

RESOLUTION NO. 2018-4

RESOLUTION APPOINTING PROFESSIONAL STAFF IN ACCORDANCE WITH A FAIR AND OPEN PROCESS AS DEFINED IN NJSA 19:44A-20 ET.SEQ.

Whereas, the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund find that it is necessary and appropriate to obtain certain professional services pursuant to NJSA 40A:11-5 et seq.; and

Whereas, it is anticipated that some of these services will exceed \$17,500 in cost to the Fund during the 2018 Fund Year; and

Whereas, after careful consideration by the Fund Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund it has been determined to be in the best interest of the Fund to obtain these services following a “fair and open” process pursuant to NJSA 19:44A-20.1 et. seq.; and

Whereas, on May 21, 2012, the Fund adopted Resolution 2012-23 Establishing a three year rotating basis for the issuance of Requests for Qualifications (RFQ’s) for Fund Professionals where it is anticipated that their services will exceed \$17,500; and

Whereas, on November 28, 2016 the Fund adopted the *Fund Professional Evaluations Policy* which incorporates the guidelines regarding the issuance of Requests for Qualifications as established in Resolution 2016-23; and

Whereas, pursuant to the *Fund Professional Evaluations Policy*, each Sub Committee of the Fund has been assigned responsibility for overseeing the Request for Qualifications process for certain Fund Professionals; and

Whereas, pursuant to the *Fund Professional Evaluations Policy* the Fund issued RFQ’s for the position of Fund Administrator/Executive Director, Fund Actuary, Fund Auditor, and Fund Wellness Director during Fund Year 2017; and

Whereas, the RFQ’s for the position of Fund Auditor, Actuary, and Wellness Director were advertised on July 17, 2017 with responses due back to the Executive Director’s office on August 11, 2017; and

Whereas, the RFQ for the position of Fund Administrator/ Executive Director were advertised on August 1, 2017 with responses due back to the Fund Solicitor’s office on August 30, 2017; and

Whereas, with the exception of the position of Fund Auditor, where two responses were received; one from the incumbent vendor Bowman & Company and the other from Mercadien, PC, the only proposals received in response to the RFQ’s were from the firms currently holding those positions; and

Whereas, each Committee reviewed and scored the proposals based upon a set of established criteria to determine the firm that was best able to provide the required services to the Fund; and

Whereas, each Committee then reported their recommendations for appointment of Fund Professionals to the Executive Committee for their review and action; and

Whereas, each of the recommended firms understand that if awarded a contract the firm would be required to execute a “Political Contribution Disclosure Form”, “Business Entity Disclosure Certification”, and a “Stockholder Disclosure Certification”, a copy of which is attached to their

Professional Service contract, acknowledging their understanding that by accepting this appointment they may be limited pursuant to NJSA 19:44A-20.6 in their ability to make reportable contributions pursuant to NJSA 19:44A-8 or 19:44A-16 as detailed in NJSA 19:44A-20.5.

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, assembled in a public session on January 22, 2018, that:

1. Paul J. Miola, CPCU, ARM is hereby appointed as Executive Director and Paul A. Forlenza is hereby appointed as Deputy Executive Director for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2018, and continuing until December 31, 2018 or until the next Reorganization of the Fund.
2. Arthur J. Gallagher Risk Management Services, Inc. is hereby appointed as Administrator for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2018, and continuing until December 31, 2018 or until the next Reorganization of the Fund.
3. The Actuarial Advantage, Inc. with Dennis R. Henry, FCAS, as its designated representative, is hereby appointed as Actuary for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2018, and continuing until December 31, 2018 or until the next Reorganization of the Fund.
4. Bowman & Company, LLP with James Miles as its designated representative, is hereby appointed as Auditor for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2018, and continuing until December 31, 2018 or until the next Reorganization of the Fund.
5. Target Wellness, with Debby Schiffer, as the designated contact, is hereby appointed as Wellness Director for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing January 1, 2018, and continuing until December 31, 2018 or until the next Reorganization of the Fund.

Be It Further Resolved, that each of the aforementioned appointments are for a one (1) year contract with two (2) additional one (1) year contract renewals; and

Be It Further Resolved that the compensation for the services shall be in accordance with the amounts budgeted for the specific services and subject to contracts hereby authorized and approved by the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, and

Be It Further Resolved that the Chairperson and Secretary of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional services providing for compensation within the amounts budgeted for those services, as follows:

1. Arthur J. Gallagher Risk Management Services, Inc. as Administrator, Paul J. Miola, CPCU, ARM, Executive Director for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2018, and continuing until December 31, 2018, in the amount of \$703,993 as set forth specifically in the Agreement.
2. The Actuarial Advantage, Inc. with Dennis R. Henry, FCAS, as its designated representative, as Actuary for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2018, and continuing until December 31, 2018, on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$32,008 without the specific approval of the Commissioners, as set forth specifically in the Agreement.

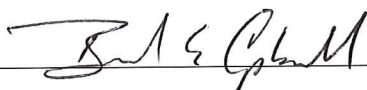
3. Bowman & Company with James Miles as its designated representative, as Auditor for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing on January 1, 2018, and continuing until December 31, 2018, on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$22,265 without the specific approval of the Commissioners, as set forth specifically in the Agreement.
4. Target Wellness, with Debby Schiffer, as the designated contact, is hereby appointed as Wellness Director for the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund for a term commencing January 1, 2018, and continuing until December 31, 2018, at a cost not to exceed \$57,897 as set forth specifically in the Agreement

Be It Further Resolved that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, and

Be It Further Resolved that copies of this Resolution shall be provided to the Treasurer of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund and those so appointed for their information and attention.

This resolution was duly adopted by the Gloucester, Salem, Cumberland
Counties Municipal Joint Insurance Fund
at a public meeting held on January 22, 2018.

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

BY: 

CHAIRPERSON

ATTEST: 
SECRETARY

DATE: Jan. 22, 2018