

**SUBURBAN METRO JOINT INSURANCE FUND**

**March 15, 2022**

**Nutley Parks & Recreation**

**9:30 AM**

The meeting was called to order by Commissioner Charles Cuccia. Open Public Meeting Notice read into record.

**ROLL CALL OF 2022**

**FUND COMMISSIONERS**

Mauro Tucci, Chair	Township of Nutley	Absent
Steve Rovell, Sec	Belleville Township	Absent
Joseph Catenaro	Fairfield Township	Absent
Richard Budris	Essex Reg'l Health Commission	Absent
Carrie Nawrocki	Hudson Reg'l Health Commission	Absent
Keri Eglentowicz	Secaucus Town	Present
Charles Cuccia	Little Falls Township	Present
Allan Susen	Haledon Borough	Absent
Intashan Chowdhury	Prospect Park Borough	Absent
David DiPisa	Nutley BOE	Present
Erin Delaney	Garfield City	Present
TBD	Passaic Manchester Regional HS	Absent
Robert Dowd	East Newark Borough	Absent

**2022 FUND COMMISSIONER ALTERNATES:**

Anthony Iacono	Belleville Township	Absent
Brian Zinn	Manchester Regional HS	Absent
Christa DiBenedetto	Hudson Reg'l Health Commission	Present
Leena Abaza	Borough of Haledon	Absent
Juan Cordero	Essex Reg'l Health Commission	Present
Daniel Golabek	Garfield City	Absent

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	Perma Risk Management Services <b>Cathleen Kiernan</b>
Attorney	Piro, Zinna, Cifelli, Paris & Genitempo <b>Angelo Cifelli</b>
Claim Services	Qual-Lynx <b>Claudia Acosta</b>
Treasurer	<b>William Homa</b>
Safety	J.A. Montgomery Consulting <b>Brian Maitland - Absent</b>
Underwriter	Conner Strong & Buckelew <b>Edward Cooney-Absent</b>
Managed Care	FMCO <b>Alyssa Hrubash</b>

**OTHERS PRESENT:**

Joe Rude, RMC  
Frank Covelli, RMC  
Robert Searle, RMC  
Don Sciolaro, RMC  
John Calandriello, RMC  
Karen Waters, RMC  
Frank DeMaio, Nutley  
Mary Fenui, Nutley  
Zach Edelman, RMC  
Frank DeMaio, Nutley  
Ken Schulz, J.A. Montgomery  
Mike Thompson, J.A. Montgomery  
John Schwartz, J.A. Montgomery  
Tracy Lopez, Perma

**APPROVAL OF MINUTES:** February 15, 2022 – Open Minutes

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

<b>MOTION:</b>	Commissioner Eglentowicz
<b>SECOND:</b>	Commissioner DiBenedetto
<b>VOTE:</b>	Unanimous

**Correspondence**

School Pool for Excess Liability Limits (SPELL JIF) – Executive Director referred to letter received from the SPELL JIF wherein they have advised that they wish to conclude their relationship between the SPELL JIF and the Suburban Metro JIF as the membership within the SPELL JIF is approaching the membership renewal of July 1, 2022. The SPELL JIF has advised that they are willing to extend the membership renewal for an additional one-year term understanding that replacing the school board coverage may not be attainable given the current state of the insurance marketplace. Executive Director said currently we are working with the Underwriting Manager to market the school boards, advising finding a market like the Suburban Metro JIF wherein an excess carrier is available may be difficult. The Fund office will contact each of the two school boards currently in the Fund and will inform the Board of Commissioners as we move forward with the marketing process.

**EXECUTIVE DIRECTORS REPORT**

**MEL Cyber Liability JIF**

Executive Director said because of the marketplace for Cyber Coverage and due to the increase in premium during the 2020 and 2021 fund years, 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; to date the full committee has met twice to meet the target start-up date of January 1, 2023. Executive Director said that the Underwriting Manager has been reviewing public market for cyber coverage and advised that the current carrier has indicated that although not unusual, claims for the MEL have exceeded the current premiums and although the minimum standards currently in place for MEL members are acceptable, it may not be enough to retain coverage in the 2023 Fund year as

membership compliance would have to be significant to possibly renew coverage. The memorandum on the progress to date was reviewed as distributed.

Executive Director said the professional service contract for D2 Cybersecurity will expire on June 1, 2022, it is recommended that the Fund continue with the services provided by D2 Cybersecurity for an additional 1-year term and revisit the contract at the end of its term provided the status of the implementation of the MEL Cyber Liability JIF which would require the execution of Fund membership documents.

**MOTION TO EXTEND D2 CYBERSECURITY CONTRACT FOR AN ADDITIONAL ONE-YEAR TERM- JUNE 1, 2022-JUNE 1, 2023.**

<b>MOTION:</b>	Commissioner DiPisa
<b>SECOND:</b>	Commissioner Cordero
<b>VOTE:</b>	Unanimous

**2022 MEL/RCF/EJIF March 25th Meeting & Retreat**

Ms. Lopez noted the reminder of the MEL, RCF and EJIF March meetings which are scheduled to be held in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 25<sup>th</sup> at the Princeton Marriott. The purpose of the retreat allows the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.

**2022 MEL, MR HIF & NJCE JIF Educational Seminar**

Ms. Lopez said the 11<sup>th</sup> annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 29<sup>th</sup> and Friday, May 6<sup>th</sup> 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 with the registration link was distributed via email on 3/2/2022. Anyone interested in attending the virtual sessions may also contact the Fund office.

**2021/2022 Elected Officials Seminar**

Ms. Lopez said the MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Directions on how to access the course were reviewed as distributed.

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 capped at approximately 5% of the member's MEL assessment. Enclosed are the directions on how to access the course.

**2022 Financial Disclosures**

Ms. Lopez reminded the Board of Commissioners of the anticipated online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing. It is expected the Division of Local Government Services will distribute a notice with filing instructions with a deadline to file by April 30<sup>th</sup>.

**Annual Safety Luncheon**

Ms. Lopez said the Suburban Metro JIF Safety Luncheon will take place at Nanina's in the Park, located at 540 Mill Street, Belleville, NJ on Tuesday, April 26, 2022, at 12:00 PM; registration will begin at 11:30 AM.

**April Meeting**

Ms. Lopez said traditionally, the Fund does not meet in April. It would be the Board’s decision to cancel the April meeting and authorize fund treasurer to process all contracted expenses on behalf of the Fund

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

**MOTION:** Commissioner Eglentowicz  
**SECOND:** Commissioner DiBenedetto  
**VOTE:** Unanimous

**Pro Forma Monitoring Reports**

Executive Director reviewed the financial reports as of January 31, 2022, except for the Financial Fast Track. As a reminder, as in past years, the accounting team of Perma focuses on the year end closings and auditor requirements delaying the release of the fast track which will be made available for the May meeting. Executive Director said although members see Ms. Lopez and herself for the meetings, there is staff that handles the data that is summarized in the financial reports provided. Emalee Cronwell manages the data that is obtained from Qual-Lynx as the claims administration vendor, resulting in the monthly financial reports provided to you. There are times when the factors of the reports need to be viewed much closer than normal, currently one of the factors being reviewed are the COVID19 claims. The claims are treated among the joint insurance funds as one occurrence for 2020 and 2021 year, sharing one retention which totals approximately \$16,000 per joint insurance fund. Although the MEL is reimbursing a portion of the Covid Claims, the receivable should have been updated for the Claims Management Report which was subsequently distributed.

The Suburban Metro JIF had approximately \$11,000 in Covid claims resulting in the Omicron variant in 2022; as a reminder, Safety National, the excess carrier, removed the communicable disease endorsement and the MEL assumed responsibility for 2021 in its place however, not for 2022. Executive Director reviewed the balance of the financial reports and highlighted the lost time accident frequency report as well as the MEL Helpline which provides legal resource for employment related topics or policies and procedures provided by three law firms to choose from.

Commissioner Eglentowicz note that she has used the resource on two occasions and said it was an amazing resource.

**TREASURER REPORT**

Fund Treasurer reviewed the February financial reports as distributed. The March bill list Resolution #15-22 was also reviewed:

<b>FUND YEAR</b>	<b>AMOUNT</b>
2022	<b>\$ 207,581.82</b>
Total	<b>\$ 207,581.82</b>

Fund Treasurer referred to the JCMi Report which outlined total investments as of January 31, 2022, in addition to the report which outlines the Suburban Metro portion of the JCMi investments. Fund Treasurer commented on the program which appears to be running very well and concluded

his report with review of the summary of cash and investment instruments and certification and reconciliation of claims payments and recoveries.

**CONFIRMATION OF CLAIMS PAYMENTS/CERTIFICATION OF TRANSFERS FOR THE MONTH OF JANUARY 2022:**

2018:	\$	3,246,276.77
2019:	\$	2,019,761.32
2020:	\$	2,120,722.62
2021:	\$	1,628,301.62

**MOTION TO ADOPT RESOLUTION 15-22 APPROVING THE MARCH BILL LIST, APPROVE THE CERTIFICATION OF FEBRUARY CLAIM PAYMENTS AND RECOVERIES AS SUBMITTED AND THE TREASURER REPORT.**

<b>MOTION:</b>	Commissioner DiPisa
<b>SECOND:</b>	Commissioner Eglentowicz
<b>VOTE:</b>	Unanimous

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

**ATTORNEY**

Fund Attorney referred the agenda report as distributed which highlighted new and closed liability and workers compensation cases and one new EPL/POL cases.

*Attorney Report made part of the minutes.*

**UNDERWRITING MANAGER**

Executive Director referred to the Underwriting Manager report which included a bulletin from the MEL Cyber Task Force outlining third party vulnerabilities such as IT Companies, payroll managers, software and software of software noting the MEL Cyber Risk Management Program V2 which can assist addressing these vulnerabilities. Also reviewed was the cyber risk management compliance report and the listing of certificates of insurance previously issued.

**MANAGED CARE**

Managed Care provider reviewed the agenda report as distributed for the month of February which indicates \$128,417 in provider bills, repriced at \$40,823 resulting in a savings of \$87,594 or 68%. There were a total of 30 cases reported, 13 which were medical only and 7 for loss time resulting in a total of 20 cases managed.

*Managed Care Report made part of the minutes.*

**SAFETY DIRECTOR**

Safety Director referred to the safety report as distributed noting the loss control and law enforcement surveys completed during the month of February. Safety Director also referred to the listing of MSI Safety Director and Law Enforcement Bulletins released and the MSI NOW & DVD usage to date.

Safety Director announced that the 2022 MEL Safety Expo has been scheduled throughout 2022 and encouraged members to have their respective employees register for any of the expos; Morris County had taken place on March 3<sup>rd</sup> with over 100 registrants.

**CLAIMS SERVICE**

**Closed Session**

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

**MOVED:** Commissioner Eglentowicz  
**SECOND:** Commissioner DiPisa  
**VOTE:** Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

**MOVED:** Commissioner Eglentowicz  
**SECOND:** Commissioner Cordero  
**VOTE:** Unanimous

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

**MOVED:** Commissioner DiPisa  
**SECOND:** Commissioner Eglentowicz  
**VOTE:** Unanimous

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None.

**PUBLIC COMMENT:**

None

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 10:00 AM**

**SUBURBAN METRO JOINT INSURANCE FUND**  
**(formerly Suburban Essex Joint Insurance Fund) BILLS LIST**

Resolution No. 15-22

MARCH 2022

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 2022**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
002210			
002210	FIRST MANAGED CARE OPTION	MANAGED CARES SERVICES 3/22	12,742.49
002210	FIRST MANAGED CARE OPTION	MANAGED CARES SERVICES 1/22	12,742.49
002210	FIRST MANAGED CARE OPTION	MANAGED CARES SERVICES 2/22	12,742.49
			<b>38,227.47</b>
002211			
002211	QUAL-LYNX	CLAIM ADJUSTING SERVICES 3/22	29,365.90
			<b>29,365.90</b>
002212			
002212	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR FEE 3/22	6,598.32
			<b>6,598.32</b>
002213			
002213	DYNAMIC TESTING SERVICES LLC	SECAUCUS 2.1.22	417.86
002213	DYNAMIC TESTING SERVICES LLC	BELLEVILLE 2.1.22	270.63
002213	DYNAMIC TESTING SERVICES LLC	GARFIELD 2.1.22	281.43
002213	DYNAMIC TESTING SERVICES LLC	PROSPECT PARK 3.1.22	407.04
002213	DYNAMIC TESTING SERVICES LLC	FAIRFIELD 3.1.22	158.05
002213	DYNAMIC TESTING SERVICES LLC	HALEDON 3.1.22	597.34
002213	DYNAMIC TESTING SERVICES LLC	BELLEVILLE 3.1.22	214.34
			<b>2,346.69</b>
002214			
002214	PERMA RISK MANAGEMENT SERVICES	POSTAGE 2/22	64.68
002214	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 3/22	24,113.00
			<b>24,177.68</b>
002215			
002215	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 3/22	2,897.67
			<b>2,897.67</b>
002216			
002216	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY RETAINER FEE 2/22	7,614.91
			<b>7,614.91</b>
002217			
002217	WILLIAM M. HOMA, CPA	TREASURER FEE 3/22	1,391.75
			<b>1,391.75</b>
002218			
002218	NEWTECH SERVICES, INC.	MONTHLY WEB MAINT/HOST & DR 3/22	178.50
			<b>178.50</b>
002219			
002219	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 3/22	778.00
			<b>778.00</b>
002220			
002220	THE CANNING GROUP LLC	QPA SERVICES 2/1/22-2/28/22	583.33
			<b>583.33</b>
002221			
002221	FOUNDATION RISK PARTNERS	TOWN OF SECAUCUS - 1ST QTR RMC FEE 2022	11,250.00
			<b>11,250.00</b>
002222			
002222	ACCESS	ACCT #415 - ARC. AND STOR. - 1.31.22	49.25
			<b>49.25</b>

002223			
002223	IMAC INSURANCE AGENCY, LLC	FAIRFIELD TWP - 1ST&2ND RMC FEES 2022	18,192.00
002223	IMAC INSURANCE AGENCY, LLC	BELLEVILLE TWP - 1ST&2ND RMC FEES 2022	63,842.00
			<b>82,034.00</b>
002224			
002224	NJ ADVANCE MEDIA	ACCT #1000867515 - MTG - 2.15.22	27.90
002224	NJ ADVANCE MEDIA	ACCT #1000867515 - MTG - 2.9.22	60.45
			<b>88.35</b>
		<b>Total Payments FY 2022</b>	<b>207,581.82</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>207,581.82</b>