

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND  
MINUTES  
NOVEMBER 9, 2023  
ZOOM VIRTUAL MEETING  
1:30 P.M.**

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

**Pledge of Allegiance**

**ROLL CALL OF 2023 EXECUTIVE COMMITTEE:**

Tom Rogers	Chairman	Boro of Rumson	Present
Bryan Dempsey	Secretary	Spring Lake	Present
<b>EXECUTIVE</b>	<b>COMMITTEE</b>	<b>MEMBERS</b>	
Thomas Nolan		Boro of Brielle	Present
Anthony Mercantante		Middletown	Present
Laurie Roth		Allentown	Absent
Jonathan Capp		Marlboro Township	Present
Jeffry Bertrand		Wall Township	Present

**ALTERNATE EXECUTIVE COMMITTEE MEMBERS:**

James Gant		Boro of Sea Girt	Present
Donna Phelps		Boro of Oceanport	Present

**APPOINTED OFFICIALS PRESENT:**

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

**ALSO PRESENT**

Jason Thorpe, PERMA  
Joseph Hrubash, PERMA  
Steven Krolian, PERMA  
Jack Keeler, Sea Bright  
Kevin Abernethy, Millstone Twp.  
Mike Muscillo, Highlands  
Marilyn Simons, Loch Arbour  
Deanna Keefer, Tinton Falls  
Joanne Theiss, Qual-Lynx  
Lisa Gallo, QualCare  
Matt Genna, JA Montgomery  
Mike Brosnan, JA Montgomery  
Amy Pieroni, RMC  
Dominick Cinelli, RMC  
Lindsay Klein, Acrisure  
Katie Walters, CSB  
Jonathon Tavares, CSB  
John Casagrande, Danskin Agency  
Alison Kelly, Danskin Agency

**APPROVAL OF MINUTES:** October 12, 2023

**MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING**

MOTION: Commissioner Phelps  
SECOND: Commissioner Gant  
VOTE: Unanimous

**CORRESPONDENCE**

Mr. Sacco referred to the latest Power of Collaboration advertisement from the MEL. He advised that the advertisement will be in the upcoming League of Municipalities magazine.

**TREASURER**

Mr. Mayer referred to the Bills List contained within the agenda packet.

<b>FUND YEAR</b>	<b>AMOUNT</b>
<b>November Bills List</b>	
2023	\$ 197,755.58
<b>TOTAL</b>	<b>\$ 197,755.58</b>

**MOTION TO APPROVE RESOLUTION # 26-23 APPROVAL FOR PAYMENT OF NOVEMBER 2023 BILLS LIST**

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

**EXECUTIVE DIRECTOR:**

**2024 BUDGET** - Mr. Sacco reported that the Fund introduced a 2024 proposed budget during the October meeting and that the Public Hearing for the budget will be held at this meeting. He noted that in accordance with the regulations, the budget has been advertised in the Fund’s official newspaper and was sent to each member municipality. He reported that the budget has increased slightly since introduction and noted that the increase is due to the MEL refreshed data being downloaded. Mr. Sacco said the total increase to the overall budget as introduced is \$1,734, resulting in a 8.78% overall increase in lieu of the 8.77% increase that was previously introduced. He then asked for a motion to open the public hearing.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2024 BUDGET.**

MOTION:	Commissioner Nolan
SECOND:	Commissioner Phelps
VOTE:	Unanimous

Mr. Sacco referred to the proposed 2024 budget for the Monmouth JIF. He reported that the total overall budget being proposed is \$20,267,034, an overall increase of \$1,636,321 or 8.78%. Mr. Sacco then opened the floor for any questions and/or comments on the proposed budget. Hearing none, Mr. Sacco then referred to the proposed assessments being displayed on the meeting screen. He reported that the Finance Committee is once again recommending that the loss ratio surcharge program be implemented for the poor performing members. He explained that any member with a loss ratio above 108% for 3 or more years over the past 5 years will receive a market adjustment on their assessment that is spread amongst the rest of the membership. Mr. Sacco further explained that a loss ratio of 100% is the breakeven point and 108% loss ratio mark provides the membership with some leeway. Hearing none, Chairman Rogers asked for a motion to close the public hearing, adopt the 2024 budget, and certify the assessments.

**MOTION TO CLOSE THE PUBLIC HEARING, ADOPT THE BUDGET FOR THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND AS PRESENTED FOR FUND YEAR 2024, AND CERTIFY ANNUAL ASSESSMENTS FOR MEMBER MUNICIPALITIES.**

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

**2023 DIVIDEND** - Mr. Sacco reported that the Executive Committee authorized the JIF to release a dividend in the amount of \$900,000. He noted that the Fund Office has filed the request with the State and await their approval.

**RESIDUAL CLAIMS FUND (RCF)** – Mr. Sacco reported that the RCF met on October 18, 2023 and held its public hearing to adopt the 2024 Budget. He then referred to a copy of Commissioner Nolan’s report enclosed within the agenda.

**CLAIM TRANSFERS (RCF)** – Mr. Sacco reported that all members of the RCF Fund are being asked to adopt resolutions at their November meetings to transfer their 2019 claim liabilities to the RCF. He noted that assessments to local JIFs will be determined by the valuation as of December 31, 2023. Mr. Sacco then referred to Resolution # 27-23 for review and adoption.

**MOTION TO AUTHORIZE THE MONMOUTH JIF MEMBERS TO TRANSFER THEIR FUND YEAR 2019 CLAIM LIABILITIES TO THE RCF AND ADOPT RESOLUTION # 27-23**

**MOTION:** Commissioner Phelps  
**SECOND:** Commissioner Nolan  
**ROLL CALL VOTE:** Unanimous

**E-JIF REPORT** - Mr. Sacco reported that the E-JIF met on October 18<sup>th</sup> and also held a public hearing to adopt their 2024 Budget. He then referred to Commissioner Nolan's report on the meeting.

**MEL REPORT** - Mr. Sacco reported that the MEL also met on October 18<sup>th</sup> and introduced its 2024 Budget. He then referred to Commissioner Nolan's report on the meeting. Mr. Sacco advised that the public hearing on the 2024 budget is scheduled for November 15, 2023.

**CYBER JIF** – Mr. Sacco reported that the Cyber JIF met on October 19<sup>th</sup> and introduced its 2024 budget. He then referred to Commissioner Gant's report on the meeting. Mr. Sacco advised that the public hearing on the 2024 budget is scheduled for November 20, 2023.

**ELECTED OFFICIALS TRAINING** – Mr. Sacco reported that this year's elected officials training program will focus on Local Government Risk Management. He noted that two sessions are scheduled as part the League of Municipalities Conference on Tuesday, November 14<sup>th</sup> and Wednesday, November 15<sup>th</sup>. Mr. Sacco advised that for 2024, the MEL will once again reduce each member's assessment by \$250 for each municipal elected official who completes the Elected Official course by May 2024 and noted that the maximum credit is capped based on member's assessment. He further advised that the credit is also extended to the member's CEO (i.e. municipal manager/administrator).

**2024 MEETING PLATFORM** – Mr. Sacco reported that the fund office will eliminate the use of the Zoom application for meetings and webinars. He advised that Microsoft Teams will become the default option for audio or video conferencing beginning January 2024. Mr. Shives added that the Zoom application will continue to be the platform for all virtual trainings.

**DECEMBER MEETING CANCELLATION** – Mr. Sacco indicated that the Executive Committee may want to consider voting to cancel the December meeting, as done in past years. 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 14, 2023 PUBLIC MEETING OF THE FUND AND AUTHORIZE THE TREASURER TO PROCESS CONTRACTED EXPENSES DURING THE MONTH OF DECEMBER.**

**MOTION:** Commissioner Nolan  
**SECOND:** Commissioner Phelps  
**VOTE:** Unanimous

**2024 FUND REORGANIZATION** - Mr. Sacco advised that it would be appropriate for the Fund to schedule the Reorganization meeting for 2024.

**MOTION TO SCHEDULE THE 2024 REORGANIZATION MEETING FOR THE MONMOUTH MUNICIPAL JIF ON THURSDAY, JANUARY 11, 2024 VIA MICROSOFT TEAMS – MEETING TIME TBD**

MOTION: Commissioner Phelps  
SECOND: Commissioner Capp  
VOTE: Unanimous

**DUE DILIGENCE REPORTS** - Mr. Sacco referred the Committee to the Financial Fast Track chart as of September 30<sup>th</sup> contained within the agenda booklet. He advised that the Fund is up \$592,860 for the month, and up \$2.06 million for the year. Mr. Sacco reported that the fund office is monitoring a small deficit in Fund Year 2023 and advised that the Fund's statutory surplus position is \$9.6 million. He noted that of the six JIFs he manages, the Monmouth JIF is doing significantly better financially.

**ATTORNEY**

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

**SAFETY DIRECTOR**

Mr. Genna referred to the October activities enclosed within the agenda. He reported that as he has been conducting visits with the membership to introduce himself and become familiar with their respective operations, he has been focusing on reviewing training records. Mr. Genna reported that upon review of the training records to determine what has been completed, he has been drafting a list of items that members should be focused on over the next 12 months.

*Safety Report Attached and Made Part of the Minutes*

**UNDERWRITING MANAGER**

Mr. Tavares referred to the Cyber Compliance Report and the list of certificates issued for the month. He reported that the underwriting team is currently working on marketing the 2024 renewal. Mr. Tavares advised that the initial feedback on the renewal process will be provided to the MEL in the upcoming weeks.

*List of Certificates made part of the Minutes.*

**RISK MANAGEMENT CONSULTANTS:**

Mr. Avalone referred to the RMC report that was distributed and reviewed its contents. He reported that he and Mr. Casagrande were successful in guiding the process for the underwriting renewal for the E-JIF to a favorable increase of 1.5%. Mr. Avalone reported that the Fund Risk Managers continue to assist members with achieving compliance in the POL/EPL Program as well as the Cyber Risk Management Program.

Mr. Casagrande reported that EJIF Environmental Engineer will distribute a memo regarding the PFAS class action lawsuit in the upcoming weeks. He noted that the purpose of the memo is to advise members of some of the reporting dates if they are participating in the lawsuit.

*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 through the month of October, there has been a savings of \$1,763,493 resulting in 59% savings. Ms. Gallo advised that based on the feedback provided on the Provider Specialty By Charges Report and the Top 10 Claimants by Charges Report, the reports are being revised and will be included in the next agenda. Lastly, Ms. Gallo reported that Qual-Lynx’s digital online claim reporting system is up and running. She advised that if anyone has questions regarding the new system, they can contact either her or Ms. Kissane.

**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 approval of the same is being recommended. 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 \$5,588.00.**

WC  
2021216815  
2024310967  
2022265537  
2024311622  
2023308105  
2021241339

GL/PRP/AL  
2021241742  
2020182136  
2024312818  
2024311538  
2020182033  
2024312108  
2023304965  
2024312801

<b>MOTION:</b>	Commissioner Nolan
<b>SECOND:</b>	Commissioner Phelps
<b>ROLL CALL VOTE:</b>	Unanimous

### **CLOSING COMMENTS**

Chairman Rogers wished everyone Happy Holidays and advised that the next Executive Committee meeting is scheduled for January 11, 2024.

Commissioner Bertrand asked for a moment of silence for the college freshman from Wall Township who recently passed away tragically.

### **MOTION TO ADJOURN MEETING**

<b>MOTION:</b>	Commissioner Bertrand
<b>SECOND:</b>	Commissioner Gant
<b>VOTE:</b>	Unanimous

Meeting Adjourned at: 1:57 P.M.

NEXT MEETING:     January 2024  
                          Microsoft Teams Meeting  
                          1:30 P.M.

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Secretary

# MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 26-23

NOVEMBER 2023

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 2023**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002626			
002626	QUAL-LYNX	OUTSIDE ADJ FEE 11/23	7,116.66
002626	QUAL-LYNX	CLAIM ADJ SERVICES 11/23	50,005.91
			<b>57,122.57</b>
002627			
002627	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 11/23	14,335.33
002627	J.A. MONTGOMERY CONSULTING	LAW ENFORCEMENT TRAINING 11/23	2,550.00
			<b>16,885.33</b>
002628			
002628	QUALCARE, INC.	WC ACCESS/UM-INV 69864 11/23	18,299.68
002628	QUALCARE, INC.	WORKERS COMP- MCCI INV 69846 09/23	59.40
			<b>18,359.08</b>
002629			
002629	PERMA	LOSS FUND MGMT 11/23	3,043.25
002629	PERMA	ADMINISTRATION FEE 11/23	34,442.42
			<b>37,485.67</b>
002630			
002630	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 11/23	3,935.67
			<b>3,935.67</b>
002631			
002631	CLEARY GIACOBBE ALFIERI AND JACOB, LLC	LITIGATION 9/7/23-10/25/23	10,026.42
002631	CLEARY GIACOBBE ALFIERI AND JACOB, LLC	LEGAL SERVICES 9/7/23-10/25/23	1,799.33
			<b>11,825.75</b>
002632			
002632	STEPHEN MAYER	TREASURER FEE 11/23	1,831.08
			<b>1,831.08</b>
002633			
002633	BOWMAN & COMPANY, LLP	2022 PAYROLL AUDIT/ 2024 WC PREM.9/23	10,739.00
			<b>10,739.00</b>
002634			
002634	DANSKIN INSURANCE AGENCY, INC.	RMC FEE 11/23	37,624.58
			<b>37,624.58</b>
002635			
002635	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 11/23	1,084.00
			<b>1,084.00</b>
002636			
002636	EXECU-TECH, INC.	WEBSITE MAINTENANCE 11/23	200.00
			<b>200.00</b>
002637			
002637	THE CANNING GROUP LLC	QPA SERVICES 10/1/23-10/31/23	583.33
			<b>583.33</b>
002638			
002638	ACCESS	DEPT 410 INV 10480723 9/30/23 FOR OCT	79.52
			<b>79.52</b>
		<b>Total Payments FY 2023</b>	<b>197,755.58</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>197,755.58</b>

\_\_\_\_\_  
Chairperson

Attest:

Dated: \_\_\_\_\_

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

\_\_\_\_\_  
Treasurer



RESOLUTION NO. 27-23  
OF THE  
MONMOUTH COUNTY 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 County 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 County 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>
2019	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 12/31/23**

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date