

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
MINUTES
NOVEMBER 12, 2020
TELECONFERENCE
1:30 P.M.**

Meeting Called to Order by Chairman Rogers. Open Public Meeting Statement read into the record. Mr. Cleary noted that the JIF was in compliance with respect to the latest DCA regulations concerning Remote Public Meetings.

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 Consulting	Paul Shives	Present
Risk Management Consultants	The Danskin Agency Conner Strong & Buckelew	Charles Casagrande Mike Avalone	Present Present
Auditor	Hulsart & Company	Rich Hellenbrecht	Absent
Actuary	Actuarial Advantage	Kyle Mrotek	Present
Underwriting Manager	Conner Strong & Buckelew	Ed Cooney	Present

ALSO PRESENT

Joseph Hrubash, PERMA
 Robyn Walcoff, PERMA
 Jason Thorpe, PERMA
 Jennifer Conicella, PERMA
 Donna Phelps, Oceanport
 David Brown, Bradley Beach
 Adam Hubeny, Atlantic Highlands
 Kim Gonzalez, Highlands
 Kim Jungfer, Little Silver
 Jodi Howlett, Esq., CGAJ
 Kathy Kissane, Qual-Lynx
 Lisa Gallo, QualCare
 Sean Kelly, RMC
 Amy Pieroni, RMC
 Dominick Cinelli, RMC
 Peter Soriero, RMC
 John Casagrande, Danskin Agency
 Alison Kelly, Danskin Agency
 Joe Mirarchi, JA Montgomery
 Michael Brosnan, JA Montgomery

APPROVAL OF MINUTES: October 8, 2020

MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING

MOTION: Commissioner Roth
 SECOND: Commissioner Carafa
 VOTE: Unanimous

CORRESPONDENCE

Mr. Sacco referred to an email blast announcement to the membership regarding the new NJ SEM website.

TREASURER

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

FUND YEAR	AMOUNT
November Bills List	
2019	\$ 1,063.34
2020	\$ 184,664.73
TOTAL	\$ 185,728.07

MOTION TO APPROVE RESOLUTION #36-20 APPROVAL FOR PAYMENT OF NOVEMBER 2020 BILL LIST

MOTION: Commissioner Nolan
SECOND: Commissioner Carafa
ROLL CALLVOTE: Unanimous
EXECUTIVE DIRECTOR:

2021 BUDGET - Mr. Sacco reported that the Fund introduced the 2021 proposed budget during the October meeting. He then asked for a motion to open the public hearing.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2021 BUDGET.

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

Mr. Sacco referred to a copy of the budget enclosed within the agenda packet and the proposed assessments presented on the screen. He reported that the assessment strategy for 2021 being recommended by the Finance Committee, will once again use a 5 year loss ratio average for member assessments. Mr. Sacco explained that a 5 year average (2015-2019) is a rolling average meaning that next year the 5 year average will be for 2016-2020. He reported that the Committee is once again recommending that any member that has an overall loss ratio above 108% for 3 or more years will have a market adjustment, which is an additional charge, because of their adverse loss ratio. Chairman Rogers noted that the market adjustment being recommended for 2021 is the same market adjustment used in past years. Mr. Sacco reported that the Fund has 5 members that have a loss ratio above 108% for 3 out of the 5 years. He advised that 100% is the breakeven point so using 108% as the cut-off is taking a conservative approach. He informed the Board that those 5 members will receive a market adjustment on top of their assessment which will be distributed back to the other members in the Fund which will lower their assessments. Mr. Sacco asked if there were any questions or comments on the budget and/or assessments from the Commissioners. Hearing none, he then asked if there were any questions or comments on the budget and/or assessments from the public. Hearing none, Mr. Sacco asked for a motion to close the public hearing, adopt the 2021 budget, and certify the annual assessments.

MOTION TO CLOSE THE PUBLIC HEARING.

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

MOTION TO ADOPT THE BUDGET FOR THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND AS PRESENTED FOR FUND YEAR 2021.

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

MOTION TO CERTIFY ANNUAL ASSESSMENTS, BASED UPON THE ADOPTED 2021 BUDGET FOR MEMBER MUNICIPALITIES.

MOTION: Commissioner Nolan

SECOND: Commissioner Carafa

ROLL CALLVOTE: Unanimous

2020 DIVIDEND – Mr. Sacco reported that the Executive Committee authorized the JIF to release a dividend in the amount of \$1,000,000 during the October meeting. He advised that the Fund Office has filed the request with the State and awaits their approval.

RCF/E-JIF/MEL MEETINGS – Mr. Sacco reported that the RCF, E-JIF, and the MEL all met on October 21, 2020 via Zoom teleconferences. He referred to Commissioner Nolan’s reports on the meetings.

CLAIM TRANSFERS (RCF) – Mr. Sacco reported that all members of the RCF Fund are being asked to adopt resolutions during their November meetings to transfer their 2016 claim liabilities to the RCF. He noted that assessments to local JIFs will be determined by the valuation as of December 31, 2020. Mr. Sacco then referred to Resolution # 37-20 for review and adoption.

MOTION TO AUTHORIZE THE MONMOUTH JIF MEMBERS TO TRANSFER THEIR FUND YEAR 2016 CLAIM LIABILITIES TO THE RCF AND ADOPT RESOLUTION # 37-20

MOTION: Commissioner Carafa

SECOND: Commissioner Cole

ROLL CALLVOTE: Unanimous

2020/2021 ELECTED OFFICIALS SEMINAR – Mr. Sacco reported that the MEL’s Annual Elected Officials Seminar will be included in the League of Municipalities Virtual Conference and will be added to the MEL Safety Institute following the conference.

DECEMBER MEETING CANCELLATION – Mr. Sacco said as in past years, the Executive Committee may want to consider voting to cancel the December meeting. He noted that if the Executive Committee decides to cancel the December meeting, it would be appropriate to authorize the Treasurer to process contracted expenses.

MOTION TO CANCEL THE DECEMBER 10, 2020 PUBLIC MEETING OF THE FUND AND AUTHORIZE THE TREASURER TO PROCESS CONTRACTED EXPENSES DURING THE MONTH OF DECEMBER.

MOTION: Commissioner Roth

SECOND: Commissioner Carafa

ROLL CALLVOTE: Unanimous

2021 FUND REORGANIZATION – Mr. Sacco said it would be appropriate for the Fund to schedule the Reorganization meeting for 2021.

MOTION TO SCHEDULE THE 2021 REORGANIZATION MEETING FOR THE MONMOUTH MUNICIPAL JIF ON THURSDAY, JANUARY 14, 2021 AT 10:30 AM AND ADVERTISE THE SAME IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT.

MOTION: Commissioner Roth

SECOND: Commissioner Carafa

ROLL CALLVOTE: Unanimous

ANNUAL RE-ORG MEETING AND LUNCHEON – Mr. Sacco reported that due to the COVID pandemic, the Monmouth JIF annual Safety and Risk Management luncheon will be canceled. However, he advised that immediately following the January 14th reorganization meeting, the Executive Safety and Risk Management Compliance Committee will conduct a webinar titled “Safety- focus on Training.” He noted that the Program will be 20-25 minutes with a question/answer period. Chairman Rogers advised that the webinar will focus on how to use the MSI system, classes, videos, and how to access and track employees through the learning management system feature as there have been a number of changes and improvements. Mr. Shives added that there have been a lot of changes to the MSI Learning Management System and the training platforms being offered, both prior to the COVID pandemic and during the pandemic. He noted that 95% of the in-class trainings have been converted to webinars. He further noted that approximately 180 training DVDs have been added to the online streaming service, MSI Now. Mr. Shives said all of the changes and improvements will be covered during the webinar. Sacco informed the Board that the Chairman is recommending a 1 time only credit of \$250 for each Administrator or Fund Commissioner that completes the January 14th webinar. He noted that the maximum credit is \$250 per member municipality. Mr. Sacco further noted that attendees will have to complete the training before credit will be allowed and preregistration will be required. He added that a follow-up class will be held for training coordinators/Training Administrators. He then asked for a motion to authorize the credit.

MOTION TO AUTHORIZE A CREDIT OF \$250 PER MUNICIPALITY FOR EACH ADMINISTRATOR OR FUND COMMISSIONER THAT COMPLETES THE SCHEDULED SAFETY TRAINING CLASS

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

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart as of September 30th contained within the agenda booklet. He reported the Fund’s statutory surplus position is \$9.1 million and that the Fund is in excellent financial shape. He referred to the Loss Ratio Analysis report and advised that claims are trending in the right direction and hopes it continues for the remainder of the year.

ATTORNEY

Mr. Cleary reported that the MEL Helpline is a great resource for the membership, but it continues to be underutilized. He advised 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 reported that the MEL Helpline service is free for the membership that provides legal counsel for inquiries related to employment and personnel matters. She indicated that the MEL Helpline call volume has been down and wanted to remind the membership that the service was still available.

SAFETY DIRECTOR

Mr. Mirarchi reviewed the October activities and the November agenda. He referred to the various bulletins and announcements distributed to the membership since the previous meeting. Mr. Mirarchi also referred to the listing of webinar trainings sessions.

UNDERWRITING MANAGER

Mr. Cooney reported that his office continues to work with the MEL on the excess insurance renewals and anticipates a good renewal for the MEL membership.

Mr. Cooney reported that the MEL Cyber Task Force has finalized the updated Cyber Risk Management program. He advised that it will officially be announced during the next MEL meeting and released shortly thereafter. He added that the new program will take effect 1/1/21. Mr. Cooney noted that there will be a 9 month grandfather period for the membership that are already in compliance with Tiers 1 & 2.

Lastly, Mr. Cooney referred to the Cyber Compliance report for the month of October and the list of certificates issued for the month enclosed within the agenda.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANTS:

Mr. Casagrande reviewed the various items with the Risk Management report distributed prior to the start of the meeting. He reminded the Board that the deadline for compliance in the mandatory EPL/POL program is June 1, 2021.

Mr. Avalone advised that the Fund Risk Management Consultants are working with J.A. Montgomery on completing a report that will assist in managing which members have completed their training requirements in order to have every member in compliance.

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

MANAGED CARE:

Ms. Gallo referred to the Cost Savings report enclosed within the agenda packet. She informed the Committee that for the month of October, there was a savings of \$179,490 resulting in 67% savings. Ms. Gallo then referred the Board to the COVID-19 Exposure Activity Report, also enclosed within the agenda packet.

OLD BUSINESS

None.

NEW BUSINESS

None.

MEETING OPENED TO PUBLIC FOR COMMENT:

None.

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

EXECUTIVE SESSION

Chairman Rogers advised that Executive Session was not necessary as the PARs were reviewed by the Claims Committee prior to the meeting and are being recommended for approval as presented.

MOTION TO APPROVE PAYMENT OF CLAIMS AS RECOMMENDED BY THE CLAIMS COMMITTEE AND APPROVE MR. CLEARY'S LEGAL BILLS TOTALING \$1,746.

Workers' Comp

2018114665

2021216327

2020208252

2021212341

2021210855

GL/AL/PR

2020187594

2020186384

2019165011

2020184808

2020208655

2020179848

2020179547

2020206734

2020183265

2018144575

2018115390

2019157421

2017089673

2019175110

2018121849

2018127785

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

Chairman Rogers thanked the Fund Professionals for all of their assistance in running the Fund throughout the year and wished everyone Happy Holidays.

Lastly, Chairman Rogers announced that this meeting is the last meeting for Commissioner Carafa. He thanked Commissioner Carafa for her service, her friendship throughout the years, and wished her well on behalf of the JIF. He then asked Commissioner Carafa to make a motion to adjourn the meeting.

MOTION TO ADJOURN MEETING

MOTION: Commissioner Carafa
SECOND: Commissioner Bertrand
VOTE: Unanimous

Meeting Adjourned at: 2:05 P.M.

NEXT MEETING: January 2021
Zoom Teleconference
10:30 A.M.

Secretary

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

Resolution No. 36-20

NOVEMBER 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 2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001975			
001975	Ocean County Municipal Joint Insurance Fund	ERROR IN CHECK FROM 6/30/20	1,063.34
			1,063.34
		Total Payments FY 2019	1,063.34

FUND YEAR 2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001976			
001976	QUAL-LYNX	TPA 11/20	47,121.79
001976	QUAL-LYNX	OUTSIDE ADJ 11/20	6,706.16
			53,827.95
001977			
001977	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 11/20	15,990.17
			15,990.17
001978			
001978	QUALCARE, INC.	MANAGED CARE FEE 11/20	17,244.17
			17,244.17
001979			
001979	PERMA	POSTAGE 10/20	14.00
001979	PERMA	POST 09/20	9.00
001979	PERMA	EXECUTIVE DIRECTOR FEE 11/20	32,455.92
001979	PERMA	LOSS FUND MGT 11/20	2,867.75
			35,346.67
001980			
001980	THE ACTUARIAL ADVANTAGE, INC.	ACTUARY SERVICES 11/20	3,708.67
			3,708.67
001981			
001981	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES THRU 10/23/20	10,856.50
			10,856.50
001982			
001982	STEPHEN M. MAYER	TREASURERS FEE 11/20	1,725.50
			1,725.50
001983			
001983	ASBURY PARK PRESS	AD 10.27.2020	53.00
			53.00
001984			
001984	ALLSTATE INFORMATION MANAGEMNT	ARC & STOR - 11/20	59.52
			59.52
001985			
001985	DANSKIN INSURANCE AGENCY INC.	RMC FEE 11/20	43,981.58
			43,981.58
001986			
001986	CONNER STRONG & BUCKELEW	UNDERWRITING MGR.FEE 11/20	1,021.00
			1,021.00
001987			
001987	EXECU-TECH, INC.	WEBSITE 11/20	200.00
			200.00
001988			
001988	THE CANNING GROUP LLC	QPA SERVICES 11/20	650.00
			650.00
		Total Payments FY 2020	184,664.73
		TOTAL PAYMENTS ALL FUND YEARS	\$185,728.07

RESOLUTION NO. 37-20
OF THE
MONMOUTH MUNICIPAL JOINT INSURANCE FUND
TO TRANSFER TO
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

WHEREAS, the Board of Fund Commissioners of the **Monmouth Municipal Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interest of the member local units and joined the Residual Claims Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Fund Commissioners of the **Monmouth Municipal Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks.

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>Member Fund S.I.R.</u>
2016	WC/GL/AL & PROPERTY	Varies

BE IT FURTHER RESOLVED that the actual transfer of claim liabilities to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/20

MONMOUTH MUNICIPAL JOINT INSURANCE FUND