
NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
June 5, 2020**

I. Call to Order – John Laezza, Chairperson

The meeting was called to order via teleconference at 10:02 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

Executive Committee:

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

Alternate Fund Commissioners

Dawn Bass	Township of Burlington	Present
Al Barr	Township of Clark	Absent
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 Gotilla	Ansell Grimm & Aaron, PC
Shawn Gillon	Withum, Smith & Brown
Kathy Young	Alamo Insurance Group
Steve Walsh	EJA/Capacity
Nancy Fowlkes	Inservco

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 12, 2020

Motion to approve General Fund and Executive Committee Open and Closed Meeting Minutes of March 12, 2020.

Moved: John Laezza

Seconded: Kenneth MacMillan

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson's Report – John Laezza
There was no report.
2. MEL Delegate's Report – Joseph D'Arco
As per the reports included in the agenda package.
Joseph D'Arco stated that the MEL had recently adopted its 2021 budget and rate table. He stated that the newly formed COVID-19 special subcommittee had recently convened to review claims and consider related inquiries.
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 \$464,255.62.
Moved: Joseph D'Arco
Seconded: John Laezza
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, 2019 - The Actuarial Advantage
Barbara Murphy stated that as of the December 31, 2019 valuation date, the total case reserves and IBNR reserves were \$5,208,342.
6. Financial Statement as of December 31, 2019 - Withum, Smith & Brown
Shawn Gillon presented a review of the financial statement distributed prior to the meeting. He stated that the financial statements are presented in accordance with generally accepted accounting principles and there were no audit comments or recommendations. He further stated that there were no deficiencies or weaknesses found for the Fund.

He stated that the balance sheet showed assets of \$12,443,347 and a fund surplus of \$6,239,068. The income statement showed net income of \$903,811.

Motion to Approve Resolution 20-24 Confirming Review of Annual Audit.

Moved: Kenneth MacMillan

Seconded: Joseph D'Arco

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. 2021 Renewal Process
Barbara Murphy stated that the 2021 online data collection process via Origami would be available beginning July 10th with a deadline of September 15th for updating exposures.

- b. Resolution 20-25 Correction of Resolution 19-31 Payment of a Workers' Compensation Claim to the North Hudson Regional Fire & Rescue
Motion to approve resolution 20-25.
Moved: Joseph D'Arco
Seconded: Kenneth MacMillan
Vote: Approved: Unanimous Nay:
- c. Resolution 20-26 Approving Payment of a Workers' Compensation Claim to the Township of Pemberton
Motion to approve resolution 20-26.
Moved: John Laezza
Seconded: Kenneth MacMillan
Vote: Approved: Unanimous Nay:
- d. Resolution 20-27 Approving Payment of a General Liability Claim to the City of Plainfield
Motion to approve resolution 20-27.
Moved: Joseph D'Arco
Seconded: Kenneth MacMillan
Vote: Approved: Unanimous Nay:
- e. Resolution 20-28 Approving Payment of a General Liability Claim to the Borough of Paramus
Motion to approve resolution 20-28.
Moved: John Laezza
Seconded: Kenneth MacMillan
Vote: Approved: Unanimous Nay:
- f. Resolution 20-29 Approving Payment of a Workers' Compensation Claim to the Township of Burlington
Motion to approve resolution 20-29.
Moved: Joseph D'Arco
Seconded: Kenneth MacMillan
Vote: Approved: Unanimous Nay:
- g. Resolution 20-30 Approving Payment of a Workers' Compensation Claim to the North Hudson Regional Fire & Rescue
Motion to approve resolution 20-30.
Moved: Joseph D'Arco
Seconded: Kenneth MacMillan
Vote: Approved: Unanimous Nay:
- 9. Safety and Loss Control Services - T&M Associates, Mark Worthington
Barbara Murphy stated that the safety committee had recently met via conference call. She stated that several COVID related bulletins had recently been released including guidance on summer camps.

C. Old Business

There was no old business.

NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND

D. New Business

1. Resolution 20-31 Adopting an Amended Cash Management Plan

Barbara Murphy stated that the legislation allowing joint insurance funds to invest in governmental entities had been signed into law. She stated that the cash management plan was being revised to allow for participation in a joint cash management and investment program should the members decide to do so in the future.

Motion to adopt resolution 20-31 adopting an amended cash management plan.

Moved: Kenneth MacMillan

Seconded: Joseph D'Arco

Voted: Approved: Unanimous Nay:

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: Kenneth MacMillan

Vote: Approved: Unanimous Nay:

The meeting adjourned at 10:30 a.m.

The next meeting will be held at **10:00 a.m.** on **Friday, September 4, 2020** at the Forsgate Country Club, Jamesburg, NJ.

Respectfully submitted,

Authorized Signature