

**SUBURBAN ESSEX JOINT INSURANCE FUND**

**March 20, 2018**

**NUTLEY PARKS & RECREATION BUILDING**

**9:30 AM**

The meeting was called to order by Chairman Mauro Tucci. Open Public Meeting Notice read into record.

**ROLL CALL OF 2018**

Mauro Tucci, Chair  
Steve Rovell, Sec  
Thomas Duch  
John Serapiglia, Jr.  
Danielle Ireland  
Joseph Catenaro  
Carrie Nawrocki  
Allan Susen  
Karen Yeamans  
Richard Budris  
Keri Eglentowicz  
Charles Cuccia

**FUND COMMISSIONERS:**

Township of Nutley Present  
Belleville Township Present  
City of Garfield Absent  
Passaic Manchester Regional HS Absent  
Borough of Prospect Park Absent  
Fairfield Township Absent  
Hudson Reg'l Health Commission Present  
Borough of Haledon Absent  
Nutley Board of Education Absent  
Essex Reg'l Health Commission Present  
Town of Secaucus Absent  
Little Falls Township Present

**2018 FUND COMMISSIONER ALTERNATES:**

Charles Voorhees Town of Secaucus Present  
Vincent Cozzarelli Belleville Township Absent  
Andrew J. Pavlica City of Garfield Present  
Brian Zinn Manchester Regional HS Absent  
John Marmora Nutley Bd. Of Ed. Present  
Regina Goham Hudson Reg'l Health Commission Absent  
Leena Abaza Borough of Haledon Absent  
Marisol Leguizamon Essex Reg'l Health Commission Absent

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator

Perma Risk Management Services  
**Cathleen Kiernan**

Attorney

Piro, Zinna, Cifelli, Paris & Genitempo  
**Frank Zinna**

Claim Services

Qual-Lynx  
**Claudia Acosta**

Treasurer

**William Homa**

Safety

J.A. Montgomery Risk Control  
**Brian Maitland**

Underwriter

Conner Strong & Buckelew  
**Edward Cooney - Absent**

Managed Care

FMCO  
**Mary Bresadola**

**OTHERS PRESENT:**

Ken Schulz, J.A. Montgomery

Karen Waters, IMAC  
Barry Maurillo, IMAC  
Frank DeMaio, Nutley  
Mary Fenui, Nutley  
Robert Searle, Searle Agency  
Joe Rude, EBCSG  
Danielle Voda, Fairview Insurance  
Dawn Makowski, Alexander Agency  
Joseph Hrubash, Perma  
Tracy Lopez, Perma

**APPROVAL OF MINUTES:** February 20, 2018 – Open Minutes  
February 20, 2018 – Closed Minutes

**MOTION TO APPROVE OPEN AND CLOSED MINUTES AS NOTED ABOVE**

**MOTION:** Commissioner Cuccia  
**SECOND:** Commissioner Rovell  
**VOTE:** Unanimous

**Correspondence**

None

**EXECUTIVE DIRECTORS REPORT**

**2018 MEL/RCF/EJIF March 7<sup>th</sup> Meeting & Retreat**

Executive Director said the MEL, RCF and EJIF meetings of March 7, 2018 have been rescheduled in conjunction with the MEL Annual Retreat at the Hyatt Regency, 102 Carnegie Center Drive in Princeton for Friday, April 6, 2018. The original date of March 7<sup>th</sup> was cancelled due to Winter Storm Quinn. The retreat allows the sub-committees of the MEL to provide an overview of what they have worked on in the 2017 year and their topics for the 2018 year.

**2018 MEL & MR HIF Educational Seminar**

Executive Director said the 8<sup>th</sup> annual seminar is scheduled for Friday, April 20<sup>th</sup>, 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 was also distributed by email to fund commissioners and risk managers.

**Online Elected Officials Training Course**

Executive Director said every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected official completing the course by May 1<sup>st</sup>. Instructor-led sessions locations and dates are posted on the MEL website at njmel.org. Enclosed are the instructions on how to access the course on-line; the training video is approximately 24 minutes long and is focused on Planning Boards as claims against planning boards has been an area of activity.

## **2018 Financial Disclosures**

Executive Director said Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. It is expected the Division of Local Government Services will distribute a notice in March and forms will need to be filed by April 30<sup>th</sup>.

## **League Magazine**

The latest in the series of “Power of Collaboration” to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights the MEL mobile application available to download.

## **Cyber Task Force**

Executive Director said the MEL’s Task Force last met on February 15<sup>th</sup> to outline its next steps. Task force plans to work on a program to educate members on the tools available to them through the MEL. In addition, we are in the final stages of updating the MEL Personnel Policies and Procedures Manual, the more common changes will touch upon the communications policy addressing social media.

## **Risk Management Information/Operating System (RMIS)**

Executive Director said as previously reported, the MEL awarded a contract to Origami Risk to provide the online underwriting database and this past summer marked the last renewal utilizing the Exigis program.

The data has been successfully transitioned to Origami. All respective database users and risk management consultants should have received an email with instructions to log into Origami. Mr. Hrubash added that the new database will allow Perma to gather claim detail reports which was one of the advantages the Exigis did not provide; this will give us the ability to identify trends and other claim detail reports. Industry standards indicate that most pooling management systems have their own claim reporting system.

## **Closed Session**

### **RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES: PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION.**

<b>MOVED:</b>	Commissioner Cuccia
<b>SECOND:</b>	Commissioner Rovell
<b>VOTE:</b>	Unanimous

### **MOTION TO RETURN TO OPEN SESSION:**

<b>MOVED:</b>	Commissioner Marmora
<b>SECOND:</b>	Commissioner Cuccia
<b>VOTE:</b>	Unanimous

### **MOTION TO AUTHORIZE CLAIMS ADMINISTRATOR AND MANAGED CARE PROVIDER TO WORK WITH MR. JOHN KEEFE IN PROVIDING**

**CLAIM DETIAL RELATIVE TO PERScription MEDICATIONS ASSOCIATED WITH WORKERS COMPENSATION CLAIMS FOR THE PURPOSE OF POTENTIAL OPIOIDS INVESTIGATION.**

**MOVED:** Commissioner Rovell  
**SECOND:** Commissioner Cuccia  
**VOTE:** Unanimous

**2018 Prima Conference**

Executive Director said the PRIMA Conference is scheduled for June 3-6, 2018, Indiana Convention Center, Indianapolis, IN. Registration is now open and available on line at [www.primacentral.org](http://www.primacentral.org). It would be the Board of Commissioners decision to adopt resolution 8-18 to allow interested members to attend.

**MOTION TO ADOPT RESOLUTION #8-18 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR ATTENDANCE OF BOARD OF COMMISSIONERS AT THE ANNUAL PRIMA RISK MANAGEMENT CONFERENCE JUNE 2-6, 2018.**

**MOTION:** Commissioner Rovell  
**SECOND:** Commissioner Cuccia  
**VOTE:** Unanimous

**Annual Safety Luncheon**

Executive Director said the Suburban Essex JIF Safety Luncheon originally scheduled for March 15, 2018 was cancelled and rescheduled for Tuesday April 10, 2018 at Nanina's in the Park, located at 540 Mill Street, Belleville, NJ at 12:00 PM.

**April Meeting**

Executive Director said traditionally, the Fund does not meet in April. It would be the Board's decision to pass a motion approving the cancellation and processing contracted expenses.

**MOTION TO CANCEL THE APRIL FUND MEETING AND AUTHORIZE THE TREASURER TO PROCESS CONTRACTED EXPENSES FOR THE MONTH OF APRIL.**

**MOTION:** Commissioner Pavlica  
**SECOND:** Commissioner Cuccia  
**VOTE:** Unanimous

**TREASURER REPORT**

Fund Treasurer referred to the report as distributed for the months of February 2018.

The March bill list was also reviewed as distributed.

**RESOLUTION 09-18 PAYMENT OF VOUCHERS:**

FUND YEAR	AMOUNT
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2017	\$ 304.39
2018	\$ 161,881.32
Total	\$ 162,185.71

**CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF TRANSFERS FOR THE MONTH OF FEBRUARY 2018:**

2014:	\$ 41,347.31
2015:	\$ 83,558.74
2016:	\$ 51,226.30
2017:	\$ 99,412.06
2018:	\$ 40,995.52

**MOTION TO ADOPT RESOLUTION 9-18 APPROVING THE MARCH BILL LIST AND APPROVE CONFIRMATION & CERTIFICATION OF THE MARCH CLAIM PAYMENTS AND RECOVERIES AS SUBMITTED.**

**MOTION:** Commissioner Rovell  
**SECOND:** Commissioner Cuccia  
**VOTE:** Unanimous

*Treasurer's Report & Investment Report made part of the minutes.*

**ATTORNEY**

Fund Attorney referred the agenda report as distributed.

*Attorney Report made part of the minutes.*

**UNDERWRITING MANAGER**

Executive Director referred to the Underwriting Manager Report as distributed and memo outlining the acquisition of XL Catlin by AXA; a global insurer. Members should not expect any change in the business of the primary cyber liability insurer moving forward and will be informed with further details as they become available.

**MANAGED CARE**

Managed Care provider reviewed the agenda report as distributed for the month of February 2018 which indicates \$668,884 in provider bills, repriced at \$135,701 resulting in a savings of \$533,183 or 80%.

*Managed Care Report made part of the minutes.*

**SAFETY DIRECTOR**

Safety Director referred to the safety report as distributed noting February activities taken place upcoming training sessions by the MEL Safety Institute and the latest safety bulletins that were distributed to members.

**Closed Session**

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:  
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION.**

**MOVED:** Commissioner Pavlica  
**SECOND:** Commissioner Marmora  
**VOTE:** Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

**MOVED:** Commissioner Cuccia  
**SECOND:** Commissioner Marmora  
**VOTE:** Unanimous

**MOTION TO APPROVE PAYMENT AUTHORITY REQUESTS FOR FILE NUMBERS  
AS SUBMITTED WITH EXCEPTON TO FILE #001193873 WHICH IS A RCF  
(RESIDUAL CLAIMS FUND) CLAIM.**

**MOVED:** Commissioner Rovell  
**SECOND:** Commissioner Catenaro  
**VOTE:** Unanimous

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENT:**

None

**MOTION TO ADJOURN:**

**MOVED:** Commissioner Rovell  
**SECOND:** Commissioner Marmora  
**VOTE:** Unanimous

**MEETING ADJOURNED: 10:42AM**

**SUBURBAN ESSEX JOINT INSURANCE FUND**

**RESOLUTION #8-18**

**RESOLUTION AUTHORIZING ADVANCED TRAVEL EXPENSES FOR  
AUTHORIZED OFFICIAL TRAVEL**

**WHEREAS**, N.J.S.A. 40a:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel; and

**WHEREAS**, certain Commissioner(s) of the Suburban Essex Joint Insurance Fund may need to travel to the PRIMA Conference on or about June 3, 2018 for the purpose of attending a seminar on public entity risk management and pooling, and;

**WHEREAS**, the Treasurer has certified that funds are available from the 2018 miscellaneous contingency budget not to exceed \$3,500 per attending commissioner, and;

**WHEREAS**, the Commissioner(s) representing the Suburban Essex Joint Insurance Fund will verify their expenses and any excess cash will be repaid to the Suburban Essex Joint Insurance Fund along with a detailed bill of items or demand, and the certification of affidavit required by N.J.S.A. 40A:5-16 which will be submitted within 10 days after the completion of the travel for which the advance was made;

**NOW THEREFORE BE IT RESOLVED**, that the Treasurer is hereby instructed to make up to \$3,500 in advance or reimbursement payment for the attending Commissioners of the Suburban Essex Joint Insurance Fund.

**SUBURBAN ESSEX  
JOINT INSURANCE FUND**

# SUBURBAN ESSEX JOINT INSURANCE FUND BILLS LIST

Resolution No. 9-18

MARCH 2018

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Suburban Essex 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 2017**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001361</b>			
001361	4ALLPROMOS	LEVEL NOTEPAD TAPE MEASURE 340-TM109	304.39
			<b>304.39</b>
		Total Payments FY 2017	304.39

**FUND YEAR 2018**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001362</b>			
001362	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES - 03/2018	11,567.14
			<b>11,567.14</b>
<b>001363</b>			
001363	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 03/2018	26,790.54
			<b>26,790.54</b>
<b>001364</b>			
001364	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 03/2018	4,702.37
			<b>4,702.37</b>
<b>001365</b>			
001365	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING 2/20/18 - HALEDON	87.40
001365	DYNAMIC TESTING SERVICES LLC	DRUG TESTING 2/20/18 - BELLEVILLE	162.30
001365	DYNAMIC TESTING SERVICES LLC	DRUG TESTING 2/20/18 - HALEDON	216.40
001365	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING 2/20/18 - BELLEVILLE	43.70
001365	DYNAMIC TESTING SERVICES LLC	DRUG TESTING 1/25/18 - FAIRFIELD	108.20
001365	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING 1/25/18 - FAIRFIELD	43.70
001365	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING 2/20/18 - PROSPECT PARK	174.80
001365	DYNAMIC TESTING SERVICES LLC	DRUG TESTING 2/20/18 - PROSPECT PARK	216.40
			<b>1,052.90</b>
<b>001366</b>			
001366	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 02/2018	21.73
001366	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 03/2018	22,150.33
			<b>22,172.06</b>
<b>001367</b>			
001367	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 03/2018	2,677.00
			<b>2,677.00</b>
<b>001368</b>			
001368	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY FEE 02/2018	6,964.08
			<b>6,964.08</b>
<b>001369</b>			
001369	WILLIAM M. HOMA, CPA	TREASURER FEE 03/2018	1,285.75
			<b>1,285.75</b>
<b>001370</b>			



001370	NEWTECH SERVICES, INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 3/18	75.00
			<b>75.00</b>
<b>001371</b>			
001371	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 03/2018	718.00
			<b>718.00</b>
<b>001372</b>			
001372	ALLSTATE INFORMATION MANAGEMNT	ACCT: 415 - ACT & STOR 01/31/2018	55.70
			<b>55.70</b>
<b>001373</b>			
001373	FAIRVIEW INSURANCE AGENCY	RMC FEE 03/2018 - SECAUCUS TOWN	3,000.00
001373	FAIRVIEW INSURANCE AGENCY	RMC FEE 02/2018 - SECAUCUS TOWN	3,000.00
			<b>6,000.00</b>
<b>001374</b>			
001374	IMAC INSURANCE AGENCY, LLC	LESS 2017 OVERPAYMENT (POLICE ACCRED)	-719.56
001374	IMAC INSURANCE AGENCY, LLC	RMC FEE 1ST 2018 - BELLEVILLE TWP	59,079.10
001374	IMAC INSURANCE AGENCY, LLC	RMC FEE 1ST 2018 - FAIRFIELD TWP	16,438.22
			<b>74,797.76</b>
<b>001375</b>			
001375	BROWN & BROWN METRO, INC.	RMC FEE 2ND QTR 2018 - HUDSON RHC	990.99
001375	BROWN & BROWN METRO, INC.	RMC FEE 1ST QTR 2018 - HUDSON RHC	990.99
001375	BROWN & BROWN METRO, INC.	RMC FEE 1ST QTR 2018 - ESSEX RHC	520.52
001375	BROWN & BROWN METRO, INC.	RMC FEE 2ND QTR 2018 - ESSEX RHC	520.52
			<b>3,023.02</b>
		Total Payments FY 2018	161,881.32

**TOTAL PAYMENTS ALL FUND YEARS \$162,185.71**