

**SUBURBAN METRO JOINT INSURANCE FUND**

**February 15, 2022**

**Via Zoom Teleconference**

**9:30 AM**

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

**ROLL CALL OF 2022**

**FUND COMMISSIONERS**

Mauro Tucci, Chair	Township of Nutley	Present
Steve Rovell, Sec	Belleville Township	Present
Joseph Catenaro	Fairfield Township	Present
Richard Budris	Essex Reg'l Health Commission	Present
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	Absent
TBD	Passaic Manchester Regional HS	Absent
Robert Dowd	East Newark Borough	Present

**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	Absent
Daniel Golabek	Garfield City	Present

**APPOINTED OFFICIALS PRESENT:**

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

**OTHERS PRESENT:**

Kathryn Coughlin, RMC  
Robert Searle, RMC  
Don Sciolaro, RMC  
Jennifer Conicella, Perma  
John Calandriello, RMC  
Caty Lame, Qual-Lynx  
Vicky Sjulander, RMC  
Karen Waters, RMC  
Mary Fenui, Nutley  
Crystal Robinson, RMC  
Dawn Makowski, RMC  
Zach Edelman, RMC  
Frank DeMaio, Nutley  
John Schwartz, J.A. Montgomery  
Tracy Lopez, Perma

**APPROVAL OF MINUTES:** January 18, 2022 – Open Minutes

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

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

**Correspondence**

None

**EXECUTIVE DIRECTORS REPORT**

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

Ms. Lopez said the MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year’s retreat will be held on March 25th and will be held at the Princeton Marriott. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Ms. Lopez said this meeting is open to all Board of Commissioners, Fund Professionals and Risk Management Consultants and further invited any interested person to attend.

Executive Director said within the first years of the retreat, Commissioners were given the opportunity to share certain programs within the fund they represent. Commissioner Cuccia shared that the Suburban Metro JIF had appointed D2Cybersecurity to conduct Cyber training among its members, this was a very useful piece of information picked up from a Commissioner of another Fund and they implemented the same program within their Fund which is one of the values of sharing at this level as well as the MEL level

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

Ms. Lopez said 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). Ms. Lopez said this seminar was made available online beginning in 2020 as a result of the pandemic, due to the success making this available online, this will more than likely continue annually. All interested persons are welcome to attend.

The latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine highlighting the educational seminar was reviewed as distributed.

### **2021/2022 Elected Officials Seminar**

Ms. Lopez said the MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Directions to access the course was 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.

### **Due Diligence Reports**

Executive Director reviewed the December reports which included the Financial Fast Track, 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 Fund year, currently shown as a deficit, will transfer to the RCF at year end. Once transferred, there is an accounting within the closed year account inclusive of reserves and incurred but not reported (IBNR) which provides an accounting per member.

### **TREASURER REPORT**

Fund Treasurer reviewed the January financial reports as distributed. The February bill list Resolution #14-22 was also reviewed:

<b>FUND YEAR</b>	<b>AMOUNT</b>
2021	\$ 29.40
2022	\$ 452,570.93
Total	\$ 452,600.33

Fund Treasurer referred to the JCMI Report which outlined total investments as of December 31, 2021 in addition to the report which outlines the Suburban Metro portion of the JCMI investments.

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

2018:	\$ 3,215,258.71
2019:	\$ 2,003,491.20
2020:	\$ 2,103,243.40
2021:	\$ 1,590,153.27

**MOTION TO ADOPT RESOLUTION 14-22 APPROVING THE FEBRUARY BILL LIST, APPROVE THE CERTIFICATION OF DECEMBER CLAIM PAYMENTS AND RECOVERIES AS SUBMITTED AND THE TREASURER REPORT.**

**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 which highlighted new workers compensation focus claims as well as a new EPL/POL cases. Fund Attorney said this is the first EPL/POL case in approximately one year, there are two that he has reported on, one that occurred this past month and a fourth in the pipeline, this line of coverage is increasing. Fund Attorney reminded everyone that the EPL/POL line of coverage is underwritten by QBE and administered by Summit Risk, not Qual-Lynx; when cases are assigned Summit Risk would consult with his firm for assignment of counsel, after some discussions and review of the most recent claim, this practice has resumed.

*Attorney Report made part of the minutes.*

### **UNDERWRITING MANAGER**

Underwriting Manager reviewed the listing of certificates of insurance previously issued as well as the compliance status for the Cyber Risk Management Program advising that the cyber compliance report is as of last month, therefore they may be some delay in the reporting as outlined however, updates are forthcoming. Underwriting Manager said with respects to cyber, this area of coverage is being heavily focused upon as this exposure continues to get worse with more frequency and severity and further added that the losses far outweigh the premium collected; recently there was a ransomware claim that resulted in an \$800,000 loss.

Underwriting Manager referred to the most release from the MEL Cyber Task Force which outlines several news stories addressing cyber events that happened in 2021 as well as an older event which highlights what our members are facing each year, we must continue to stress this is a very large problem. Underwriting Manager encouraged members to review the newsletter which is also posted on the MEL website and through the mobile app.

Executive Director added that the MEL is now in the feasibility stages of creating a cyber joint insurance fund similar to the EJIF, noting that the EJIF provides coverage in addition to various services to the members; the cyber fund could potentially be of the same likeness as a result of the hard market that we may face in 2023.

### **MANAGED CARE**

Managed Care provider reviewed the agenda report as distributed for the month of January which indicates \$152,672 in provider bills, repriced at \$80,354 resulting in a savings of \$72,318 Or 47%.

*Managed Care Report made part of the minutes.*

### **SAFETY DIRECTOR**

Safety Director referred to the safety report as distributed advising that during the month of January there were no safety or law enforcement visits due to the pandemic however assured members that they are on track for the month of February. Safety Director referred to the listing of MSI Safety Bulletins and Law Enforcement Bulletins distributed through the MSI App and summarized by

the newsletter in addition to the MSI NOW/DVD activity and MSI Live which outlines all of the trainings available to members through the month of April.

**CLAIMS SERVICE**

**Closed Session**

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

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

**MOTION TO RETURN TO OPEN SESSION:**

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

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

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

**OLD BUSINESS:**

None

**NEW BUSINESS:**

In response to Executive Director, Board of Commissioners agreed to meet begin to meet in person in March 2022.

**PUBLIC COMMENT:**

None

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 10:10 AM**

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

Resolution No. 14-22

FEBRUARY 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 2021**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
002199	PERMA RISK MANAGEMENT SERVICES	2021 AATRIX 1099 FILING	29.40
			<b>29.40</b>
		<b>Total Payments FY 2021</b>	<b>29.40</b>

**FUND YEAR 2022**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
002200			
002200	APEX INS SRVS c/o QBE INSURANCE	VOL. DIR. & OFF. 1ST INSTALLMENT 2022	2,052.00
002200	APEX INS SRVS c/o QBE INSURANCE	POL/EPL 1ST INSTALLMENT 2022	374,246.50
			<b>376,298.50</b>
002201			
002201	QUAL-LYNX	CLAIM ADJUSTING SERVICES 2/22	28,999.01
			<b>28,999.01</b>
002202			
002202	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR FEE 2/22	6,598.32
			<b>6,598.32</b>
002203			
002203	PERMA RISK MANAGEMENT SERVICES	POSTAGE 1/22	112.19
002203	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 2/22	24,113.00
			<b>24,225.19</b>
002204			
002204	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 2/22	2,897.67
002204	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 1/22	2,897.67
			<b>5,795.34</b>
002205			
002205	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY RETAINER FEE 1/22	7,614.91
			<b>7,614.91</b>
002206			
002206	WILLIAM M. HOMA, CPA	TREASURER FEE 2/22	1,391.75
			<b>1,391.75</b>
002207			
002207	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 2/22	778.00
			<b>778.00</b>
002208			
002208	THE CANNING GROUP LLC	QPA SERVICES 1/1/22-1/31/22	583.33
			<b>583.33</b>
002209			
002209	NJ ADVANCE MEDIA	ACCT #1000867515 - PUB. NOTICE - 1.26.22	286.58
			<b>286.58</b>
		<b>Total Payments FY 2022</b>	<b>452,570.93</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>452,600.33</b>