

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

OPEN MINUTES

MARCH 27, 2020

VIA TELECONFERENCE

9:45AM

ROLL CALL OF 2020 BOARD OF FUND COMMISSIONERS

Tom Merchel, Chairman	Township of Moorestown- PMM JIF	Present
Joy Tozzi, Secretary	Township of Robbinsville - Mid-Jersey JIF	Present
Robert Law	Woodbury City - Trico JIF	Present
Jon Rheinhardt	Borough of Wharton – Morris JIF	Present
Charles Cuccia	Borough of Little Falls –S. Bergen JIF	Present
Richard Hirsch	Borough of Longport - Atlantic JIF	Present
Joseph Wolk	Borough of Mount Ephraim- Camden JIF	Present
Joe Catenaro	Township of Fairfield – Sub Essex JIF	Present
Thomas Nolan	Borough of Brielle - Monmouth JIF	Present
Joseph D’Arco	Borough of Paramus - NJMSI JIF	Absent
Bernard Rutkowski	NJUA JIF – Toms River MUA	Present
Paul Tomasko	Borough of Alpine – Bergen JIF	Present
John Clarke	New Brunswick Housing Authority- PHA JIF	Present
Veronica Laureigh	Township of Lacey – Ocean JIF	Present
William Northgrave	Township of Edison – Central JIF	Present
Meghan Champney	City of Summit – Suburban JIF	Present
Kevin Davis	County of Hunterdon – PAIC JIF	Present
Megan Jack	Riverside Twp- Burlco JIF	Present
Steven Scholey	Bordentown Mission Fire Company - District #1	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Services David N. Grubb, Joseph Hrubash, Cate Kiernan Nancy A. Ghani
Attorney	Dorsey & Semrau Fred Semrau, Esquire
Producer	Arthur J. Gallagher Paul Forlenza, Paul Miola
Actuary	The Actuarial Advantage Kyle Mrotek
Ex Worker’s Comp Claims Administrator	Qual-Lynx Kathy Kissane, Chris Healy
Safety Director	JA Montgomery Risk Control Services Paul Shives
Treasurer	Mike Zambito
Excess Liability Claims Administrator	CB Claims LLC Christopher Botta

Underwriting Manager	Conner Strong & Buckelew Edward Cooney
Lobbyist	Pathways Paul Bent
Managed Care	QualCare Donna Setzer, Steve McNamara
Marketing Coordinator	Acrisure Amy Pieroni, Lindsay Travali

JIF COMMISSIONERS/PROFESSIONALS PRESENT:

Ezio Altamura, GJEM-Otterstedt Insurance Agency
 Charles Casagrande, Danskin Insurance Agency
 John Casagrande, Danskin Insurance Agency
 Alison Kelly, Danskin Insurance Agency
 Chuck Hartsoe, PEGAS
 Michael Avalone, Conner Strong & Buckelew
 Brad Stokes, PERMA
 Robyn Walcoff, PERMA
 Jennifer Conicella PERMA
 Rachel Cwastek, PERMA
 Sandra Cantwell, PERMA

MINUTES: Included in the agenda were the open minutes of January 6, 2020.

MOTION TO APPROVE JANUARY 6, 2020 OPEN MINUTES:

Moved:	Commissioner Laureigh
Second:	Commissioner Clarke
Vote:	Unanimous

CORRESPONDENCE:

NONE

Executive Director said suggested the Resolutions included as part of the Executive Director/Administrator be adopted via a consent agenda in order to have an efficient meeting; Chairman Merchel agreed with the suggestion.

EXECUTIVE DIRECTOR REPORT:

PUBLIC HEALTH CRISIS: Included in the agenda was a memorandum outlining some steps to take during the public health crisis along with copies of memorandums that were distributed to all members and to risk management consultants concerning the crisis.

Executive Director said the MEL is committed to supporting its membership during this health crisis. Executive Director recommended that the MEL Risk Management Plan be amended to establish a sub-committee to process and manage COVID-19 claims expeditiously. Included in the agenda was Resolution 20-20 amending the risk management plan to be adopted as part of the consent agenda.

Executive Director said another recommendation with respect to COVID-19 claims is the appointment of James Pietras, Esquire for an amount not to exceed \$5,000 to provide the MEL

with general guidance on workers' compensation coverage for exposed workers, which is expected to result in the MEL developing guidance for claims administrators. Included in the agenda was Resolution 21-20 to be adopted as part of the consent agenda.

Safety Director said the MEL webpage – njmel.org – has an informative section for Covid 19 where materials and links are being regularly posted.

FUND OPERATION: Executive Director said in light of the COVID-19 pandemic, it is imperative that the MEL continue to operate going forward. In event the pandemic impairs our ability to convene claims committee or executive committee meetings in a timely fashion we are recommending that the Executive Director and Fund Attorney be empowered to make decisions, claim and expense payments and have these ratified at the next scheduled meetings of the claims and executive committee meetings. A motion authorizing this action will be taken during the consent agenda.

MANAGEMENT COMMITTEE: Executive Director said the committee met via teleconference on March 5th to review the responses to the Request for Qualifications for Emergency Cleanup and Restoration Vendors. Management Committee approved all but 2 that were “non-responsive”. Responses from the following vendors have now been posted to the MEL webpage and are as follows:

- All Risk Property Damage Experts
- Insurance Restoration Specialists
- National Restoration
- Puro Clean Disaster Response
- Rapid Recovery Restoration Services
- ServPro of Haddon Heights / Voorhees
- ServPro of Nutley / Bloomfield
- RDC Restoration LLC

A motion accepting the committee's recommendation for Emergency Cleanup and Restoration Services would be taken as part of the consent agenda.

Executive Director said the committee also approved an amount not to exceed \$23,000 for remediation of moldy boxes containing liability claims files that were closed during 2006 and back, if the Division of Archives does not approve of destroying the records, since the files cannot be specifically identified. A motion accepting the committee's recommendation for remediation would be taken as part of the consent agenda.

JOINT CASH MANAGEMENT INVESTMENT PROGRAM: In 2019, the board authorized the release of a Professional Services RFP for an Asset Manager and a Financial Advisor to manage investments of the MEL's Joint Cash Management Program. Included in the agenda was a memorandum outlining the Committee's recommendation to adopt a resolution awarding Clearbrook Investment Consulting as the Asset Manager, Bank of New York as custodian and accounting and NW Financial as the Financial Advisor.

MEL Investment Chairman Rheinhardt and Fund Attorney said the MEL has been working to create some form or another of a Joint Cash Management Plan since at least 2008, at the outset of the recession when members had difficult time with notes. The formation now puts the MEL in a position to assist members with purchasing notes just as the impact of the pandemic has negatively affected the municipal bond market.

Committee agreed to invite the Residual Claims Fund, the NJ Environmental Risk Management Fund and the Sustainable Energy Joint Meeting at the outset. Once operational, the offer can be extended to all affiliated local Joint Insurance Funds. Included in Appendix II of the agenda were the bylaws for JCMI, as well as, the agency agreement that JIFs electing to participate will be asked to execute.

Deputy Executive Director said a meeting of Investment Committee, including all local JIF Treasurers, will be scheduled to introduce the Joint Cash Management & Investment Program to each JIF. Local JIF Chairs will be invited to participate and next steps include providing each JIF with participating paperwork.

Chairman Merchel and Deputy Executive Director thanked the MEL Investment Committee, Fund Commissioners, Professionals and PERMA staff involved in this effort. Included in the agenda was resolution 22-20 authorizing awards of services for Asset Manager, Custodial Services & Accounting and Financial Advisor to be adopted as part of the consent agenda.

MODEL PERSONNEL COMMITTEE: Executive Director reported Matt Giacobbe has completed draft Personnel Manuals and Employee Handbooks (civil service and non-civil service) which have been distributed to the Model Personnel Committee for review. The Committee will be meeting on May 4th via teleconference.

COVERAGE COMMITTEE: Committee Chair Tozzi said the committee met on February 21, 2020; enclosed in the agenda were the minutes of that meeting. The Committee is scheduled to meet next on May 8, 2020 at 10AM.

Underwriting Manager said the Committee reviewed and approved the following Endorsements to the Casualty or Crime Policies as noted and MEL Crime Policy and applicable endorsements (included in Appendix III of the agenda).

Endorsements: Casualty – Railroad Exclusion; 2) Crime – Liberalization; 3) Casualty – Inflatable Fire House Exception; 4) Casualty – Dam Exclusion; and 5) Casualty- Judges/Prosecutors.

MEL Crime Policy: Policy & applicable endorsements; Additional Insured, Blanket Independent Contractors, Blanket Waiver of Subrogation, Statutory Bond-Scheduled Independent Contractors and Definition of Employee (NJUA JIF only).

Action on approving the endorsements the Casualty or Crime Policies will be taken during the consent agenda.

LEGISLATIVE COMMITTEE: The committee met on February 13, 2020 enclosed in the agenda were the minutes of the meeting for information. Committee is scheduled to meet next on May 7, 2020 at 10AM via teleconference.

SAFETY & EDUCATION COMMITTEE: The committee met on February 21st; enclosed in the agenda were the minutes of that meeting. Committee is scheduled to meet next on May 8, 2020 at 11:30AM.

Committee Chair Rutkowski reported that in January, the MEL authorized the release of a competitive contract RFP for a vendor to prepare webinars/online training and for the Learning Management System with one response received for each position. Committee Chair Rutkowski said the committee reviewed the responses to each RFP and recommends awarding

the contract to VCS for webinars and online training and FirstNet for the Learning Management System. Resolutions 23-20 and 24-20 appointing the respective vendors were included in the agenda to be acted on as part of the consent agenda.

Committee Chair Rutkowski said the committee also recommended authorizing additional funds not to exceed \$20,000 to provide additional training on Designated Employer Representative Classes (D.E.R.). The action to approve this will be acted on as part of the consent agenda.

RCF: The RCF held its 2020 reorganization meeting on January 6, 2020; enclosed in the agenda was a copy of Commissioner Clarke's report of the meeting. Executive Director said Fund Year 2015 has now been transferred to the Residual Claims Fund.

FINANCIAL DISCLOSURES: It is expected the Division of Local Government Services will distribute a filing notice on/about April 1st and forms will need to be filed by the April 30th deadline.

CLAIMS REVIEW COMMITTEE: The Claims Review Committee met on January 6, 2020 and March 5, 2020; the minutes were enclosed under separate cover.

JUNE MEETING: As a reminder the June meeting is scheduled for June 3, 2020 at 11:15AM at the Forsgate Country Club.

DUE DILIGENCE: Included as part of the agenda for information was the Regulatory Compliance Checklist as of 3/23/2020.

CONSENT AGENDA: Executive Director read the following resolutions and/or motions into the record to be adopted as part of the consent agenda:

RESOLUTION 20-20 ADOPTING PROCEDURES TO RESOLVE CLAIMS AND/OR ISSUES RELATING TO COVID-19 ALSO KNOWN AS THE CORONAVIRUS DISEASE;

RESOLUTION 21-20 APPOINTING JAMES PIETRAS, ESQUIRE AS SPECIAL COUNSEL, NOT TO EXCEED \$5,000 TO PROVIDE WORKERS' COMPENSATION GUIDANCE FOR COVID19 RELATED CLAIMS;

MOTION TO AUTHORIZE EXECUTIVE DIRECTOR AND FUND ATTORNEY TO MAKE NECESSARY DECISIONS TO CONTINUE OPERATIONS, INCLUDING APPROVAL OF CLAIM AND EXPENSE PAYMENTS TO BE HAVE THESE RATIFIED AT THE NEXT SCHEDULED MEETING OF THE EXECUTIVE COMMITTEE MEETING;

MOTION TO ACCEPT THE MANAGEMENT COMMITTEE'S RECOMMENDATION FOR EMERGENCY CLEANUP AND RESTORATION VENDORS;

MOTION TO ACCEPT THE MANAGEMENT COMMITTEE'S RECOMMENDATION FOR REMEDIATION OF RECORDS;

RESOLUTION 22-20 AUTHORIZING AWARD OF SERVICES TO CLEARBROOK INVESTMENT CONSULTING TO SERVE AS ASSET

MANAGER, BANK OF NEW YORK FOR CUSTODIAL SERVICES & ACCOUNTING AND NW FINANCIAL SERVICES AS FINANCIAL ADVISOR;

MOTION TO ADOPT JOINT CASH MANAGEMENT INVESTMENT PROGRAM OPERATIONAL BYLAWS AS PRESENTED IN THE AGENDA;

MOTION TO APPROVE COVERAGE COMMITTEE RECOMMENDATIONS ON THE PRESENTED ENDORSEMENTS AND POLICY;

RESOLUTION 23-20 AUTHORIZING THE AWARD OF AN ONLINE WEBINAR AND TRAINING PRODUCER TO VCS VIDEO;

RESOLUTION 24-20 AUTHORIZING THE AWARD OF A SOFTWARE PROGRAM FOR LEARNING MANAGEMENT SYSTEM TO FIRST NET LEARNING INC.;

MOTION TO AUTHORIZE AN EXPENDITURE NOT TO EXCEED \$20,000 FOR ADDITIONAL TRAINING ON DESIGNATED EMPLOYER REPRESENTATIVE CLASSES (D.E.R.):

Moved: Commissioner Cuccia
Second: Commissioner Law
Roll Call Vote: 18 Ayes – 0 Nays

UNDERWRITING MANAGER: Underwriting Manager said there was nothing additional to report.

TREASURER:

CONFIRMATION OF PAYMENTS

February 2020 \$ 1,600,066.77

RESOLUTION 25-20 FOR MARCH 2020 VOUCHERS:

March 2020 \$2,444,967.64

Confirmation Of December 2019 Claims Payments/Certification Of Claims Transfers:

1988 WC	9,141.58
CLOSED	0.00
2015	206,097.11
2016	58,709.88
2017	40,732.78
2018	118,753.07
2019	959,584.64
TOTAL	1,393,019.06

Confirmation Of January 2020 Claims Payments/Certification Of Claims Transfers:

1988 WC	21,854.28
CLOSED	0.00
2016	56,157.80
2017	505,340.42
2018	168,786.15

2019	356,350.76
2020	0.00
TOTAL	1,108,489.41

Confirmation Of February 2020 Claims Payments/Certification Of Claims Transfers:

1988 WC	38,892.74
CLOSED	0.00
2016	373,761.87
2017	56,454.85
2018	125,232.49
2019	509,725.30
2020	0.00
TOTAL	1,104,067.25

MOTION TO CONFIRM PAYMENTS OF FEBRUARY 2020, APPROVE MARCH 2020 BILLS LIST RESOLUTION 25-20 AND TO APPROVE TREASURER’S REPORT OF CURRENT AND CONFIRMING EXPENSES AS PRESENTED:

Moved: Commissioner Laureigh
 Second: Commissioner Cuccia
 Roll Call Vote: 18 Ayes – 0 Nays

ATTORNEY:

REPORT: Fund Attorney reported on filings with the State Comptroller’s office on excess renewals adding that the MEL is now in a good position prior to marketing 2021 commercial coverages – which often exceeds \$2,000,000 and is approaching \$10,000,000 in premiums for property coverage.

In addition, Fund Attorney said Sean Canning, the MEL’s Qualified Purchasing Agent (QPA) would assist with the procurement process for professional contracts that are set to expire at year-end.

CLAIMS – EXCESS WORKERS COMPENSATION:

REPORT: Claims Administrator said they have updated their claims system to track COVID-19 work-related exposure claims.

CLAIMS - MANAGED CARE:

REPORT: A report was distributed showing the Savings and Penetration report as of February 2020; the total billed was \$1,684,436.21 with approved bills of \$713,997.14 for a total savings of 58% and network penetration of 73%.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

CLOSED SESSION: There was no need for Closed Session.

MOTION TO ADJOURN:

Moved: Commissioner Clarke
Second: Commissioner Northgrave
Vote: Unanimous

MEETING ADJOURNED: 10:14am

NEXT MEETING: June 5, 2019

11:15AM - Forsgate Country Club, Monroe NJ

Nancy A. Ghani, Assisting Secretary

For

JOY TOZZI, SECRETARY

Resolution 20-20

**RESOLUTION AMENDING THE PLAN OF RISK MANAGEMENT
BY ADOPTING PROCEDURES TO RESOLVE CLAIMS AND/OR ISSUES RELATING
TO COVID-19 ALSO KNOWN AS THE CORONAVIRUS DISEASE**

WHEREAS, as a result of the outbreak of the Coronavirus disease, it has been declared by way of Governor Murphy's Executive Order 103, a public health emergency and state of emergency in the State of New Jersey effective March 9, 2020; and

WHEREAS, as result of this state of emergency there has been identified the existence of COVID-19 in every state nationally and within nearly each County of the State of New Jersey; and

WHEREAS, in order to ensure that members receive expeditious resolutions of issues, including claims, in an organized fashion in accordance with policy terms, it is necessary that the Municipal Excess Liability Joint Insurance Fund (MEL) establish a special mechanism for these issues and claims.

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund that the 2020 Plan of Risk Management be amended as follows (additions underlined)

The maximum amount of a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22 is hereby amended to include the following

1. The Fund Attorney and the Executive Director are authorized to approve claim settlements in the event it is not possible to convene a meeting of the Claims Committee in a time fashion. A summary of all such emergency approvals shall be provided to the Claims Committee when practical.

2. Issues and claim appeals relating to COVID-19 commonly known as the Coronavirus wherever possible will be considered by a Special Committee comprised of five representatives appointed by the MEL Chair who shall be Commissioners of MEL affiliated Joint Insurance Funds. The Committee shall be chaired by the MEL Fund Chairperson or designee who will only vote in the event of a tie. The Committee shall have the following authority:
 - (a) Appoint counsel and other professional support as needed;
 - (b) Establish timelines for the filing of any claims or issues or direction, if necessary;
 - (c) Take appropriate action to maximize and protect members of the Fund;
 - (d) Hear appeals in accordance with the Fund's bylaws;
 - (e) Appoint a retired New Jersey Judge to act as arbitrator for all claim disputes not resolved by the Committee. The decisions of the arbitrator shall be binding except in liability and workers compensation cases.
 - (f) Take necessary action to effectuate the review, determination and processing of any policies, procedures, responses or claims.

ADOPTED this day:

Chairman

date

Secretary

date

**RESOLUTION No 21-20
OF THE
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT WITHOUT
COMPETITIVE BIDDING TO THE JAMES G. PIETRAS, PIETRAS SARACINO SMITH & MEEKS,
LLP TO SERVE AS THE FUND’S SPECIAL COUNSEL FOR COVID19 RELATED WORKER’S
COMPENSATION GUIDANCE**

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (hereinafter “the Fund”) finds it necessary and appropriate to obtain certain professional services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-1 et. seq.), to serve as the Fund’s Qualified Purchasing Agent; and

WHEREAS, the Fund’s Third Party Claims Administrator and Fund Attorney recommended the necessity to consult with an Attorney with Workers’ Compensation expertise to provide guidance on claims handling for Covid19 related claims;

WHEREAS, the Fund’s Third Party Claims Administrator and Fund Attorney recommend James G. Pietras, Esquire to serve in this role; and

WHEREAS, the Fund desires to retain the services of James G. Pietras, Esq. Pietras Saracino Smith & Meeks, LLP ; and

WHEREAS, the Fund Treasurer has indicated that sufficient funds exist for the award of these contracts in the usual and customary accounts; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the contract itself, be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund (“the Fund”) as follows:

1. The Fund hereby awards and authorizes execution of a professional service agreement with The Canning Group, LLC in an amount not to exceed \$5,000 to serve as the Special Counsel to the Fund.
2. The contract is awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law because said services are performed by a person licensed under law to practice a recognized profession.
3. Notice of this action shall be published as required by law.
4. A copy of this resolution shall be provided to the Fund Treasurer and to The Canning Group, LLC, 45 S. Park Place 183, Morristown, NJ 07960, for their information and guidance.
5. A copy of this resolution and contract will be on file in the Fund office, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07504.

Chairperson

Dated

Secretary

Dated

RESOLUTION No. 22-20
of the
Municipal Excess Liability Joint Insurance Fund

RESOLUTION AUTHORIZING THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO THE CLEARBROOK TO SERVE AS THE FUND’S ASSET MANAGER; BANK OF NEW YORK FOR CUSTODIAL SERVICES AND ACCOUNTING AND NW FINANCIAL SERVICES AS FINACIAL ADVISOR

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (hereinafter “the Fund”) finds it necessary and appropriate to obtain certain professional services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-11-1 et. seq.), to serve as the Fund’s Asset Manager, Custodian and Financial Advisor; and

WHEREAS, the Board of Fund Commissioners authorized the release of Requests for Proposals for a Professional Services Agreement for Asset Manager, Custodial Services and Accounting and a Financial Advisor;

WHEREAS, responses were received from Five (5) firms, and

WHEREAS, the ad-hoc sub-committee reviewed all responses and conducted interviews and recommends appointing Clearbrook Investment Consultants as the Asset Manager, Bank of New York for Custodial Services and JCMi Accounting and NW Financial Services as Financial Advisor at a fee of 3 basis points

WHEREAS, the Fund Treasurer has indicated that sufficient funds exist for the award of these contracts in the usual and customary accounts; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the resolution authorizing the award of a contract for professional services without competitive bidding, and the contract itself, be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fund Commissioners of the Municipal Excess Liability Joint Insurance Fund (“the Fund”) as follows:

1. The Fund hereby awards and authorizes execution of a professional service agreement with Clearbrook Investment Consultants in an amount of 7 basis points of the market value of the FUND’s invested assets to serve as the Asset Manager; and
2. The Fund hereby awards and authorizes execution of a professional service agreement with Bank of New York in an amount of 3 basis points of the market value of the FUND’s invested assets to serve as the Custodian; and
3. The Fund hereby awards and authorizes execution of a professional service agreement with NW Financial Services in an amount of 3 basis points of the market value of the FUND’s invested assets to serve as Financial Advisor, and
4. These contracts are awarded without competitive bidding as a professional services contract in accordance with the provisions of the Local Public Contracts Law because said services are performed by a person licensed under law to practice a recognized profession.
5. Notice of this action shall be published as required by law.

6. A copy of this resolution shall be provided to the Fund Treasurer and to The Canning Group, LLC, 45 S. Park Place 183, Morristown, NJ 07960, for their information and guidance.
7. A copy of this resolution and contract will be on file in the Fund office, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07504.

Chairperson

Dated

Secretary

Dated

**RESOLUTION 23-20
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AUTHORIZING THE AWARD OF
ONLINE WEBINAR AND TRAINING PRODUCER CONSULTING SERVICES
THROUGH THE COMPETITIVE CONTRACTING PROCESS CC# 20-01**

WHEREAS, the Fund has a need for an Online Webinar and Training Producer Consulting Services consultant for its operations; and

WHEREAS, such services are currently available to be provided through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund received Competitive Contract proposals, CC# 20-01 on January 7, 2020 at 11:00 A.M; and

WHEREAS, the Fund authorized the competitive contract process though Fund commissioner approved resolution, in accord with the prescripts of N.J.S.A.40A:11-4.1; and

WHEREAS, the Fund established a rating committee rating the proposals upon the standards of price and other factors, those factors being Technical, Managerial and Cost factors in accord with N.J.A.C.5:34-4; and

WHEREAS, Video Communications Services, 2807 Hunterdon Dr. Cinnaminson, NJ 08077 has provided a proposal deemed responsive and responsible under the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-1 et. Seq.); and

WHEREAS, the report produced by the committee, recommending Video Communications Services, 2807 Hunterdon Dr. Cinnaminson, NJ 08077 was made available to the public and governing body at least 48 hours prior to the meeting of the governing body in accord with N.J.S.A 40A:11-4.1 and N.J.A.C 5:34-4; and

WHEREAS, Video Communications Services submitted a proposal with the following fees: \$8,368.75 per production of a webinar and \$9,911.25 per production of online training; \$164,520 is the estimated dollars that will be expended in connection with this contract over its three-year term. The annual amount of \$54,840 has been appropriated in the MEL Safety & Education Line Item of the 2020 budget; and

NOW, THEREFORE, BE IT RESOLVED by the Municipal Excess Liability Fund as follows:
The Funds Executive Director is hereby authorized to enter into a contract with Video Communications Services, 2807 Hunterdon Dr. Cinnaminson, NJ 08077 for a period of three (3) years with an option to renew for a 4th and 5th year encompassing the scope of work and cost proposal as outlined within CC# 20-01.

Chairman

date

Secretary

date

**RESOLUTION 24-20
OF THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
AUTHORIZING THE AWARD OF
SOFTWARE PROGRAM FOR LEARNING MANAGEMENT SYSTEMS THROUGH THE
COMPETITIVE CONTRACTING PROCESS CC# 20-03**

WHEREAS, the Fund has a need for a Software Program for Learning Management System for its operations; and

WHEREAS, such services are currently available to be provided through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund received Competitive Contract proposals, CC# 20-03 on January 30, 2020 at 12:30 P.M; and

WHEREAS, the Fund authorized the competitive contract process though Fund commissioner approved resolution, in accord with the prescripts of N.J.S.A.40A:11-4.1; and

WHEREAS, the Fund established a rating committee rating the proposals upon the standards of price and other factors, those factors being Technical, Managerial and Cost factors in accord with N.J.A.C.5:34-4; and

WHEREAS, First Net 1350 17th Street, Suite 250, Denver, CO 80202 has provided a proposal deemed responsive and responsible under the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-1 et. Seq.); and

WHEREAS, the report produced by the committee, recommending First Net 1350 17th Street, Suite 250, Denver, CO 80202 was made available to the public and governing body at least 48 hours prior to the meeting of the governing body in accord with N.J.S.A 40A:11-4.1 and N.J.A.C 5:34-4; and

WHEREAS, First Net submitted a proposal with the following annual fees: \$80,550 (\$10,300 Annual License Operating & Maintenance, \$32,500 Annual Hosting & Customer Support Costs, \$500 Annual Resource Management Hosting, \$23,750 FNL Courses, \$12,500 MEL Course Credits, \$250 Per Online Custom Course); \$240,650 is the estimated dollars that will be expended in connection with this contract over its three-year term. The annual amount of \$80,550 has been appropriated in the MEL Safety & Education Line Item of the 2020 budget; and

NOW, THEREFORE, BE IT RESOLVED by the Municipal Excess Liability Fund as follows: The Funds Executive Director is hereby authorized to enter into a contract with First Net 1350 17th Street, Suite 250, Denver, CO 80202 for a period of a period of three (3) years with an option to renew for a 4th and 5th year encompassing the scope of work and cost proposal as outlined within CC# 20-03.

Chairman

date

Secretary

date

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND BILLS LIST

Resolution No. 25-20

MARCH 2020

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

BE IT RESOLVED that the Municipal Excess Liability Joint Insurance 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 2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002326			
002326	J. A. MONTGOMERY RISK CONTROL	BELOW TRAINING 100 11/19	3,393.29
			3,393.29
002327			
002327	STRADLEY RONON STEVENS & YOUNG, LLP	ACCT# 187698-0004 9/19 12/19	7,367.46
			7,367.46
002328			
002328	TREASURER, STATE OF NEW JERSEY	INVESTMENT RECEIVABLES 1/2 2019	40.00
			40.00
002346			
002346	CLEARY GIACOBBE ALFIERI JACOBS, LLC	LITIGATION 3/20	25,000.00
			25,000.00
		Total Payments FY 2019	35,800.75

FUND YEAR 2020

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
002329			
002329	CONNER STRONG & BUCKELEW	OPT EX POL/EPL - 2ND QTR 2020	167,194.20
002329	CONNER STRONG & BUCKELEW	EXC LIAB REINS - 2ND QTR 2020	876,029.20
			1,043,223.40
002330			
002330	CONNER STRONG & BUCKELEW	EX W C SNCC 3/3/ 2020	928,735.00
			928,735.00
002331			
002331	QUALCARE, INC.	MANAGED CARE FEES 3/20	45,543.51
			45,543.51
002332			
002332	QUAL-LYNX	CLAIM ADJ 3/20	53,400.00
			53,400.00
002333			
002333	CB CLAIMS LLC	CLAIMS 2/20	33,936.00
			33,936.00
002334			
002334	J. A. MONTGOMERY RISK CONTROL	SAFETY & EDUCATION 3/20 - VIDEO	1,000.00
002334	J. A. MONTGOMERY RISK CONTROL	SAFETY & EDUCATION 3/20 - CONSULTING	8,600.00
002334	J. A. MONTGOMERY RISK CONTROL	MEL LEADERSHIP TRAINING 3/20	336.93
002334	J. A. MONTGOMERY RISK CONTROL	MSI 3/20	88,200.00
			98,136.93
002335			
002335	PERMA	POSTAGE 2/20	12.15
002335	PERMA	EXEC DIRECTOR 3/20	113,585.44
			113,597.59
002336			
002336	MICHAEL S. ZAMBITO	TREASURER FEE - 1ST QTR 2020	6,544.37
			6,544.37
002337			
002337	DORSEY & SEMRAU ESQ.	PROFESSIONLA SERVICES 2/20	62.00
002337	DORSEY & SEMRAU ESQ.	MEL SPECIAL LIT 2/20	5,906.72
002337	DORSEY & SEMRAU ESQ.	MEL EPL ROLLOFF 2/20	1,348.45
			7,317.17

002338			
002338	NEWTECH SERVICES, INC.	MONTHLY SERVICES 3/20	77.00
002338	NEWTECH SERVICES, INC.	MONTHLY SERVICES 1/20	77.00
			154.00
002339			
002339	NJ ADVANCE MEDIA	ACCT#1000867512 - AD - 1.22.20	264.06
			264.06
002340			
002340	FORSGATE COUNTRY CLUB	SAFETY & ED 2.21.20	2,566.08
			2,566.08
002341			
002341	ALLSTATE INFORMATION MANAGEMNT	ACCT#224 - ARC & STOR - 2.29.20	233.09
002341	ALLSTATE INFORMATION MANAGEMNT	ACCT#224 - ARC & STOR - 2.29.20	292.23
002341	ALLSTATE INFORMATION MANAGEMNT	ACCT#224 - ARC & STOR - 1.31.20	232.90
002341	ALLSTATE INFORMATION MANAGEMNT	ACCT#224 - ARC & STOR - 1.31.20	233.09
			991.31
002342			
002342	ARTHUR J. GALLAGHER RMS, INC.	REINSURANCE MANAGER 3/20	26,485.42
			26,485.42
002343			
002343	THE CANNING GROUP LLC	QPA 2/20	1,250.00
			1,250.00
002344			
002344	LaMENDOLA ASSOCIATES, INC.	SAFETY TRAINING 3/20	562.50
002344	LaMENDOLA ASSOCIATES, INC.	COMMUNICATION 3/20	593.55
			1,156.05
002345			
002345	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 3/20	45,866.00
			45,866.00
		Total Payments FY 2020	2,409,166.89
		TOTAL PAYMENTS ALL FUND YEARS	\$2,444,967.64

Chairperson

Attest:

Dated: _____

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

Treasurer