

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
MINUTES
JULY 14, 2022
ZOOM VIRTUAL MEETING
1:30 P.M.**

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

Pledge of Allegiance

ROLL CALL OF 2022 EXECUTIVE COMMITTEE:

Tom Rogers	Chairman	Boro of Rumson	Present
Bryan Dempsey	Secretary	Spring Lake	Absent
EXECUTIVE	COMMITTEE	MEMBERS	
Thomas Nolan		Boro of Brielle	Present
Anthony Mercantante		Middletown	Present – <i>arrived at 1:40pm</i>
Laurie Roth		Allentown	Present
Jonathan Capp		Marlboro Township	Present
Jeffry Bertrand		Wall Township	Present

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

Scott Carew		Boro of Matawan	Present
James Gant		Boro of 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.	Absent
Treasurer		Steven Mayer	Present
Claims Service	Qual-Lynx	Kathy Kissane	Present
Safety Director	JA Montgomery	Paul Shives	Absent
Risk Management Consultants	The Danskin Agency Conner Strong & Buckelew	Charles Casagrande Mike Avalone	Present Present
Auditor	Hulsart & Company	Rich Helenbrecht	Absent
Actuary	Actuarial Advantage	Kyle Mrotek	Absent
Underwriting Manager	Conner Strong & Buckelew	Ed Cooney	Present

ALSO PRESENT

Joseph Hrubash, PERMA
Donna Phelps, Oceanport
Al Jardine, Neptune City
Jack Keeler, Sea Bright
Mike Muscillo, Highlands
Donna Campagna, Allenhurst
Jim Daly, Farmingdale
Robert Ferragina, Atlantic Highlands
Kimberly Humphrey, Bradley Beach
Mitch Jacobs, Esq., CGAJ
Lisa Gallo, QualCare
Amy Pieroni, RMC
Sean Kelly, RMC
Zach Edelman, RMC
Lindsay Travali, Acrisure
Suzzane Bridge, B&B
Alison Kelly, Danskin Agency
John Casagrande, Danskin Agency
Meredith Storch, CS&B
Joe Mirarchi, JA Montgomery
Michael Brosnan, JA Montgomery
Jonathon Tavares, CS&B

APPROVAL OF MINUTES: May 12, 2022

MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING

MOTION: Commissioner Nolan
SECOND: Commissioner Roth
VOTE: Unanimous

CORRESPONDENCE

None.

TREASURER

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

FUND YEAR	AMOUNT
June Bills List	
FY Aggregate	\$ 1,062,618.35
Closed Year	\$ 50,769.09
2021	\$ 16,779.00
2022	\$ 503,211.45
TOTAL	\$ 1,633,377.89

FUND YEAR	AMOUNT
July Bills List	
Closed Year	\$ 1,357,359.40
2022	\$ 1,413,838.83
TOTAL	\$ 2,771,198.23

MOTION TO APPROVE RESOLUTION # 24-22 AND 25-22 APPROVAL FOR PAYMENT OF JUNE 2022 BILLS LIST AND JULY 2022 BILL LIST

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

EXECUTIVE DIRECTOR:

2021 AUDIT FILING – Mr. Sacco reported that PERMA filed the 2021 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and Actuarial Certification with the Departments of Insurance and Community Affairs. He added that the Synopsis of Audit was published in the Fund’s official newspaper.

RFP PROCESS – Mr. Sacco reported that the professional service contract for the Fund Attorney and the Defense Panel will expire December 31, 2022. He advised that the fund office is requesting authorization to proceed in the RFP process for the 2023 Fund year. Mr. Sacco noted that the Fund will have to advertise, pursuant to N.J.S.A. 40A:11-1 et. Seq. for the positions of Fund Attorney and Defense Attorney(s).

MOTION TO RELEASE THE RFP FOR THE PROFESSIONAL SERVICES OF FUND ATTORNEY AND DEFENSE PANEL PURSUANT TO THE FAIR AND OPEN PROCESS OUTLINED IN N.J.S.A. 40A:11-1 ET. SEQ.

MOTION: Commissioner Capp
SECOND: Commissioner Roth
VOTE: Unanimous

RCF/EJIF/MEL JUNE 2ND MEETINGS – Mr. Sacco informed the Committee that the RCF, EJIF, and MEL all held their June 2nd meetings at the Forsgate Country Club. He then referred to copies of Commissioner Nolan’s reports enclosed within the agenda. Commissioner Nolan added that the EJIF Coverage Committee will be meeting to discuss the PFOA/PFAS issue which could affect the EJIF program.

2022 COVERAGE DOCUMENTS – Mr. Sacco reported that the fund office is in the final stages of preparing the coverage documents, which will be uploaded to Origami during the month of July. He advised that the fund office will email Fund Commissioners and Risk Management Consultants when the process is complete.

RISK MANAGEMENT INFORMATION/OPERATING SYSTEM (RMIS) – Mr. Sacco reported that members and Risk Managers will receive an Origami email with a link to renewal worksheets - to begin the 2023 underwriting renewal on or about July 18th with an August 31st completion date. He advised that the Underwriting Manager is preparing a memorandum outlining additional information needed for his marketing. Mr. Sacco further advised that the fund office will issue an email with those additional directions once the underwriting system link is sent.

2022 MEL, MR HIF & NJCE JIF EDUCATIONAL SEMINAR – Mr. Sacco reported that the 11th annual seminar was conducted virtually on Friday, April 29th and Friday, May 6th; with attendance exceeding 260 for each session.

CYBER JIF FILING – Mr. Sacco reported that PERMA has formally filed with the New Jersey Departments of Banking and Insurance (DOBI) and Community Affairs (DCA) to form the Cyber JIF. Mr. Sacco advised that members will be notified once a response from the state is received. Mr. Hrubash advised that DOBI acknowledged receipt of the filing and did have questions. Mr. Hrubash advised that he and Mr. Grubb are preparing a response for the state. He added that at its June meeting, the MEL authorized a contract with the Chertoff Group, which is a cyber security expert, to assist the MEL in identifying the steps necessary to put the Cyber JIF in the best position to manage the cyber risk.

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart as of May 31st contained within the agenda booklet. He reported that the fund office is monitoring a small deficit in the 2021 Fund Year but noted that there is surplus in the other fund year accounts to extinguish the deficit. He advised that the Fund's statutory surplus position is \$8.4 million. Mr. Sacco advised that the Monmouth JIF is operating better financially than the other JIFs he is associated with which is a very positive sign. He then referred to the claims tracking reports enclosed within the agenda and advised that over the last several years, most of claims are coming out of the property and workers comp lines of coverage. Mr. Sacco advised that in 2021, the fund budgeted \$824,390 for property but has incurred over \$1.37 million in claims which is more than 166% over budget.

ATTORNEY

Mr. Jacobs advised that he did not have a report for the month.

SAFETY DIRECTOR

Mr. Mirarchi reviewed the June activities and the July agenda. He advised the Committee of upcoming meetings and trainings. He then referred to the Safety Director and Law Enforcement bulletins that have been recently released. Mr. Mirarchi also referred to the MSI NOW, MSI DVD, and MSI LIVE utilization report.

Mr. Sacco said he received a phone call from an administrator who was concerned about lifeguard races taking place in Monmouth County. He said the administrator advised that the lifeguards were engaging in activities that he perceived as exposures for the JIF such as going out into the ocean with wooden boats through heavy surf. Mr. Sacco advised that he reached out to JA Montgomery to discuss the concern and asked Mr. Mirarchi to provide an update on a lifeguard safety bulletin that was recently distributed to the membership. Mr. Mirarchi referred to the bulletin and reviewed the lifeguard competition preparedness recommendations. Chairman Rogers asked Mr. Mirarchi to redistribute the bulletin to the membership as the information within in it is very important.

Safety Report Attached and Made Part of the Minutes

UNDERWRITING MANAGER

Mr. Tavares referred to the Underwriting Manager's report enclosed within the agenda packet. He then referred to the list of certificates issued for the months of May and June. Mr. Tavares reported that the underwriting team is gearing up for the 2023 renewal and updates will be provided in the coming months.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANTS:

Mr. Avalone began by announcing that Ms. Walters of his office just gave birth to her first child and congratulated her.

Mr. Avalone reminded the membership that lack of reporting exposure changes in a timely fashion could jeopardize coverage. He reported that the Fund Risk Managers have contacted members regarding the renewal process and has started the exposure data collection and updates.

Mr. Casagrande reported that the renewal process is going well. He advised that the meetings with the membership has been a great time to review schedules, the E-JIF, loss control, etc. that if a new building is being built, it may be more advantageous to purchase Builders' Risk coverage through the JIF in lieu of having the builder bid. He added that the member may end up paying twice the amount if coverage is not secured through the JIF.

Lastly, Mr. J. Casagrande reported that there are a total of 29 members out of 41 that have achieved at least Tier 1 for the Cyber Risk Management Program. He advised that the Fund Risk Managers continue to work very closely with all members and their respective IT providers to assist in achieving compliance.

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

MANAGED CARE:

Ms. Gallo referred the Committee to her report enclosed within the agenda booklet. She informed the Committee that for the month of June, there was a savings of \$293,557 resulting in 65% savings. Ms. Gallo then referred to the COVID-19 Activity Report enclosed within the agenda packet.

OLD BUSINESS

None.

NEW BUSINESS

None.

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 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 \$3,712.60.

WC
2019147475
2022264989
2022268279

GL/PRP/AL
2019175375
2022267572
2019171916
2021216007
2021218254
2022271206
2022275296
2020208780

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

MOTION TO ADJOURN MEETING

MOTION:	Commissioner Roth
SECOND:	Commissioner Nolan
VOTE:	Unanimous

Meeting Adjourned at: 1:52 P.M.

NEXT MEETING: September 2022
Zoom Virtual Meeting
1:30 P.M.

Secretary

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

Resolution No. 24-22

JUNE 2022

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 AGGREGATE

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002350			
002350	MUNICIPAL EXCESS LIABILITY JIF	FY 16-21 RETRO PREM CANCELLATION	1,062,368.05
002350	MUNICIPAL EXCESS LIABILITY JIF	2020 SURPLUS TRIGGER CORRECTION	250.30
			1,062,618.35
		Total Payments FY AGG	1,062,618.35

FUND YEAR CLOSED

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002351			
002351	MUNICIPAL EXCESS LIABILITY RCF	SUP ASSESS FY 2007 (CY) 2003	50,769.09
			50,769.09
		Total Payments FY CLOSED	50,769.09

FUND YEAR 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002334			
002334	ROBERT A. HULSART & CO.	AUDITOR FEE 2021	16,779.00
			16,779.00
		Total Payments FY 2021	16,779.00

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002335			
002335	QUAL-LYNX	PERFORMANCE BOND #51790	840.00
002335	QUAL-LYNX	CLAIM ADJ SERVICES 6/22	49,025.45
002335	QUAL-LYNX	OUTSIDE ADJ 6/22	6,977.06
			56,842.51
002336			
002336	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 6/22	14,054.25
002336	J.A. MONTGOMERY RISK CONTROL	POLICE PROF TRAINING 6/22	2,550.00
			16,604.25
002337			
002337	QUALCARE, INC.	MANAGED CARE 6/22	17,940.83
			17,940.83
002338			
002338	PERMA	LOSS FUND MGT 6/22	2,984.00
002338	PERMA	ADMIN FEE 6/22	33,767.00
			36,751.00
002339			
002339	THE ACTUARIAL ADVANTAGE, INC.	ACTUARY FEE 6/22	3,858.50
			3,858.50
002340			
002340	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	ATTORNEY FEE 6/22	1,764.08
002340	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LIT MGMT 5/22	10,794.92
			12,559.00

002341			
002341	BOWMAN & COMPANY LLP	PAYROLL AUDITOR 5/22	5,000.00
			5,000.00
002342			
002342	DANSKIN INSURANCE AGENCY INC.	RMC 6/22	44,380.00
			44,380.00
002343			
002343	CONNER STRONG & BUCKELEW	SURETY-PUB OFF 5/22	2,507.00
			2,507.00
002344			
002344	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 6/22	1,063.00
			1,063.00
002345			
002345	EXECU-TECH, INC.	WEBSITE MAINT 6/22	200.00
			200.00
002346			
002346	THE CANNING GROUP LLC	QPA FEE 5/22	583.33
			583.33
002347			
002347	ACCESS	ACCT#410 - ARC & STOR - 4.30.22	61.36
			61.36
002348			
002348	BROWN & BROWN METRO, LLC	SHREWSBURY - 2ND RMC 2022	8,648.00
002348	BROWN & BROWN METRO, LLC	SEA BRIGHT BORO - 2ND RMC 2022	6,489.00
002348	BROWN & BROWN METRO, LLC	FREEHOLD - 2ND RMC 2022	38,747.00
002348	BROWN & BROWN METRO, LLC	NEPTUNE - 2ND RMC 2022	8,105.00
			61,989.00
002349			
002349	FAIRVIEW INSURANCE AGENCY	RED BANK - 2ND HALF 2022	27,166.50
002349	FAIRVIEW INSURANCE AGENCY	KEYPORT BORO - 2ND HALF 2022	15,153.00
			42,319.50
002352			
002352	N.J. MUNICIPAL ENVIRONMENTAL	EJIF - 2ND INSTALLMENT 2022	188,757.00
			188,757.00
002353			
002353	STEPHEN M. MAYER	TREASURER FEE 6/22	1,795.17
			1,795.17
		Total Payments FY 2022	503,211.45
		TOTAL PAYMENTS ALL FUND YEARS	\$1,633,377.89

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
BILLS LIST**

Resolution No. 25-22

JULY 2022

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>
002354			
002354	MUNICIPAL EXCESS LIABILITY RCF	2021 ASSMNT TO RCF - CLOSE FY 2017	1,357,359.40
			1,357,359.40
		Total Payments FY Closed	1,357,359.40

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002355			
002355	MUNICIPAL EXCESS LIABILITY JIF	FPB - 3RD QTR 2022	3,908.75
			3,908.75
002356			
002356	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 3RD QTR 2022	333,565.50
002356	MUNICIPAL EXCESS LIABILITY JIF	MEL - 3RD QTR 2022	743,494.55
			1,077,060.05
002357			
002357	QUAL-LYNX	OUTSIDE ADJ FEE 7/22	6,977.06
002357	QUAL-LYNX	CLAIM ADJUSTER 7/22	49,025.45
			56,002.51
002358			
002358	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 7/22	14,054.25
002358	J.A. MONTGOMERY RISK CONTROL	POLICE PROF TRAINING 7/22	2,550.00
			16,604.25
002359			
002359	QUALCARE, INC.	WORKERS COMP/UM 7/22	17,940.83
			17,940.83
002360			
002360	PERMA	POSTAGE 6/22	49.50
002360	PERMA	POSTAGE 5/22	26.48
002360	PERMA	ADMIN FEE 7/22	33,767.00
002360	PERMA	LOSS FUND MGT 7/22	2,984.00
			36,826.98
002361			
002361	THE ACTUARIAL ADVANTAGE, INC.	ACTUARY FEE 7/22	3,858.50
			3,858.50
002362			
002362	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	ATTORNEY FEE 7/22	1,764.08
002362	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LITIGATION FEE 6/22	11,563.42
			13,327.50
002363			
002363	STEPHEN M. MAYER	TREASURER FEE 7/22	1,795.17
			1,795.17
002364			
002364	MUNICIPAL EXCESS LIABILITY JIF	MSI - 3RD QTR 2022	20,338.25
			20,338.25
002365			
002365	DANSKIN INSURANCE AGENCY INC.	RMC FEE 7/22	44,380.00
			44,380.00
002366			
002366	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 7/22	1,063.00
			1,063.00
002367			
002367	EXECU-TECH, INC.	WEBSITE MAINTENANCE 7/22	200.00
			200.00
002368			
002368	THE CANNING GROUP LLC	QPA SERVICES 6/22	583.33
			583.33

002369			
002369	ACCESS	ACCT#410 - ARC & STOR - 5.31.22	62.71
			62.71
002370			
002370	BROWN & BROWN METRO, LLC	MANALAPAN - 2ND INSTALL 2022	18,153.00
002370	BROWN & BROWN METRO, LLC	BRADLEY BEACH - 2ND INSTALL 2022	12,817.00
			30,970.00
002371			
002371	BORDEN PERLMAN	MILLSTONE - RMC FEE - 2022	12,385.00
			12,385.00
002372			
002372	ACRISURE, LLC	MATAWAN - RMC - 1ST HALF 2022	23,364.50
002372	ACRISURE, LLC	LAKE COMO - RMC - 1ST HALF 2022	2,858.00
002372	ACRISURE, LLC	MARLBORO - RMC - 1ST HALF 2022	35,656.00
002372	ACRISURE, LLC	MATAWAN - RMC - 1ST HALF 2022	14,653.50
			76,532.00
		Total Payments FY 2022	1,413,838.83
		TOTAL PAYMENTS ALL FUND YEARS	\$2,771,198.23

Chairperson

Attest:

Dated: _____

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

Treasurer