden State Parkway, and any covered property in Cape May County):
 - a. Property Damage: 1% of TIV at location, per occurrence
 - b. Time Element: 1% of 12 months gross earnings at location, per occurrence
 - c. Minimum, per location: \$1,000,000
 - d. Maximum, per occurrence: \$2,500,000

Individual Self-Insured Retentions

Optional Individual Self-Insured Retentions: Middletown has an individual SIR of \$200,000 for Workers' Compensation, general liability and auto liability. The Fund insures the \$100,000 excess of \$200,000 layer respectively. Manalapan has an individual SIR of \$400,000 for Workers' Compensation. The Fund insures the \$50,000 excess of \$400,000 layer for Workers Compensation.

Amount of Risk to be Retained by the Fund

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles.

1. **Workers' Compensation:** \$300,000
2. **Liability:** \$300,000
 - NJ Uninsured/Underinsured Motorist: \$15,000 / \$30,000 / \$5,000
 - NJ Personal Injury Protection: \$250,000
3. **Optional Excess Liability Limit:** \$0

4. **Public Officials Liability / Employment Practices Liability:** \$0
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** \$0
6. **Optional Volunteer Directors & Officers Liability:** \$0
7. **Crime:** \$50,000
 - MEL Crime Excess: None
 - MEL Crime Statutory Position: None
 - MEL Crime Excess Public Officials: None
8. **Non-Owned Aircraft Liability:** \$0
9. **Environmental Impairment Liability :** \$0
10. **Cyber:** \$0
11. **Property:** \$100,000
 - Equipment Breakdown: \$0
 - SFHA Flood: \$0
 - Named Storm (Covered Property in Atlantic, Ocean, Monmouth and Burlington counties east of the Garden State Parkway, and any covered property in Cape May County): \$0
 - Unmanned Aircraft Systems (UAS):\$100,000

Commercial Insurance / Reinsurance Purchased

The insurance/reinsurance listed below may contain sublimits, retentions and deductibles in addition to such already stated.

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL from Endurance
2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
3. **Excess Liability:** The Fund purchases this coverage from the MEL
4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
5. **Excess Crime:** The Fund purchases this coverage from the MEL
6. **Public Officials Liability / Employment Practices Liability:** The Fund purchases this coverage from QBE Specialty Insurance Company
7. **Optional Volunteer Directors & Officers Liability:** The Fund purchases this coverage from QBE Specialty Insurance Company

8. **Cyber:** The Fund purchases this coverage from Indian Harbor Insurance Company and the MEL
9. **Environmental Impairment Liability:** EJIF

Section II – Conditions

The Amount of Unpaid Claims to be Established

1. The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
2. Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Commissioners and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

The Method of Assessing Contributions to be Paid by Each Member of the Fund

1. By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating member is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Commissioners also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the Commissioners. The total amount of each member's annual assessment is certified by majority vote of the Commissioners at least one (1) month prior to the beginning of the next fiscal year.
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
5. The Commissioners may by majority vote levy upon the participating members additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating members by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
6. Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Commissioners.
7. Sexual Abuse Liability Account: The Commissioners may establish a sexual abuse liability account. Reserves, IBNR, expenses, assets, assessments and other assets for this account shall be accounted for separately. After the end of the year before the Fund has finalized its year end accounting, the Commissioners may levy a supplementary assessment if the sexual abuse claims account is negative on a statutory basis.
8. At the discretion of the Commissioners, any supplemental assessments may be payable in equal installments for up to ten years. Deferred assessments shall become due and immediately payable if a member leaves the Fund.

Procedures Governing Loss Adjustment and Legal Expenses

1. The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL and Volunteer D&O, which are handled by Summit Risk Services representing

QBE Specialty Insurance Company. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers (i.e. General Re and Munich Re for liability, and Safety National for workers' compensation). Every three years, the MEL's internal auditors also conduct an audit.

2. Each member is provided with a claims reporting procedure and appropriate forms.
3. In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
4. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in governmental claims. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

Procedures for the Closure of Fund Years, including the Maintenance of All Relevant Accounting Records

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
3. Each year, the Commissioners will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Banking and Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
4. In the event a member leaves the Fund, the Commissioners may assess the member's closed Fund Year account an amount not exceeding three (3) years stranded costs that the Fund incurs as a result of the member's withdraw. Stranded costs are those expenses incurred by the Fund that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Fund. The dividend of any member that is no longer a member of the Fund and that member's share of the closed fund year account shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. A former member may apply to the Commissioners for a return of that member's remaining share of the closed Fund year account no sooner than when five (5) years have passed since the last Fund year in which the member participated has been closed. The Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
5. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
6. The Fund will retain all records in accordance with the Fund's record retention program.

Assumptions and Methodology Used for the Calculation of Appropriate Reserve Requirements to be Established and Administered in Accordance with Sound Actuarial Principles

1. The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid

losses from the select ultimate losses yields the loss reserve liability or funding requirement.

2. The following is an overview of the two actuarial methods used to project the ultimate losses.
 - a. Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
 - b. Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

The Maximum Amount a Certifying and Approving Officer May Approve Pursuant to N.J.A.C. 11:15-2.22

1. \$10,000 for General and automobile liability
2. \$10,000 for workers compensation
3. With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.
4. \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

ADOPTED: *this 14th day of January, 2021 by the Commissioners:*

MONMOUTH MUNICIPAL JOINT INSURANCE FUND

Chairperson

Secretary

**RESOLUTION NO. #12-21
RESOLUTION APPOINTING APPROVED COUNSEL
FOR THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Monmouth Municipal Joint Insurance is responsible for providing a defense to certain claims brought against its members in accordance with the Fund's coverage documents; and

WHEREAS, the Monmouth Municipal Joint Insurance Fund has the need to acquire the services of defense attorneys as a Fair and Open contract pursuant to the provisions of N.J.S.A.

19:44A-20.4 et seq.; and

WHEREAS, the Monmouth Municipal Joint Insurance Fund specifically reserves the right to waive any defects in the proposals; and

WHEREAS, in order to appoint defense counsel, a law firm must be on the approved counsel list of the Monmouth Municipal Joint Insurance Fund to defend any member of the Fund for the year 2021; and

WHEREAS, the law firms attached to this resolution have submitted proposals which have been found to be satisfactory indicators that the firms will provide quality services as defense Counsel for the Monmouth Municipal Joint Insurance Fund; and

WHEREAS, pursuant to the recommendation of the Fund Committee on Professional Services, the Monmouth Municipal Joint Insurance Fund has established as approved.

- 1) General Liability cases assigned for a defense, \$155 per hour, plus actual out-of-pocket costs as approved by the Fund attorney;
- 2) Workers' Compensation cases assigned for a defense, \$130 per hour (Attorneys), \$75 per hour (Paralegals), \$55 per court appearance , plus actual out-of-pocket costs as approved by the Fund attorney;
- 3) Subrogation cases assigned for defense will be compensated at one-third (1/3) of the actual recovery amount, plus actual out-of-pocket costs as approved by the Fund attorney.

WHEREAS, this resolution supersedes the previous resolution adopted by the Fund which failed to include certain law firms in accordance with the attached Attorney Panel list;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board of the Monmouth Municipal Joint Insurance Fund that the law firms attached to this resolution be and the same are hereby appointed as the approved counsel for the Monmouth Municipal Joint Insurance Fund for the year 2021;

BE IT FURTHER RESOLVED that the Chairman of the Monmouth Municipal Joint Insurance Fund is hereby authorized to execute this resolution;

Chairman

**Monmouth Municipal Joint Insurance Fund
RFP Opening – September 10, 2020 9AM
Via Electronic Bid Platform**

Mr. Sean Canning (Fund QPA) indicated that the opening of the RFPs for the Monmouth Municipal Joint Insurance Fund would take place at 9:00 AM.

Defense Attorney	Defense Attorney
David L. Worthington, Esq.	Leitner, Tort, DeFazio & Brause
Hoagland, Longo, Moran, Dunst & Doukas	King, Kitrick, Jackson & McWeeney
Wisniewski & Associates	Citta Holzapfel Zabarsky
Campbell, Foley, Delano & Adams	Eric M. Bernstein & Associates
Kaufman Semeraro & Leibman	Florio Kenny Raval
Decotiis Fitzpatrick & Cole	Fernandez Garcia
Chasan Lamparello Mallon & Cappuzzo	Gertner & Gertner
Pashman Stein Walder Hayden	Amdur, Maggs & Dugan
Hiering, Gannon & McKenna	Chamlin, Uliano & Walsh
Orvlosky Moody Schaaff & Conlon	Manna & Bonello
Rothstein, Mandell, Strohm, Halm & Cipriani	Weiner Law Group
Parker McCay	Caphart Scatchard
Rainone Coughlin Michello	Law Offices of John T. Bazzurro
Antonelli Kantor	Schwartz & Posnock
Dasti & Associates	Biancamano & Di Stefano
Shain Schaffer	Dasti, Murphy & McGuckin
Gluck & Allen	Flynn Watts
Grace, Marmero & Associates	Gluck Walrath
Kevin B. Riordan, Esq.	Ruderman & Roth
LaCorte, Bundy, Varady & Kinsella	King Moench Hirniak & Mehta

RESOLUTION NO. 13-21

**RESOLUTION AUTHROIZING THE MONMOUTH MUNICIPAL JOINT INSURANCE
FUND'S PARTICIPATION IN THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT
INSURANCE
NAMED STORM DEDUCTILBE RISK SHARING PROGRAM**

Whereas, the Monmouth Municipal Joint Insurance Fund (hereinafter the “MMJIF”) is a member the of the Municipal Excess Liability Joint Insurance Fund (hereinafter the “MEL”)

Whereas, the MEL provides excess property coverage underwritten by Zurich Insurance Company to various member Joint Insurance Funds; and

Whereas, as respects loss or damage caused by or resulting from a “Named Storm”, any covered property in Atlantic, Ocean, Monmouth, and Burlington Counties located east of the Garden State Parkway, and any covered property in Cape May County is subject to a Property Damage deductible of 1% of the value per the Schedule of Values for the “Location” where the direct physical loss or damage occurred, per “occurrence”; and

Whereas, as respects loss or damage caused by or resulting from a “Named Storm”, any covered property in Atlantic, Ocean, Monmouth, and Burlington Counties located east of the Garden State Parkway, and any covered property in Cape May County is subject to a Time Element deductible of 1% of the full 12 months Gross Earnings or Gross Profit values that would have been earned following the “Occurrence” by use of the facilities at the “Location” where the direct physical loss or damage occurred and all other “Locations” where Time Element loss ensues, per “occurrence”; and

Whereas, the above deductibles (hereinafter the “NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM”) are subject to a minimum deductible of \$500,000 for Property Damage and Time Element, combined, per Location, and a maximum deductible of \$1,000,000 per occurrence; and

Whereas, for purposes of this resolution, a “Named Storm” means: Any storm or weather disturbance that is named by the U.S. National Oceanic and Atmospheric Administration (NOAA) or the U.S. National Weather Service or the National Hurricane Center or any comparable worldwide equivalent; and

Whereas, a “Named Storm” also includes “Storm Surge”; and

Whereas, for purposes of this resolution, covered property shall not include vehicles; and

Whereas, the Atlantic, Burlington, Central, FIRST, Mid Jersey, Monmouth, NJPHA, and Ocean JIFs have members subject to this deductible; and

Whereas, the Board of Fund Commissioners of the MMJIF recognizes that its members could bear a financial hardship in event of a “Named Storm” as a result of this deductible; and

Whereas, the MEL has agreed to act as a lead agency to administer an agreement between member JIFs subject to this deductible.

Now, Therefore Be It Resolved that the Board of Fund Commissioners of the MMJIF resolve to enter into an agreement with other members JIFs subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM subject to the following provisions:

1. In the event of a covered loss subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM, the JIFs that are parties to this agreement shall contribute to the total amount of the deductible pro rata based on each JIFs reported values for all properties subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM. The reported values for all properties subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM will be established in May of each year; and
2. The first \$5,000 of loss from each member location shall not be subject to this sharing provision; and
3. This sharing provision shall be subject to only insured property at insured locations; and
4. To be eligible for reimbursement under this agreement, the member shall file a claim with FEMA, including any National Flood Insurance Program policies, and the reimbursement under this agreement shall be reduced by the amount of such reimbursement.

Be it further resolved that a copy of this Resolution be provided to the MMJIF Executive Director's office, the MMJIF Underwriter, the MEL Executive Director, the MEL Underwriting Office.

This Resolution was duly adopted by the Monmouth Municipal Joint Insurance Fund at a public meeting held on January 14, 2021.

MONMOUTH MUNICIPAL JOINT INSURANCE FUND

Chairman

date

Secretary

date

RESOLUTION NO. 14-21

RESOLUTION OF THE MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH QBE SPECIALTY INSURANCE COMPANY FOR PRIMARY PUBLIC OFFICIALS/EMPLOYMENT PRACTICES LIABILITY

WHEREAS, there is a need for public officials/employment practices coverage for the Monmouth County Municipal Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-21.4 et. seq.; and

WHEREAS, the Underwriting Manager is recommending award to QBE Specialty Insurance Company for primary public officials/employment practices liability coverage in the amount of \$1,568,138 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, QBE Specialty Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that QBE Specialty Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit QBE Specialty Insurance Company from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2021 budget in the amount of \$1,568,138 inclusive of commission from:

Line Items: POL/EPL Premium and Land Use Liability

NOW, THEREFORE, BE IT RESOLVED, that the Monmouth County Municipal Joint Insurance Fund authorizes the Executive Director to enter into a contract with QBE Specialty Insurance Company for the 2021 budget year for primary public officials/employment practices liability coverage in the amount of not to exceed \$1,568,138 inclusive of commission.

RESOLUTION NO. 15-21

RESOLUTION OF THE MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH QBE SPECIALTY INSURANCE COMPANY FOR OPTIONAL VOLUNTEER DIRECTOR'S AND OFFICER'S LIABILITY COVERAGE

WHEREAS, there is a need for optional volunteer director's and officer's liability coverage for the Monmouth County Municipal Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-21.4 et. seq.; and

WHEREAS, the Underwriting Manager is recommending award to QBE Specialty Insurance Company for optional volunteer director's and officer's liability coverage in the amount of \$ 13,197 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, QBE Specialty Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that QBE Specialty Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit QBE Specialty Insurance Company from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2021 budget in the amount of \$ 13,197 inclusive of commissions from:

Line Items: Volunteer Director's and Officer's Liability

NOW, THEREFORE, BE IT RESOLVED, that the Monmouth County Municipal Joint Insurance Fund authorizes the Executive Director to enter into a contract with QBE Specialty Insurance Company for the 2021 budget year for optional volunteer director's and officer's liability coverage in the amount of not to exceed \$ 13,197 inclusive of commissions.

RESOLUTION NO. 16-21

RESOLUTION OF THE MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH INDIAN HARBOR INSURANCE COMPANY FOR PRIMARY CYBER SECURITY LIABILITY COVERAGE

WHEREAS, there is a need for primary cyber security liability coverage for the Monmouth County Municipal Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-21.4 et. seq.; and

WHEREAS, the Underwriting Manager is recommending award to Indian Harbor Insurance Company for primary cyber security liability coverage in the amount of \$61,254 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, Indian Harbor Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Indian Harbor Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Indian Harbor Insurance Company from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2021 budget in the amount of \$61,254 inclusive of commission from:

Line Items: Cyber Security Liability

NOW, THEREFORE, BE IT RESOLVED, that the Monmouth County Municipal Joint Insurance Fund authorizes the Executive Director to enter into a contract with Indian Harbor Insurance Company for the 2021 budget year for primary cyber security liability coverage in the amount of not to exceed \$61,254 inclusive of commission.

**MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 17-21

JANUARY 2021

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Monmouth County 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.

<u>FUND YEAR 2020</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002034			
002034	PERMA	POSTAGE 12/20	320.71
002034	PERMA	POSTAGE 11/20	61.60
			382.31
002035			
002035	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES 12-31-20	11,973.00
			11,973.00
002036			
002036	ALLSTATE INFORMATION MANAGEMNT	ACCT#410 - ARC & STOR - 11.30.20	59.52
			59.52
002037			
002037	THE CANNING GROUP LLC	QPA SERVICES 12/20	650.00
002037	THE CANNING GROUP LLC	QPA SERVICES 11/20	650.00
			1,300.00
		Total Payments FY 2020	13,714.83
<u>FUND YEAR 2021</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002038			
002038	MUNICIPAL EXCESS LIABILITY JIF	FPB - 1ST QTR 2021	3,990.25
			3,990.25
002039			
002039	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 1ST QTR 2021	270,779.25
002039	MUNICIPAL EXCESS LIABILITY JIF	MEL - 1ST QTR 2021	580,421.00
			851,200.25
002040			
002040	N.J. MUNICIPAL ENVIRONMENTAL	EJIF - 1ST HALF 2021	186,855.00
			186,855.00
002041			
002041	QUAL-LYNX	OUTSIDE ADJ 1/21	6,840.28
002041	QUAL-LYNX	CLAIM ADJ SERVICES 1/21	48,064.23
			54,904.51
002042			
002042	PERMA	LOSS FUND MGT 1/21	2,925.08
002042	PERMA	ADMIN FEE 1/21	33,105.00
			36,030.08
002043			
002043	STEPHEN M. MAYER	TREASURER FEE 1/21	1,760.00
			1,760.00
002044			
002044	MUNICIPAL EXCESS LIABILITY JIF	MSI - 1ST QTR 2021	20,350.00
			20,350.00
002045			
002045	DANSKIN INSURANCE AGENCY INC.	RMC FEE 1/21	44,826.33
002045	DANSKIN INSURANCE AGENCY INC.	FUND RISK MNGMNT 2021	19,877.00
			64,703.33
002046			
002046	CONNER STRONG & BUCKELEW	UNDERWRITING 1/21	1,042.00
			1,042.00
002047			
002047	BROWN & BROWN METRO INC.	BRADLEY BEACH BORO - 1ST HALF 2021	12,421.56
002047	BROWN & BROWN METRO INC.	BRADLEY FIRST AID SQUAD - 1ST HALF 2021	150.54
			12,572.10
		Total Payments FY 2021	1,233,407.52
		TOTAL PAYMENTS ALL FUND YEARS	\$1,247,122.35

Chairperson

Attest: _____

Dated: _____

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

Treasurer