

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES MEETING – APRIL 8, 2015
HANOVER TOWNSHIP MUNICIPAL BUILDING
12:00 PM**

Meeting of Fund Commissioners called to order by Acting Chairman, William Close. Open Public Meeting Notice read into records. Acting Chairman led Commissioners in the Pledge of Allegiance.

ROLL CALL OF EXECUTIVE COMMITTEE:

Greg Poff, Chairman	Township of Rockaway	Absent
William Close, Secretary	Township of Sparta	Present
Ralph Blakeslee	Borough of Netcong	Absent
Adam Brewer	Township of West Caldwell	Absent
Michael Guarino	Township of Denville	Present
Brian McNeilly	Borough of Stanhope	Present
Jonathan Rheinhardt	Borough of Wharton	Absent

ROLL CALL OF FUND COMMISSIONERS:

Vita Thompson	Township of Andover	Absent
John Dunleavy	Borough of Bloomingdale	Present
Terry McCue	Town of Boonton	Present
Barbara Shepard	Township of Boonton	Present
James Lampmann	Borough of Butler	Present
Thomas Ciccarone	Township of Chatham	Absent
Timothy Day	Borough of Chatham	Absent
Valerie Egan	Borough of Chester	Present
Donald Trivisano	Dover Town	Present
Joseph Tempesta	Township of East Hanover	Present
Francine Paserchia	Borough of Essex Fells	Absent
William Huyler	Borough of Florham Park	Present
Silvio Esposito	Township of Hanover	Present
Eric Maurer	Borough of Hawthorne	Absent
Robert Elia	Borough of Hopatcong	Present
Daniel O'Dougherty	Borough of Kinnelon	Present
Perry Mayers	Borough of Lincoln Park	Absent
Neil Henry	Township of Long Hill	Absent
Robert Kalafut	Borough of Madison	Present
Richard Merkt	Borough of Mendham	Present
Amey Upchurch	Township of Mendham	Absent
Tim Gordon	Township of Millburn	Absent
Victor Canning	Township of Montville	Absent
June Uhrin	Borough of Morris Plains	Absent
Carolyn Rinaldi	Borough of Mount Arlington	Absent
Frank Wilpert	Township of Mount Olive	Present
Robert Tovo	Borough of Mountain Lakes	Absent

Mel Levine	Borough of North Caldwell	Present
David Hollberg	Township of Pequannock	Present
Darren Maloney	Township of Randolph	Present
Scott Heck	Borough of Ringwood	Absent
Sheila Seifert	Borough of Rockaway	Present
Terri Lyons	Township of Washington	Present
Kenneth Gabbert	Township of West Milford	Present

2015 FUND COMMISSIONER ALTERNATES:

Maryann Frodella	Township of Andover	Present
Sherry Gallagher	Borough of Bloomingdale	Absent
Cynthia Oravits	Town of Boonton	Absent
James Kozimor	Borough of Butler	Absent
Deborah King	Township of Chatham	Absent
Robert Falzarano	Borough of Chatham	Absent
Steven Ward	Township of Denville	Absent
Kelly Toohey	Dover Town	Absent
Kenneth Huelbig	East Hanover Township	Absent
Patricia Visco	Borough of Florham Park	Absent
Kelli Schanz	Township of Hanover	Absent
Jennifer Scully	Borough of Hawthorne	Absent
Unappointed	Borough of Kinnelon	---
James Burnet	Borough of Madison	Absent
Alex McDonald	Township of Millburn	Present
Jason Kohn	Borough of Morris Plains	Present
June Hercek	Borough of Montville	Absent
Michelle Reilly	Borough of Mountain Lakes	Absent
Andrew Cangiano	Borough of Mt. Arlington	Absent
Sean Canning	Township of Mount Olive	Absent
William Marsala	Borough of Ringwood	Absent
Yolanda Dykes	Borough of Rockaway	Absent
Joseph Fiorella	Township of Rockaway	Absent
Michele Landtau	Township of Sparta	Absent
Dana Mooney	Borough of Stanhope	Absent
Andrew Coppola	Township of Washington	Absent
Catherine Shanahan	Township of West Milford	Absent
David Young	Borough of Wharton	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

PERMA Risk Management Services
Cathleen Kiernan

Attorney/Litigation Management

Dorsey & Semrau, Esq.
Fred Semrau, Esq.

Underwriting Manager

Conner Strong & Buckelew

Safety Director

J.A. Montgomery Risk Control
David McHale

Treasurer

Grace Brennan

Liability Claims Service

D&H Alternative Risk Solutions, Inc.
Janine Leahy

Workers Compensation
Claim Service

Qual-Lynx
Bob Fox

Managed Care

FMCO
Thea Isabella
Mark Spivak

Auditor

Nisivoccia LLP

ALSO PRESENT:

Frank Covelli, PIA
Patty Esposito, Marsh USA, Inc.
Jeff Pasek, Esq. Dorsey & Semrau
Steve Reichman, ADP Statewide
Dave Sgalia, Henry O. Baker
Dave Vozza, The Vozza Agency
Karen Waters, IMAC Insurance Agency, LLC
John Whitley, Skylands Risk Management
Jaine Testa, PERMA

APPROVAL OF MINUTES -

March 11, 2015 Open & Closed minutes:

MOTION TO APPROVE OPEN AND CLOSED MINUTES OF MARCH 11, 2015

Motion:	Commissioner Guarino
Second:	Commissioner Maloney
Vote:	18 Ayes, 0 Nays, 8 Abstains (Commissioners Close, Tempesta, Shepard, O'Dougherty, Wilpert, Hollberg, Frodella (alt.) McDonald (alt.))

CORRESPONDENCE –None.

MONTHLY COMMITTEE REPORTS:

Committee reports:

Membership, Marketing & Coverage Committee, Michael Guarino, Chair, Denville Township– No Report

Finance Committee, Robert Kalafut, Chair, Madison Borough – Committee chairman Kalafut reviewed the Financial Fast Track and Fixed Income Portfolio reports. He noted the fund's cash balance of \$25.26 million and said that the fund's liquidity is increased due to strong funding of IBNR and Case Reserves along with the fund's statutory surplus of \$4.7 million. Executive Director said the Morris fund also owns a share of the MEL, RCF and EJIF surplus. The JIF's ownership of these shares is reflected in the fund annual audit report. Fund Attorney added that the fund's competitors, while offering an attractive quote initially, will often backcharge its members through an additional assessment. Executive Director said the Morris Joint Insurance Fund has never declared an additional assessment to its membership.

Safety Committee, Chief Jason Kohn, Chair, Morris Plains Borough. – No report.

Contracts and Rules Committee, Ralph Blakeslee, Chair, Netcong Borough– - No report

Legal Review Committee, William Close, Chair, Sparta —No report.

Claims Review Committee, Jon Rheinhardt, Chair, Wharton Borough – Committee met on April 6, 2015 at PERMA's office in Parsippany and recommended approving payment authority requests for 13 Workers' Compensation Claims totaling Payment Authority Requests of \$984,531.55 and 5 Property Claims totaling Payment Authority Requests of \$117,688.25.

EXECUTIVE DIRECTOR/ADMINISTRATOR:

EXECUTIVE DIRECTOR'S REPORT: Monthly report submitted to Fund Commissioners, including monthly fast-track, accident frequency, fast-track financial report, claim activity report, interest rate summary comparison, monthly loss ratio by fund year and line of coverage, public officials/employment practices compliance, deductibles & co-insurance levels and regulatory checklist.

Due Diligence Reports:

Loss Ratio Analysis -- Executive Director reviewed the report, which compares each fund year to actuarial projections for the same period. With the exception of 2014 and 2015 ratios have developed less than actuarial targets. Loss Ratio reports reflect the difficult winter of 2014 and 2015 – particularly in the northern Funds.

Employment Practice Compliance Status — Policies will be issued in April from carrier XL insurance.

2015 MEL & MR HIF Educational Seminar - Banking and Insurance Commissioner Kenneth Kobylowski will be the Keynote speaker at the annual MEL & MRHIF Educational Seminar, Friday April 17, 2015. The agenda and registration form for the annual MEL & MRHIF Educational Seminar at to the National Conference Center was distributed to members. Continuing Ed credits are available for CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, Accountants, Lawyers, TCH Water Supply, Wastewater, RPPPO and QPA.

Elected Officials Seminars: An Elected Officials Seminars has been scheduled for the Morris JIF on April 29th at 6:00 pm in Hanover Township. A copy of the notice and registration form was distributed. To supplement live presentations of this year's Elected Officials seminar, the MEL placed an on-line version on njmel.org; instructions to take that class are also enclosed. The deadline to complete training is June 1st. members will receive a \$250 credit for each participant who successfully completes the course. In addition to the Atlantic City seminar, a live seminar is also scheduled for April 29th in Hanover. In addition the Fund Attorney will be conducting a seminar in May for volunteer Fire and EMS management to discuss EPL and other insurance issues particular to volunteer departments. The seminar will be scheduled at the Morris County Public Safety Training Academy. Members will be notified when date is finalized.

2015 Financial Disclosure Forms: Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. Perma has provided all Fund Commissioners with the PIN they need to complete their Financial Disclosure filing for the Morris JIF. Email included link to the instructions and the webpage to file their disclosure. The filing deadline is April 30th.

The division has begun issuing violations to anyone that failed to complete the 2014 filing by September 1, 2014. All Fund Commissioners for the Morris County Municipal Joint Insurance Fund completed their filings on time.

League Magazine: The second of a series of MEL advertisements to appear in the League magazine was distributed to commissioners. Each advertisement in the "Power of Collaboration" series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

Model Resolution: A model resolution for adopting a sport related concussion protocol for youth athletes was distributed to commissioners as a handout at the meeting. The MEL worked in conjunction with the Brain Injury Association in creating the resolution and recommends members consider adopting it. Members will be emailed a copy of the resolution as well.

Executive Director's Report Made Part of Minutes.

TREASURER:

The following April 2015 bills list was included for approval on the consent motion as Resolution 11-15 and a supplemental bills list was also included in the motion as Resolution 12-15 and was handed out to commissioners at the meeting.

APRIL 2015	
2014	\$14,166.66
2015	\$1,311,338.06
2015 (Res.12-15)	\$878,117.00
TOTAL	\$2,203,621.72

CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF MARCH 2015:

CLOSED	\$0.00
2011	\$243,883.59
2012	\$37,230.10
2013	\$43,605.86
2014	176,494.30
2015	87,826.53
TOTAL	\$589,040.38

Treasurer’s Report Made Part of Minutes.

ATTORNEY:

Fund Attorney discussed the MEL Professional Summit he attended in April and reported the summit was informative.

He also discussed a recent claim in Mt. Olive and the Volunteer Employee Survivor Pension (VESP) benefits issue. The claim involved a Mt. Olive volunteer firefighter’s death. Claim was deemed not compensable. As township was scheduled to adopt a resolution concerning pension benefits through VESP , the JIF Fund Attorney and Workers’ Compensation Defense Attorney worked with the township to modify the resolution. Fund Attorney is preparing a model stipulation and resolution for distribution to members, in response to calls he received from volunteer fire and EMS management concerned about accessing survivor benefits. Stipulation will have language that would say in effect actions a governing body takes would not affect the Fund’s rights to enforce its policies.

In addition, Fund Attorney said the Fund has scheduled a seminar on the evening of May 21st for Employment Practices training for managers of volunteer fire/first aid.

UNDERWRITING MANAGER:

CERTIFICATES OF INSURANCE: Executive Director gave the report. List of certificates was included in the agenda. 72 certificates were issued through March 23, 2015.

Certificates List made part of minutes

SAFETY DIRECTOR:

Safety Director said there would be a Pool Safety and Awareness workshop on April 14th at Hanover. He reviewed the new online Camp Counselor program offered through the MEL Safety institute. An educational session on the Accident Investigation and Supervisor Incident Report will be held after the JIF meeting. In response to Executive Director, Safety Director will send members a list of videos that focus on seasonal employees.

Safety Director's Report Made Part of Minutes.

MANAGED CARE:

Managed Care Provider's Report Made Part of Minutes

MOTION FOR EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES: PERSONNEL- SAFETY & PROPERTY OF PUBLIC LITIGATION:

Motion: Commissioner Levine
Second: Commissioner Wilpert
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Wilpert
Second: Commissioner Tempesta
Vote: Unanimous

MOTION TO APPROVE CLAIM AUTHORITY PAYMENTS AS PRESENTED IN EXECUTIVE SESSION, EXECUTIVE DIRECTOR'S REPORT, APPROVE RESOLUTIONS 11-15 AND 12-15 APPROVING THE APRIL BILL LISTS, TREASURER'S REPORTS, ATTORNEY'S REPORTS, UNDERWRITING MANAGER'S REPORTS - MONTHLY

**CERTIFICATES, SAFETY DIRECTOR’S REPORTS, AND
MANAGED CARE PROVIDER’S REPORTS**

Moved: Commissioner Tempesta
Second: Commissioner Guarino
Vote: Unanimous

OLD BUSINESS:
None

NEW BUSINESS:
None

PUBLIC COMMENT:

Commissioner O’Dougherty commented that he strongly recommends member towns adopt the resolution adopting a sports related concussion protocol for young athletes. A model resolution that members can adopt was distributed to commissioners at the meeting.

MOTION TO ADJOURN:

Moved: Commissioner Guarino
Second: Commissioner Maloney
Vote: Unanimous

Meeting Adjourned 12:40 PM
Jaine Testa, Assisting Secretary
For
William Close, Secretary
Date prepared:

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

Resolution No. 11-15

APRIL 2015

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Morris 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 2014

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000340			
000340	THE RODGERS GROUP, LLC	SPECIALIZED SERVICES - 03/30/15	14,166.66
			14,166.66
		Total Payments FY 2014	14,166.66

FUND YEAR 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000341			
000341	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 2ND QTR 2015	4,777.57
			4,777.57
000342			
000342	FIRST MCO	MANAGED CARE SERVICES - 03/2015	21,044.20
			21,044.20
000343			
000343	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 2ND QTR 2015	273,757.80
000343	MUNICIPAL EXCESS LIABILITY JIF	MEL 2ND QTR 2015	839,789.08
			1,113,546.88
000344			
000344	FRED SEMRAU ESQ.	LITIGATION MANAGEMENT - 04/2015	15,826.75
			15,826.75
000345			
000345	QUAL-LYNX	CLAIM ADMIN - 04/2015	24,571.80
			24,571.80
000346			
000346	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 04/2015	16,155.85
			16,155.85
000347			
000347	D & H ALTERNATIVE RISK	CLAIMS ADMIN - 04/2015	18,670.96
			18,670.96
000348			
000348	PERMA	POSTAGE FEE 03/2015	86.89
000348	PERMA	EXECUTIVE DIRECTOR FEE 04/2015	22,194.55
			22,281.44
000349			
000349	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES - 04/2015	3,194.50
000349	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES - 03/2015	3,194.50
000349	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES - 01/2015	3,194.50
000349	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES - 02/2015	3,194.50
			12,778.00

000350			
000350	FRED SEMRAU, ESQUIRE	ATTORNEY FEE 04/2015	2,255.08
			2,255.08
000351			
000351	GRACE BRENNAN	TREASURER FEE 04/2015	1,984.50
			1,984.50
000352			
000352	MUNICIPAL EXCESS LIABILITY JIF	MSI 2ND QTR 2015	19,598.53
			19,598.53
000353			
000353	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGERS FEE 04/2015	924.58
			924.58
000354			
000354	VITALE'S	MEETING - 02/11/2015	624.97
			624.97
000355			
000355	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HOSTING 3/15	75.00
			75.00
000356			
000356	BOONTON TOWN	RMC FEE 1ST INSTALLMENT 2015	10,535.57
			10,535.57
000357			
000357	MOUNTAIN LAKES BOROUGH	RMC FEE 1ST INSTALLMENT 2015	5,825.18
			5,825.18
000358			
000358	RINGWOOD BOROUGH	RMC FEE 1ST INSTALLMENT 2015	12,298.60
			12,298.60
000359			
000359	MENDHAM TOWNSHIP	RMC FEE 1ST INSTALLMENT 2015	7,562.60
			7,562.60

Total Payments FY 2015 1,311,338.06

TOTAL PAYMENTS ALL FUND YEARS \$ 1,325,504.72

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
SUPPLEMENTAL BILLS LIST**

Resolution No. 12-15

APRIL 2015

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Morris 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 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000360			
000360	APEX INSURANCE SERV c/o XL INS	TECH ERRORS & OMISSIONS 2 OF 2 INSTALL	12,600.00
000360	APEX INSURANCE SERV c/o XL INS	POL & EPL - 2 OF 2 INSTALLMENTS 2015	859,759.00
000360	APEX INSURANCE SERV c/o XL INS	VOLU EMERG SERV DIR & OFFCRS 2 OF 2 INST	5,758.00
			878,117.00
		Total Payments FY 2015	878,117.00

TOTAL PAYMENTS ALL FUND YEARS \$ 878,117.00