
NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
June 4, 2021**

I. Call to Order – Kenneth MacMillan, Vice Chairperson

The meeting was called to order via Zoom at 10:07 a.m. by Vice Chairperson MacMillan.

II. Open Public Meetings Statement Read – Kenneth MacMillan, Vice Chairperson

The Open Public Meetings Act was read by Vice Chairperson MacMillan.

III. Roll Call

Executive Committee:

		<u>Attendance:</u>
Kenneth R. MacMillan	City of Burlington	Present
Louis Ferrara	Township of Burlington	Present
Vacant	Township of Clark	--
Jeff Welz	North Hudson Regional Fire & Rescue	Present
Joseph D'Arco	Borough of Paramus	Present

Alternate Fund Commissioners

Jodi Botlinger	Township of Burlington	Present
Michael DeOrio	North Hudson Regional Fire & Rescue	Absent

Also Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gotilla	Ansell Grimm & Aaron, PC
Michael Solomon	The Actuarial Advantage
Mark Worthington	T & M Associates
Fran Domitrowski	Withum, Smith & Brown
Patti Fahy	Acrisure
Steve Walsh	EJA/Capacity
Helen Goodwin	Hardenbergh Insurance Group
Kim Schweikert	Inservco
Amy Zeiders	
Claudia Acosta	Qual Lynx

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

There was no general fund business.

VI. Executive Committee Business

A. Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of March 19, 2021

Motion to approve General Fund and Executive Committee Open and Closed Meeting Minutes of March 19, 2021.

Moved: Jeffrey Welz

Seconded: Joseph D'Arco

Vote: Approved: Unanimous Nay:

B. Reports

1. Vice Chairperson's Report – Kenneth MacMillan

Kenneth MacMillan asked for a moment of silence in remembrance of John Laezza who recently passed away on May 22, 2021. He stated that John would always be remembered for his wealth of knowledge and his dedication and commitment to bettering governmental entities.

2. MEL Delegate's Report – Joseph D'Arco

Joseph D'Arco stated that a special meeting had recently been held to discuss various financial issues related to the Middlesex County Municipal JIF (MCMJIF). Barbara Murphy stated that JIF's last completed audited financials were as of 12/31/2018 and indicated a deficit, at that time, in excess of \$25 million. She stated that the board of fund commissioners discussed options to assist the Fund's members moving forward by the Fund becoming a MEL member JIF or placing its members in current MEL affiliated JIFs. She stated that there had been discussions with DOBI regarding the various remediation efforts proposed to address the current deficit and overall management of the Fund with respect to the years prior to any potential membership in the MEL.

3. Secretary's Report – Joseph D'Arco

There was no report.

4. Custodian of Funds – Kenneth MacMillan

a. Approval of Bill Lists for all Fund Years

Motion to approve Bill Lists for all fund years totaling \$698,035.89.

Moved: Jeffrey Welz

Seconded: Joseph D'Arco

Vote: Approved: Unanimous Nay:

b. Treasurer's Reports

As per the report distributed at the meeting.

c. Investment Status

As per the report distributed at the meeting.

5. Actuarial Valuation as of December 31, 2020 - The Actuarial Advantage, Michael Solomon

Michael Solomon stated that as of the December 31, 2020 valuation date, the total case reserves and IBNR reserves were \$5,415,336.

6. Financial Statement as of December 31, 2020 - Withum, Smith & Brown, Fran Domitrowski

Fran Domitrowski presented a review of the financial statement distributed prior to the meeting. She stated that the financial statements are presented in accordance with generally accepted accounting principles and there were no audit comments or recommendations. She further stated that there were no deficiencies or weaknesses found for the Fund.

She stated that the balance sheet showed assets of \$13,051,478 and a fund surplus of \$6,581,612. The income statement showed net income of \$342,544.

Motion to Approve Resolution 21-22 Confirming Review of Annual Audit.

Moved: Joseph D'Arco

Seconded: Louis Ferrara

Vote: Approved: Unanimous Nay:

7. Attorney's Report – Craig Gotilla, Ansell Grimm & Aaron, PC
As per the report included in the agenda package.
8. Administrator's Report - Risk and Loss Managers, Inc., Barbara Murphy
As per the memorandum included in the agenda package.
 - a. MEL Cyber Risk Management Plan
Barbara Murphy stated that an updated Version 2 of the MEL's cyber risk management plan was distributed to members. She stated that this version provides updates to Tiers 1 and 2 and adds a Tier 3 for full deductible reimbursement. She further stated that members in compliance for Tier 1 or 2 prior to March 8, 2021 will have their compliance grandfathered until January 1, 2022. She reminded members that they must be in compliance with the tiers at the time of the claim to be eligible for reimbursement.
 - b. NJ Cannabis Legislation Update
Barbara Murphy stated that guidance on the recent legislation with respect to its effects on the workplace and environmental impacts of New Jersey's legalized cannabis had been distributed to members. She stated that municipalities had until August 21, 2021 to make critical zoning decisions as to the six different cannabis licenses that had been established. She further stated that a sample "opt out" ordinance was included as a template for communities that wish to opt out of some or all of certain aspects regarding its cultivation, manufacturing, wholesaling, distribution, retail sales and delivery that may be made on the local level.
 - b. Resolution 21-23 Memorializing Payment of an Automobile Liability Claim to the Township of Clark
 - c. Resolution 21-24 Approving Payment of a General Liability Claim to the City of Plainfield
 - d. Resolution 21-25 Approving Payment of a Workers' Compensation Claim to the Township of Clark
 - e. Resolution 21-26 Approving Payment of a Workers' Compensation Claim to the Township of Pemberton

Motion to approve resolutions 21-23 through 21-26.

Moved: Jeffrey Welz

Seconded: Louis Ferrara

Vote: Approved: Unanimous Nay:

9. Safety and Loss Control Services - T&M Associates, Mark Worthington
Mark Worthington stated that the safety committee had recently met via conference call.

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: Joseph D'Arco

Seconded: Jeffrey Welz

Vote: Approved: Unanimous Nay:

The meeting adjourned at 10:46 a.m.

The next meeting will be held at **10:00 a.m.** on **Friday, September 3, 2021.**

Respectfully submitted,

Authorized Signature