

**SUBURBAN ESSEX JOINT INSURANCE FUND
 FEBRUARY 21, 2017
 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 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 Present
 Belleville Township Present
 City of Garfield Absent
 Passaic Manchester Regional HS Absent
 Borough of Prospect Park Absent
 Fairfield Township Present
 Hudson Reg'l Health Commission Present
 Borough of Haledon Present
 Nutley Board of Education Absent
 Essex Reg'l Health Commission Present
 Town of Secaucus Present
 Little Falls Township Present

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

Executive Director said the Township of Little Falls is requesting approval for two quasi entities. Applications for coverage were reviewed as distributed for the Little Falls Football Parent Association and the Little Falls Athletic Club. The governing body is in the process of adopting the JIF's resolution to confirm extension of coverage to the quasi entities.

MOTION TO APPROVE THE QUASI-MUNICIPAL ENTITY COVERAGE FOR LITTLE FALLS FOOTBALL ASSOCIATION AND THE LITTLE FALLS ATHLETIC CLUB.

MOTION:	Commissioner Catenaro
SECOND:	Commissioner Rovell
VOTE:	Unanimous

2017 MEL Board of Fund Commissioners Retreat

Executive Director said the MEL Board of Fund Commissioners held its one-day annual retreat on Friday, February 17 at the Princeton Marriott at Forrestal in Princeton which was well attended and informative. The session was video taped and will be made available on the MEL website.

2017 MEL & MR HIF Educational Seminar

Executive Director said 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. The enrollment form will also be distributed by email to fund commissioners and risk managers.

Cyber Liability

Executive Director said the MEL has a contract with Rutgers for Cyber Liability. Based on recent activity, the MEL is working to refocus the elements of this contract. We should have additional information following the MEL's March meeting.

Secretary Rovell said he would forward the DT2 (Kean University) training to the office of the Administrator as the response recently provided was not beneficial for the Fund.

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 officials completing the course by May 1st. This course is now available on-line. Directions to take the class on-line were reviewed as distributed.

Annual Safety Luncheon

The Suburban Essex JIF Safety Luncheon will take place at Nanina's in the Park, located at 540 Mill Street, Belleville, NJ on Tuesday, March 14, 2017 at 12:00 PM.

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.

Pro Forma Financial Reports

Executive Director referred to monthly reports noting that the December year end lost time accident frequency reports have not been finalized; Qual-Lynx has changed their computer system to the IVOS System which has slightly delayed the process of the December reports. Downloads of claim files are provided to PERMA for the process of claim reports. Once the reports are available, we will provide them to you.

TREASURER REPORT

Fund Treasurer referred to the report as distributed for the month of January 2017 and reviewed the February bill list and a supplemental bill list which was distributed.

RESOLUTION 09-17 PAYMENT OF VOUCHERS:

FUND YEAR	AMOUNT
2016	\$ 9,273.59
2016 Supplemental (Feb)	\$ 848.50
2017	\$ 645,443.24
Total	\$ 655,565.33

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

2013:	\$ 23,342.17
2014:	\$ 18,591.23
2015:	\$ 26,965.11
2016:	\$ 180,950.48
2017:	\$ 3,419.23

MOTION TO ADOPT RESOLUTION 9-17/9-17A APPROVING THE FEBRUARY BILL LIST/SUPPLEMENTAL BILL LIST AND APPROVE CONFIRMATION & CERTIFICATION OF JANUARY CLAIM TRANSFERS, AS SUBMITTED.

MOTION: Commissioner Cuccia
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 referred to and reviewed the listing of certificates of insurance issued in the prior month. In addition, Underwriting Manager encouraged all members to follow appropriate reporting procedure in the event of Cyber Crime. The MEL Helpline is also available for inquiries relative to EPL/POL questions. Lastly, it was noted that the MEL Coverage Committee met on February 16th to review and discuss a listing of topics; one in particular was the addition of Quasi entities and which coverages of the member entity would be extended to the Quasi entities. Information on this topic is being reviewed and further information may be released at a later date.

MANAGED CARE

Managed Care provider reviewed the agenda report as distributed for the month of January 2017 which indicates \$376,706 in provider bills, repriced at \$137,066 resulting in a savings of \$239,640 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 bulletins relative to Best Practices for Snow Emergencies, Conducting Motor Vehicle Record Checks and an annual reminder for Posting PEOSHA Summary Logs.

The Safety Awards Luncheon is scheduled for March 14, 2017 at Nanina's in the Park at 12:00 PM, an invitation will be sent to members requesting RSVP's to the luncheon.

CLAIMS SERVICE

Closed Session

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

MOVED:	Commissioner Rovell
SECOND:	Commissioner Eglentowicz
VOTE:	Unanimous

MOTION TO RETURN TO OPEN SESSION:

MOVED:	Commissioner Pavlica
SECOND:	Commissioner Marmora
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:

None

PUBLIC COMMENT:

Chairman acknowledged the loss of a loved one on behalf of Marie Vicchiariello and her family and also welcomed Commissioner Cuccia as a newly added member of the Fund.

MOTION TO ADJOURN:

MOVED: Commissioner Rovell
SECOND: Commissioner Marmora
VOTE: Unanimous

MEETING ADJOURNED: 10:00AM

**Resolution No. 8-17
of the
Suburban Essex Joint Insurance Fund**

APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS

WHEREAS, the Suburban Essex Joint Insurance Fund (hereinafter the Fund) requires the services of certain professionals and service organizations for the 2016, 2017 and 2018 Fund years; and,

WHEREAS, the FUND is duly constituted as a Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et. seq.); and

WHEREAS, NJSA 40a11-16 (6) allows for a contract duration of three (3) years; and,

WHEREAS, the Fund resolved to award Professional Service Agreements in accordance with a fair and open process pursuant to NJSA 19:44A-20.4 et. seq.; and,

WHEREAS, a notice soliciting proposals was published in the Star Ledger , July 24, 2015 and posted on the Suburban Essex Joint Insurance Fund website www.sejif.org under the Public Bids section; and,

WHEREAS, responses were received from professional service providers and service organizations as listed below on August 18, 2015 at 2 pm; and,

NOW THEREFORE, BE IT RESOLVED that the contracts have been issued for the following professionals for a three year term, beginning in Fund year 2016 (*unless otherwise specified*)

NOW, THEREFORE, BE IT CONFIRMED that:

1. Perma Risk Management Services as **Administrator**, Cathleen Kiernan is appointed as **Executive Director**, Joseph Hrubash and David N. Grubb as **Deputy Executive Directors**, and both as agent for process of service at an annual fee of \$244,434.
2. Lerch, Vinci, Higgins, LLP as the **Fund Auditor** at an annual fee of \$14,309.

BE IT FURTHER RESOLVED, all Professional Service Providers and Service Organizations appointed pursuant to this Resolution shall service the Fund in accordance with the terms and conditions of the Professional Service contracts attached to this Resolution.

ADOPTED:

this 21st day of February before the Governing Body

**SUBURBAN ESSEX JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 9-17

FEBRUARY 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>
001133			
001133	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 12/13/16 - NUTLEY	42.00
001133	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 12/13/16 - NUTLEY	104.00
			146.00
001134			
001134	PERMA RISK MANAGEMENT SERVICES	1099 AATRIX E-FILING - 2016	17.91
			17.91
001135			
001135	WILLIAM M. HOMA, CPA	REIMBURSE FOR POSTAGE 2016	72.85
			72.85
001136			
001136	ALLSTATE INFORMATION MANAGEMNT	ACCT: 415 - ACT & STOR 12/31/2016	36.83
			36.83
001137			
001137	FAIRVIEW INSURANCE AGENCY	RMC FEE 12/2016 - SECAUCUS TOWN	3,000.00
001137	FAIRVIEW INSURANCE AGENCY	RUMC FEE 10/2016 - SECAUCUS TOWN	3,000.00
001137	FAIRVIEW INSURANCE AGENCY	RMC FEE 11/2016 - SECAUCUS TOWN	3,000.00
			9,000.00
		Total Payments FY 2016	9,273.59

FUND YEAR 2017

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001138			
001138	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES - 02/2017	11,340.34
001138	FIRST MANAGED CARE OPTION	MANAGED CARE SERVICES - 01/2017 - ADJUST	421.24
			11,761.58
001139			
001139	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 1ST 2017 INSTALLMENT	70,971.88
			70,971.88
001140			
001140	APEX INSURANCE SRVS c/o XL INS	TECH ERRORS & OMISSIONS 1OF2 2017	4,230.00
			4,230.00
001141			
001141	APEX INS SRVS c/oQBE SPECIALTY	VOLUNTEER EMERG SERV DIR & OFF 1OF2'17	1,140.00
001141	APEX INS SRVS c/oQBE SPECIALTY	POL & EPL 1 OF 2 2017 INSTALLMENT	414,554.50
			415,694.50
001142			
001142	QUAL-LYNX	CLAIMS ADJUSTING SERVICES - 02/2017	26,265.23
001142	QUAL-LYNX	CLAIMS ADJUSTING SERVICES 01/17 - ADJUST	976.20

			27,241.43
001143			
001143	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 02/2017	4,226.00
			4,226.00
001144			
001144	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 1/27/17 - NUTLEY	53.04
001144	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 1/19/17 & 2/7/17	212.16
001144	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 1/19/17 - SECAUCUS	85.68
001144	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 1/19/17 & 2/7/17	128.52
001144	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 1/4/17 - GARFIELD	212.16
001144	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 1/4/17 - GARFIELD	85.68
001144	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 1/4/17 - BELLEVILLE	159.12
001144	DYNAMIC TESTING SERVICES LLC	DRUG TESTING - 1/19/17 - SECAUCUS	106.08
001144	DYNAMIC TESTING SERVICES LLC	ALCOHOL TESTING - 1/4/17 - BELLEVILLE	42.84
			1,085.28
001145			
001145	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 01/2017	29.61
001145	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 01/2017 - ADJUST	106.08
001145	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 02/2017	19,769.92
			19,905.61
001146			
001146	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 02/2017	2,624.00
001146	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 01/2017	2,624.00
			5,248.00
001147			
001147	PIRO, ZINNA, CIFELLI, PARIS &	ATTORNEY FEE 01/2017	6,845.66
			6,845.66
001148			
001148	WILLIAM M. HOMA, CPA	TREASURER FEE 02/2017	1,260.58
			1,260.58
001149			
001149	NEWTECH SERVICES, INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 2/17	75.00
			75.00
001150			
001150	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 02/2017	703.92
			703.92
001151			
001151	IMAC INSURANCE AGENCY, LLC	RMC FEE 1ST 2017 - FAIRFIELD TWP	16,073.34
001151	IMAC INSURANCE AGENCY, LLC	RMC FEE 1ST 2017 - BELLEVILLE TWP	60,046.40
			76,119.74
001152			
001152	NJ ADVANCE MEDIA	ACCT: XSUBU0555066 -1/25/17-'17 ANNL MTG	74.06
			74.06
		Total Payments FY 2017	645,443.24

TOTAL PAYMENTS ALL FUND YEARS \$ 654,716.83

**SUBURBAN ESSEX JOINT INSURANCE FUND
SUPPLEMENTAL BILLS LIST**

Resolution No. **9-17A**

FEBRUARY 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>
001153			
001153	POSITIVE PROMOTIONS, INC.	CUST 01497797-00 - 2/17/17 PRO HLTH FAK	848.92
			848.92
		Total Payments FY 2016	848.92

TOTAL PAYMENTS ALL FUND YEARS \$848.92