MUNICIPAL EXCESS RESIDUAL CLAIMS LIABILITY FUND MINUTES MARCH 1, 2017 FORSGATE COUNTRY CLUB, JAMESBURG, NJ 10:30 AM

Meeting of Executive Committee called to order by Chairman David Matchett.

DAVID MATCHETT	Chairman	Burlco	Present
BRIAN BIGLER	Secretary	NJUA	Present
TOM NOLAN	Executive Committee	Monmouth	Present
MADELINE COOK	Executive Committee	PHA	Present
JOSEPH WOLK	Executive Committee	Camden	Present
PAUL SHIVES	Executive Committee	Ocean	Present
JOSEPH CATENARO	Executive Committee	Sub Essex	Present
JAMES GILDEA	Alt #1	Sub Muni	Present
RICHARD HIRSCH	Alt #2	Atlantic	Present
ROBERT LANDOLFI	Alt#3	Central	Present
ROBERT LAW	Alt#4	Trico	Present
GREGORY FRANZ	Alt #5	South Bergen	Present
PAUL TOMASKO	Alt #6	Bergen	Present
JON RHEINHARDT	Alt #7	Morris	Present
TO BE APPOINTED	Alt #8	MEL	Absent
TOM CZERNIECKI	Alt#9	PMM	Absent

ROLL CALL OF 2017 EXECUTIVE COMMITTEE/FUND COMMISSIONERS:

Executive Director	PERMA Risk	Management Services Joseph Hrubash, Cathleen Kiernan
Deputy Executive Director	Arthur J. Galla	agher RMS, Inc. Paul Miola, Paul Forlenza
Attorney	Dorsey & Sen	nrau Fred Semrau, Esq.
Treasurer		Charles Cuccia
Claims Supervisor	CB Claims	Christopher Botta, Georganne Jussel
Actuary	The Actuarial	Advantage Dennis Henry, Eric Bause, Michael Solomon
Claims Administrator ALSO PRESENT: Ezio Altamura, GJEM-Otterstedt Ag Megan Champney, Suburban Munic Pauline Kontomanolis, PERMA Steve Sacco, PERMA Jason Thorpe, PERMA	•	Kathy Kissane, Chris Healy

APPROVAL OF MINUTES: January 4, 2017 Open Session. Commissioner Tomasko said the minutes should be amended to reflect his attendance as the Bergen JIF representative.

MOTION TO APPROVE THE JANUARY 4, 2017 OPEN MINUTES AS AMENDED:

Moved: Second: Vote: Commissioner Shives Commissioner Hirsch Unanimous

CORRESPONDENCE:

NONE

TREASURER:

CONFIRMING FEBRUARY 2017 VOUCHER PAYMENTS (BILLS LIST):

2012	300.32
2013	111.14
2014	950.25
2016	103.16
2017	47,132.91
TOTAL	\$48,597.78

RESOLUTION 7-17, MARCH 2017 VOUCHER PAYMENTS (BILLS LIST):

2017	32,813.81
TOTAL	\$32,813.81

MOTION TO CONFIRM FEBRUARY 2017 BILLS LIST AND TO ADOPT RESOLUTION 7-17 APPROVING THE MARCH 2017 VOUCHER LIST, AS SUBMITTED

> Moved: Second: Roll Call Vote:

Commissioner Wolk Commissioner Tomasko 14 Ayes – 0 Nays

EXECUTIVE DIRECTOR:

2017 FISCAL MANAGEMENT PLAN - AMENDMENT: Executive Director said due to a personnel change, the previously adopted Fiscal Management Plan requires an amendment to reflect the updated Claims Administrators for AmeriHealth Casualty Services, which services the Camden JIF. In addition, the firm for Robert Fisher, Esq. should reflect CB Claims LLC. Enclosed in the agenda was the Fiscal Management Plan with the changes highlighted for reference. Executive Director said a filing will be made with the State advising of the changes.

MOTION TO ADOPT THE FISCAL MANAGEMENT PLAN AS AMENDED:

Moved:	Commissioner Tomasko
Second:	Commissioner Gildea
Vote:	Unanimous

ANNUAL RETREAT: Executive Director reported the MEL Board of Fund Commissioners held its annual one-day retreat on February 17, 2017 in the Princeton Forrestal Marriott. The meeting opened with a presentation from Chairman Landolfi, former Commissioner Jack Tarditi, Paul Miola, Dave Grubb and Russell Huntington on the formation of the MEL JIF in recognition of its 30 years of operations. Then, each subcommittee provided a report on its activities during 2016. Executive Director said the topic that generated the most discussion was Cyber Security.

2017 MEL & MR HIF EDUCATIONAL SEMINAR: The 7th annual seminar is scheduled for Friday, April 21st beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Enclosed in the agenda was the enrollment form.

CLAIMS COMMITTEE: The Claims Review Committee met on January 4, 2017 and met the morning of the Commissioner's meeting. Minutes of the January meeting were distributed to the Board. Kathy Kissane introduced herself and said she will be replacing Kathy Tyler Schohl as Qual-Lynx's account manager to the MEL.

CLAIMS AUDIT: Executive Director reported as part of the MEL Audit Universe there are a number of internal audits that completed recently including the claims audit focuses on certain MEL and RCF fund years. The results of the audit, once finalized, will be shared with the RCF JIF. The MEL Audit Committee is meeting on the 23rd of March to review the results.

JUNE 2017 MEETING: Executive Director said this year's PRIMA conference is scheduled from June 4-7th and may conflict with the scheduled June meeting. Executive Director recommended the meeting date be moved from June 7th to Thursday June 1st - Forsgate Country Club would remain as the location and the fund office will advertise the notice.

MOTION TO CHANGE THE JUNE MEETING FROM JUNE 7TH TO JUNE 1ST AND ADVERTISE THE APPROPRIATE NOTICE:

Moved:	Commissioner Law
Second:	Commissioner Wolk
Vote:	Unanimous

2017 FINANCIAL DISCLOSURES: Executive Director said Commissioners should anticipate the online filing of the Financial Disclosure forms as both an RCF Commissioner, as well as, any municipal related positions that require filing. It is expected the Division of Local Government Services will distribute a notice in March and forms will need to be filed by April 30th.

ATTORNEY:

REPORT: Fund Attorney reported that one of the last remaining EPL/POL claims is progressing towards closure, which is down from approximately 300 that were left to be settled since that line of coverage was transferred out of the MEL.

OLD BUSINESS:

March 1, 2017

NONE NEW BUSINESS: NONE PUBLIC COMMENT: NONE

MOTION TO ADJOURN:

Moved: Second: Vote: Commissioner Catenaro Commissioner Cottman Unanimous

MEETING ADJOURNED: 10:36AM Nancy A. Ghani, Assisting Secretary for Brian Bigler, SECRETARY

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND BILLS LIST

CONFIRMATION OF PAYMENTS

FEBRUARY 2017

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

BE IT RESOLVED that the Municipal Excess Liability Residual Claim 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 2 CheckNumber	012 VendorName	Comment		InvoiceAmount
001065 001065	DORSEY & SEMRAU	CLAIMS - RCF - 01/2017		300.32 300.32
		Total Payments FY 2012	300.32	500.52
FUND YEAR 2 CheckNumber	013 VendorName	Comment		<u>InvoiceAmount</u>
Checkivamber	vendonvanie	connient		mvoiceAmount
001066				27.54
001066 001066	DORSEY & SEMRAU DORSEY & SEMRAU	CLAIMS - RCF - 01/2017 CLAIMS - RCF - 12/2016		37.54 73.60
001000	DORSET & SEMIRAU	CLAIMS - KCP - 12/2010		111.14
		Total Payments FY 2013	111.14	
FUND YEAR 2				T
CheckNumber	VendorName	<u>Comment</u>		InvoiceAmount
001067				
001067	DORSEY & SEMRAU	CLIAMS - RCF - 01/2017		600.64
001067	DORSEY & SEMRAU	CLAIMS - RCF - 12/2016		349.61
950.25				
FUND YEAR 2	016	Total Payments FY 2014	950.25	
CheckNumber	VendorName	Comment		InvoiceAmount
001068				
001068	PERMA RISK MANAGEMENT SER'	VICES POSTAGE FEE 12/2016		48.93
001068	PERMA RISK MANAGEMENT SER	VICES 1099 E-FILINGS - 2016		31.84
				80.77
001069				
001069	ALLSTATE INFORMATION MANA	GEMNT ACCT: 809 - ACT & STOR	12/31/2016	22.39
		Total Payments FY 2016	103.16	22.39
FUND YEAR 2	017		105.10	
CheckNumber	VendorName	Comment		InvoiceAmount
001070				
001070	PERMA RISK MANAGEMENT SER	VICES POSTAGE FEE 01/2017		5.47
001070	PERMA RISK MANAGEMENT SER	VICES EXECUTIVE DIRECTOR	FEE 02/2017	16,067.53
				16,073.00
001071 001071	THE ACTUARIAL ADVANTAG	E ACTUARIAL CONSULTI	NG SERVICES - 02/201	7 3,313.00
001071	THE ACTUARIAL ADVANTAG			- ,
				,

March 1, 2017

RCF Open Minutes

001072				,
001072	DORSEY & SEMRAU	ATTORNEY FEE 1ST QTR 2017	,	10,039.35
001072	DORDET & DEMICICO	ATTORICET TEE IST QTR 2017		10,039.35
001073				10,039.33
		ELINID THE ACLINED FEE 02/201	7	2 1 4 1 9 2
001073	CHARLES CUCCIA	FUND TREASURER FEE 02/201	1	3,141.83
				3,141.83
001074				
001074	MUNICIPAL EXCESS LIABILITY JIF	REIMBURSE MEL 1/5 COST FR	OM 1/4/17 MTG	983.67
				983.67
001075				
001075	CB CLAIMS, LLC	CLAIMS SUPERVISION 01/2017	7	4,837.52
				4,837.52
001076				4,007102
			0/0015	5 401 54
001076	ARTHUR J. GALLAGHER RISK MSI	DEPUTY ADMIN/EXEC DIR - 0	2/2017	5,431.54
				5,431.54
	Total Pay	ments FY 2017	47,132.91	

6,626.00

CONFIRMING TOTAL PAYMENTS ALL FUND YEARS \$48,597.78

Chairperson

Attest:

Dated:

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer