

**MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND
OPEN MINUTES MEETING – APRIL 13, 2022
HANOVER MUNICIPAL BUILDING
12:00 PM**

Meeting of Fund Commissioners was called to order by Chairwoman Rinaldi, 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

Chairwoman Rinaldi led the board in the Pledge of Allegiance.

Chairwoman Rinaldi asked for 2022 Roll Call.

ROLL CALL OF 2022 FUND COMMISSIONERS:

Mount Arlington	Carolyn Rinaldi	Present
Pequannock	Adam Brewer	Present
Netcong	Ralph Blakeslee	Present
East Hanover	Joseph Tempesta	Present
Mountain Lakes	Mitchell Stern	Present
Rockaway Township	Lisa Palmieri	Absent

Andover	Patricia Bussow	Absent
Bloomingtondale	Mike Sondermeyer	Present
Boonton Town	Neil Henry	Absent
Boonton Township	Douglas Cabana	Absent
Butler	Jim Lampmann	Present
Chatham Township	Robert Hoffmann	Present
Chatham Borough	Stephen Williams	Present
Chester	Margaret Nordstrom	Present
Denville	Steven Ward	Present
Dover	John Schmidt	Absent
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 Freda	Absent
Lincoln Park	Perry Mayers	Absent
Long Hill	Nancy Malool	Absent
Madison	James Burnet	Absent

Mendham Borough	Joyce Bushman	Absent
Mendham Township	Jason Gabloff	Present
Millburn		
Montville	June Hercek	Present
Morris Plains	Rosanne Denman	Absent
Mount Olive	Claudia Tomasello	Present
North Caldwell	Kevin O'Sullivan	Absent
Pompton Lakes	Kevin Boyle	Absent
Randolph	Debbie Bonanno	Present
Ringwood	Scott Heck	Absent
Riverdale	Paul Carelli	Absent
Rockaway Borough	Patricia Reiche	Absent
South Orange Village	Adam Loehner	Present
Sparta	Neil Spidaletto	Absent
Stanhope	Brian McNeilly	Absent
Washington Twp	Andrew Coppola	Absent
West Caldwell	Nikole Baltycki	Absent
West Milford	William Senande	Absent
Wharton	Joseph Kovalcik	Absent

2022 FUND COMMISSIONER ALTERNATES:

Mount Arlington	Lauren Schaeffner (Alt.)	Absent
Netcong	Elmer Still (Alt.)	Absent
East Hanover	Kenneth Huelbig (Alt.)	Absent
Mountain Lakes	Chief Shawn Bennett (Alt.)	Absent
Rockaway Township	Patricia Seger (Alt.)	Absent

Andover	Toni Grisaffi (Alt.)	Absent
Bloomingtondale	Sherry Gallagher (Alt.)	Absent
Boonton Town	Cynthia Oravits (Alt.)	Absent
Butler	James Kozimor (Alt.)	Absent
Chatham Township	Debra King (Alt.)	Absent
Chatham Borough	Karen Fornaro (Alt.)	Absent
Chester	Denean Probosco (Alt.)	Absent
Denville	Jessica Falce (Alt.)	Absent
Dover	John Bennett (Alt.)	Present
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
Madison	Chrissy Mahler	Absent

Mendham Borough	Jeff Cooper (Alt.)	Absent
Mendham Township	Ross Johnson (Alt.)	Absent
Millburn	Jesse Moehlman (Alt.)	Absent
Montville	Nicholas Breiner (Alt.)	Absent
Morris Plains	Chief Michael Koroski (Alt.)	Present
Mount Olive	Andrew Tatarenko (Alt.)	Absent
North Caldwell	Tami Michelotti (Alt.)	Absent
Riverdale	Lisa O'Neill (Alt.)	Absent
Rockaway Borough	Robert O'Connor (Alt.)	Absent
Sparta	Michele Landtau (Alt.)	Present
Stanhope	Dana Mooney (Alt.)	Absent
Washington Twp	Roger Read (Alt.)	Present
West Caldwell	William Wallace (Alt.)	Absent
West Milford	Catherine Shanahan (Alt.)	Absent
Wharton	Bill Hamilton (Alt.)	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

PERMA Risk Management Services
Cathleen Kiernan

Attorney/Litigation Management

Dorsey & Semrau, LLC.
Dawn Sullivan, Esq.

Safety Director

J.A. Montgomery Consulting
Brian Maitland
John Schwartz
Ken Schulz

Treasurer

Grace Brennan

Liability Claims Service

Lenape Claims Management
Theresa Laoudis

Workers Compensation
Claim Service

Qual-Lynx
Claudia Acosta

Managed Care

FMCO
Mary Bresadola

ALSO PRESENT:

William Close, former Fund Commissioner
Jon Rheinhardt, former Fund Commissioner
Dave Sgalia, Anthony S. Cupo Agency
Wayne Ring, Brown & Brown
Ernie Reigstad, Skylands Risk Management
Patrick Cassidy, RD Parisi
Craig Sutherland, Meeker Sharkey & Hurley

Renee Bays, Meeker Sharkey & Hurley
Karen Waters, IMAC Insurance Company
Amy Pieroni, Acrisure
Lindsay Travali, Acrisure
Frank Covelli, P.I.A.
Don Sciolaro, P.I.A.
Charlotte Wendland, Henry O. Baker, Inc.
Sandy Cantwell, PERMA

APPROVAL OF MINUTES -

MOTION TO APPROVE OPEN MINUTES OF MARCH 9, 2022:

Motion: Commissioner Willams
Second: Commissioner Stern
Vote: 18 Ayes, 0 Nays, 4 Abstains
(Commissioners Sondermeyer, Lampmann, Landtau (Alt.), Read (Alt.))

CORRESPONDENCE – None

MONTHLY COMMITTEE REPORTS:

Membership, Marketing & Coverage Committee, Jim Lampmann, Chair – No report.

Finance Committee, Jason Gabloff, Chair – No report.

Safety Committee, Bill Huyler, Chair –Executive Director said a list of the Safety Incentive Awards was included in the agenda and vouchers are being processed.

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

Legal Review Committee, Adam Brewer, Chair – No report.

Claims Review Committee, Mitchell Stern, Chair – Committee Chairman Stern said the committee met on April 11 at PERMA offices and via teleconference. The committee recommended approval of payment authority requests for 12 Workers' Compensation Claims totaling \$890,977.94, 6 Property Claims totaling \$170,689.35 and 3 Liability Claims totaling \$168,643.00.

EXECUTIVE DIRECTOR/ADMINISTRATOR REPORT:

Informational Discussion: Chairwoman Rinaldi and Secretary Brewer recognized that a number of Morris JIF Commissioners have newly joined the board over the last couple of years and would benefit from periodically highlighting an aspect of the JIF's operations. For 2022, we are going to highlight the Due Diligence Reports, Underwriting & Coverage, GAP and GASBY Accounting, Actuarial Loss Fund Projections/Incurred But Not Reporting-Reserved (IBRN). This month's meeting will be an explanation of the monthly due diligence reports.

Executive Director distributed annotated exhibits for the monthly due diligence reports and reviewed each with the board. For the financial fast track, a brief explanation of each line was provided. For the loss ratio report, Executive Director noted the report is intended to measure paid and reserved claims against the budget and actuarial development targets and then compare Fund

years based on the age of each year. Executive Director reviewed the OSHA formula used to generate lost time accident frequency and said the intent is to correlate the number of lost time accidents to hours worked and then compare to hours worked for a 100 person workforce. That procedure allows for performance comparison between entities with varying employee counts.

2022 MEL/RCF/EJIF March 25th Meeting & Retreat: The MEL, RCF and EJIF held their March meetings in conjunction with the MEL Annual Retreat. This year's retreat was held on March 25th at the Princeton Marriott. The purpose of the retreat was to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Commissioner McNeilly's report for the RCF and EJIF meetings and Commissioner Brewer's report on the MEL meeting were included in the agenda.

2022 MEL, MR HIF & NJCE JIF Educational Seminar: The 11th annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 29th and Friday, May 6th from 9AM to 12PM. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF). A notice was distributed to members, risk managers and professionals via email.

2021/2022 Elected Officials Seminar: The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. A copy of the flyer with instructions to complete the course was included in the agenda and distributed to commissioners via email.

The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2022. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is approximately 5% of the member's assessment.

D2 Cybersecurity – Status Report – The monthly status report from the cyber security provider recapping members' participation and training to date was included in the agenda. Note that the 'Phishing Results Successful %' is in reference to members that clicked on a link or email that they should not have clicked on and therefore was successful for the hacker. The 'Fully Trained' column is referring to this year's program and does not reference prior year program completion.

2022 Financial Disclosures: JIF Commissioners can begin the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing. The Division of Local Government Services has released Local Finance Notice 2022-06 containing filing instructions for local government officers. The JIF roster has been updated and emails with filing information are being sent to Fund Commissioners and Professionals. Please note the filing deadline is April 30th and the Local Finance Board has issued violations in the past for not filing.

MEL Cyber Liability JIF – Resolution 17-22: In response to the growing number of cyber claims, a committee was formed at the MEL's 2022 Reorganization meeting to research the creation of a special JIF to insure Cyber Liability. The committee is comprised of MEL Commissioners, Executive Directors and Professionals. Cyber claims continue to outpace the premium. The Cyber JIF, if formed, will serve much like the Environmental JIF, providing resources and services to members to help them control exposure

and manage claim events. To enable the committee to move forward with a feasibility study, two JIFs are needed to indicate their intent to join. Resolution 17-22 will indicate the JIF's non-binding intent to join the MEL Cyber Liability JIF. Hearing no questions or objections, the resolution was added to the consent agenda.

Due Diligence Reports: The February Fast Track and Loss Time Accident Frequency reports were reviewed in detail during the Executive Director's report. All other reports are included as informational.

Chairwoman thanked Executive Director for her work to provide the additional review of the monthly due diligence reports and encouraged members to review the materials and ask questions.

Executive Director's Report Made Part of Minutes.

TREASURER:

Resolution 16-22 for April 2022 bills list was included for approval on the consent motion.

April 2022	
2021	\$175.00
2022	\$2,871,695.91
Total	\$2,871,870.91

CLAIMS PAYMENT AND IMPREST TRANSFERS AS OF FEBRUARY 2022:

CLOSED	\$0
2018	\$50,967.74
2019	\$57,838.09
2020	\$99,236.06
2021	\$277,688.74
2022	\$73,250.79
TOTAL	\$558,981.42

Treasurer's Report Made Part of Minutes.

ATTORNEY'S REPORT:

Ms. Sullivan said the Fund Attorney advises members to attend the MEL, MR HIF & NJCE JIF Educational Seminar which will be conducted virtually on 2 half-day sessions: Friday, April 29th and Friday, May 6th from 9AM to 12PM. The seminar provides credits and the information is tailored to what members are experiencing on a daily basis.

Ms. Sullivan said Fund Attorney has reviewed the case of Marinaccio vs East Hanover with the Claims Review Committee. Claimant had received a parking ticket and was attempting to build a class action suit with others that had received tickets in the past years. The case was moved from one panel attorney and assigned to Bill Johnson. The case was dismissed in federal district court, and again in court of appeals and is now closed, giving a favorable outcome to the JIF.

UNDERWRITING MANAGER:

Executive Director said the Cyber report shows the current compliance tier for all members. Based on a member’s completed compliance tier, some or all of the \$25,000 deductible can be recovered in event of a claim. A new report has been added to show the level of compliance across all JIFs.

CERTIFICATES OF INSURANCE: Monthly insurance certificates report included.

Underwriting manager’s report and Certificates made part of minutes

SAFETY DIRECTOR: Safety Director introduced Ken Schulz, Assistant Director for Public Sector, who was recently promoted and is joining the service team for the JIF. Safety Director gave an overview of the safety report and the various trainings being used and available to members.

Safety Director’s Report Made Part of Minutes.

MANAGED CARE: Managed Care Provider gave an overview of their reports and savings to date.

Managed Care Provider’s Report Made Part of Minutes

Executive Session: Executive Director confirmed that the claims information had been sent to the board and the Claims Committee recommends approval. There were no questions for discussion in Executive Session.

Executive Director said the current process is to email a list of claims before the Claims Committee meeting to the Commissioners. After the meeting, a list of PARs recommended for payment by the committee is emailed to the Commissioners. The Claims Administrators have been printing 45 copies of the PARs to distribute at the Board meetings. As the PARs have already been received by the Commissioners via email, it has been suggested that the Claims Administrators forgo printing and distributing the PARs at the Board meeting. No comments or objections were made to the suggestion.

MOTION TO APPROVE RESOLUTION 16-22 APRIL BILLS LIST, RESOLUTION 17-22 EVIDENCING INTENT TO JOIN THE NEW JERSEY CYBER RISK MANAGEMENT FUND, CLAIM AUTHORITY PAYMENTS AS SUBMITTED, EXECUTIVE DIRECTOR’S REPORT, TREASURER’S REPORTS, ATTORNEY’S REPORTS, UNDERWRITING MANAGER’S REPORTS - MONTHLY CERTIFICATES, SAFETY DIRECTOR’S REPORTS, AND MANAGED CARE PROVIDER’S REPORTS

Moved: Commissioner Blakeslee
Second: Commissioner Williams
Roll call Vote: Unanimous

OLD BUSINESS:

Chairwomen Rinaldi thanked Jon Rheinhardt for 20 years of service to the Morris JIF. Chairwoman Rinaldi said Mr. Rheinhardt has served the local JIF but also the MEL, the EJIF and the RCF and gave significant amounts of his time and talent – most notably to the formation of the Joint Cash Management & Investment Program. Mr. Rheinhardt thanked the Fund for the acknowledgement and said he was pleased to be a part of the many changes over the years and feels the work has made for a better organization.

NEW BUSINESS:

None.

PUBLIC COMMENT:

None.

MOTION TO ADJOURN:

Moved:	Commissioner Mayers
Second:	Commissioner Stern
Vote:	Unanimous

Meeting Adjourned: 12:37 PM
Sandy Cantwell, Assisting Secretary
For Adam Brewer, Secretary

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 16-22

APRIL 2022

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 2021

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002521			
002521	NEWTECH SERVICES INC.	WEBSITE 10/21	175.00
			175.00
		Total Payments FY 2021	175.00

FUND YEAR 2022

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002522			
002522	MUNICIPAL EXCESS LIABILITY JIF	FPB Q2 2022	5,327.50
			5,327.50
002523			
002523	FIRST MCO	MANAGED CARE 3/22	25,448.95
			25,448.95
002524			
002524	MUNICIPAL EXCESS LIABILITY JIF	MEL PROP Q2 2022	476,711.25
002524	MUNICIPAL EXCESS LIABILITY JIF	MEL Q2 2022	1,065,745.43
			1,542,456.68
002525			
002525	APEX INS SERV c/o QBE INSURANCE	VDO POL/EPL INSTALL 2 OF 2 2022	8,498.00
002525	APEX INS SERV c/o QBE INSURANCE	POL/EPL INSTALL 2 OF 2 2022	1,106,946.50
			1,115,444.50
002526			
002526	FRED SEMRAU ESQ.	LITIGATION MGT 4/22	17,138.97
			17,138.97
002527			
002527	QUAL-LYNX	TPA 4/22	24,836.93
			24,836.93
002528			
002528	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 4/22	18,344.61
002528	J.A. MONTGOMERY RISK CONTROL	LAW ENFORCEMENT 4/22	1,313.28
			19,657.89
002529			
002529	LENAPE CLAIMS MANAGEMENT INC.	TPA 4/22	21,417.31
			21,417.31
002530			
002530	PERMA RISK MANAGEMENT SERVICES	POSTAGE 3/22	139.14
002530	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 4/22	30,556.17
002530	PERMA RISK MANAGEMENT SERVICES	POSTAGE 2/22	69.02
			30,764.33
002531			
002531	THE ACTUARIAL ADVANTAGE	ACTUARY 4/22	3,808.18
			3,808.18
002532			
002532	FRED SEMRAU, ESQUIRE	ATTORNEY FEE 4/22	2,167.50
			2,167.50
002533			
002533	GRACE BRENNAN	TREASURER 4/22	2,234.77
			2,234.77
002534			
002534	CONNER STRONG & BUCKELEW	SELECTIVE INS - SURETY BOND 2022	3,032.00
			3,032.00
002535			
002535	THE RODGERS GROUP, LLC	POLICE ACCRED POPTON LKS & HOPATCONG #9	5,816.67
			5,816.67
002536			
002536	MUNICIPAL EXCESS LIABILITY JIF	MSI Q2 2022	27,719.75
			27,719.75

002537			
002537	DAILY RECORD	AD 1.7.22	43.60
			43.60
002538			
002538	CONNER STRONG & BUCKELEW	UNDERWRITING MGR 4/22	1,062.00
			1,062.00
002539			
002539	VITALES DELI	3/22 MEETING LUNCH	741.85
			741.85
002540			
002540	NEWTECH SERVICES INC.	WEBSITE 4/22	175.00
			175.00
002541			
002541	RIVERDALE BOROUGH	RMC 1ST INSTALL 2022	6,622.00
			6,622.00
002542			
002542	ACCESS	ARC SERVICE AND STORAGE 2.28.22	4.88
002542	ACCESS	ARC SERVICE AND STORAGE 2.28.22	133.20
			138.08
002543			
002543	MOUNTAIN LAKES BOROUGH	RMC 1ST INSTALL 2022	6,216.00
			6,216.00
002544			
002544	ANTHONY S. CUPO AGENCY	TWP OF CHATHAM 1ST INSTALL 2022	3,590.00
002544	ANTHONY S. CUPO AGENCY	TWP OF CHATHAM PRO RATED JAN-APRIL 2022	5,835.45
			9,425.45
		Total Payments FY 2022	2,871,695.91
		TOTAL PAYMENTS ALL FUND YEARS	2,871,870.91

Carolyn Rinalid Chairwoman

Attest:

Adam Brewer, Secretary Dated: April 13, 2022

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims

Grace Brennan, Treasurer

RESOLUTION 17-22

MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND

EVIDENCING INTENT TO JOIN

THE NEW JERSEY CYBER RISK MANAGEMENT FUND

WHEREAS, a number of Joint Insurance Funds in the State of New Jersey have decided to establish the NEW JERSEY CYBER RISK MANAGEMENT FUND (hereinafter the "FUND") as permitted by N.J.S.A. 40A:10-36; and

WHEREAS, NJAC 11:15-2.6 (b) 13 provides that the FUND's initial application for approval by the Department of Banking and Insurance must be accompanied by resolutions from at least two local units evidencing their intent to join the FUND;

NOW THEREFORE, BE IT RESOLVED, THAT the Morris County Municipal Joint Insurance Fund (hereinafter the "JIF") does hereby resolve that:

- (1) The JIF intends to join the FUND from 12:01 a.m. standard time, January 1, 2023 until 12:01 a.m. standard time, January 1, 2026, for the purpose of providing cyber risk coverage.
- (2) "CYBER RISK" means a peril in the electronic information environment by which injuries, damages and other losses ensue. The exact definition of "cyber risk" or similar terms for any line of insurance coverage shall be the definition in the excess insurance or reinsurance policy purchased by the Fund unless superseded by the policy issued by the Fund, and
- (3) This resolution is not binding on the JIF to join the FUND

By: Carolyn Rinaldi, Chairwoman

Date: 4/13/22

Attest: Adam Brewer, Secretary