

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES MEETING – OCTOBER 14, 2020
VIA TELECONFERENCE CALL
12:00 PM**

Meeting of Fund Commissioners was called to order by Chairman McNeilly, who read the Open Public Meeting Notice as follows: In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I. sending sufficient notice to the Daily Record and The Star Ledger
- II. advance written notice of this meeting was filed with the Clerk/Administrator of each member municipality and,
- III. posting this notice on the Public Bulletin Board of all member municipalities

Chairman McNeilly asked for Roll Call.

ROLL CALL OF 2020 EXECUTIVE COMMITTEE:

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

ROLL CALL OF 2020 FUND COMMISSIONERS:

Andover	Patricia Bussow	Present
Bloomingtondale	Jon Dunleavy	Present
Boonton Town	Neil Henry	Present
Boonton Township	Douglas Cabana	Absent
Butler	Jim Lampmann	Present
Chatham Township	Robert Hoffmann	Present
Chatham Borough	Stephen Williams	Present
Chester	Margaret Nordstrom	Present
Dover	John Schmidt	Present
Essex Fells	Francine Paserchia	Absent
Florham Park	Bill Huyler	Absent
Frelinghuysen	Donna Zilberfarb	Absent
Hanover	Silvio Esposito	Present
Hawthorne	Eric Maurer	Present
Hopatcong	Ronald Tappan	Absent
Kinnelon	James Frieda	Absent
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	Rosanne Denman	Absent
Mount Olive	Claudia Tomasello	Present
Mountain Lakes	Mitchell Stern	Present
North Caldwell	Kevin O'Sullivan	Present
Pompton Lakes	Kevin Boyle	Absent
Randolph	Darren Maloney	Present
Ringwood	Scott Heck	Absent
Riverdale	Paul Carelli	Absent
Rockaway Borough	Patricia Reiche	Absent
Rockaway Township	Lisa Palmieri	Absent
South Orange Village	Adam Loehner	Absent
Sparta	Bill Close	Absent
Washington Twp	Andrew Coppola	Absent
West Caldwell	Nikole Baltycki	Absent
West Milford	William Senande	Absent

2020 FUND COMMISSIONER ALTERNATES:

Stanhope	Dana Mooney (Alt.)	Absent
Mount Arlington	Kayleen Knight (Alt.)	Absent
Denville	Steven Ward (Alt.)	Absent
Netcong	Elmer Still (Alt.)	Absent
Wharton	Bill Hamilton (Alt.)	Absent
East Hanover	Kenneth Huelbig (Alt.)	Absent
Andover	Toni Grisaffi (Alt.)	Absent
Bloomington	Sherry Gallagher (Alt.)	Absent
Boonton Town	Cynthia Oravits (Alt.)	Absent
Butler	James Kozimor (Alt.)	Absent
Chatham Township	Debra King (Alt.)	Absent
Chatham Borough	Thaddeus Kobylkarz (Alt.)	Absent
Chester	Denean Probosco (Alt.)	Absent
Dover	John Bennett (Alt.)	Absent
Florham Park	Cindy Phillips (Alt.)	Absent
Hanover	Mark Roddy (Alt.)	Absent
Hawthorne	Jennifer Scully (Alt.)	Absent
Kinnelon	Charlie Daniel (Alt.)	Absent
Lincoln Park	Dina Valente-Stoel (Alt.)	Absent
Mendham Borough	Jeff Cooper (Alt.)	Absent
Mendham Township	Debra Bonanno (Alt.)	Absent
Millburn	Alex McDonald (Alt.)	Absent
Montville	June Hercek (Alt.)	Absent

Morris Plains	Michael Koroski (Alt.)	Present
Mount Olive	Andrew Tatarenko (Alt.)	Absent
Mountain Lakes	Marcy Gianattasio (Alt.)	Absent
North Caldwell	Tami Michelotti (Alt.)	Absent
Rockaway Borough	Kimberly Cuspilich (Alt.)	Present
Rockaway Township	Patricia Seger (Alt.)	Absent
Sparta	Michele Landtau (Alt.)	Absent
Washington Twp	Roger Read (Alt.)	Absent
West Caldwell	William Wallace (Alt.)	Absent
West Milford	Catherine Shanahan (Alt.)	Present

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
Brian Maitland

Treasurer

Grace Brennan

Liability Claims Service

D&H Alternative Risk Solutions, Inc.
Theresa Laoudis

Workers Compensation
Claim Service

Qual-Lynx
Claudia Acosta
Caty Lambe

Managed Care

FMCO
Suzanne Rajsteter

Auditor

Nisivoccia LLP
Stacy Russo

Actuary

Actuarial Advantage
Kyle Mrotek

ALSO PRESENT:

Jimmy Homsy, Millburn
Frank Covelli, P.I.A.
Sharon Cooper, P.I.A.
Wayne F. Dietz, Skylands Risk Management, Inc.
Pat Cassidy, RD Parisi
David Vozza, The Vozza Agency
Dominick S. Cinelli, Brown & Brown Metro LLC

Dave Sgalia, Cupo Insurance Agency
Lindsay Travali, Acrisure
Patty Esposito, Marsh USA, Inc.
Jennifer Matos, Henry O. Baker Insurance Group
Charlotte Wendland, Henry O. Baker Insurance Group
Jennifer Conicella, PERMA
Sandy Cantwell, PERMA

APPROVAL OF MINUTES -
September 9, 2020 Open minutes:

MOTION TO APPROVE OPEN MINUTES OF SEPTEMBER 9, 2020:

Motion: Commissioner Guarino
Second: Commissioner Stern

Vote: 14 Ayes, 9 Abstain
(Commissioners Schmidt, Bussow, Nordstrom, Esposito, Maurer, Mayers,
Maloney, Cuspilich (Alt.), Shanahan (Alt))

CORRESPONDENCE – None.

MONTHLY COMMITTEE REPORTS:

Membership, Marketing & Coverage Committee, John Dunleavy, Chair, Bloomingdale Borough - Fund office has received membership submissions for 2 towns; once underwriting review is complete, a meeting of the Committee will be scheduled. In addition, the agenda included an application submitted by Millburn to add its newly created Business Improvement District to its coverages. The action was added to the consent agenda.

Finance Committee, Jon Rheinhardt, Chair, Wharton Borough – The committee met on September 14th and October 8th to review the draft 2021 Budget; minutes were enclosed in Appendix II and III. Committee Vice-Chairman Maloney reviewed the draft budget, reflecting an increase of 1.29%. Commissioner Maloney highlighted the loss funds as recommended by the Fund Actuary and the assessments for coverage with the MEL, the EJIF and QBE’s primary POLEPL policy. In particular, Commissioner Maloney noted that the Morris JIF premiums for POLEPL is decreasing by 3%, but Cyber premiums is projected to increase significantly. The date for the next meeting and the public hearing will be Tuesday, November 10, due to Veterans Day.

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

Contracts and Rules Committee, Ralph Blakeslee, Chair, Netcong Borough – The committee is scheduled to meet via teleconference on October 20th at 2:00 pm to review responses to the Fund’s Competitive Contracting RFPs for Underwriting Manager, Litigation Manager, Executive Director and Treasurer. Executive Director said this year we have asked the vendors if they will commit to the fees as determined by the board, and therefore the awards will not impact the budget.

Legal Review Committee, William Close, Chair, Sparta Township – Attorney said the Committee had a meeting on September 30th and they discussed the performance of members

of the defense panel. Commissioner Rheinhardt suggested a spreadsheet to get more financial analysis of the cases. Minutes of the meeting were distributed to the Board.

Claims Review Committee, Mitchell Stern, Chair, Mountain Lakes Borough – The committee met on Tuesday October 13th via conference call and recommended approval of payment authority requests for 8 Workers’ Compensation Claims totaling Payment Authority Requests of \$562,220.76, 3 Property Claim totaling Payment Authority Requests of \$82,716.34, and 2 Liability Claims totaling Payment Authority Requests of \$74,798.00. Executive Director said the PARs were emailed in advance of today’s meeting there were no questions submitted by the deadline so there is no need for an Executive Session today.

EXECUTIVE DIRECTOR/ADMINISTRATOR REPORT:

2021 Budget – Proposed 2021 Budget was distributed as a separate presentation along with the October agenda. NOTE: the November meeting will be held on Tuesday, since the second Wednesday falls on Veterans Day.

Motion to introduce the 2021 budget in the amount of \$20,612,651 and schedule a public hearing on Tuesday, November 10, 2020 at 12:00 pm.

Motion:	Commissioner Guarino
Second:	Commissioner Stern
Role Call Vote:	23 Ayes, 0 Nays, 0 Abstentions

2020 Fiscal Management Plan Amendment - The Fund Office has been notified that Ms. Janet Buggle has retired from Qual-Lynx. Ms. Buggle is an authorized signer on the Qual-Lynx claims accounts; therefore, she should be removed. Investors Bank has requested a revised Resolution to remove her as a signatory. This will be added to the consent agenda.

Residual Claims Fund (RCF): The public hearing on the RCF 2021 budget will be held on October 21, 2020 at 10:30AM at via Zoom audio/video. A copy of the RCF’s 2021 Proposed Operating Budget, as introduced is included in the agenda.

Environmental JIF: The public hearing on the EJIF 2021 budget will be held on October 21, 2020 at 10:50AM via Zoom audio/video. A copy of the EJIF’s 2021 Proposed Budget, as introduced is included in the agenda.

MEL JIF: The MEL adopted their 2021 budget and flat rate table at the June 3rd meeting; copies of the budget were previously distributed. The MEL will be meeting on October 21, 2020 at 11:15AM via Zoom audio/video. The assessment will change as the exposures change, but the budgeted rates will remain flat. The commercial market is not giving a flat rate table and we expect to see increases. MEL Executive Director is working with the Underwriting Manager to explore alternatives.

2021 Membership Renewals – Twelve members are scheduled to renew fund membership by January 1, 2021. As no members gave notice by October 1st that they were looking at other options, all have renewed and the fund office will follow up to get the remaining paperwork.

Cyber Task Force: The MEL’s Cyber Task Force has been working on modifications to the MEL’s Cyber Risk Management Program and is expecting to complete soon. Members that have already met the criteria for one or both current tiers will have their deductible reimbursement extended for 6 months to give them time to make any updates and maintain compliance.

D2 Cybersecurity – Status Report – Attached is monthly status report from the cyber security provider which recaps member participation and training to date.

Due Diligence Reports: The August Financial Fast Track shows the Fund at \$7.7 surplus, which is up from year-end. Note that 2016, which is showing a deficit, will be transferred to the RCF at the end of year, and that money will come from the closed year account. This is the benefit of maintaining the closed year account. The Loss Ratio report shows loss ratio by year. The LTAF report has the Fund at 1.09, which is less than two employees for every 100 having had a lost time accident. The COVID claims are not included in these numbers, as they are being measured separately. Last year the LTAF at this time was 1.48. Although municipalities have continued operations there have been modifications that appear to have reduced the accident rate temporarily. The EPL compliance shows current deductibles, which will be in place until June 1, 2021, when everyone will need to be compliant to maintain their deductibles. The carrier has not requested a higher deductible for any member in the Fund.

An email was sent to the Commissions from the Fund office notifying them of a seminar to review the new policy manuals and answer any questions. The seminar, scheduled for October 29th, is open to administrators, Commissioners and the town attorneys. The training requirements for the managers and supervisors this year is combined with Protecting Our Children From Abuse training and that is being offered by JA Montgomery. They are offering a number of instructor led webinars and continue to offer them in 2021.

Executive Director’s Report Made Part Of Minutes.

TREASURER:

The 4th quarter assessments are due, notices were sent to members with balances. The 2020 October bills list and August claims transfer is included for approval on the consent motion.

October 2020	
2020	\$143,262.12
Total	\$143,262.12

CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF AUGUST 2020:

CLOSED	\$0
2016	\$73,963.93
2017	\$41,729.08
2018	\$141,466.51
2019	\$190,409.81
2020	\$270,061.95
TOTAL	\$717,631.28

Treasurer’s Report Made Part of Minutes.

ATTORNEY:

Fund Attorney said if you have any questions or comments on the new Personnel manual and Employee Handbook models, please email them before the October 29th webinar. There will be a large audience and they would like to address questions as efficiently as possible. There will be a practice session next week if anyone would like to participate.

Fund Attorney gave an overview of a slip and fall case in Hawthorne. The court gave zero arbitration, and as it was not appealed, a motion for summary judgement is being prepared and Fund Attorney said he expects the town to be excused from the case without liability.

Fund Attorney introduced Christopher Woods, who is a worker's compensation attorney and has been on the panel for two years and has been a good asset to the Fund. Mr. Woods gave a brief overview of his professional focus, and said he appreciates working for the Fund and hopes to continue and grow the relationship.

SAFETY DIRECTOR:

Safety Director said in addition to the agenda reports, please note there are two evening sessions being offered for the Protection of Children from Abuse seminar in October. Executive Director said this course meets the POL/EPL requirement for Managers and Supervisors training because there is an employment practices element to the training.

Safety Director's Report Made Part of Minutes.

UNDERWRITING MANAGER:

CERTIFICATES OF INSURANCE: Report on Certificates issued and Cyber report submitted for information.

Underwriting manager's report made part of minutes

MANAGED CARE:

Managed Care Provider's Report Made Part of Minutes

MOTION TO APPROVE CLAIM AUTHORITY PAYMENTS AS DISTRIBUTED ELECTRONICALLY, EXECUTIVE DIRECTOR'S REPORT, RESOLUTION 34-20 AMENDING THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND 2020 FISCAL MANAGEMENT PLAN, RESOLUTION 35-20 APPROVING THE OCTOBER BILLS LIST, THE ADDITION OF THE MILLBURN BUSINESS IMPROVEMENT DISTRICT WITH \$1,000 PREMIUM, ATTORNEY'S REPORTS, UNDERWRITING MANAGER'S REPORTS, SAFETY DIRECTOR'S REPORTS, AND MANAGED CARE PROVIDER'S REPORTS

Moved: Commissioner Esposito
Second: Commissioner Brewer
Roll call Vote: Unanimous

OLD BUSINESS:

None.

NEW BUSINESS:

None.

PUBLIC COMMENT:

None.

MOTION TO ADJOURN:

Moved: Commissioner Guarino
Second: Commissioner Esposito
Vote: Unanimous

Meeting Adjourned: 12:37 PM
Sandy Cantwell, Assisting Secretary
For Carolyn Rinaldi, Secretary
Date prepared: November 4, 2020

RESOLUTION NO: 34-20
MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
(hereafter referred to as “THE FUND”)
AMENDING THE FUND’S FISCAL MANAGEMENT PLAN
FOR THE 2020 FUND YEAR

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.); and

WHEREAS, THE FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.) ; and

WHEREAS, THE FUND adopted Resolution 2-20 at Reorganization which included designating signatories; and

WHEREAS, THE FUND has determined the need to amend the signatories for the Workers’ Compensation Accounts;

NOW, THEREFORE BE IT RESOLVED, THE FUND’s Governing Body hereby appoints the following professionals for the 2020 Fund Year:

- III.** All funds for Claims payments shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two (2) of the following Workers Compensation TPA representatives, duly authorized pursuant to this Resolution.

Workers Compensation TPA Signatories:

Dave Ruber, Qual Lynx

Alice Lihou, Qual Lynx

Grace Brennan, Fund Treasurer

Adopted by the Governing Body this 14th day of October, 2020.

Morris County Municipal Joint Insurance Fund

By: Brian McNeilly Chairperson
Carolyn Rinaldi, Secretary

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 35-20

October 2020

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 2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002096			
002096	FIRST MCO	MANAGED CARE FEE 9/20	24,460.74
			24,460.74
002097			
002097	HAWTHORNE BOROUGH	CHECK DEPOSIT ERROR 10/20	135.00
			135.00
002098			
002098	FRED SEMRAU ESQ.	LITIGATION MANAGEMENT 10/20	16,473.45
002098	FRED SEMRAU ESQ.	ATTORNEY FEE 10/20	2,083.33
			18,556.78
002099			
002099	QUAL-LYNX	CLAIM ADJ SERVICES 10/20	23,872.49
			23,872.49
002100			
002100	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 10/20	17,857.50
002100	J.A. MONTGOMERY RISK CONTROL	LAW ENFORCEMENT 10/20	1,250.00
			19,107.50
002101			
002101	LENAPE CLAIMS MANAGEMENT INC.	CLAIM FEES 10/20	20,585.64
			20,585.64
002102			
002102	PERMA RISK MANAGEMENT SERVICES	POSTAGE 9/20	24.40
002102	PERMA RISK MANAGEMENT SERVICES	ADMIN FEE 10/20	29,369.63
			29,394.03
002103			
002103	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 10/20	3,527.08
			3,527.08
002104			
002104	GRACE BRENNAN	TREASURER FEE 10/20	2,147.99
			2,147.99
002105			
002105	DAILY RECORD	ACCT: ASB-70026874 - AD - 9.02.20	44.03
			44.03
002106			
002106	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 10/20	1,021.00
			1,021.00
002107			
002107	ALLSTATE INFORMATION MANAGEMNT	ACCT#417 - ARC & STOR - 8.31.20	119.44
			119.44
002108			

002108	NEWTECH SERVICES INC.	WEB MAINT/HOST, DIS REC & WEB SERV 10/20	262.50 262.50
002109			
002109	NJ ADVANCE MEDIA	ACCT#1000909712 - AD - 9.03.20	27.90 27.90
		Total Payments FY 2020	143,262.12
		TOTAL PAYMENTS ALL FUND YEARS	143,262.12

Brian McNeilly, Chairperson
Carolyn Rinaldi, Secretary
Grace Brennan, Treasurer