

GENERAL FUND, EXECUTIVE COMMITTEE
REORGANIZATION MEETING MINUTES
January 10, 2020

I. **Call to Order – John Laezza, Chairperson**

The meeting was called to order at 10:01 a.m. by Chairperson Laezza

II. **Open Public Meetings Statement Read – John Laezza, Chairperson**

The Open Public Meetings Act was read by Chairperson Laezza

III. **Roll Call**

Fund Commissioners:

		<u>Attendance:</u>
Kenneth R. MacMillan	City of Burlington	Present
Stephen Fazekas	Township of Burlington	Present
John Laezza	Township of Clark	Present
Jeffrey Welz	North Hudson Regional Fire & Rescue	Present
Joseph D'Arco	Borough of Paramus	Present

Alternate Fund Commissioners

Dawn Bass	Township of Burlington	Present
Al Barr	Township of Clark	Present
Michael DeOrio	North Hudson Regional Fire & Rescue	Absent

Also Present:

Jodi Botlinger	Township of Burlington
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gottilla	Windels Marx Lane & Mittendorf, LLP
Mark Worthington	T&M Associates
Richard Crooks	Inservco
Claudia Acosta	Qual Lynx
Luis Alamo	Alamo Insurance
Steve Walsh	EJA/Capacity Insurance
Patti Fahy	Reliance Insurance

IV. **Introduction of Guests**

There were no introductions.

V. **General Fund Business**

A. **Resolution 20.01 Appointing Officers to Serve Full Fund and Executive Committee**

Stephen Fazekas stated that he would be resigning from the Township of Burlington shortly and would not be seeking reappointment as fund secretary. Discussion ensued and the consensus was to nominate Joseph D'Arco as secretary.

Motion to approve Resolution 20.01.

Moved: Kenneth MacMillan

Seconded: Stephen Fazekas

Vote: Approved: Unanimous Nay:

VI. Executive Committee Business

A. Approval of December 6, 2019 General Fund and Executive Committee Open Meeting Minutes and November 1, 2019 Closed Minutes

Motion to approve General Fund and Executive Committee Open Meeting Minutes of December 7, 2019 and November 1, 2019 Closed Minutes

Moved: Kenneth MacMillan

Seconded: Stephen Fazekas

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson's Report – John Laezza
There was no report.
2. MEL Delegate's Report – Joseph D'Arco
Joseph D'Arco stated that the MEL had held its reorganization meeting in January. He stated that the annual fund commissioners' retreat would be held in March. Barbara Murphy stated that the first draft of the updated model personnel manual had been released and would be reviewed with the EPL subcommittee.
Secretary's Report – Joseph D'Arco
There was no report.
3. Custodian of Funds – Kenneth MacMillan
 - a. Approval of Bill Lists for all Fund Years
Motion to approve Treasurer's Report and Bill Lists for all fund years totaling \$560,400.96.
Moved: Stephen Fazekas
Seconded: Jeffrey Welz
Vote: Approved: Unanimous Nay:
 - b. Treasurer's Report
As per the report distributed at the meeting.
 - c. Investment Status
As per the report distributed at the meeting.
4. Attorney's Report – Windels Marx Lane & Mittendorf, LLP – Craig Gottilla
As per the report included in the agenda package.
 - a. Resolution 20.02 Establishing 2020 meeting schedule
 - b. Resolution 20.03 Appointing MEL Delegate - Joseph D'Arco
 - c. Resolution 20.04 Designating Bank Depositories
 - d. Resolution 20.05 Designating Authorized Signatures
 - e. Resolution 20.06 Adopting Cash Management Plan
 - i. Appointment of Finance Subcommittee
John Laezza appointed himself, Kenneth MacMillan and Joseph D'Arco to serve on the finance subcommittee.
 - f. Resolution 20.07 Setting Interest Rate for Delinquent Assessments
 - g. Resolution 20.08 Designating Official Newspapers
 - h. Resolution 20.09 Appointing Actuary - The Actuarial Advantage
 - i. Resolution 20.10 Approving Auditor - Withum, Smith & Brown
 - j. Resolution 20.11 Appointing Legal Counsel – Windels Marx Lane & Mittendorf, LLP
 - k. Resolution 20.12 Appointing Custodian of Funds - Kenneth MacMillan
 - l. Resolution 20.13 Authorizing Loss Prevention Specialist - T&M Associates
 - m. Resolution 20.14 Appointing Property Claims Servicing Organizations - Bergen Risk Managers, Inservco Insurance Services, and Qual-Lynx.

NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND

- n. Resolution 20.15 Appointing Investment Manager – PFM Asset Management, LLC
- o. Resolution 20.16 Appointing Public Agency Compliance Officer - Risk and Loss Managers, Inc.
- p. Resolution 20.17 Approving an Aggregate Loss Fund Contingency

Motion to approve Resolutions 20.02 through 20.17.

Moved: Jeffrey Welz

Seconded: Kenneth MacMillan

Vote: Approved: Unanimous Nay:

- 5. Administrator’s Report - Risk and Loss Managers, Inc.
As per the memorandum included in the agenda package.

- a. Cyber Liability Deductible

Barbara Murphy stated that the cyber liability deductible had increased from \$10,000 to \$25,000 for the 2020 fund year. She reminded members to complete the Cyber Risk Management Program to qualify for the deductible reimbursement program. She stated that the reimbursement was based on the tier of minimum technology standards that members are compliant with prior to the manifestation of a claim.

- b. N.J.S.A. 40A:10-38.14 – JIF Website Requirements

Barbara Murphy stated that DOBI was once again reviewing joint insurance fund websites for non-compliance with N.J.S.A. 40A:10-38.14. She stated that the department had previously disputed our interpretation of item e. of the statute. Discussion ensued and the consensus was to reaffirm the Fund’s prior position that the fund commissioners had not deemed the documents listed in item e. of the statute as relevant.

Motion to Reaffirm the Position that the Fund Commissioners had not Deemed the Documents Listed in Item e. of N.J.S.A. 40A:10-38.14 as Relevant

Moved: Joseph D’Arco

Seconded: Jeffrey Welz

Vote: Approved: Unanimous Nay:

- 6. Safety and Loss Control Services – Mark Worthington, T&M Associates

Mark Worthington stated that the safety committee recently held its last meeting for the 2019 fund year and the March meeting would be a combined safety and executive committee meeting to kick off the 2020 safety program.

C. Old Business

There was no old business.

D. New Business

There was no new business.

E. Public Comment

There was no public comment.

F. Closed Session

There was no closed session.

VII. Adjournment

Motion to Adjourn.

Moved: Kenneth MacMillan

Seconded: Jeffrey Welz

Vote: Approved: Unanimous Nay:

The meeting adjourned at 10:24 a.m.

NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND

The next meeting will be a joint meeting with the safety delegates held at **10:00 a.m.** on **Friday, March 13, 2020**, at the Forsgate Country in Jamesburg, New Jersey.

Respectfully submitted,

Authorized Signature

Date