

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND  
MINUTES  
SEPTEMBER 12, 2019  
WALL TOWNSHIP MUNICIPAL BUILDING  
1:30 P.M.**

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

**Pledge of Allegiance**

**ROLL CALL OF 2019 EXECUTIVE COMMITTEE:**

James Rogers	Chairman	Deal	Absent
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	Present
Tom Rogers		Boro of Rumson	Present
Lori Cole		West Long Branch	Absent

**ALTERNATE EXECUTIVE COMMITTEE MEMBERS:**

Jonathan Capp		Marlboro Township	Present
Jeffry Bertrand		Wall Township	Present

**APPOINTED OFFICIALS PRESENT:**

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

**ALSO PRESENT**

Joseph Hrubash, PERMA  
 Jason Thorpe, PERMA  
 Gregg Possiel, Roosevelt  
 Robert Fortsch, Upper Freehold  
 Jack Keeler, Sea Bright  
 Bryan Russell, Neptune City  
 Roger Staib, Millstone  
 Cherron Rountree, Eatontown  
 Kathy Kissane, Qual-Lynx  
 Lisa Gallo, Qual Care  
 Amy Pieroni, RMC  
 Dominick Cinelli, RMC  
 Peter Soreiro, RMC  
 Kathy Young, RMC  
 Lindsay Travali, Acrisure  
 Larry Graham, Fairview Insurance  
 Alison Kelly, Danskin Agency  
 John Casagrande, Danskin Agency  
 Joe Mirarchi, JA Montgomery  
 Joe Harvey, Joe Harvey & Associates

**APPROVAL OF MINUTES:** July 11, 2019

**MOTION TO APPROVE OPEN & CLOSED MINUTES FOR ABOVE REFERENCED MEETINGS**

MOTION: Commissioner Nolan  
 SECOND: Commissioner Roth  
 VOTE: Unanimous

**CORRESPONDENCE**

None.

**TREASURER**

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

<b>FUND YEAR</b>	<b>AMOUNT</b>
<b>August Bills List</b>	
2019	\$ 191,221.55
<b>TOTAL</b>	<b>\$ 191,221.55</b>

<b>FUND YEAR</b>	<b>AMOUNT</b>
<b>September Bills List</b>	
2019	\$ 180,494.93
<b>TOTAL</b>	<b>\$ 180,494.93</b>

**MOTION TO APPROVE RESOLUTION # 19-19 AND 20-19 APPROVAL FOR PAYMENT OF AUGUST 2019 BILL LIST AND SEPTEMBER 2019 BILL LIST**

**MOTION:** Commissioner Rogers  
**SECOND:** Commissioner Roth  
**ROLL CALL VOTE:** Unanimous

**EXECUTIVE DIRECTOR:**

**2020 Renewal/Budget Process** – Mr. Sacco reported that the Risk Management Consultants and Perma are currently confirming data within the online database for accuracy toward completion of the 2020 renewal process and to begin the 2020 budget process. He noted that the Finance Committee will need to schedule a preliminary 2020 Budget workshop. Mr. Sacco further noted that the entire Board will be invited to attend as well. Following a brief discussion, the Board agreed to schedule the budget workshop on October 4<sup>th</sup>, at 10am in the Marlboro Township municipal building. Mr. Sacco added that numbers provided by the actuary look favorable, but cautioned the recent legislation (S-477 and A-1741) that has been discussed during the past several meetings will be a topic of discussion during the budget meeting. He further added that the MEL and RCF are currently contemplating the best course of action for funding these exposures. Commissioner Mercantante commented that members who have a “stop-loss” arrangement with the fund will have to try to anticipate the additional claims received due to the recent legislation and plan accordingly. He further commented that the sooner the MEL and RCF can provide funding numbers, the better it will be for members to make decisions regarding their “stop-loss” arrangements and their volunteer companies. Mr. Sacco advised that he would speak to the actuary and ask that they provide numbers starting Middletown at dollar one. Mr. Hrubash added that the fund office did an extensive analysis on A-1741 legislation and its potential financial impact. He further added that he and Mr. Sacco would contact Commissioner Mercantante to provide preliminary numbers.

**MEL/RCF/E-JIF Meetings** – Mr. Sacco reported that the MEL, RCF, and E-JIF all met on September 4, 2019 in Jamesburg. He then referred to Commissioner Nolan’s reports of the meetings. Commissioner Nolan reported that in regards to the MEL budget, increases in property rates and loss fund contingency are offset by 14% reduction in workers’ compensation claims fund. He attributed some of the 14% reduction to the efforts of the Monmouth JIF Executive Safety Compliance & Risk Management Committee, and commended Commissioner Rogers as Chairman of that Committee. Mr. Sacco informed the Board that the RCF amended its 2019 Budget and the proposed 2020 Budget was introduced. He noted that the public hearing on the RCF budget will be held on October 16, 2019 in Jamesburg. Mr. Sacco informed the Board that the E-JIF introduced its 2020 Budget and will hold its public hearing and adopt its 2020 Budget on October 16, 2019 in Jamesburg. He added that the E-JIF is reducing its overall budget by 2% and increasing its dividend to \$2 million, which will help the Monmouth JIF budget.

**Claim Transfers (RCF)** – Mr. Sacco reported that all members of the RCF Fund are being asked to adopt resolutions at their September meetings to transfer their 2015 claim liabilities to the RCF. He noted that assessments to local JIFs will be determined by the valuation as of December 31, 2019 and referred to Resolution # 21-19 for review and adoption.

**MOTION TO AUTHORIZE THE MONMOUTH JIF MEMBERS TO TRANSFER THEIR FUND YEAR 2015 CLAIM LIABILITIES TO THE RCF AND ADOPT RESOLUTION # 21-19.**

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

**Keyport Skateboard Park** – Mr. Sacco reported that the risk manager for Keyport Borough has notified the fund office of the borough’s intention to build a skateboard park. He informed the Board that fund professionals have been in contact with the borough, its engineer and risk manager, to ensure that all requirements are met per MEL Bulletin 19-09. Mr. Sacco advised that upon completion of the skateboard park, the facility will have to be endorsed to Keyport’s policy, contingent on the Safety Director’s inspection and approval.

**MOTION TO APPROVE THE ENDORSEMENT OF MAIN STREET SKATEBOARD PARK TO KEYPORT’S POLICY UPON COMPLETION, CONTINGENT ON J.A. MONTGOMERY’S FINAL INSPECTION AND APPROVAL.**

**MOTION:** Commissioner Capp  
**SECOND:** Commissioner Rogers  
**VOTE:** Unanimous

**RFQ Process** – Mr. Sacco reported that the professional service contract for the Fund Attorney and the Defense Panel will expire December 31, 2019. He noted that the fund office is requesting authorization to proceed in the RFQ process for the 2020 Fund year. Mr. Sacco further noted that the fund will have to advertise, pursuant to N.J.S.A. 19:44A-20.4 et. seq for the positions of Fund Attorney and Defense Attorney(s).

**MOTION TO RELEASE THE RFQ FOR THE PROFESSIONAL SERVICES OF FUND ATTORNEY AND DEFENSE PANEL PURSUANT TO THE FAIR AND OPEN PROCESS OUTLINED IN N.J.S.A. 19:44A-20.4 ET. SEQ.**

**MOTION:** Commissioner Roth  
**SECOND:** Commissioner Bertrand  
**VOTE:** Unanimous

**Power of Collaboration Brochure** – Mr. Sacco advised that the MEL is distributing copies of a brochure highlighting the savings to taxpayers and significant improvement to the safety record since its inception.

**League Magazine Ad** – Mr. Sacco referred to the latest in the series of “Power of Collaboration” advertisement which also highlights the savings to taxpayers.

**NJSLOM Ethics Seminar** – Mr. Sacco informed the Board that the NJSLOM has asked the JIFs to help spread the word on its upcoming League Ethics Seminars scheduled for October. He

noted that many of the State-issued certifications require CEU's under the Ethics category and the League seminar will help to satisfy those requirements.

**Due Diligence Reports** - Mr. Sacco referred the Committee to the Financial Fast Track chart as of July 31<sup>st</sup> contained within the agenda booklet. He reported that the Fund's statutory surplus position is 10.6 million and added that the Fund is in excellent financial shape. Mr. Sacco reported that there is a small deficit in fund year 2015, but noted that the approval of Resolution #21-19 will transfer that deficit to the RCF.

## **ATTORNEY**

Mr. Cleary indicated that he had no report for the month.

## **SAFETY DIRECTOR**

Mr. Mirarchi reviewed the August activities and the September 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.

Commissioner Rogers indicated that he would like to follow-up on Commissioner Nolan comment regarding the 14% reduction in workers' compensation claims fund. He requested that the reduction be noted in the next Executive Safety Compliance & Risk Management Committee meeting agenda.

## **UNDERWRITING MANAGER**

Mr. Cooney referred to the Underwriting Manager's MEL pre-renewal memorandum which includes key updates and a summary of the pre-renewal presentation. He advised that, the Vacant Property reporting requirements and coverage restrictions would extend to all vacant properties effective January 1, 2020, as noted at the 2019 renewal. Mr. Cooney added that originally, the reporting requirements and restrictions were only imposed on newly added vacant properties, but not those grandfathered on the schedule of locations. He emphasized that effective January 1, 2020, all vacant properties on the schedule will be subject to these underwriting and coverage restrictions.

*List of Certificates made part of the Minutes.*

## **RISK MANAGEMENT CONSULTANTS:**

Mr. Avalone began by introducing Ms. Cherron Rountree, Eatontown Borough Administrator, to the Executive Board and audience.

Mr. Avalone reported that the 2020 data renewal process is well underway. He reminded the audience that part of the process this year will include the required statutory bond renewal underwriting process for all members renewing with the Monmouth JIF in 2020. Mr. Avalone thanked the members for their cooperation in the renewal process.

Mr. Avalone reported that the Monmouth JIF continues to lead all local JIFs with respect to member compliance in the MEL Cyber Risk Management Program. He noted that 5 additional members achieved compliance within the last week.

Lastly, Mr. Avalone reported that the last scheduled DER Training session for 2019 is scheduled for September 26<sup>th</sup> at the Middletown Public Library. He noted that there are 10 seats still available for the session.

Mr. Casagrande Avalone reminded the Board that the next MEL Safety Expo is scheduled for September 27, 2019 at the Camden County Emergency Training Center in Blackwood, NJ.

*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 August, there was a savings of \$710,579 resulting in 74% savings. Ms. Gallo noted that network utilization remains at 97%.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Commissioner Mercantante commented that in regards to the SEM, municipalities are being asked questions about the amount of renewable energy being utilized. He asked if that information could be sent to him. Mr. Sacco responded that there is a renewable energy component built into the SEM contracts with suppliers and advised that he would have that information sent to Commissioner Mercantante.

**MEETING OPENED TO PUBLIC FOR COMMENT:**

None.

**PUBLIC COMMENT PORTION OF THE MEETING CLOSED**

**MOTION TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING CLAIMS AND POTENTIAL LITIGATION**

<b>MOTION:</b>	Commissioner Nolan
<b>SECOND:</b>	Commissioner Rogers
<b>VOTE:</b>	Unanimous

**MOTION TO ADJOURN EXECUTIVE SESSION**

<b>MOTION:</b>	Commissioner Bertrand
<b>SECOND:</b>	Commissioner Capp

**VOTE:** Unanimous

**MOTION TO APPROVE PAYMENT OF CLAIMS AS DISCUSSED IN EXECUTIVE SESSION AS PRESENTED AND APPROVE MR. CLEARY'S LEGAL BILLS FOR A TOTAL AMOUNT OF \$3,708.00.**

**Workers' Comp**

2019151805

2019164168

2019178455

001234742

2019172681

2019169235

2019169183

2017102325

001223713

001252741

**GL/AL/PR**

001237356

2018124830

001242316

2019174182

001257941

2017093027

2020179530

2019174296

**MOTION:** Commissioner Capp  
**SECOND:** Commissioner Roth  
**ROLL CALL VOTE:** Unanimous

**MOTION TO ADJOURN MEETING**

**MOTION:** Commissioner Roth  
**SECOND:** Commissioner Capp  
**VOTE:** Unanimous

Meeting Adjourned at: 1:56 P.M.

**NEXT MEETING:** October, 2019  
Wall Township Municipal Building  
2700 Allaire Road  
Wall, NJ 07719  
1:30 P.M.

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Secretary

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

Resolution No. 19-19

AUGUST 2019

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 2019</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001715			
001715	QUAL-LYNX	OUTSIDE ADJUSTER 8/19	6,574.67
001715	QUAL-LYNX	CLAIM ADJUSTING SERVICES 8/19	46,197.83
			<b>52,772.50</b>
001716			
001716	J.A. MONTGOMERY RISK CONTROL	LOSS FUND MANAGEMENT 8/19	13,243.67
			<b>13,243.67</b>
001717			
001717	QUALCARE, INC.	WORKERS COMP-ACCESS/UM 8/19	16,906.09
			<b>16,906.09</b>
001718			
001718	PERMA	LOSS FUND MANAGEMENT 8/19	2,811.50
001718	PERMA	POSTAGE 6/19	4.75
001718	PERMA	ADMIN FEE 8/19	31,819.50
			<b>34,635.75</b>
001719			
001719	THE ACTUARIAL ADVANTAGE, INC.	ACTUARIAL CONSULTING SERVICES 8/19	3,635.92
			<b>3,635.92</b>
001720			
001720	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES THRU 7.23.19	11,973.75
			<b>11,973.75</b>
001721			
001721	STEPHEN M. MAYER	TREASURER FEE 8/19	1,691.67
			<b>1,691.67</b>
001722			
001722	ALLSTATE INFORMATION MANAGEMNT	ACCT#410 - ARC & STOR - 6.30.19	55.45
			<b>55.45</b>
001723			
001723	DANSKIN INSURANCE AGENCY INC.	RMC FEE 8/19	42,235.83
			<b>42,235.83</b>
001724			
001724	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 8/19	1,001.00
			<b>1,001.00</b>
001725			
001725	EXECU-TECH, INC.	WEBSITE MAINTENANCE FEE 8/19	200.00
			<b>200.00</b>
001726			
001726	J.A. MONTGOMERY RISK CONTROL	EMPLOYEE TRAINING 7/19	1,004.92
			<b>1,004.92</b>
001727			
001727	BORDEN PERLMAN	RMC FEE 2019	11,865.00
			<b>11,865.00</b>
		<b>Total Payments FY 2019</b>	<b>191,221.55</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>\$191,221.55</b>

\_\_\_\_\_  
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. 20-19

SEPTEMBER 2019

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>
001728			
001728	APEX INS SVS,c/o QBE INSURANCE	QBE/VOL D & O - ADDL PREM - 8/19	191.00
			<b>191.00</b>
001729			
001729	QUAL-LYNX	OUTSIDE ADJUSTER 9/19	6,574.66
001729	QUAL-LYNX	CLAIM ADJUSTING SERVICES 9/19	46,197.84
			<b>52,772.50</b>
001730			
001730	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 9/19	13,243.67
			<b>13,243.67</b>
001731			
001731	QUALCARE, INC.	WORKERS COMP-ACCESS/UM 9/19	16,906.09
			<b>16,906.09</b>
001732			
001732	PERMA	POSTAGE 7/19	6.50
001732	PERMA	ADMIN FEE 9/19	31,819.50
001732	PERMA	LOSS FUND MGT 9/19	2,811.50
			<b>34,637.50</b>
001733			
001733	THE ACTUARIAL ADVANTAGE, INC.	ACTUARIAL FEE 9/19	3,635.92
			<b>3,635.92</b>
001734			
001734	CLEARY GLACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES THRU 8.26.19	11,424.30
			<b>11,424.30</b>
001735			
001735	STEPHEN M. MAYER	TREASURER FEE 9/19	1,691.67
			<b>1,691.67</b>
001736			
001736	ALLSTATE INFORMATION MANAGEMNT	ACCT#410 - ARC & STOR - 7.31.19	55.45
			<b>55.45</b>
001737			
001737	DANSKIN INSURANCE AGENCY INC.	RMC FEE 9/19	42,235.83
			<b>42,235.83</b>
001738			
001738	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 9/19	1,001.00
			<b>1,001.00</b>
001739			
001739	EXECU-TECH, INC.	WEBSITE MAINTENANCE FEE 9/19	200.00
			<b>200.00</b>
001740			
001740	PRINCETON STRATEGIC COMMUNICATIONS	MARKETING REBRANDING - 1ST OF 2019	2,500.00
			<b>2,500.00</b>
		<b>Total Payments FY 2019</b>	<b>180,494.93</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>\$180,494.93</b>

\_\_\_\_\_  
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. 21-19  
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>
2015	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 12/30/19

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**MONMOUTH MUNICIPAL JOINT INSURANCE FUND**