

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
MINUTES
MAY 14, 2020
TELECONFERENCE
1:30 P.M.**

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

Pledge of Allegiance

ROLL CALL OF 2020 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 |
| Laurie Roth | | Allentown | Present |
| Jonathan Capp | | Marlboro Township | Present |
| Lori Cole | | West Long Branch | Present |

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

| | | | |
|-----------------|--|---------------|--------|
| Jeffry Bertrand | | Wall Township | Absent |
| Lorraine Carafa | | Sea Girt | Absent |

APPOINTED OFFICIALS PRESENT:

| | | | |
|--|--|------------------------------------|--------------------|
| Executive Director /Administrator | Perma Risk Management Services | Stephen A. Sacco | Present |
| Attorney | Cleary, Alfieri, & Grasso | 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 | Rich Hellenbrecht | Present |
| Actuary | Actuarial Advantage | Kyle Mrotek | Absent |
| Underwriting Manager | Conner Strong & Buckelew | Ed Cooney | Present |

ALSO PRESENT

Jason Thorpe, PERMA
 Joseph Hrubash, PERMA
 Pauline Kontomanolis, PERMA
 Adam Hubeny, Atlantic Highlands
 Donna Phelps, Oceanport
 Jack Keeler, Sea Bright
 Kim Gonzalez, Highlands
 Kathy Kissane, Qual-Lynx
 Lisa Gallo, QualCare
 Dominick Cinelli, RMC
 Amy Pieroni, RMC
 Peter Soriero, RMC
 John Casagrande, Danskin Agency
 Alison Kelly, Danskin Agency
 Mike Brosnan, JA Montgomery

APPROVAL OF MINUTES: March 12, 2020

MOTION TO APPROVE OPEN AND CLOSED MINUTES FOR ABOVE REFERENCED MEETING

MOTION: Commissioner Nolan
 SECOND: Commissioner Roth
 VOTE: 5 ayes, 0 nays, 1 abstention
 Commissioner Cole

CORRESPONDENCE

Mr. Sacco referred to the two latest Power of Collaboration advertisements from the MEL, to be placed in the League of Municipalities magazine.

TREASURER

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

| FUND YEAR | AMOUNT |
|-------------------------|------------------------|
| April Bills List | |
| 2020 | \$ 1,085,033.41 |
| TOTAL | \$ 1,085,033.41 |

| FUND YEAR | AMOUNT |
|-----------------------|------------------------|
| May Bills List | |
| 2020 | \$ 1,010,030.81 |
| TOTAL | \$ 1,010,030.81 |

| FUND YEAR | AMOUNT |
|-----------------------------|--------------|
| May Supp. Bills List | |
| 2020 | \$ 80,279.34 |

| | |
|--------------|---------------------|
| TOTAL | \$ 80,279.34 |
|--------------|---------------------|

MOTION TO APPROVE RESOLUTION #18-20, 19-20, AND 24-20 APPROVAL FOR PAYMENT OF APRIL 2020 BILLS LIST, MAY 2020 BILL LIST AND MAY SUPPLEMENTAL 2020 BILL LIST

MOTION: Commissioner Capp
SECOND: Commissioner Roth
ROLL CALLVOTE: Unanimous

EXECUTIVE DIRECTOR:

AUDITOR AND ACTUARY YEAR-END REPORTS – Mr. Hellenbrecht of Hulsart & Company presented the Audit as of December 31, 2019. He indicated that the Fund records are in excellent shape. Mr. Hellenbrecht reported that the Audit process and internal testing proved positive for the Fund and there were no comments or recommendations from the Auditor’s office. Following the presentation, Mr. Sacco indicated that Resolution #20-20 had to be adopted and the Group Affidavit had to be executed.

MOTION TO APPROVE 2019 YEAR-END FINANCIALS, ADOPT RESOLUTION #20-20 AND EXECUTE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT.

MOTION: Commissioner Nolan
SECOND: Commissioner Capp
ROLL CALLVOTE: Unanimous

QUALIFIED PURCHASING AGENT (QPA) – Mr. Sacco reported that following the March JIF meeting, the fund office released an RFP for the position of Fund QPA. He noted that one response was received and referred to a copy of the proposal submitted by The Canning Group for QPA services. Mr. Sacco further noted that the potential QPA’s role would be to review and confirm that the policies and procedures, with respect to procurement, are being followed properly. He advised that the Finance Committee is recommending awarding a contract to The Canning Group and referred to Resolution #21-20 authorizing the contract award.

MOTION TO ADOPT RESOLUTION # 21-20 AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO THE CANNING GROUP, TO SERVE AS THE FUND’S QUALIFIED PURCHASING AGENT.

MOTION: Commissioner Capp
SECOND: Commissioner Roth
ROLL CALLVOTE: Unanimous

MEL/RCF/EJIF MARCH 27TH MEETINGS – Mr. Sacco reported that the MEL, RCF and EJIF all held their March meetings via teleconference on March 27th. He then referred to copies of Commissioner Nolan’s reports enclosed within the agenda packet.

MEL MAY 1ST MEETING – Mr. Sacco reported that the MEL held a meeting via teleconference on May 1st and referred to a copy of Commissioner Nolan’s report enclosed with the agenda packet.

MEL’S JOINT CASH MANAGEMENT INVESTMENT PROGRAM – Mr. Sacco advised that Mr. Hrubash, MEL Deputy Executive, and Ms. Kontomanolis, Perma Controller, were both present on the teleconference to provide an overview of the MEL Joint Cash Management Investment Program (JCMI). He then turned the floor over to Mr. Hrubash and Ms. Kontomanolis. Mr. Hrubash reported that in 2019, the MEL board authorized the release of a Professional Services RFP for an Asset Manager and a Financial Advisor to manage investments of the Municipal Excess Liability Fund JCMI program. He noted that the MEL adopted a resolution awarding Clearbrook as the Asset Manager, Bank of New York as Custodian & Accounting and NW Financial as the Financial Advisor during its March 27th meeting. He further noted that the NJ Municipal Excess Liability Residual Claims Fund (RCF), the NJ Municipal Environmental Risk Management Fund (E-JIF), and the Sustainable Energy Joint Meeting (SEM) have all adopted resolutions to join the program. Mr. Hrubash advised that the MEL is now inviting the local JIFs to participate in the program. Following a brief program overview provided by Mr. Hrubash and Ms. Kontomanolis, as well as a Q&A session, the Board suggested that MEL offer a CE course for the membership explaining the JCMI Program and its benefits. Mr. Hrubash indicated that he would present the suggestion to the MEL Operating Committee. The Board then indicated that they were also in agreement with the recommendation of the Monmouth JIF’s participation in the MEL’s JCMI Program.

MOTION TO ADOPT RESOLUTION 22-20 TO AUTHORIZE MONMOUTH MUNICIPAL JIF’S PARTICIPATION IN THE MUNICIPAL EXCESS LIABILITY FUND JOINT CASH MANAGEMENT AND INVESTMENT PROGRAM (JCMI).

MOTION: Commissioner Nolan
SECOND: Commissioner Cole
ROLL CALLVOTE: Unanimous

ASSEMBLY BILL 3971/SENATE BILL 2475 – Mr. Sacco indicated that Mr. Hrubash had an add-on item for the Executive Director’s report and gave him the floor. Mr. Hrubash reported that the MEL Legislative Committee reviewed Assemblymen Benson and Coughlin bill A-3971 and Senator Singleton Bill S-2475 and is strongly supporting its adoption. He advised that the companion bills authorize local units to issue “coronavirus relief bonds” to allow them to borrow money, with a ten-year payback period, to cover shortfalls and unanticipated costs that are a direct result of the COVID-19 pandemic. Mr. Hrubash noted that the MEL is expected to adopt a Resolution supporting these bills at its June 3rd meeting. He added that the MEL Legislative Committee is asking local affiliated JIFs and their member entities to consider adopting a supporting resolution as well as reaching out to legislators. Mr. Sacco then referred Resolution #27-20 supporting the legislation enclosed within the agenda and asked if there were any questions. Hearing none, he asked for a motion to adopt the Resolution.

MOTION TO ADOPT RESOLUTION #25-20 SUPPORTING ASSEMBLY BILL 3971 AND SENATE BILL 2475

MOTION: Commissioner Roth
SECOND: Commissioner Nolan
ROLL CALLVOTE: Unanimous

COMPETITIVE CONTRACT/PROCUREMENT PROCESS – Mr. Sacco reported that numerous professional contracts with the Monmouth JIF expire on December 31, 2020. He noted that the Fund will have to begin the competitive contracting/procurement process for the professional positions. He then referred to Resolution #23-20 which authorizes the hiring of the various fund professionals.

MOTION TO ADOPT RESOLUTION #23-20 AUTHORIZING THE HIRING OF VARIOUS MONMOUTH JIF PROFESSIONALS THROUGH THE COMPETITIVE CONTRACTING PROCESS.

MOTION: Commissioner Capp
SECOND: Commissioner Roth
ROLL CALLVOTE: Unanimous

COVERAGE ENDORSEMENTS - Mr. Sacco reported that the MEL’s Coverage Committee recommended several endorsements be added to the JIF’s Crime and Casualty Documents. He advised that the MEL Board of Fund Commissioners accepted these recommendations and expects to follow form with the excess. Mr. Sacco indicated that Mr. Cooney was present on the teleconference to review each endorsement and turned the floor over to him. Mr. Cooney reviewed each coverage endorsement. He advised that where endorsement is an exclusion, should the JIF opt to not issue this endorsement to its primary policy, coverage would be limited to the JIF’s self-insured retention. He further advised where endorsement is adding coverage, the MEL will only follow form if the JIF adopts the endorsement. Mr. Sacco added that the Monmouth JIF Coverage Committee met on April 17th and is recommending approval of the coverage endorsements as presented.

MOTION TO APPROVE THE COVERAGE ENDORSEMENTS TO THE JIF CRIME AND CASUALTY POLICIES.

MOTION: Commissioner Capp
SECOND: Commissioner Cole
ROLL CALLVOTE: Unanimous

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart as of March 31st contained within the agenda booklet. He reported that a small deficit in 2019 is being monitored, but noted that there is enough surplus in the fund years to extinguish that deficit. Mr. Sacco reported that the Fund’s statutory surplus position is \$8.9 million and noted that the Fund is in excellent financial shape.

ATTORNEY

Mr. Cleary informed the Board that he had nothing to report for the month.

SAFETY DIRECTOR

Mr. Shives reviewed the April activities and the May agenda. He reported that that MSI in-class trainings remain suspended until further notice due to the restrictions imposed by the Governor. He informed the Board that the new digital streaming service, MSI Now is up and running. He also informed the Board that J.A. Montgomery will be announcing the conversion of some in-class room trainings to webinars in the upcoming days.

Lastly, Mr. Shives reported that online training numbers have increased significantly since the COVID-19 pandemic.

UNDERWRITING MANAGER

Mr. Cooney referred to the list of certificates issued for the month enclosed within the agenda.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANTS:

Mr. Avalone reviewed the various items with the Risk Management report distributed prior to the start of the meeting. He noted that the Fund Professionals are discussing different ways to conduct the mandatory Managers and Supervisors trainings as all in-person sessions have been suspended. Mr. Avalone added that the deadline for compliance is June 1 2021.

Mr. Casagrande reported that the EJIF had to amend its Underground Storage Tank policy to comply with the State's wording.

Lastly, Mr. Casagrande said that he will be requesting a sub-committee meeting to discuss a First Aid Squad whose operations have ceased.

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

MANAGED CARE:

Ms. Gallo began her report by referring the Board to an announcement within the agenda packet. She reported that in response to the COVID-19 pandemic, Qual-Lynx and QualCare have identified providers that offer telemedicine as an alternative to in-person visits. Ms. Gallo then referred the Board to her Cost Savings report, also enclosed within the agenda packet. She informed the Committee that for the month of April, there was a savings of \$258,677 resulting in 75% savings.

OLD BUSINESS

None.

NEW BUSINESS

None.

MEETING OPENED TO PUBLIC FOR COMMENT:

Mr. Avalone commended Qual-Lynx, QualCare, and the Executive Director’s office for the remarkable job they have done assisting the membership throughout the COVID-19 pandemic.

Ms. Pieroni stated that she wanted to publicly acknowledge the quality of the information that has been distributed by J.A. Montgomery and the MEL. She noted that the timing of information and the quality of the information has been extremely helpful to both the Risk Management Consultants and the membership.

Chairman Rogers thanked everyone for participating on the teleconference.

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

EXECUTIVE SESSION

Mr. Sacco advised that Executive Session was not necessary as the PARs were reviewed by the Claims Committee prior to the meeting. Ms. Kissane added that a total of 20 PARs were reviewed and are being recommended for approval by the Claims Committee as presented. She further added that the Claims Committee is recommending approval of Mr. Cleary’s legal bills in the amount of \$1,242.

MOTION TO APPROVE PAYMENT OF CLAIMS AS DISCUSSED IN EXECUTIVE SESSION AS PRESENTED AND APPROVE MR. CLEARY’S LEGAL BILLS, FOR TWO MONTHS, TOTALING \$1,242.

Workers’ Comp

- 2019172681
- 2018132214
- 2019161082
- 2020196033
- 2020190796
- 2018143588
- 2017102415

GL/AL/PR

- 2017099612
- 2019150920
- 2020197692
- 2020202718
- 2020186384
- 2020195493

001236498
2020183946
2018117933
2018145410
2020202124
2020203143
2020199919

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

MOTION TO ADJOURN MEETING

MOTION: Commissioner Carafa
SECOND: Commissioner Nolan
VOTE: Unanimous

Meeting Adjourned at: 2:26 P.M.

NEXT MEETING: July 2020
Wall Township Municipal Building
2700 Allaire Road
Wall, NJ 07719
1:30 P.M.

Secretary

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 18-20

APRIL 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> |
|---------------------|---------------------------------------|----------------------------------|-----------------------|
| 001858 | | | |
| 001858 | MUNICIPAL EXCESS LIABILITY JIF | FPB - 2ND QTR 2020 | 3,890.00 |
| | | | 3,890.00 |
| 001859 | | | |
| 001859 | MUNICIPAL EXCESS LIABILITY JIF | PROPERTY - 2ND QTR 2020 | 264,954.75 |
| 001859 | MUNICIPAL EXCESS LIABILITY JIF | MEL - 2ND QTR 2020 | 579,583.50 |
| | | | 844,538.25 |
| 001860 | | | |
| 001860 | QUAL-LYNX | OUTSIDE ADJUSTER 4/20 | 6,706.16 |
| 001860 | QUAL-LYNX | CLAIM ADJ SERVICES 4/20 | 47,121.79 |
| | | | 53,827.95 |
| 001861 | | | |
| 001861 | J.A. MONTGOMERY RISK CONTROL | LOSS CONTROL SERVICES 4/20 | 15,990.17 |
| | | | 15,990.17 |
| 001862 | | | |
| 001862 | QUALCARE, INC. | WORKERS COMP-ACCESS/UM 4/20 | 17,244.17 |
| | | | 17,244.17 |
| 001863 | | | |
| 001863 | PERMA | POSTAGE 2/20 | 2.95 |
| 001863 | PERMA | ADMIN FEE 4/20 | 32,455.92 |
| 001863 | PERMA | LOSS FUND MNGMNT 4/20 | 2,867.75 |
| | | | 35,326.62 |
| 001864 | | | |
| 001864 | THE ACTUARIAL ADVANTAGE, INC. | ACTUARY FEE 4/20 | 3,708.67 |
| | | | 3,708.67 |
| 001865 | | | |
| 001865 | CLEARY GIACOBBE ALFIERI & JACOBS, LLC | LEGAL SERVICES 3/20 | 10,871.25 |
| | | | 10,871.25 |
| 001866 | | | |
| 001866 | STEPHEN M. MAYER | TREASURER FEE 4/20 | 1,725.50 |
| | | | 1,725.50 |
| 001867 | | | |
| 001867 | ASBURY PARK PRESS | ACCT:ASB-040013 - AD - 3.7.20 | 41.30 |
| | | | 41.30 |
| 001868 | | | |
| 001868 | MUNICIPAL EXCESS LIABILITY JIF | MSI- 2ND QTR 2020 | 19,840.50 |
| | | | 19,840.50 |
| 001869 | | | |
| 001869 | ALLSTATE INFORMATION MANAGEMNT | ACCT# 410 - ARC & STOR - 2.29.20 | 55.45 |
| | | | 55.45 |

| | | | |
|--------|--------------------------------|--------------------------------------|-----------------------|
| 001870 | | | |
| 001870 | DANSKIN INSURANCE AGENCY INC. | RMC FEE 4/20 | 43,981.58 |
| | | | 43,981.58 |
| 001871 | | | |
| 001871 | CONNER STRONG & BUCKELEW | UNDERWRITING FEE 4/20 | 1,021.00 |
| | | | 1,021.00 |
| 001872 | | | |
| 001872 | EXECU-TECH, INC. | MONTHLY FEE 4/20 | 200.00 |
| | | | 200.00 |
| 001873 | | | |
| 001873 | NORTH AMERICAN INSURANCE MGMNT | MARLBORO - 1ST RMC 2020 | 32,771.00 |
| | | | 32,771.00 |
| | | Total Payments FY 2020 | 1,085,033.41 |
| | | TOTAL PAYMENTS ALL FUND YEARS | \$1,085,033.41 |

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. 19-20

MAY 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> |
|---------------------|---------------------------------------|-------------------------------|-----------------------|
| 001874 | | | |
| 001874 | APEX INSURANCE SVS, c/o XL INSURANCE | POLICY# MTP0039488-07 - 2020 | 26,168.50 |
| | | | 26,168.50 |
| 001875 | | | |
| 001875 | APEX INS SVS,c/o QBE INSURANCE | POLICY# QVH01005-04 - 2020 | 6,565.50 |
| 001875 | APEX INS SVS,c/o QBE INSURANCE | POLICY# QJH01005-04 - 2020 | 759,358.50 |
| | | | 765,924.00 |
| 001876 | | | |
| 001876 | APEX INS SVS,c/o BEAZLEY | POLICY# W1D9B4200401- 2020 | 10,414.00 |
| | | | 10,414.00 |
| 001877 | | | |
| 001877 | QUAL-LYNX | OUTSIDE ADJUSTER 5/20 | 6,706.16 |
| 001877 | QUAL-LYNX | CLAIM ADJUSTING SERVICES 5/20 | 47,121.79 |
| | | | 53,827.95 |
| 001878 | | | |
| 001878 | J.A. MONTGOMERY RISK CONTROL | LOSS CONTROL SERVICES 5/20 | 13,508.50 |
| 001878 | J.A. MONTGOMERY RISK CONTROL | LAW ENFCMNT TRAINING 5/20 | 2,481.67 |
| | | | 15,990.17 |
| 001879 | | | |
| 001879 | QUALCARE, INC. | MANAGED CARE FEE 5/20 | 17,244.17 |
| | | | 17,244.17 |
| 001880 | | | |
| 001880 | PERMA | POSTAGE 3/20 | 12.00 |
| 001880 | PERMA | EXEC DIRECTOR 5/20 | 32,455.92 |
| 001880 | PERMA | LOSS FUND MNGMNT 5/20 | 2,867.75 |
| | | | 35,335.67 |
| 001881 | | | |
| 001881 | THE ACTUARIAL ADVANTAGE, INC. | ACTUARY FEE 5/20 | 3,708.67 |
| | | | 3,708.67 |
| 001882 | | | |
| 001882 | CLEARY GIACOBBE ALFIERI & JACOBS, LLC | PROFESSIONAL SERVICES 5/20 | 11,540.45 |
| | | | 11,540.45 |
| 001883 | | | |
| 001883 | STEPHEN M. MAYER | TREASURER FEE 5/20 | 1,725.50 |
| | | | 1,725.50 |
| 001884 | | | |
| 001884 | ASBURY PARK PRESS | COVERAGE COMM - AD 4/20 | 41.30 |
| 001884 | ASBURY PARK PRESS | QPA AD - 3/20 | 58.40 |
| | | | 99.70 |
| 001885 | | | |
| 001885 | BOWMAN & COMPANY LLP | PAYROLL AUDIT 2019 | 3,500.00 |
| | | | 3,500.00 |

| | | | |
|--------|--------------------------------|--------------------------------------|-----------------------|
| 001886 | | | |
| 001886 | ALLSTATE INFORMATION MANAGEMNT | ARC & STOR - 3/20 | 55.45 |
| | | | 55.45 |
| 001887 | | | |
| 001887 | DANSKIN INSURANCE AGENCY INC. | RMC FEE 5/20 | 43,981.58 |
| | | | 43,981.58 |
| 001888 | | | |
| 001888 | CONNER STRONG & BUCKELEW | UNDERWRITING FEE 5/20 | 1,021.00 |
| 001888 | CONNER STRONG & BUCKELEW | POLICY# B6024099 | 2,486.00 |
| | | | 3,507.00 |
| 001889 | | | |
| 001889 | EXECU-TECH, INC. | WEBSITE FEE 5/20 | 200.00 |
| | | | 200.00 |
| 001890 | | | |
| 001890 | ACRISURE, LLC | MATAWAN - 1ST HALF RMC 2020 | 14,029.50 |
| 001890 | ACRISURE, LLC | LAKE COMO - 1ST HALF RMC 2020 | 2,778.50 |
| | | | 16,808.00 |
| | | Total Payments FY 2020 | 1,010,030.81 |
| | | TOTAL PAYMENTS ALL FUND YEARS | \$1,010,030.81 |

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
SUPPLEMENTAL BILLS LIST**

Resolution No. 24-20

MAY 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> |
|---------------------|--------------------------|--------------------------------------|-----------------------|
| 001891 | | | |
| 001891 | BROWN & BROWN METRO INC. | SEA BRIGHT BORO - 2ND RMC 2020 | 6,293.34 |
| 001891 | BROWN & BROWN METRO INC. | NEPTUNE CITY BORO - 2ND RMC 2020 | 7,832.25 |
| 001891 | BROWN & BROWN METRO INC. | FREEHOLD TOWN - 2ND RMC 2020 | 37,583.58 |
| 001891 | BROWN & BROWN METRO INC. | HIGHLANDS BORO - 2ND RMC 2020 | 10,944.45 |
| 001891 | BROWN & BROWN METRO INC. | MANALAPAN TOWN - 2ND RMC 2020 | 17,625.72 |
| | | | 80,279.34 |
| | | Total Payments FY 2020 | 80,279.34 |
| | | TOTAL PAYMENTS ALL FUND YEARS | \$80,279.34 |

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. 20-20

**Resolution of Certification
Annual Audit Report for Period Ending December 31, 2019**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2019 has been filed by the appointed Fund Auditor with the Secretary of the Fund as per the requirements of N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36, and a copy has been received by each Fund Commissioner, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the Fund Commissioners of the Fund shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all Fund Commissioners have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments
and
Recommendations

and

WHEREAS, the Fund Commissioners have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments
and
Recommendations

as evidenced by the group affidavit form of the Fund Commissioners.

WHEREAS, such resolution of certification shall be adopted by the Fund Commissioners no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all Fund Commissioners have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the Fund Commissioners to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE, BE IT RESOLVED, that the Fund Commissioners of the **Monmouth Municipal Joint Insurance Fund**, hereby state that they have complied with the promulgation of the Local Finance Board of the State of New Jersey, dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE
RESOLUTION PASSED AT THE MEETING HELD ON: MAY 14, 2020

Fund Secretary

**RESOLUTION # 21-20
OF THE
MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

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

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 Qualified Purchasing Agent; and

WHEREAS, the FUND has received a proposal from The Canning Group, LLC, dated April 3, 2020 to provide such services for an annual amount not to exceed \$7,800; and

WHEREAS, the FUND desire to retain the services of The Canning Group, LLC; and

WHEREAS, the FUND Treasurer has indicated that sufficient funds exist for the award of these contracts 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, 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 The Canning Group, LLC in an amount not to exceed \$7,800.00, per its proposal dated April 3, 2020 to serve as the FUND's Qualified Purchasing Agent.
2. The contract is awarded as a professional services contract in accordance with the provisions of the Local Public Contracts Law because said services are performed by a person licensed under law to practice a recognized profession.
3. Notice of this action shall be published as required by law.
4. A copy of this resolution shall be provided to the FUND Treasurer and to The Canning Group, LLC, for their information and guidance.
5. A copy of this resolution and contract will be on file in the FUND office, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054.

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
A RESOLUTION REQUESTING PERMISSION TO PARTICIPATE IN THE MUNICIPAL
EXCESS LIABILITY FUND
JOINT CASH MANAGEMENT AND INVESTMENT PROGRAM
(In compliance with P.L.2018, Chapter 40)**

WHEREAS, participation in the Municipal Excess Liability Fund Joint Cash Management and Investment Program (JCMI) requires the authorization of the Board of Fund Commissioners of the Monmouth Municipal Joint Insurance Fund; and,

WHEREAS, the Board of Fund Commissioners of the Monmouth Municipal Joint Insurance Fund has determined that it would be advantageous for the Fund to participate with the MEL in this joint investment program; and,

WHEREAS, P.L. 2018 Chapter 40 provides that the commissioners of a Joint Insurance Fund may invest and reinvest the funds, including workers' compensation funds, as authorized under the provisions of subsection b. of N.J.S.40A:10-10. The commissioners may, subject to the cash management plan of the joint insurance fund adopted pursuant to N.J.S.40A:5-14, delegate any of the functions, powers and duties relating to the investment and reinvestment of these funds, including the purchase, sale or exchange of any investments, securities or funds to an investment or asset manager. Any transfer of investment power and duties made pursuant to this subsection shall be detailed in an agency agreement for services between the joint insurance fund and the MEL's Joint Cash Management and Investment Program: and,

WHEREAS, in addition to the powers otherwise conferred by law, the commissioners of a joint insurance fund established pursuant to P.L.1983, c.372 (C.40A:10-36 et seq.), and the trustees of a joint insurance fund established pursuant to 18 P.L.1983, c.108 (C.18A:18B-1 et seq.) may amend the plan of cash management of their respective funds to participate in a joint cash management and investment program with other joint insurance funds similarly established pursuant to P.L.1983, c.372 (C.40A:10-22 36 et seq.), and P.L.1983, c.108 (C.18A:18B-1 et seq.).

NOW, THEREFORE, BE IT RESOLVED, by Executive Committee of the Monmouth Municipal Joint Insurance Fund as follows:

- 1.* The Monmouth Municipal Joint Insurance Fund does hereby request permission to participate in the JCMI Program established by the New Jersey Municipal Excess Liability Fund in trust for the participant Joint Insurance Fund.
- 2.* The Monmouth Municipal Joint Insurance Fund authorizes its Treasurer to make formal application to the JCMI program; and
- 3.* The Monmouth Municipal Joint Insurance Fund authorizes the Fund Chairman to execute the Agency Agreement with the Municipal Excess Liability Joint Insurance Fund in order to participate in the program. A copy of the agreement is attached hereto and made a part of this resolution. The Agency Agreement sets forth that the investments of the JCMI shall be at the discretion of the JCMI program and policies established by the Municipal Excess

Liability Joint Insurance Fund. The Municipal Excess Liability Joint Insurance Fund makes no representation as to the financial performance or return of the Fund.

4. The Secretary of the Monmouth Municipal Joint Insurance Fund is hereby directed to forward two certified copies of this Resolution to the Executive Director of the Municipal Excess Liability Joint Insurance Fund.

ADOPTED: *this 14th day of May, 2020 by the Governing Body:*

**RESOLUTION OF THE MONMOUTH MUNICIPAL JOINT INSURANCE
FUND (FUND) AUTHORIZING THE HIRING OF FUND
PROFESSIONALS THROUGH THE COMPETITIVE CONTRACTING
PROCESS**

WHEREAS, the Monmouth Municipal Joint Insurance Fund (FUND) has a desire to appoint an 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 desires to evaluate such service offerings from Vendors within 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, the FUND desires to enter into contracts for one (1) up to a five (5) year contracts that will satisfy the needs of the FUND; and

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

NOW, THEREFORE, BE IT RESOLVED by the Monmouth Municipal Joint Insurance Fund, State of New Jersey, as follows:

The Qualified Purchasing Agent is hereby authorized to commence the competitive contract/ procurement as allowable under the New Jersey Local Publics Contract Law for 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, allowing for a minimum of 20 days' notice after advertisement to receive responses, per Local Publics Contract Law.

Monmouth Municipal Joint Insurance Fund

**A RESOLUTION OF THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND
SUPPORTING THE ENACTMENT OF ASSEMBLY BILL NO. 3971 AND SENATE
BILL NO. 2475 TO AUTHORIZE THE ISSUANCE OF CORONAVIRUS RELIEF
BONDS BY MUNICIPALITIES AND COUNTIES**

WHEREAS, municipalities and counties throughout New Jersey are facing unprecedented financial challenges, including significant loss of revenue and unanticipated spending, due to the ongoing COVID-19 State of Emergency and Public Health Emergency; and

WHEREAS, without relief, local government may have to significantly reduce services and layoff personnel; and

WHEREAS, in response to these conditions, Assemblymen Benson and Coughlin introduced A-3971 and Senator Singleton introduced S-2475, which authorizes local units to issue “coronavirus relief bonds” to allow them to borrow money, with a ten-year payback period, to cover shortfalls and unanticipated costs that are a direct result of the COVID-19 pandemic; and

WHEREAS, such bonds will provide local units with the flexibility to ensure continuation of essential services.

NOW, THEREFORE BE IT RESOLVED, by the Monmouth Municipal Joint Insurance Fund that it hereby affirms its support for the enactment of A-3971 and S-2475.

BE IT FURTHER RESOLVED that the Clerk shall be directed to transmit a copy of this Resolution to the Governor, Senate President, Assembly Speaker and the legislative delegation of the _____ district.

Adopted this 14th day of May, 2020.