

SUBURBAN ESSEX JOINT INSURANCE FUND

March 21, 2017

NUTLEY PARKS & RECREATION BUILDING

9:30 AM

The meeting was called to order by Secretary Steven Rovell. Open Public Meeting Notice read into record.

ROLL CALL OF 2017

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

2017 FUND COMMISSIONER ALTERNATES:

Charles Voorhees Town of Secaucus Absent
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
Marisol Leguizamon Hudson Reg'l Health Commission Absent
Leena Abaza Borough of Haledon Absent
Grace Murray Essex Reg'l Health Commission Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator

Perma Risk Management Services
Cathleen Kiernan

Attorney

Piro, Zinna, Cifelli, Paris & Genitempo
Angelo Cifelli

Claim Services

Qual-Lynx
Caty Lambe

Treasurer

William Homa

Safety

J.A. Montgomery Risk Control
Ken Schulz

Underwriter

Conner Strong & Buckelew
Edward Cooney

Managed Care

FMCO
Kelly Royce

OTHERS PRESENT:

Karen Waters, IMAC Insurance
Robert Searle, C. Walter Searle Insurance
Joe Rude, EBCSG
Frank DeMaio, Nutley
Dawn Makowski, Al Alexander Agency
Frank Covelli, PIA Insurance
Zach Edleman, Fairview Insurance
Marie Vicchiarriello, C. Walter Searle Insurance
Aricka Simms, Brown & Brown Metro

APPROVAL OF MINUTES: February 21, 2017– Open Minutes
February 21 2017 – Closed Minutes

MOTION TO APPROVE OPEN AND CLOSED MINUTES AS NOTED ABOVE

MOTION:	Commissioner Marmora
SECOND:	Commissioner Eglentowicz
VOTE:	Unanimous

Correspondence

None.

EXECUTIVE DIRECTORS REPORT

RCF, EJIF & MEL Meetings

Executive Director said the RCF, EJIF and the MEL held their respective public meeting on Wednesday, March 1, 2017 at the Forsgate, Jamesburg, NJ. Commissioner Catenaro and Chairman Tucci’s report of each meeting were reviewed as distributed.

Executive Director noted that the 2017 Commissioners Retreat was held on February 17, 2017 and noted that the MEL has many sub-committees that meet during the year; this retreat allows for an overview to Commissioners of what has transpired over the prior year.

There were keynote speakers that consisted of original members that provided their take on what the public market was at the time Joint Insurance Funds were formed compared to how the market is now. Executive Director said the MEL Board appointed Princeton Strategic Communications and Acrisure to the new Marketing Consultant and Marketing Manager positions to review rebranding the MEL system, new membership and membership retention.

Assembly Bill 4234

Executive Director referred to a memorandum that was distributed to members urging MEL members to contact the Assembly to support legislation that will allow the Joint Insurance Funds to expand their investment opportunities. Many members already adopted Resolutions supporting this bill. The bill has passed in the Senate. We are asking members to contact legislatures to urge that A4234 be posted for adoption in the Assembly.

2017 MEL & MR HIF Educational Seminar

Executive Director said as reported last month, the 7th annual seminar is scheduled for Friday, April 21st, 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 has also been distributed by email to fund commissioners and risk managers.

2017 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 30th.

Cyber Security Training

Executive Director's office has reached out to the contact person provided by Commissioner Rovell for pricing options to provide the Cyber Security Training to members of the Fund. The training is geared to all employees rather than training for Fund Commissioners. Costs are in the range of \$20 per employee and include initial training on cyber risks, testing and follow up training. The greatest risk is still employees clicking on links that then activate a virus.

Commissioner Rovell said, in the army, this training has been a very useful tool for which employees are tested each year to see if they are remaining true to the training and further noted the three levels of cyber crimes which are physical, hacking and opening emails.

Commissioner Nawrocki said that it may be much more effective if an outside source were to come into their facilities rather than just having employers have employees change their passwords, it would be another level of training.

Commissioners authorized the release of an RFQ and will decide whether or not to pursue based on results.

MOTION TO AUTHORIZE THE EXECUTIVE DIRECTORS OFFICE TO ISSUE AN RFQ FOR CYBER SECURITY TRAINING SERVICES TO ITS MEMBERS.

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Eglentowicz
VOTE:	Unanimous

League Magazine

Executive Director referred to the latest in the series of "Power of Collaboration" to appear in the League magazine. This advertisement highlights the MEL Safety Institute.

2017 Prima Conference

Executive Director said the PRIMA Conference is scheduled for June 4-7, 2017, Phoenix, AZ at the Phoenix Convention Center. Registration is now open and additional information is available on line at www.primacentral.org. If there is a Board member interested in attending, you may contact the Fund office.

MOTION TO ADOPT RESOLUTION #10-17 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR ATTENDANCE AT THE ANNUAL RISK MANAGEMENT CONFERENCE BY INTERESTED BOARD OF FUND COMMISSIONERS

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Marmora
VOTE:	Unanimous

Annual Safety Luncheon

Executive Director reminded everyone that the Suburban Essex JIF Safety Luncheon originally scheduled for March 14, 2017 was cancelled due to weather and rescheduled for Tuesday March 28, 2017 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 Marmora
VOTE:	Unanimous

Pro Forma Financial Reports

Executive Director referred to monthly reports noting that the January Financial Fast Track will be delayed due to the closing of year end 2016 financial records. The balance of the reports for the month of January were reviewed by the Executive Director and also of note, the member manuals will be distributed shortly as we await receipt of policies from QBE on the EPL/POL program.

TREASURER REPORT

Fund Treasurer referred to the report as distributed for the month of February 2017 and reviewed the March bill list.

RESOLUTION 11-17 PAYMENT OF VOUCHERS:

FUND YEAR	AMOUNT
2016	\$ 1,980.45
2017	\$ 124,871.08
Total	\$ 126,851.53

RESOLUTION CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF TRANSFERS FOR THE MONTH OF FEBRUARY 2017:

2013:	\$ 20,386.43
2014:	\$ 35,734.24
2015:	\$ 153,490.59
2016:	\$ 45,651.78
2017:	\$ 14,819.86

MOTION TO ADOPT RESOLUTION 11-17 APPROVING THE MARCH BILL LIST AND APPROVE CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES AS SUBMITTED.

MOTION:	Commissioner Marmora
SECOND:	Commissioner Catenaro
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

Underwriting Manager's report was reviewed as distributed.

MANAGED CARE

Managed Care provider reviewed the agenda report as distributed for the month of February 2017 which indicates \$425,079 in provider bills, repriced at \$154,177 resulting in a savings of \$270,902 or 64%.

Managed Care Report made part of the minutes.

SAFETY DIRECTOR

Safety Director reviewed the agenda report as distributed outlining loss control surveys, MSI classes which are available on the MSI Learning Management System. In addition, Safety Director referred to distributed Safety Director message addressing the recently announced coverage for owned unmanned aircraft systems or drones. The MEL Coverage Bulletin can be viewed on the MEL website as MEL Bulletin 17-28.

Safety Director also referred to and reviewed S:ERVE program and Safe Patient Lifting for First Responders.

Safety Director noted the change in date of the Safety Luncheon and encouraged registration if registration is not completed as of yet.

Secretary Rovell questioned the use of drones by residents/persons that hover their drones over municipal fireworks displays; as last July, there were several drones hovering, not owned by the municipality.

Safety Director responded that the coverage now available is for members of the MEL; not to persons outside of the Fund owning drones.

CLAIMS SERVICE

Closed Session

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

MOVED:	Commissioner Catenaro
SECOND:	Commissioner Pavlica
VOTE:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

MOVED:	Commissioner Catenaro
SECOND:	Commissioner Marmora
VOTE:	Unanimous

MOTION TO APPROVE PAYMENT AUTHORITY REQUESTS FOR FILE NUMBERS AS SUBMITTED.

MOVED:	Commissioner Marmora
SECOND:	Commissioner Eglentowicz
VOTE:	Unanimous

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

None.

MOTION TO ADJOURN:

MOVED:
SECOND:
VOTE:

Commissioner Pavlica
Commissioner Catenaro
Unanimous

MEETING ADJOURNED: 10:20AM

SUBURBAN ESSEX JOINT INSURANCE FUND

RESOLUTION #10-17

**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 4, 2017 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 2017 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. **11-17**

MARCH 2017

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 2016

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001154			
001154	EMPLOYEE BENEFITS CONSULTING	RMC FEE 2016 - MANCHESTER REG'L HS	1,980.45
			1,980.45
		Total Payments FY 2016	1,980.45

FUND YEAR 2017

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001155			
001155	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES 03/2017	11,340.34
			11,340.34
001156			
001156	APEX INS SRVS c/o BEAZLEY	TECH ERRORS & OMISSIONS - 1OF2 INSTALL	2,540.00
			2,540.00
001157			
001157	QUAL-LYNX	CLAIMS ADJUSTING SERVICES - 03/2017	26,265.23
			26,265.23
001158			
001158	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 03/2017	4,226.00
			4,226.00
001159			
001159	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 3/2/17 - BELLEVILLE	42.84
001159	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 3/2/17 - BELLEVILLE	159.12
			201.96
001160			
001160	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 02/2017	27.06
001160	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECOTR FEE 03/2017	20,369.50
001160	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECOTR FEE 01/2017 - ADJUST	599.58
001160	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECOTR FEE 02/2017 - ADJUST	599.58
			21,595.72
001161			
001161	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 03/2017	2,624.00
			2,624.00
001162			
001162	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY FEE 02/2017	6,837.66
			6,837.66
001163			
001163	WILLIAM M. HOMA, CPA	TREASURER FEE 03/2017	1,260.58
			1,260.58

001164			
001164	NEWTECH SERVICES, INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 3/17	75.00
			75.00
001165			
001165	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 03/2017	703.92
			703.92
001166			
001166	ALLSTATE INFORMATION MANAGEMNT	ACCT: 415 - ACT & STOR 1/31/2017	36.83
			36.83
001167			
001167	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 1ST 2017 - LITTLE FALLS TWP	13,775.12
001167	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 1ST 2017 - GARFIELD CITY	33,388.72
			47,163.84
		Total Payments FY 2017	124,871.08

TOTAL PAYMENTS ALL FUND YEARS \$ 126,851.53