

SUBURBAN ESSEX JOINT INSURANCE FUND

February 20, 2018

NUTLEY ANNEX 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 Present
Fairfield Township Present
Hudson Reg'l Health Commission Absent
Borough of Haledon Absent
Nutley Board of Education Absent
Essex Reg'l Health Commission Present
Town of Secaucus Present
Little Falls Township Present

2018 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
Regina Goham Hudson Reg'l Health Commission Present
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
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
Mary Bresadola

OTHERS PRESENT:

Karen Waters, IMAC
Barry Maurillo, IMAC
Claudia Acosta, Qual-Lynx
Frank DeMaio, Nutley
Mary Fenui, Nutley
Robert Searle, Searle Agency
Bruce Nash, FMCO
Joe Rude, EBCSG
Frank Covelli, PIA
Danielle Voda, Fairview Insurance
Dawn Makowski, Alexander Agency

APPROVAL OF MINUTES: January 16, 2018 – Open Minutes
January 16, 2018 – Closed Minutes

MOTION TO APPROVE OPEN AND CLOSED MINUTES AS NOTED ABOVE

MOTION:	Commissioner Rovell
SECOND:	Commissioner Cuccia
VOTE:	Unanimous

Correspondence

None

EXECUTIVE DIRECTORS REPORT

2018 MEL/RCF/EJIF March 7th Meeting & Retreat

Executive Director said the MEL, RCF and EJIF will hold their March 7th meetings in conjunction with the MEL Annual Retreat at the Hyatt Regency, 102 Carnegie Center Drive in Princeton, NJ. The meetings of each Fund will take place first followed by the one day Annual Retreat; due to the many sub-committees of the MEL this allows for an overview of what has been progressing with each committee of the MEL and will also be expanded to the EJIF and RCF to also give a report.

2018 MEL & Municipal Re-Insurance Health Insurance Fund Educational Seminar

Executive Director said the 8th annual seminar is scheduled for Friday, April 20th, 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 will also be 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 1st. Instructor-led sessions locations and dates are posted on the MEL website at njmel.org. This course is available online; enclosed are the instructions on how to access the course. The online course is geared for Planning Board exposure and how it affects liability; if members have attended an in person training, the video is still a very valuable tool to view.

MEL Mobile Application

Executive Director said the MEL updated its website (njmel.org) and launched a mobile application in November. We encourage everyone to download the mobile application and register for a "role(s)". The MEL will use the mobile application to issue "push alerts" based on municipal and authority roles. By registering for a "role(s)", you will be able to limit alerts to information meaningful to you. Enclosed is the material emailed to members in November providing instructions to download and register.

Cyber Task Force

The MEL's Cyber Task Force met on February 15, 2018 to set forth its 2018 objectives one of which consisted of the Risk Management Program now offered to control your risk; currently there is \$10,000 deductible associated with a claim however the program will offer opportunity to reduce your deductible if you meet the requirements under this program. The Committee is also working on a webinar for members to review which may include members that have experience a cyber liability claim. Cyber Liability is a growing risk and the Committee will continue to meet to review this exposure.

D2 & Kean University - Cyber Security Training Update

Executive Director referred to the status report from D2 & Kean University which outlines the total number of users phished, the number of successful phishing clicks, the number of users enrolled in the training site, and how many have completed just one and all nine of the courses. This training is also considered as one of the components under the Cyber Liability Risk Control Program.

Risk Management Information/Operating System (RMIS)

Executive Director said the MEL awarded a contract to Origami Risk to provide the online underwriting database; anticipated launch date is early January 2018. This past summer marked the last renewal utilizing the Exigis program. The system will remain locked as the data is transitioned to the new platform and verified. Once verification is complete, then the new platform will be made available to members to amend their schedules. We are also working with Origami on training. Executive Director said we will generate emails to members and risk managers providing a link to access Origami which will prompt you to provide your email and create a password. There will also be a link provided for an introductory video in addition to a webinar however, for most, reviewing the video may be enough and the webinar may not be needed as the system is very user-friendly.

Annual Safety Luncheon

Executive Director said the Suburban Essex JIF Safety Luncheon will take place at Nanina's in the Park, located at 540 Mill Street, Belleville, NJ on Thursday, March 15, 2018 at 12:00 PM.

Commissioner Cuccia advised that this may be a conflict for most members as there is a conference for this time for financial personnel.

Executive Director said we will review other dates and possible rescheduling.

Inclement Weather Procedure

As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meeting(s), Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

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Pro Forma Financial Reports

Executive Director reviewed December reports which included monthly Financial Fast-track, Interest Rate Summary Comparison, Loss Ratio Analysis by fund year and line of coverage, Claim Activity Report, Lost Time Accident Frequency, Lost Days Report and MSI Usage report. In addition, the Regulatory Checklist, EPL/POL status report and the current list of Risk Management Consultant agreements were reviewed. Executive Director noted that the 2017 year end Lost Time Accident Frequency report reflects that all JIFs are under 2.50 where in years past the average was 5.71.

Executive Director noted that the MEL Personnel Committee is finalizing changes in the Personnel Manual; those changes will be updated and provided to members and will include updates to the discrimination policy to include things such as breast feeding rooms and updates to the Media Policy.

Executive Director also noted that discussions have taken place regarding the marijuana legislation, although not passed in New Jersey as of yet discussions are underway. Commissioner Cuccia questioned the zoning laws within the legislation, will they be written with area restrictions similar to those of a bar, adult store or facility within a school zone as the town could be sued without property planned zoning. Executive Director said these are topics for discussion with the

MEL Legislative Committee and currently this is not part of the current training video which for planning boards under the MEL Elected Official Training.

TREASURER REPORT

Fund Treasurer referred to the report as distributed for the months of December 2017 and January 2018.

The February bill list was also reviewed as distributed.

RESOLUTION 07-18 PAYMENT OF VOUCHERS:

FUND YEAR	AMOUNT
2017	\$ 55.74
2018	\$ 1,023,710.76
Total	\$ 1,023,766.70

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

2014:	\$ 40,276.43
2015:	\$ 25,877.20
2016:	\$ 43,857.41
2017:	\$ 180,419.56
2018:	\$ 10,218.17

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

MOTION:	Commissioner Rovell
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

Executive Director referred to the Underwriting Manager Report as distributed noting the recent memo provided outlining the MEL Cyber Updates inclusive of the MEL being recognized by the National Cyber Security Alliance as a Data Privacy Day Champion for the recent cybersecurity work with their membership. The memo also highlighted caution for members as this time of year is a very popular time for phishing attempts as it is tax season, similar to those we may see around the holiday season and urged members to take extra precaution.

MANAGED CARE

Managed Care provider reviewed the agenda report as distributed for the month of January 2018 which indicates \$411,202 in provider bills, repriced at \$107,559 resulting in a savings of \$303,643 or 74%.

Managed Care Report made part of the minutes.

SAFETY DIRECTOR

Brian Maitland introduced himself as the newly appointed Safety Director for the Suburban Essex JIF due to the resignation of David McHale and the retirement of Joanne Hall.. Ken Schulz will remain as the Fund's main primary contact for all on-site visits, safety committees and safety related resources. Safety Director continued to review their report as distributed and as discussed earlier, once the dates are finalized for the Safety Luncheon, the invitation will be sent to all respective members.

CLAIMS SERVICE

Caty Lambe of Qual-Lynx introduced Claudia Acosta as the newly appointed Account Manager for the Suburban Essex JIF and also outlined the 2018 Service Team of Qual-Lynx for the Fund.

Closed Session

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

MOVED:	Commissioner Catenaro
SECOND:	Commissioner Rovell
VOTE:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

MOVED:	Commissioner Marmora
SECOND:	Commissioner Cuccia
VOTE:	Unanimous

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

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: 10:25AM

SUBURBAN ESSEX JOINT INSURANCE FUND BILLS LIST

Resolution No. **7-18**

FEBRUARY 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>
001339			
001339	PERMA RISK MANAGEMENT SERVICES	2017 1099 AATRIX FILINGS	15.92
			15.92
001340			
001340	ALLSTATE INFORMATION MANAGEMNT	ACCT: 415 - ACT & STOR 12/31/2017	39.82
			39.82
		Total Payments FY 2017	55.74

FUND YEAR 2018

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001341			
001341	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 1ST QTR 2018	1,757.90
			1,757.90
001342			
001342	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES - 02/2018	11,567.14
001342	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES - 01/2018	11,567.14
			23,134.28
001343			
001343	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 1ST QTR 2018	77,028.88
001343	MUNICIPAL EXCESS LIABILITY JIF	MEL 1ST QTR 2018	261,764.18
			338,793.06
001344			
001344	APEX INSURANCE SRVS c/o XL INS	TECH ERRORS & OMISSIONS 1OF2 INSTALL'18	4,440.00
			4,440.00
001345			
001345	APEX INS SRVS c/oQBE SPECIALTY	VOLUNT EMERG SRVCS DIR & OFF 1OF2 2018	2,052.00
001345	APEX INS SRVS c/oQBE SPECIALTY	POL & EPL 1 OF 2 INSTALLMENT 2018	456,490.00
			458,542.00
001346			
001346	APEX INS SRVS c/o BEAZLEY	TECH ERRORS & OMISSIONS 1OF2 INSTALL'18	2,540.00
			2,540.00
001347			
001347	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 02/2018	26,790.54
			26,790.54
001348			
001348	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 02/2018	4,702.37
001348	J.A. MONTGOMERY RISK CONTROL	FOCUS CLAIMS - 01/2018	1,920.00
			6,622.37

001349			
001349	DYNAMIC TESTING SERVICES LLC	DRUG/ALCOHOL TESTING 1/10/18 - SECAUCUS	297.84
001349	DYNAMIC TESTING SERVICES LLC	DRUG/ALCOHOL TESTING 1/3/18 - GARFIELD	297.84
001349	DYNAMIC TESTING SERVICES LLC	DRUG/ALCOHOL TESTING 1/3/18 - BELLEVILLE	201.96
			797.64
001350			
001350	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 01/2018	28.98
001350	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 02/2018	22,150.33
			22,179.31
001351			
001351	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 02/2018	2,677.00
001351	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 01/2018	2,677.00
			5,354.00
001352			
001352	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY FEE 01/2018	6,970.08
			6,970.08
001353			
001353	WILLIAM M. HOMA, CPA	TREASURER FEE 02/2018	1,285.75
			1,285.75
001354			
001354	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2018	8,226.01
			8,226.01
001355			
001355	NEWTECH SERVICES, INC.	MONTHLY WEBISTE MAINTENANCE/HOSTNG 02/18	75.00
			75.00
001356			
001356	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 02/2018	718.00
			718.00
001357			
001357	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 1ST INSTALL 2018 - LITTLE FALLS	14,145.88
			14,145.88
001358			
001358	SCHOOL POOL FR EXCESS LIAB LTS	BOES - 2ND INSTALLMENT BALANCE DUE 2/18	97,112.00
			97,112.00
001359			
001359	EMPLOYEE BENEFITS CONSULTING SRVC	RMC FEE 1ST & 2ND 2018 MANCHESTER RHS	4,148.90
			4,148.90
001360			
001360	NJ ADVANCE MEDIA	ACCT: XSUBU0555066 - 1/30/2018 - '18 MTG	78.24
			78.24

Total Payments FY 2018

1,023,710.96

TOTAL PAYMENTS ALL FUND YEARS \$ 1,023,766.70