

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES MEETING – MARCH 11, 2015
HANOVER TOWNSHIP MUNICIPAL BUILDING
12:00 PM**

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

ROLL CALL OF EXECUTIVE COMMITTEE:

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

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	Absent
James Lampmann	Borough of Butler	Present
Thomas Ciccarone	Township of Chatham	Absent
Timothy Day	Borough of Chatham	Present
Valerie Egan	Borough of Chester	Present
Donald Trivisano	Dover Town	Present
Joseph Tempesta	Township of East Hanover	Absent
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	Present
Robert Elia	Borough of Hopatcong	Present
Daniel O'Dougherty	Borough of Kinnelon	Absent
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	Present
Victor Canning	Township of Montville	Absent
June Uhrin	Borough of Morris Plains	Absent
Carolyn Rinaldi	Borough of Mount Arlington	Present
Frank Wilpert	Township of Mount Olive	Absent
Robert Tovo	Borough of Mountain Lakes	Absent

Mel Levine	Borough of North Caldwell	Present
David Hollberg	Township of Pequannock	Absent
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	Absent
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	Present
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	Absent
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	Present
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
John Zengel

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

Auditor

Nisivoccia LLP

ALSO PRESENT:

Frank Covelli, PIA
Linda D'Alessio, Polaris Galaxy Group
Patty Esposito, Marsh USA, Inc.
Jeff Pasek, Esq. Dorsey & Semrau
Dave Sgalia, Henry O. Baker
Mark Spivak, FMCO
Dave Vozza, The Vozza Agency
Karen Waters, IMAC Insurance Agency, LLC
John Whitley, Skylands Risk Management
Jaine Testa, PERMA

APPROVAL OF MINUTES -

February 11, 2015 Open & Closed minutes:

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

Motion:	Commissioner Blakeslee
Second:	Commissioner Guarino
Vote:	20 Ayes, 0 Nays, 4 Abstains (Commissioners McCue, Day, Egan and Huyler)

CORRESPONDENCE –Assemblywoman Betty Lou DeCroce wrote letters of congratulations to Chairman Greg Poff and Commissioner Jon Rheinhardt acknowledging their appointments as Chairman to the Morris JIF and the MEL JIF funds respectively.

MONTHLY COMMITTEE REPORTS:

Committee reports:

Membership, Marketing & Coverage Committee, Michael Guarino, Chair, Denville Township— Committee met via teleconference on March 10 and reviewed a quasi-municipal application from East Hanover for the Hanover Regional Lacrosse Association. The club currently purchases insurance through US Lacrosse Association but also participates in games outside that program; therefore, additional coverage is needed. The Fund adopted a unique endorsement to address this situation.

In addition, the combining of the Coverage Committee with the Membership committee for 2015 added the additional charge of marketing efforts. The committee will schedule a meeting in May or June to review its marketing options and strategy for acquiring potential new members. Any member that would like to recommend an entity for possible membership to fund was asked to contact the Committee Chairman.

In response to Commissioner Dunleavy regarding quasi-municipal entity coverage, Executive Director said the application process for the Class IV quasi requires all coaches receive coaches certification training. In addition, it is a mandatory requirement that an entity purchase accidental insurance coverage or have a program requiring evidence of any medical insurance and requirement to report any changes.

MOTION TO APPROVE HANOVER REGIONAL LACROSSE ASSOCIATION FOR COVERAGE AS A QUASI-MUNICIPAL ENTITY

Motion:	Commissioner Levine
Second:	Commissioner Day
Vote:	unanimous

Finance Committee, Robert Kalafut, Chair, Madison Borough – No report.

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

Contracts and Rules Committee, Ralph Blakeslee, Chair, Netcong Borough— The committee met via teleconference on March 9 to review the pilot program for tracking of vendor certificates of insurance with participants. The consensus of participating members was that the software program does provide a value but – given the variation of member’s size and needs – is not recommended for a fund wide purchase at this time. Meeting Attendance: The committee reviewed a draft letter on attendance records for 2014 that will be distributed to members.

Standard Contracts Provisions: Committee reviewed revisions to the JIF’s Standard Contract provisions that were revised to meet with state requirements. Changes were accepted and approved by the board in resolution 9-15.

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

Claims Review Committee, Jon Rheinhardt, Chair, Wharton Borough – Committee met on March 9th and recommended approving payment authority requests for Workers' Compensation Claims totaling Payment Authority Requests of \$244,219.70, Property Claims totaling Payment Authority Requests of \$48,750.00 and Liability Claims totaling Payment Authority Requests of \$25,081.62.

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.

Executive Director reviewed the Claims Management Report, which shows loss ratio and compares reserves to where the Fund's actuary would project claim payments and reserves at this time. All years, with the exception of Fund year 2014 are below actuary targets – reflecting the impact of the harsh 2014 winter. Executive Director added that the 2015 winter was also difficult. .

Claim Activity Report: In January 36 workers' compensation claims were reported as compared to 44 in 2014. It was noted that of the 36, ten came from the ice storm on January 18th.

Lost Time Accident Frequency: The Morris JIF has a frequency of .38 which is the third lowest across all JIFs, the 2015 average overall is 1.29.

Executive Director noted in the EPL compliance report that XL will be issuing policies late March or early April.

MEL Report: The MEL met on March 4, 2015. A copy of Commissioner Rheinhardt's report on the meeting was distributed for information. Commissioner Rheinhardt said the MEL has reduced the number of its standing committees and combined several committees into the Management committee.

Commissioner Rheinhardt and the Fund Attorney discussed the MEL commissioner retreat that took place in Princeton recently and said that commissioners remarked on the value of membership in the fund. Fund Attorney noted how informative the presentation of the history was of the formation of the Joint Insurance Funds.

The MEL had issued an RFQ for Emergency Cleanup and Restoration Services. Six responses were received and will be posted on the MEL webpage with a link from the Morris webpage. RFQ was issued to qualify vendors to make it easier for members to select a qualified vendor in an emergency. In addition, the webpage includes a paper prepared by Commissioners Rheinhart, Close & Canning outlining the procedures towns should follow responding to these types of emergency insured property losses. Members are not required to select from that list. In addition, RFQ allowed for periodic updates.

RCF Report: The RCF met on March 4, 2015. A copy of Commissioner Close’s report on the meeting was distributed.

EJIF Report: The EJIF met on March 4, 2015. A copy of Commissioner Wilpert’s report on the meeting was distributed.

Professional Service Agreements: In 2006, the Morris JIF adopted standard contract language for professional service agreements – which was further amended in 2011. The Rules & Contracts Review Committee is reviewing proposed revisions concerning updated language on Compliance with New Jersey Campaign Contributions & Expenditures Report Act; Services Related to Compensation and time period for access to the Fund’s records. The Resolution included the recommended form – with “tracked changes”. Clauses unique by Fund professional are set forth in the first section of the professional service agreements. Resolution 9-15 will be amended to correct the date of adoption from January 3, 2006 to January 11th and to correct the date of amendment from January 11, 2011 to January 19th. The revisions were approved by the board as presented.

**MOTION TO ADOPT RESOLUTION 9-15 AMENDING
THE FUND’S STANDARD CONTRACT PROVISIONS**

Motion:	Commissioner Guarino
Second:	Commissioner Blakeslee
Roll call Vote:	unanimous

Membership, Marketing & Coverage: The Quasi-Municipal Entity Application was distributed to members and was reviewed by the Committee at its March 10th meeting. East Hanover Lacrosse has its insurance through the US Lacrosse Association but it does not cover any activities outside their program. The JIF developed an endorsement to address this type of quasi-municipal coverage. Coverage Committee recommended for approval, subject to town’s adoption of resolution.

MEL Board of Fund Commissioners Retreat - The MEL Board of Fund Commissioners held a one-day retreat on February 27th at the Princeton Marriott at Forrestal in Princeton. Commissioner Rheinhardt, MEL Chairman, gave a report of the meeting.

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 at the East Windsor Holiday Inn 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, RPPO and QPA. Fund Attorney said the seminar is an excellent program and encouraged attendance.

Elected Officials Seminars: A list of Elected Officials Seminars scheduled throughout the state was distributed. The Morris JIF is in the process of scheduling a session in April; notices will be emailed when finalized. To supplement live presentations of this year’s Elected Officials seminar, the MEL placed an on-line version on NJMEL.ORG. To date, 135

MEL member officials have already used this option. The deadline is June 1st. Access instructions for the program were distributed. The training is available for elected officials and personnel considered to be in “chief operating officer” position.

2015 Financial Disclosure Forms: Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. The fund office has received notification that the same program for online filing will be implemented again this year and the deadline to file is April 30th. The fund office will distribute instructions to commissioners on how to file once a roster is finalized.

League Magazine: Commissioners were distributed the first ad in a series of MEL advertisements to appear in the League magazine. 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. The ad highlighted the collaborative responses of the JIF and MEL claims administrators when a fire in Edison destroyed its entire fleet of heavy duty trucks the day before a major snowstorm.

Inclement Weather Procedure - As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meeting(s), Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

Executive Director’s Report Made Part of Minutes.

TREASURER:

Executive Director gave the Treasurer's report. The following March 2015 bills list was included for approval on the consent motion as Resolution 10-15.

March 2015

2014	\$55,989.84
2015	\$195,942.03
Total	\$251,931.87

CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF JANUARY 2015:

CLOSED	\$0.00
2011	\$68,977.71
2012	\$76,033.32
2013	\$35,147.86
2014	389,526.92
2015	1,885.46
TOTAL	\$571,571.27

Treasurer's Report Made Part of Minutes.

ATTORNEY:

Settlement Conferences: Fund Attorney, noting the MEL transferred its Public Officials/Employment Practices Liability coverage to the commercial market (XL Insurance) in 2011, said XL Insurance often approaches claims handling differently than did the MEL. Fund Attorney said his office is available for assistance and guidance in when Summit Risk (XL's third party claims administrator) schedules settlement conferences.

UNDERWRITING MANAGER:

CERTIFICATES OF INSURANCE: Executive Director gave the report. List of certificates was included in the agenda. A total of 63 certificates were issued through February 18th, 2015.

Certificates List made part of minutes

SAFETY DIRECTOR:

Safety Director said Safety bulletins were distributed regarding maneuvering large emergency vehicles and lifting/moving patients. He also said the fund would be presenting an education seminar immediately following the Fund’s April meeting on the “Accident Investigation and Supervisor Incident Report procedure”. A Pool Safety Awareness Workshop will take place on Tuesday April 14th, 2015 at 9:00 a.m. at the Hanover Municipal Complex. Notices will be sent on March 16th.

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 Rheinhardt
Second: Commissioner Blakeslee
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Rheinhardt
Second: Commissioner McNeilly
Vote: Unanimous

MOTION TO APPROVE CLAIM AUTHORITY PAYMENTS AS PRESENTED IN EXECUTIVE SESSION, EXECUTIVE DIRECTOR’S REPORT, APPROVE RESOLUTION 10-15 APPROVING THE MARCH 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 Rheinhardt
Second: Commissioner Blakeslee
Vote: Unanimous

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

None

MOTION TO ADJOURN:

Moved: Commissioner Rheinhardt
Second: Commissioner Lampmann
Vote: Unanimous

Meeting Adjourned: 12:40 PM
Jaine Testa, Assisting Secretary
For
William Close, Secretary
Date prepared: March 27, 2015

RESOLUTION NO: 9-15

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
(hereafter referred to as "THE FUND")

**AMENDING THE FUND'S STANDARD
PROFESSIONAL SERVICE AGREEMENT**

WHEREAS, THE FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq

WHEREAS, the Fund approved contract language for the standard provisions that pertain to every provider unless specifically altered in the front section on January 11, 2006; and approved amendments on January 19, 2011;

WHEREAS, changes in the state law necessitates additional modifications to the standard contract; in particular language for Political Contributions and Recordkeeping;

NOW, THEREFORE, BE IT RESOLVED that the amendments to the standard contract, attached heretofore, shall be adopted by the FUND for all contracts until this resolution is amended or appealed.

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

Resolution No. 10-15

MARCH 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>
000323			
000323	THE RODGERS GROUP, LLC	SPECIALIZED SERVICES - 3/2015 - 6 OF 12	14,166.66
			14,166.66
000324			
000324	HENRY O. BAKER INC.	RMC FEE - 2014 - ROCKAWAY BORO	13,769.14
000324	HENRY O. BAKER INC.	RMC FEE - 2014 - BOONTON TWP	5,987.89
000324	HENRY O. BAKER INC.	RMC FEE - 2014 - CHATHAM TWP	22,066.15
			41,823.18
		Total Payments FY 2014	55,989.84

FUND YEAR 2015

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
000325			
000325	FIRST MCO	MANAGED CARE SERVICES - 02/2015	21,044.20
000325	FIRST MCO	MANAGED CARE SERVICES - 01/2015 - ADJUST	409.35
			21,453.55
000326			
000326	FRED SEMRAU ESQ.	LITIGATION MANAGEMENT - 03/2015	15,826.75
			15,826.75
000327			
000327	QUAL-LYNX	CLAIMS ADMIN - 03/2015	24,571.80
			24,571.80
000328			
000328	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 03/2015	16,155.85
			16,155.85
000329			
000329	D & H ALTERNATIVE RISK	CLAIMS FEE 03/2015	18,670.96
			18,670.96
000330			
000330	PERMA	POSTAGE FEE 02/2015	84.00
000330	PERMA	EXECUTIVE DIRECTOR FEE 03/2015	22,194.55
			22,278.55
000331			
000331	FRED SEMRAU, ESQUIRE	ATTORNEY FEE 03/2015	2,255.08
			2,255.08
000332			
000332	GRACE BRENNAN	TREASURER FEE 03/2015	1,984.50
			1,984.50

000333			
000333	THE RODGERS GROUP, LLC	POLICE ACCREDITATION MAINTENANCE 2/2015	3,000.00
			3,000.00
000334			
000334	IMAC INSURANCE AGENCY	RMC FEE 1ST 2015 - WEST CALDWELL	13,482.98
000334	IMAC INSURANCE AGENCY	RMC FEE 1ST 2015 - LINCOLN PARK	11,276.45
000334	IMAC INSURANCE AGENCY	RMC FEE 1ST 2015 - DOVER TOWN	19,712.99
000334	IMAC INSURANCE AGENCY	RMC FEE 1ST 2015 - EAST HANOVER	14,604.06
			59,076.48
000335			
000335	DAILY RECORD	ACCT: ASB-18377 - 02/21/15 - PUBLIC NOTI	57.00
000335	DAILY RECORD	ACCT: ASB-18377 - 1/26/15 - 2015 MTG NOT	49.52
000335	DAILY RECORD	ACCT: ASB-18377 -2/4/15 15 MOR CONTRCTS	108.92
			215.44
000336			
000336	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER - 03/2015	924.58
			924.58
000337			
000337	ALLSTATE INFORMATION MANAGEMNT	ACCT: 417 - ACT & STOR - 1/31/15	55.93
			55.93
000338			
000338	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HOSTING 2/15	75.00
			75.00
000339			
000339	KINNELON BOROUGH	RMC FEE 1ST 2015 - KINNELON BORO	9,397.56
			9,397.56
		Total Payments FY 2015	195,942.03

TOTAL PAYMENTS ALL FUND YEARS \$ 251,931.87