

**MONMOUTH MUNICIPAL JOINT INSURANCE FUND
MINUTES
SEPTEMBER 8, 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	Present
EXECUTIVE	COMMITTEE	MEMBERS	
Thomas Nolan		Boro of Brielle	Present
Anthony Mercantante		Middletown	Present
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	Absent

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	Present
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

Jason Thorpe, PERMA
Joseph Hrubash, PERMA
Kevin Abernethy, Millstone
Robert Ferragina, Atlantic Highlands
Jack Keeler, Sea Bright
Michelle Whille, Bradley Beach
Bruce Padula, Esq., CGAJ
Lisa Gallo, QualCare
Dominick Cinelli, RMC
Amy Pieroni, RMC
Zach Edelman, RMC
Lindsay Travali, Acrisure
Alison Kelly, Danskin Agency
John Casagrande, Danskin Agency
Meredith Storch, CS&B
Joe Mirarchi, JA Montgomery
Michael Brosnan, JA Montgomery

APPROVAL OF MINUTES: July 14, 2022

MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING

MOTION: Commissioner Roth
SECOND: Commissioner Nolan
VOTE: Unanimous

CORRESPONDENCE

Mr. Sacco advised that there were two items under correspondence. He first referred to the updated Qual-Lynx account team list for the Monmouth JIF. He then referred to MEL article for the League Magazine titled “*Insurance Costs Are Increasing Rapidly*”, authored by Mayor Paul Tomasko, Alpine Borough, and Charles Cuccia, Little Falls Township Administrator.

TREASURER

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

FUND YEAR	AMOUNT
August Bills List	
2022	\$ 199,281.20
TOTAL	\$ 199,281.20

FUND YEAR	AMOUNT
September Bills List	
2022	\$ 191,572.49
TOTAL	\$ 191,572.49

MOTION TO APPROVE RESOLUTION # 26-22 AND 27-22 APPROVAL FOR PAYMENT OF AUGUST 2022 BILLS LIST AND SEPTEMBER 2022 BILL LIST

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

EXECUTIVE DIRECTOR:

2023 RENEWAL/BUDGET PROCESS – Mr. Sacco reported that members and Risk Management Consultants received an email with a link to renewal worksheets - to begin the 2023 underwriting renewal during the month of July with an August 31st completion date. He advised that the Risk Management Consultants and PERMA are currently confirming data within the online database for accuracy toward completion of the 2023 renewal process and to begin the 2023 budget process. Mr. Sacco further advised that the Finance Committee will need to schedule a preliminary 2023 Budget workshop. He noted that first week of October will be targeted for the Finance Committee meeting via Zoom and Mr. Thorpe will circulate potential dates. Chairman Rogers added that the October JIF meeting should also be held via Zoom. He noted that there is more membership participation via Zoom and provides a better opportunity to ask questions as the budget process will be challenging once again this year.

RESIDUAL CLAIMS FUND (RCF) – Mr. Sacco reported that the Residual Claims Fund met on September 7, 2022 at the Forsgate Country Club in Jamesburg, NJ and noted that Commissioner Nolan’s report will be included in next month’s agenda. He advised that the RCF amended its 2021 Budget, and the proposed 2023 Budget was introduced. Mr. Sacco further advised that the public hearing on the RCF budget will be held on October 19, 2022 at 10:30 AM.

ENVIRONMENTAL JIF (E-JIF) MEETING – Mr. Sacco reported that the E-JIF met on September 7, 2022 and introduced its 2023 Budget. He advised that Commissioner Nolan’s report will be included in next month’s agenda and the E-JIF will hold its public hearing and adopt its 2023 Budget on October 19, 2022. Commissioner Nolan commented that Mr. Sacco should be congratulated for doing a superb job with the E-JIF budget. Mr. Sacco added the E-JIF budget is increasing 0.5% and the dividend is being increased from \$3.1 million in 2021 to \$3.3 million for 2022. He advised that the budget and dividend are going to assist the local JIFs with their 2023 budgets and thanked Commissioner Nolan for his work serving on the E-JIF Finance Committee.

MEL MEETING – Mr. Sacco reported that the MEL also met on September 7, 2022 at the Forsgate Country Club and noted that Commissioner Nolan’s report will be included in next month’s agenda. Commissioner Nolan added that Qual-Lynx excellent reviews for doing a good job handling COVID claims.

FUND ATTORNEY AND DEFENSE PANEL RFPs – Mr. Sacco reported that the Fund QPA issued RFPs for the position of Fund Attorney and Defense Panel with a return date of September 15th. He noted that the list of respondents will be included in the October agenda.

POWER OF COLLABORATION – Mr. Sacco referred to the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. He noted that the advertisement highlights the \$3.6 billion savings provided to NJ Taxpayers while

responding to the impacts of Covid-19, cost incurred from natural disasters and legislative challenges.

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart as of July 31st contained within the agenda booklet. He reported that all Fund Years are running positive and advised that the Fund's statutory surplus position is \$9.1 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 claims are running 8% lower than the same time last year.

ATTORNEY

Mr. Padula advised that he did not have a 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 and Law Enforcement bulletins that have been recently released. Mr. Mirarchi also referred to the MSI NOW, MSI DVD, and MSI LIVE utilization report.

Safety Report Attached and Made Part of the Minutes

UNDERWRITING MANAGER

Mr. Cooney referred to the Underwriting Manager's report enclosed within the agenda packet. He referred to the Cyber Compliance list for the month of August and advised that the Monmouth JIF is near the top of the list for member compliance, at least for Teir 1. Mr. Cooney advised that members who are not compliant should continue to work towards Teir 1 compliance prior to the renewal as it may grandfather members into cyber coverage for 2023. He informed the Committee that the underwriting team has scheduled a webinar during the upcoming week to review the cyber renewal for 2023. Mr. Cooney advised that invites will be sent and can be forwarded to the member's IT teams.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANTS:

Mr. Casagrande reported that the renewal data collection process is over and thanked the membership for their cooperation. He noted that the process was also a great opportunity to follow-up on loss control reports, E-JIF reports, and the new LMS system.

Mr. Casagrande reported that during the September 7th E-JIF meeting the Board of Commissioners approved an endorsement that removes coverage for the PFAS/PFOA exclusions. He advised that the E-JIF Executive Director will be issuing a letter to the membership requesting that the members review whether they have any potential claims and report them prior to the end of the year. Mr. Sacco added that insurers are becoming more unwilling to cover PFAS/PFOA due to the uncertainty of the impact. He advised that instead of removing coverage altogether, the E-JIF will provide a \$25,000 sub-limit per claim for defense costs with a \$1 million aggregate.

Mr. Casagrande reported that the E-JIF will be holding a webinar titled, "*The NJ Environmental Joint Insurance Fund – What You Need to Know and the Benefits of Membership for Your Town*" on October 4th. He advised that the invite will be distributed in the upcoming days. Mr. Mirarchi added that some of

the objectives of the webinar are going to be working with the NJ DEP to discuss goals, and also the benefits of being an E-JIF member.

Mr. Casagrande reported that the Underwriting Manager's office has contacted municipal clerks of towns that are renewing their JIF membership to secure updated bond applications for statutory positions. He advised that the deadline is September 15th.

Lastly, Mr. J. Casagrande reported that there are a total of 30 members out of 41 that have achieved at least Tier 1 for the Cyber Risk Management Program. He advised that he has been engaged with the 11 outstanding 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 August, there was a savings of \$89,219 resulting in 60% 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 \$701.

WC
2022244727
2018280354
001252741

GL/PRP/AL
2019148197
2021212348
2022276818
2021218254
2022276549

2022266250

2022253722

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

MOTION TO ADJOURN MEETING

MOTION: Commissioner Capp
SECOND: Commissioner Carew
VOTE: Unanimous

Meeting Adjourned at: 1:54 P.M.

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

Secretary

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

Resolution No. 26-22

AUGUST 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.

<u>FUND YEAR 2022</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<u>Check Number</u>			
002373			
002373	APEX INS SVS,c/o QBE INSURANCE	VOL EMER LIAB COVERAGE 1/1/22-1/1/23	324.00
002373	APEX INS SVS,c/o QBE INSURANCE	VOL EMER LIAB COVERAGE 1/1/22-1/1/23	456.00
			780.00
002374			
002374	QUAL-LYNX	OUTSIDE ADJUSTER 8/22	6,977.06
002374	QUAL-LYNX	CLAIM ADJUSTING SERVICES 8/22	49,025.45
			56,002.51
002375			
002375	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR FEE 8/22	14,054.25
002375	J.A. MONTGOMERY RISK CONTROL	LAW ENFORCEMENT 8/22	2,550.00
			16,604.25
002376			
002376	QUALCARE, INC.	WORKERS COMP-ACCESS/UM 8/22	17,940.83
			17,940.83
002377			
002377	PERMA	POSTAGE 7/22	45.25
002377	PERMA	ADMINISTRATION FEE 8/22	33,767.00
002377	PERMA	LOSS FUND MGMT 8/22	2,984.00
			36,796.25
002378			
002378	THE ACTUARIAL ADVANTAGE, INC.	ACTUARIAL CONSULTING SERVICES 8/22	3,858.50
			3,858.50
002379			
002379	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES 6/22-7/22	7,136.68
002379	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES 6/22-7/22	1,764.08
			8,900.76
002380			
002380	STEPHEN M. MAYER	TREASURER FEE 8/22	1,795.17
			1,795.17
002381			
002381	ASBURY PARK PRESS	CCT #ASB-040013 - LEGAL AD - 7.8.22	159.96
			159.96
002382			
002382	DANSKIN INSURANCE AGENCY INC.	RMC FEE 8/22	44,380.00
			44,380.00
002383			
002383	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 8/22	1,063.00
			1,063.00
002384			
002384	EXECU-TECH, INC.	WEBSITE MAINTENANCE 8/22	200.00
			200.00
002385			
002385	THE CANNING GROUP LLC	QPA SERVICES 7/1/22-7/31/22	583.33
			583.33
002386			
002386	ACCESS	ACCT #410 - ARC. AND STOR. - 5.31.22	64.64
			64.64
002387			
002387	BROWN & BROWN METRO, LLC	WEST LONG BRANCH - 2ND RMC FEE 2022	10,152.00
			10,152.00
		Total Payments FY 2022	199,281.20
		TOTAL PAYMENTS ALL FUND YEARS	199,281.20

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. 27-22

SEPTEMBER 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.

<u>FUND YEAR 2022</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002388			
002388	APEX INS AGENCY, c/o QBE INSURANCE	VOL EMER LIAB COVERAGE 1/1/22-1/1/23	206.00
			206.00
002389			
002389	QUAL-LYNX	OUTSIDE ADJUSTER 9/22	6,977.06
002389	QUAL-LYNX	CLAIM ADJUSTING SERVICES 9/22	49,025.45
			56,002.51
002390			
002390	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR FEE 9/22	14,054.25
002390	J.A. MONTGOMERY RISK CONTROL	LAW ENFORCEMENT FEE 9/22	2,550.00
			16,604.25
002391			
002391	QUALCARE, INC.	WORKERS COMP-ACCESS/UM 9/22	17,940.83
			17,940.83
002392			
002392	PERMA	LOSS FUND MANAGEMENT FEE 9/22	2,984.00
002392	PERMA	ADMINISTRATION FEE 9/22	33,767.00
			36,751.00
002393			
002393	THE ACTUARIAL ADVANTAGE, INC.	ACTUARIAL CONSULTING SERVICES 9/22	3,858.50
			3,858.50
002394			
002394	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES RENDERED 7/22-8/22	10,243.42
002394	CLEARY GIACOBBE ALFIERI & JACOBS, LLC	LEGAL SERVICES RENDERED 7/22-8/22	1,764.08
			12,007.50
002395			
002395	STEPHEN M. MAYER	TREASURER FEE 9/22	1,795.17
			1,795.17
002396			
002396	ASBURY PARK PRESS	ACCT #040013 - RFP 22-02 - 8.15.22	57.88
002396	ASBURY PARK PRESS	ACCT #040013 - RFP 22-01 - 8.15.22	57.88
			115.76
002397			
002397	DANSKIN INSURANCE AGENCY INC.	RMC FEE 9/22	44,380.00
			44,380.00
002398			
002398	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 9/22	1,063.00
			1,063.00
002399			
002399	EXECU-TECH, INC.	WEBSITE MAINTENANCE 9/22	200.00
			200.00
002400			
002400	THE CANNING GROUP LLC	QPA SERVICES 8/1/22-8/31/22	583.33
			583.33
002401			
002401	ACCESS	ACCT #410 - ARC. AND STOR. - 5.31.22	64.64
			64.64
		Total Payments FY 2022	191,572.49
		TOTAL PAYMENTS ALL FUND YEARS	191,572.49

Chairperson

Attest: _____

Dated: _____

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

Treasurer