MONMOUTH MUNICIPAL JOINT INSURANCE FUND
MINUTES
NOVEMBER 14, 2024
TEAMS VIRTUAL MEETING
1:30 P.M.

Meeting Called to Order by Chairman Rogers. Open Public Meeting Statement read into the record by Mr. Thorpe.

Pledge of Allegiance

ROLL CALL OF 2024 EXECUTIVE COMMITTEE:

Tom Rogers	Chairman	Boro of Rumson	Present
Bryan Dempsey	Secretary	Spring Lake	Present
EXECUTIVE	**COMMITTEE**	**MEMBERS**	
Thomas Nolan		Boro of Brielle	Present
Anthony Mercantante		Middletown	Present
Laurie Roth		Allentown	Present
Jonathan Capp		Marlboro Township	Present
Jeffry Bertrand		Wall Township	Absent

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

James Gant		Boro of Sea Girt	Absent
Donna Phelps		Boro of Oceanport	Present

APPOINTED OFFICIALS PRESENT:

Executive Director /Administrator	Perma Risk Management Services	Stephen A. Sacco	Present
Attorney	Cleary Giacobbe Alfieri & Jacobs	James Cleary, Esq. Mitch Jacobs, Esq.	Present Present
Treasurer		Steven Mayer	Present
Claims Service	Qual-Lynx	Kathy Kissane	Absent
Safety Director	JA Montgomery Consulting	Paul Shives	Present
Fund Risk Management Consultants	The Danskin Agency Conner Strong & Buckelew	Charles Casagrande Thomas Merchel	Present Present
Auditor	Hulsart & Company	Rich Helenbrecht	Absent
Actuary	Actuarial Advantage	Kyle Mrotek	Absent
Underwriting Manager	Conner Strong & Buckelew	Ed Cooney	Absent

ALSO PRESENT
Jason Thorpe, PERMA
Steven Krolian, PERMA
Jen Conicella, PERMA
Djamal Kirby, PERMA
Robert Ferragina, Atlantic Highlands
Robert Fortsch, Upper Freehold
Ana Bongiorno, Avon by the Sea
Jack Keeler, Sea Bright
Rachel Giolitto, Sea Bright
Michael Muscillo, Highlands
Catherine LaPorta, Shrewsbury Twp.
Joanne Theiss, Qual-Lynx
Lisa Gallo, QualCare
Matt Genna, JA Montgomery
Michael Brosnan, JA Montgomery
Amy Pieroni, RMC
Dominick Cinelli, RMC
Thomas Hudanish, RMC
Katie Walters, CSB
John Casagrande, Danskin Agency
Alison Kelly, Danskin Agency
Myra Tufaro, Lincoln Risk Management
Trevor Morris, Acrisure
Joseph Razzano, Fairview Insurance

APPROVAL OF MINUTES: October 10, 2024

MOTION TO APPROVE OPEN MINUTES FOR ABOVE REFERENCED MEETING

MOTION:	Commissioner Capp
SECOND:	Commissioner Nolan
VOTE:	Unanimous

AGENDA PAGE AMENDMENT – Chairman Rogers reported that following discussions with the Fund Attorney's office, it is being suggested that the agenda page between within the agenda packet be amended to include language stating that the November JIF meeting will serve as the Public Hearing on the 2025 JIF budget.

MOTION TO AMEND THE AGENDA PAGE AS OUTLINED ABOVE.

MOTION:	Commissioner Dempsey
SECOND:	Commissioner Capp
VOTE:	Unanimous

CORRESPONDENCE

Mr. Sacco referred to the latest Power of Collaboration advertisement.

EXECUTIVE DIRECTOR:

2025 BUDGET - Mr. Sacco reported that the Fund introduced a 2025 proposed budget during the October meeting and that the Public Hearing for the budget will be held at this meeting. He noted that in

accordance with the regulations, the budget has been advertised in the Fund's official newspaper and was sent to each member municipality. He reported that the budget has decreased slightly since introduction and noted that the decrease is due to the recalculation of the E-JIF premium. He then asked for a motion to open the public hearing.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2025 BUDGET.

MOTION:	Commissioner Roth
SECOND:	Commissioner Capp
VOTE:	Unanimous

Mr. Sacco referred to the proposed 2025 budget for the Monmouth JIF. He thanked the Executive Committee for their assistance in preparing the proposed budget. Mr. Sacco reported that the total overall budget being proposed is $21,254,012, an overall increase of $1,005,476 or 4.97%. He then opened the floor for any questions and/or comments on the proposed budget. Hearing none, Mr. Sacco then referred to the proposed assessments being displayed on the meeting screen. He reported that the Executive Committee is once again recommending that the loss ratio surcharge program be implemented for the poor performing members. He explained that any member with a loss ratio above 108% for 3 or more years over the past 5 years will receive a market adjustment on their assessment that is spread amongst the rest of the membership. Mr. Sacco further explained that a loss ratio of 100% is the breakeven point and 108% loss ratio mark provides the membership with some leeway. Mr. Sacco asked if there were any questions and/or comments on the proposed assessments. Hearing none, Chairman Rogers asked for a motion to close the public hearing, adopt the 2025 budget, and certify the assessments.

MOTION TO CLOSE THE PUBLIC HEARING.

MOTION:	Commissioner Nolan
SECOND:	Commissioner Capp
VOTE:	Unanimous

MOTION TO ADOPT THE BUDGET FOR THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND AS PRESENTED FOR FUND YEAR 2025 AND CERTIFY ANNUAL ASSESSMENTS FOR MEMBER MUNICIPALITIES.

MOTION:	Commissioner Capp
SECOND:	Commissioner Roth
ROLL CALL VOTE:	Unanimous

MEL REPORT – Mr. Sacco reported that the MEL introduced the 2025 budget at the October 16th meeting at the Forsgate Country Club. He noted that the MEL's 2025 budget public hearing is scheduled for November 20, 2024 at 12:30PM at the Sheraton Hotel in Atlantic City, NJ. Mr. Sacco then referred to a copy of Commissioner Nolan's report of the October 16th meeting enclosed within the agenda.

E-JIF REPORT – Mr. Sacco reported that the E-JIF held the public hearing of the 2025 budget on October 16th at the Forsgate County Club. He then referred to a copy of Commissioner Nolan's report on the meeting.

RESIDUAL CLAIMS FUND (RCF) – Mr. Sacco reported that the RCF also met on October 16th at the Forsgate Country Club and held the public hearing of the 2025 Budget. He then referred to a copy of Commissioner Nolan's report on the meeting.

CLAIM TRANSFERS (RCF) – Mr. Sacco reported that all members of the RCF Fund are being asked to adopt resolutions at their November meetings to transfer their 2020 claim liabilities to the RCF. He noted that assessments to local JIFs will be determined by the valuation as of December 31, 2024. Mr. Sacco then referred to Resolution # 29-24 for review and adoption.

MOTION TO AUTHORIZE THE MONMOUTH JIF MEMBERS TO TRANSFER THEIR FUND YEAR 2020 CLAIM LIABILITIES TO THE RCF AND ADOPT RESOLUTION # 29-24.

MOTION:	Commissioner Nolan
SECOND:	Commissioner Capp
ROLL CALL VOTE:	Unanimous

CYBER JIF – Mr. Sacco reported that the Cyber JIF met on October 17th and introduced the 2025 budget. He advised that the public hearing on the 2025 budget is scheduled for November 26, 2024 at 3:30 PM via Zoom. Mr. Sacco then referred to a copy of Commissioner Gant's report of the October 17th meeting enclosed within the agenda.

2024/2025 ELECTED OFFICIALS SEMINAR - Mr. Sacco reported that the MEL's Annual Elected Officials Seminar will be held during the League of Municipalities Conference. He advised that an additional session scheduled on November 18th as part of another conference but noted that anyone can attend this session. Mr. Sacco said that in addition, the MEL JIF is hosting an education session on Local Government Ethics and referred to a notice on the session enclosed in the agenda packet. He reminded the Board that by completing one of the two Annual Risk Management Seminar sessions, elected officials from communities that are MEL JIF members will be eligible for a $250 premium credit (subject to a maximum).

RFQ PROCESS – Mr. Sacco reported that as authorized by the Board, the Fund QPA issued RFQs to obtain secured pricing for the positions of CDL Drug & Alcohol Monitor and Audiometric & Respiratory testing provider. He noted that the return date for the proposals was October 8th and referred to the list of respondents enclosed within the agenda packet.

DECEMBER MEETING CANCELLATION – Mr. Sacco indicated that the Executive Committee may want to consider voting to cancel the December meeting, as done in past years. He noted that if the Executive Committee decides to cancel the December meeting, it would be appropriate to authorize the Treasurer to process contracted expenses.

MOTION TO CANCEL THE DECEMBER 12, 2024 PUBLIC MEETING OF THE FUND AND AUTHORIZE THE TREASURER TO PROCESS CONTRACTED EXPENSES DURING THE MONTH OF DECEMBER.

MOTION:	Commissioner Phelps
SECOND:	Commissioner Capp
VOTE:	Unanimous

2025 FUND REORGANIZATION - Mr. Sacco advised that it would be appropriate for the Fund to schedule the Reorganization meeting for 2025.

MOTION TO SCHEDULE THE 2025 REORGANIZATION MEETING FOR THE MONMOUTH MUNICIPAL JIF ON THURSDAY, JANUARY 9, 2025 VIA MICROSOFT TEAMS.

MOTION: Commissioner Nolan
SECOND: Commissioner Phelps
VOTE: Unanimous

FINANCIALS – Mr. Sacco referred the Committee to the Q3 Financial Fast Track enclosed within the agenda. He reported that as of September 30th, the Fund's statutory surplus stands at $11.28 million and is in excellent financial shape.

TREASURER

Mr. Mayer referred to the November Bills List contained within the Agenda Packet.

FUND YEAR	AMOUNT
November Bills List	
Closed	$ 171,504.00
2020	$ 478,449.00
2024	$ 220,194.12
TOTAL	**$ 870,147.12**

MOTION TO APPROVE RESOLUTION # 30-24 APPROVAL FOR PAYMENT OF NOVEMBER 2024 BILL LIST

MOTION: Commissioner Nolan
SECOND: Commissioner Capp
ROLL CALL VOTE: Unanimous

MANAGED CARE:

Ms. Gallo referred the Committee to her report enclosed within the agenda. She reported that through the month of October, there has been a savings of $2,597,919 resulting in 67% savings. Ms. Gallo then referred to the Top 10 Claimants report enclosed in the agenda. She reported that the top 10 claimants since January 1st represents 61% of the total charges for medical treatment.

CLAIMS SERVICE

Ms. Theiss reported that the Claims Committee met on November 11th to review the PARs and is recommending approval of the same. She then asked for a motion to approve the claims as recommended by the Claims Committee and the Fund Attorney's legal bills for the month.

MOTION TO APPROVE PAYMENT OF CLAIMS AS RECOMMENDED BY THE CLAIMS COMMITTEE AND MR. CLEARY'S LEGAL BILLS IN THE AMOUNT OF $2,037.00.

WC
2024319364
2022271784
2025341424
2024328070
2023292237
2023289747
2023280699
2022255689

GL/PRP/AL
2022244429
2023280816
2021222648
2025342958
2025339758

MOTION:	Commissioner Capp
SECOND:	Commissioner Nolan
ROLL CALL VOTE:	Unanimous

SAFETY DIRECTOR

Mr. Genna was present and reviewed the October activities and the November agenda. He referred to the list of Loss Control activities for the month of October and the meetings attended. Mr. Genna then referred to the MSI Now training offerings, MSI DVDs usage, MSI Bulletins issued for the month and the MSI Live webinar schedule. Mr. Genna reported that the new Safety Incentive Program (SIP) for 2025 has been finalized. He noted that 3 orientations on the new program was held during the month of October. Mr. Genna advised that information on the new SIP is posted on the Monmouth JIF website.

Safety Report Attached and Made Part of the Minutes

RISK MANAGEMENT CONSULTANT TEAM:

None.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

CLOSING COMMENTS

Chairman Rogers reminded everyone that a quorum of the full membership is needed for the reorganization meeting in January and encouraged all Fund Commissioners to attend. Chairman Rogers also thanked the Executive Committee for their help throughout the year and wished everyone Happy Holidays.

MOTION TO ADJOURN MEETING

MOTION:	Commissioner Capp
SECOND:	Commissioner Dempsey
VOTE:	Unanimous

Meeting Adjourned at: 1:52 P.M.

NEXT MEETING: January 2025
Microsoft Teams
1:30 P.M.

RESOLUTION NO. 29-24

OF THE

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND

TO TRANSFER TO

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

WHEREAS, **the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,**

WHEREAS, **the Board of Fund Commissioners of the** Monmouth County Municipal Joint Insurance Fund **determined that membership in the Residual Claims Fund is in the best interest of the member local units and joined the Residual Claims Fund.**

NOW, THEREFORE, BE IT RESOLVED **that the Board of Fund Commissioners of the** Monmouth County Municipal Joint Insurance Fund **does hereby resolve and agree to transfer the following residual risks.**

Fund Year	**Lines of Coverage**	**Member Fund S.I.R.**
2020	**WC/GL/AL & PROPERTY**	**Varies**

BE IT FURTHER RESOLVED **that the actual transfer of claim liabilities to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:**

Case Reserves and IBNR as of 12/31/24

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND
BILLS LIST

Resolution No. 30-24 **NOVEMBER 2024**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Monmouth County Municipal 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 CLOSED

Vendor Name	Comment	Invoice Amount
MUNICIPAL EXCESS LIABILITY RCF	ADD ASSESS FY 2007- ASSESSED 12/31/22	171,504.00
		171,504.00
	Total Payments FY CLOSED	**171,504.00**

FUND YEAR 2020

Vendor Name	Comment	Invoice Amount
MUNICIPAL EXCESS LIABILITY JIF	ADD ASSESS.-FY 2020- ASSESSED 12/31/22	478,449.00
		478,449.00
	Total Payments FY 2020	**478,449.00**

FUND YEAR 2024

Vendor Name	Comment	Invoice Amount
QUAL-LYNX	OUTSIDE ADJUSTER 11/24	7,259.00
QUAL-LYNX	CLAIM ADJ. SERVICES 11/24	51,006.00
		58,265.00
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 11/24	14,622.00
J.A. MONTGOMERY CONSULTING	LAW ENFORCEMENT 11/24	2,550.00
		17,172.00
QUALCARE, INC.	WC ACCESS/UM- FOR 11/24	18,665.67
		18,665.67
PERMA	POSTAGE 10/24	89.83
PERMA	POSTAGE 09/24	96.90
PERMA	ADMINISTRATION FEE 11/24	35,131.25
PERMA	LOSS FUND MGMT FEE 11/24	3,104.08
		38,422.06
THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING FEE 11/24	4,014.41
		4,014.41
CLEARY GIACOBBE ALFIERI AND JACOB, LLC	LITIGATION FEE INV 140167 THRU 10/29/24	10,575.67
CLEARY GIACOBBE ALFIERI AND JACOB, LLC	LEGAL SERVICES THRU 10/29/24 INV 140167	1,835.33
		12,411.00
STEPHEN MAYER	TREASURER FEE 11/24	1,867.67
		1,867.67
BOWMAN & COMPANY, LLP	2023 PAYROLL AUDIT/ 2025 WC PREM 10/24	11,154.00
		11,154.00
DANSKIN INSURANCE AGENCY, INC.	RMC FEES 11/24	40,480.50
		40,480.50
CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 11/24	1,105.00
		1,105.00
GANNETT NEW YORK NJ LOCALIQ	A# 1120891 INV 6729076-10676404 10/17/24	55.24
		55.24
EXECU-TECH, INC.	WEBSITE MAINTENANCE 11/24	200.00
		200.00
THE CANNING GROUP LLC	QPA SERVICE 11/24	583.33
		583.33

ACCESS	INV 11141512 DEPT 410 9/30/24	99.74
		99.74
LINCOLN RISK MANAGEMENT CORP.	RMC FEE- 2ND HALF 2024 KEYPORT	15,698.50
		15,698.50
	Total Payments FY 2024	**220,194.12**
	TOTAL PAYMENTS ALL FUND YEARS	**870,147.12**