

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES MEETING – February 13, 2019
HANOVER TOWNSHIP MUNICIPAL BUILDING
12:00 PM**

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

ROLL CALL OF 2019 EXECUTIVE COMMITTEE:

Denville	Michael Guarino	Present
Stanhope	Brian McNeilly	Present
Netcong	Ralph Blakeslee	Present
Wharton	Jon Rheinhardt	Present
Mount Arlington	Carolyn Rinaldi	Present
East Hanover	Joseph Tempesta	Absent
Pequannock	Adam Brewer	Present

ROLL CALL OF 2019 FUND COMMISSIONERS:

Andover	Diana Francisco	Present
Bloomingtondale	Jon Dunleavy	Present
Boonton Town	Neil Henry	Present
Boonton Township	Barbara Shepard	Present
Butler	Jim Lampmann	Present
Chatham	Robert Hoffman	Present
Chatham Borough	Stephen Williams	Absent
Chester	Marvin Joss	Absent
Dover	Donald Travisano	Absent
Essex Fells	Francine Paserchia	Absent
Florham Park	Bill Huyler	Present
Frelinghuysen	Donna Zilberfarb	Present
Hanover	Silvio Esposito	Present
Hawthorne	Eric Maurer	Present
Hopatcong	Ronald Tappan	Absent
Kinnelon	James Frieda	Present
Lincoln Park	Perry Mayers	Present
Long Hill	Nancy Malool	Absent
Madison	James Burnet	Absent
Mendham Borough	Joyce Bushman	Absent
Mendham Township	Karen Fornaro	Present
Millburn	Jason Gabloff	Absent
Montville	Victor Canning	Absent
Morris Plains	June Uhrin	Absent
Mount Olive	Claudia Tomasello	Present
Mountain Lakes	Mitchell Stern	Present

North Caldwell	Frank Zichelli	Absent
Pompton Lakes	Kevin Boyle	Absent
Randolph	Darren Maloney	Present
Ringwood	Scott Heck	Absent
Rockaway Borough	Sheila Seifert	Present
Rockaway Twp.	Lisa Palmieri	Present
South Orange Village	Adam Loehner	Absent
Sparta	Bill Close	Absent
Washington Twp	Andrew Coppola	Absent
West Caldwell	Nikole Baltycki	Absent
West Milford	Catherine Shanahan	Absent

2019 FUND COMMISSIONER ALTERNATES:

Denville	Steven Ward	Absent
Stanhope	Dana Mooney	Absent
Wharton	Gabrielle Evangelista	Absent
Mount Arlington	Kayleen Pickering	Absent
East Hanover	Kenneth Huelbig	Present
Pequannock	Holly Lyon	Absent
Andover	Maryann Frodella	Absent
Bloomingtondale	Sherry Gallagher	Absent
Boonton Town	Cynthia Oravits	Absent
Butler	James Kozimor	Absent
Chatham	Debra King	Absent
Chatham Borough	Tim Day	Present
Chester	Denean Probosco	Absent
Dover	Kelly Toohey	Absent
Florham Park	Cindy Phillips	Absent
Hanover	Mark Roddy	Absent
Hawthorne	Jennifer Scully	Absent
Lincoln Park	Dina Valente-Stoel	Absent
Mendham Borough	Jeff Cooper	Present
Mendham Township	Debra Bonanno	Absent
Millburn	Alex McDonald	Absent
Montville	June Hercek	Absent
Morris Plains	Jason Kohn	Present
Mount Olive	Christine Stachnick	Absent
Mountain Lakes	Valerie Egan	Absent
North Caldwell	Tami Michelotti	Absent
Rockaway Borough	Patricia Reiche	Absent
Rockaway Twp.	Patricia Seger	Absent
Sparta	Michele Landtau	Present
Washington Twp	Roger Read	Present
West Caldwell	William Wallace	Absent
West Milford	Antoinette Battaglia	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

PERMA Risk Management Services

Cathleen Kiernan
Joseph Hrubash

Attorney/Litigation Management

Dorsey & Semrau, Esq.
Fred Semrau, Esq.

Underwriting Manager

Conner Strong & Buckelew

Safety Director

J.A. Montgomery Risk Control
Brian Maitland
Matt Genna

Treasurer

Grace Brennan

Liability Claims Service

D&H Alternative Risk Solutions, Inc.
Theresa Loudis

Workers Compensation
Claim Service

Qual-Lynx
Claudia Acosta
Caty Lambe

Managed Care

FMCO
Mary Bresadola
Allyson Cronk

Auditor

Nisivoccia LLP

ALSO PRESENT:

Matthew Struck, Treadstone Risk Management
Ernie Reigstad, Skylands Risk Management, Inc.
Karen Waters, IMAC Insurance Agency, LLC
Dominic Cinelli, Brown & Brown Insurance
Wayne F. Deitz, Skylands Risk Management, Inc.
Patty Esposito, Marsh USA
David Sgalia, Cupo Insurance Agency
Mark Todisco, The Chadler Group
Mayor Matthew Dorsi, Long Hill Township
David Vozza, The Vozza Agency
Sharon Cooper, Public Entity Advocates
Sandy Cantwell, PERMA

APPROVAL OF MINUTES -

January 9, 2019 Open & Closed minutes:

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 9, 2019

Motion: Commissioner Tim Day
Second: Commissioner Mitchel Stern
Vote: 22 Ayes, 0 Nays, 9 Abstains

(Commissioners Francisco, Hoffman, Huyler, Zilberfarb, Maurer, Mayers, Huelbig (Alt.), Tim Day (Alt.), Read (Alt.))

CORRESPONDENCE – Executive Director reviewed memo from PERMA discussing the recent cyber-attack that disabled the email system. Mr. Hrubash confirmed that no data was breached, and the system is back up and running.

MONTHLY COMMITTEE REPORTS:

Membership, Marketing & Coverage Committee, John Dunleavy, Chair, Bloomingdale Borough - Committee Chairman Dunleavy reviewed the shared aggregate limit options and emphasized benefits of having catastrophic coverage for minimal investment. Executive Director said that an email was sent today to each member giving them their costs to upgrade to the current limit, if they are not there already. Committee Chairman Dunleavy said the Quasi underwriting for the Athletic Group supplemental application is being reviewed for updates. Executive Director added that a checklist is being developed and will be loaded into Origami.

Finance Committee, Jon Rheinhardt, Chair, Wharton Borough – No report.

Safety Committee, Carolyn Rinaldi, Chair, Mount Arlington Borough – No report.

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

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

Claims Review Committee, Brian McNeilly, Chair, Stanhope Borough – The committee met on February 11th at PERMA’s office, in Parsippany and recommended approval of payment authority requests for 13 workers’ compensation claims totaling \$956,476.24, 1 lien compromise, 5 property claims totaling \$79,599.11, and 6 liability claims totaling \$550,090.68.

EXECUTIVE DIRECTOR/ADMINISTRATOR REPORT:

Executive Director reviewed details for the MEL / RCF / EJIF meeting and retreat, the MEL & MR HIF Educational Seminar; and the Online Elected Officials Training; as outlined in the agenda.

Cyber Task Force: The committee is continuing to look for ways to encourage members to comply with the minimum standards. Please refer to the list in the agenda for members who have submitted their lost control program in order to possibly retrieve part of their deductible in the event of a claim. Six more members have complied with the cyber program, but the response is still low.

Inclement Weather Procedure – In the event of inclement weather and a meeting needs to be postponed or canceled, a notice will be posted on the website and the outgoing phone message.

Due Diligence Reports: Reports are included in the agenda are valued as of December 31, 2018. Statutory surplus stands at \$7 million which is down compared to this time last year, but two thirds of those numbers are reserves and IBNR, and much can change over time as reserves are released. Also driving that number are a couple claims over \$300,000 which is not typical. Loss ratio reports again reflect we are at or above the actuary target, again pointing to the IBNR is making the difference in the surplus. LTFA stand at 1.56, although that’s not great, it reflects the severity of the claims, not the frequency. Morris JIF is still holding the lowest frequency of the 15 JIFs. Executive Director

confirmed that all but one member has updated their employment practices program, and that they too will be able to bring down their deductible once they have completed the updates. Annual contracts and compliance filing is underway.

Executive Director's Report Made Part of Minutes.

TREASURER:

The following February 2019 bills list was included for approval on the consent motion as Resolution 10-19.

February 2019	
2019	\$1,535,554.00
Total	\$1,535,554.00

CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF DECEMBER 2018:

CLOSED	\$0.00
2014	6,816.06
2015	\$127,501.16
2016	\$63,548.32
2017	\$61,481.03
2018	\$274,303.84
TOTAL	\$533,650.41

All assessment bills were all received on time.

Treasurer's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney reported that the MEL has seen some Employment Practices claims, notably one recently that involved 7 plaintiffs with a total cost was over \$4 million dollars, and the town had to make an additional contribution. Morris JIF has been fortunate and diligent in their commitment and training to the prevention of EPL claims.

Lately there has been an increase in questions involving worker's compensation matters, especially when a claimant is returning to work. In response, the Fund Attorney is working with the Executive Director to develop a 'Toolbox' to provide additional guidance and suggestions. Fund Attorney said he will be meeting with the workers compensation attorneys next week to gather more input. If members have a question, specific or general, or would just like additional information, please email the Fund Attorney and he will discuss them in the meetings and respond.

UNDERWRITING MANAGER:

Executive Director said the certificates list for January were over 50 pages, which is typical as January is when the renewal certificates are requested. Therefore that report will either be emailed to members or included in next month's agenda. Please note the cyber list compliance report included in the agenda. A member at Tier 1 compliance can recover \$5,000 of their

deductible, and members at Tier 2 can recover \$7,500. This report will be included in the monthly agenda.

Underwriting manager's report made part of minutes

SAFETY DIRECTOR:

Safety Director noted that Chief Quatrone is no longer at JAM and they are looking for a replacement. Safety Training with Chief Hummel last week was sold out and very well received.

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 Day
Second: Commissioner Blakeslee
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Blakeslee
Second: Commissioner Day
Vote: Unanimous

MOTION TO APPROVE CLAIM AUTHORITY PAYMENTS AS PRESENTED IN EXECUTIVE SESSION, EXECUTIVE DIRECTOR'S REPORT, RESOLUTION 10-19 APPROVING THE FEBRUARY BILL LISTS, TREASURER'S REPORTS, ATTORNEY'S REPORTS, UNDERWRITING MANAGER'S REPORTS, SAFETY DIRECTOR'S REPORTS, AND MANAGED CARE PROVIDER'S REPORTS

Moved: Commissioner Stern
Second: Commissioner Day
Roll call Vote: Unanimous

OLD BUSINESS:

None

NEW BUSINESS:

Commissioner Tom Ciccarone has retired; Chairman Guarino introduced Bob Hoffman from Chatham is replacing him.

PUBLIC COMMENT:

None

MOTION TO ADJOURN:

Moved: Commissioner Dunleavy
Second: Commissioner Henry
Vote: Unanimous

Meeting Adjourned: 12:25 PM
Sandy Cantwell, Assisting Secretary
For Brian McNeilly, Secretary
Date prepared: February 14, 2019

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 10-19

FEBRUARY 2019

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:
BE IT RESOLVED that the Suburban 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.

CheckNumber	VendorName	Comment	InvoiceAmount
001651	Allstate Information Management	Acct# 417 - Arc & Stor - 12.31.18	81.08
001652	Vitale's Deli	Dec Meeting 12.12.18	597.96
001653	White Tornado LLC	Yearly Cleaning - 12.27.18	600.00
001654	Fred Semrau	Litigation Management 2/19 Less 2018 Fee Adj.	16007.05 -2693.13 13313.92
001655	Valley Medical Group	DOT Testing, Training & MRO 4th Q 2018	10980.92
001656	Fred Semrau	Attorney Fee 2/19	2440.97
001657	New Jersey Municipal Environmental JIF	2019 1st Installment	244800.00
001658	Grace Brennan	Treasurer 2/19	2105.88
001659	The Actuarial Advantage	Actuarial Services 2/19	3457.83
001660	Qual-Lynx	Claim Adj 2/19	23179.93
001661	Apex Insurance Services	POL&EPL - QBE Specialty Vol. Emer & Off Liab. - QBE Speciality Tech Err & Om Ins - Excess Cyb Tech Err & Om Ins - Indian Harbor	1053669.00 8175.50 12300.00 26970.00 1101114.50
001662	First Managed Care Option	Managed Care 1/19	21894.33
001663	PERMA	Executive Director 1099 Efiling	28564.65 20.61 28585.26
001664	JA Montgomery Risk Control	Loss Control 2/19	18284.86

001665	New Tech Services Inc.	Web Maint 1/19	75.00
		Web Maint 2/19	75.00
			150.00
001666	Conner Strong & Buckelew	Underwriting Fee 2/19	1001.00
001667	Lenape Claims Management, Inc.	Claim Fees 2/19	20009.52
001668	Borough of Kinnelon	RMC 1st Install	9859.00
001669	The Vozza Agency	RMC - 1st Install - Netcong	3267.00
		RMC - 1st Install - Bloomingdale	8433.00
			11700.00
001670	Anthony S. Cupo Agency	RMC - 1st Install - Boonton	3262.00
		RMC - 1st Install - Chatham	11252.00
		RMC - 1st Install - Rockaway	6798.00
			21312.00
001671	Daily Record	Acct:ASB-70026874 - 2019 MTG - 1.24.19	57.79
001672	Sparta Township	Meeting 1/19	27.25

1535554.00

TOTAL PAYMENTS ALL FUND YEARS \$1,535,554.00