

General Fund and Executive Committee Meeting Minutes  
November 5, 2021

I. **Call to Order – Kenneth MacMillan, Vice Chairperson**

The meeting was called to order at 10:17 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
Jeff Welz	North Hudson Regional Fire & Rescue	Absent
Joseph D'Arco	Borough of Paramus	Present

Fund Commissioners

James Ulrich	Township of Clark	Present
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Alternate Fund Commissioners

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

Also Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gotilla	Ansell Grimm & Aaron
Mark Worthington	T&M Associates
Richard Crooks	Inservco
Claudia Acosta	Qual Lynx
Helen Goodwin	Hardenbergh Insurance Group
Patti Fahy	Reliance/Acrisure

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 September 3, 2021**

*Motion* to approve General Fund and Executive Committee Open and Closed Meeting Minutes of September 2, 2021.

**Moved:** Louis Ferrara

**Seconded:** Joseph D'Arco

**Vote:** Approved: Unanimous Nay:

**B. Reports**

1. Vice Chairperson – Kenneth MacMillan  
There was no report.
2. MEL Delegate’s Report – Joseph D’Arco  
Barbara Murphy stated that the MEL had adopted its 2022 rate table and budget. She reminded members that may already have the qualifications completed for each individual Tier(s) to submit their cyber risk management certification checklists for approval of these Tiers as completed to become eligible for those levels’ deductible reimbursements.
3. Secretary’s Report – Joseph D’Arco  
There was no report.
4. Custodian of Funds – Kenneth MacMillan
  - a. Approval of Bill Lists for All Years  
**Motion** to approve Bill Lists for all years totaling \$330,366.11.  
**Moved:** Joseph D’Arco  
**Seconded:** Kenneth MacMillan  
**Vote:** Approved: Unanimous      Nay:
  - b. Treasurer's Report  
As per the report distributed at the meeting.
  - c. Investment Report  
As per the report distributed at the meeting.
5. Attorney's Report – Ansell Grimm & Aaron, Craig Gotilla  
As per the report included in the agenda package.
6. Administrator’s Report - Risk and Loss Managers, Inc. - Barbara Murphy  
As per the report included in the agenda package.
  - a. Resolution 21-28 Approving Payment of a Workers’ Compensation Claim to the Township of Burlington.  
**Motion** to Approve Resolution 21-28  
**Moved:** Louis Ferrara  
**Seconded:** Joseph D’Arco  
**Vote:** Approved: Unanimous
7. Safety and Loss Control Services - T&M Associates  
Mark Worthington stated that at the last safety committee meeting a presentation was given on the topic of situational awareness. He also stated that all members were on track for the completion of the 2021 safety incentive program.

**C. Old Business**

There was no old business.

**D. New Business**

1. Resolution 21-29 Introduction of 2022 Budget and Certification of the Assessments  
Barbara Murphy reviewed the 2022 fund year budget distributed at the meeting. She stated that the aggregate loss fund contingency was established beginning with the 2016 fund year to fund any potential additional assessment if claims exceeded 85% of expected claims fund as billed in accordance with the MEL’s retrospective rating and premium plan. She further stated that the MEL had instituted a surplus floor “trigger” which provided that the MEL would levy an additional supplementary assessment in order that the Fund’s statutory surplus for all fund years combined would be not less than 12.5% of unpaid reserves, including IBNR.

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**NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND**

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She stated that the surplus floor provision had been triggered, due in part to the retrospective rating and premium plan, and that the plan would be eliminated for the 2022 fund year. Discussion ensued and the consensus was to use a portion of the aggregate loss fund contingency monies to offset the payment due from the surplus floor trigger.

**Motion** to approve Resolution 21-29 and certify the assessments.

**Moved:** Joseph D'Arco

**Seconded:** Louis Ferrara

**Vote:** 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:** Louis Ferrara

**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 10:56 a.m.

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

Respectfully submitted,

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Authorized Signature-