

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES MEETING – FEBRUARY 10, 2016
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	Present
Ralph Blakeslee	Borough of Netcong	Absent
Adam Brewer	Township of West Caldwell	Present
Michael Guarino	Township of Denville	Present
Brian McNeilly	Borough of Stanhope	Present
Jonathan Rheinhardt	Borough of Wharton	Present

ROLL CALL OF FUND COMMISSIONERS:

Diana Francisco	Township of Andover	Absent
John Dunleavy	Borough of Bloomingdale	Present
Cynthia Oravits	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	Absent
Donald Travisano	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	Present
Robert Elia	Borough of Hopatcong	Present
Robert Collins	Borough of Kinnelon	Present
Perry Mayers	Borough of Lincoln Park	Absent
Neil Henry	Township of Long Hill	Absent
James Burnett	Borough of Madison	Absent
Richard Merkt	Borough of Mendham	Present
Marybeth Zichelli	Township of Mendham	Present
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	Present
Laura Harris	Township of Mount Olive	Present
Richard Sheola	Borough of Mountain Lakes	Present
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	Absent
Terri Lyons	Township of Washington	Present
Catherine Shanahan	Township of West Milford	Absent

2016 FUND COMMISSIONER ALTERNATES

Maryann Frodella	Township of Andover	Absent
Sherry Gallagher	Borough of Bloomingdale	Absent
Terry McCue	Town of Boonton	Absent
James Kozimor	Borough of Butler	Absent
Deborah King	Township of Chatham	Absent
Stephen Williams	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	Absent
Jason Kohn	Borough of Morris Plains	Absent
June Hercek	Borough of Montville	Absent
Michelle Reilly	Borough of Mountain Lakes	Absent
Andrew Cangiano	Borough of Mt. Arlington	Absent
Christine Stachnik	Township of Mount Olive	Absent
Christopher Tietjen	Township of Pequannock	Present
William Marsala	Borough of Ringwood	Absent
Yolanda Dykes	Borough of Rockaway	Present
Joseph Fiorella	Township of Rockaway	Absent
Michele Landtau	Township of Sparta	Absent
Dana Mooney	Borough of Stanhope	Absent
Andrew Coppola	Township of Washington	Absent
Antoinette Battaglia	Township of West Milford	Absent
William Wallace	Township of West Caldwell	Absent
David Young	Borough of Wharton	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

PERMA Risk Management Services
Cathleen Kiernan

Deputy Executive Director

Joseph Hrubash

Attorney/Litigation Management

Dorsey & Semrau, Esq.
Dawn Sullivan

Underwriting Manager

Conner Strong & Buckelew

Safety Director

J.A. Montgomery Risk Control
Brian Maitland

Treasurer

Grace Brennan

Liability Claims Service

Lenape Claims Management, Inc.
Janine Leahy

Workers Compensation
Claim Service

Qual-Lynx
Bob Fox

Managed Care

FMCO
Mary Bresadola

Auditor

Nisivoccia LLP

ALSO PRESENT:

Frank Covelli, PIA
Linda D'Alessio, Polaris-Galaxy Group
Wayne Dietz, Skylands Risk Management
Sharon Fallon, PIA
Karen Waters, IMAC Insurance Agency LLC
Patty Esposito, Marsh USA
Dave Sgalia, Henry O. Baker
Dave Vozza, The Vozza Agency
Jaine Testa, PERMA

APPROVAL OF MINUTES –

January 13, 2016 Open & Closed minutes:

MOTION TO APPROVE OPEN AND CLOSED MINUTES OF JANUARY 13, 2016

Motion:	Commissioner Levine
Second:	Commissioner Travisano
Vote:	22 Ayes, 0 Nays, 3 Abstains (Commissioners Close, Rheinhardt and Zichelli)

CORRESPONDENCE – None

MONTHLY COMMITTEE REPORTS:

Membership, Marketing & Coverage Committee, Michael Guarino, Chair, Denville Township—No report

Finance Committee, Jon Rheinhardt, Chair, Wharton Borough—Committee met before the February board meeting to review the Fund's year-end Financial Fast Track. The fund's statutory surplus at year end is \$4,092,014. The committee has been monitoring the surplus position and decided to suspend the Police Accreditation grant program for this year – since it would result in a statutory surplus less than \$4,000,000. Committee Chairman Rheinhardt said the Fund has spent \$1,300,000 to date on this program. If the fund's surplus position improves, the committee will reconsider reinstating the program in 2017. Two members had expressed interest in participating in the program, Sparta and Washington Township.

Safety Committee, Chief Jason Kohn, Chair, Morris Plains Borough. – Brian Maitland, Safety Director gave the report. Safety Committee met on February 2nd and reviewed the 2016 Safety Incentive Program. Beginning in 2016 members will now be asked to e-mail only summary reports each quarter and the Safety Director will review during his on-site visits. In addition, the Committee reviewed the first draft of 2015 Safety Incentive Program results. Final results are expected to be announced in March and gift certificates will be awarded that can be used towards the purchase of Grainger merchandise.

The MSI program has launched a new online training courses on Cyber Liability and will be launching Safe Lifting for Emergency Responders in the very near future

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

Legal Review Committee, William Close, Chair, Sparta — No report. Commissioner Close offered condolences on the recent passing of Fund Attorney Fred Semrau's father.

Claims Review Committee, Brian McNeilly Chair, Stanhope Borough –Commissioner Brian McNeilly said committee met on February 8, at PERMA's office and recommended approving payment authority requests for Workers' Compensation Claims totaling Payment Authority Requests of 13 Workers' Compensation Claims totaling Payment Authority Requests of \$630,991, 4 Property Claims totaling Payment Authority Requests of \$81,847 and 6 Liability Claims totaling Payment Authority Requests of \$405,682

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.

Standing Committees: Chairman Poff made the following Committee Chair appointments for 2016: Finance Committee Chairman, Jon Rheinhardt, Wharton; Safety Committee Chairman, Chief Jason Kohn, Morris Plains Borough; Contracts and Rules Committee Chairman, Ralph Blakeslee, Netcong; Legal Review Committee Chairman, William Close, Sparta; Claims Review Committee Chairman, Brian McNeilly, Stanhope Borough.

2016 MEL Board of Fund Commissioners Retreat - The MEL Board of Fund Commissioners will hold its one-day annual retreat on February 19th at the Princeton Marriott at Forrestal in Princeton. The MEL has numerous sub-committees which meet throughout the year, the retreat is an opportunity for committees to update the board on an annual basis of its activities for the past year and review plans for the upcoming year.

2016 MEL & MR HIF Educational Seminar: The 6th annual seminar is scheduled for Friday, April 15th, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Attached is the enrollment form which will also be distributed by email to fund commissioners and risk managers. The keynote this year will focus on a new topic: “How To Prepare and Respond to Active Shooter Incidents.

Employment Practices Program: There are a number of areas members must address to maintain Program Compliance before 2017. Please work with your municipal attorney to complete the Attorney Certification form by the deadline of December 1, 2016.

Personnel Manuals – The MEL is in the final stages of revising the Model Personnel Manual. We will email all members when the updates have been posted to the MEL webpage – njmel.org.

Managers & Supervisors Training - Employment Practices Risk Management Program also includes mandatory training of management. We are working with the Fund Attorney’s office to develop a schedule for these classes and will notify member towns once the dates are set. The fund also offers training to member’s non-supervisory personnel online through the MEL Safety Institute. Information on how to access the training will made be available on the MEL webpage once updates are completed.

Police Training - Police Chief and a commanding officer must attend a session on employment practices training that takes into consideration the Attorney General's guidelines for police operations. A notice will be distributed to members once the classes are scheduled.

Elected Officials Training Seminars – Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each municipal elected officials completing the course by June 1st. We are working with the Fund Attorney to schedule a seminar in March or April. Please visit the MEL webpage for other scheduled classes – njmel.org. This course is also available on-line. Directions to take the class on-line were distributed to commissioners.

Employment Practices Liability Help Line – QBE Insurance offers access to an employment related Helpline to offer members assistance in employment matters. Members must have signed up with the helpline to maintain compliance; there is a link on the MEL webpage to sign-up.

League Magazine: The latest installment in the series of MEL advertisements to appear in the League magazine and covers the topic of Cyber Security. Each advertisement in the “Power of Collaboration” series highlights activities of the MEL and JIFs as well as people who have rendered significant service. In November the MEL contracted with Rutgers University Bloustein School and produced a series of three booklets on Cyber Security for municipal personnel that were mailed to members. The fund office can provide additional copies for interested members.

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:

The Treasurer thanked all members for submitting their assessment payments. With the exception of one member, all payments were received timely.

The following February 2016 bills list was included for approval on the consent motion as Resolution 8-16.

FEBRUARY 2016	
2015	\$533.33
2016	\$1,312,733.28
TOTAL	\$1,313,266.61

CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF DECEMBER 2015:

CLOSED	\$0.00
2011	\$0.00
2012	\$104,132.89
2013	\$28,705.97
2014	\$45,811.53

2015	\$234,380.56
TOTAL	\$413,030.95

Treasurer's Report Made Part of Minutes.

ATTORNEY:

No report.

UNDERWRITING MANAGER:

CERTIFICATES OF INSURANCE:

List of certificates was included in the agenda. 3 certificates were issued from December 19, 2015 through January, 15, 2016 and issued 329 certificates at renewal for 2016.

Edward Scioli, the former Underwriting Manager, has resigned from Conner Strong & Buckelew. The fund Deputy Executive Director, Joseph Hrubash noted that a replacement is expected soon for the MEL Underwriting Manager position. Members were distributed MEL Bulletin 16-27 which contains updated contact information for the underwriting team.

Certificates List made part of minutes

SAFETY DIRECTOR:

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 Guarino
Second:	Commissioner Levine
Vote:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion:	Commissioner Rheinhardt
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Second: Commissioner Travisano
Vote: Unanimous

MOTION TO APPROVE CLAIM AUTHORITY PAYMENTS AS PRESENTED IN EXECUTIVE SESSION, EXECUTIVE DIRECTOR'S REPORT, APPROVE RESOLUTION 8-16 APPROVING THE FEBRUARY BILL LISTS, TREASURER'S REPORTS, ATTORNEY'S REPORTS, UNDERWRITING MANAGER'S REPORTS - MONTHLY CERTIFICATES, SAFETY DIRECTOR'S REPORTS, AND MANAGED CARE PROVIDER'S REPORTS

Motion: Commissioner Guarino
Second: Commissioner Brewer
Vote: Unanimous

OLD BUSINESS:

None

NEW BUSINESS:

Commissioner Rheinhardt introduced the new fund commissioner from Kinnelon, Mayor Robert Collins.

PUBLIC COMMENT:

None

MOTION TO ADJOURN:

Moved: Commissioner Brewer
Second: Commissioner Elia
Vote: Unanimous

Meeting Adjourned: 12:20 PM
Jaime Testa, Assisting Secretary

For William Close, Secretary

Date prepared: March 1, 2016

000547			
000547	FRED SEMRAU, ESQUIRE	ATTORNEY FEE 02/2016	2,300.19
			2,300.19
000548			
000548	GRACE BRENNAN	TREASURER FEE 02/2016	2,024.19
			2,024.19
000549			
000549	DAILY RECORD	ASB-70026874 - 1/8/16 - MTG JAN CLA VW	42.92
			42.92
000550			
000550	CONNER STRONG & BUCKLEW	UNDERWRITING MANAGER - 02/2016	943.07
			943.07
000551			
000551	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HSTING 01/16	75.00
			75.00
000552			
000552	THE VOZZA AGENCY	RMC FEE 1ST INSTALL 2016 - NETCONG	2,672.37
000552	THE VOZZA AGENCY	RMC FEE 1ST INSTALL 2016 - BLOOMINGDALE	7,682.13
			10,354.50
		Total Payments FY 2016	1,312,733.28

TOTAL PAYMENTS ALL FUND YEARS \$ 1,313,266.61