



Municipal Excess Liability Joint Insurance Fund

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Date: Tuesday May 14, 2024

To: Executive Committee

Subject: MEL May 14, 2024 Special Meeting Report

The MEL scheduled a special meeting to discuss the positions of Treasurer, QPA and Southern New Jersey Marketing Consultant. The meeting was advertised in accordance with the regulations and noted that action would be taken.

Treasurer: At the March meeting, the Management Committee made a recommendation to the Board to award the Treasurer contract as a professional service for the period of July 1, 2024 through December 31, 2024 and then again at the 2025 Reorganization for Fund Year 2025. Committee also recommended that the Treasurer position be included the next time the Fund issues its Competitive Contracting RFPs in late 2025. The Fund received a proposal from Matthew Laracy of Laracy Associates, LLC to provide services for the Fund Year 2024. The Board of Fund Commissioners adopted a resolution awarding professional services contract to Matthew Laracy for the period of July 1, 2024 through December 31, 2024 for an annual fee of \$27,779 which will be pro-rated.

Qualified Purchasing Agent (QPA): The MEL QPA tendered his resignation. Since this resignation coincides with that of the Treasurer, a recommendation was made that Board consider aligning the QPA services with the Treasurer or seek these services as a separate procurement. Based on the services and the procurement the MEL is engaged in, the Commissioners recommended this matter be referred to the MEL Management Committee to discuss and provide a recommendation at the next meeting.

Southern New Jersey Marketing Consultant: The MEL's contract with the Southern New Jersey Marketing Consultant was set to expire on May 8, 2024. A Request for Proposals (RFP) was issued and the Fund office received one proposal from PJM Consultants LLC; the MEL Board of Fund Commissioners adopted a resolution awarding services PJM Consultants LLC. Subsequent to the March meeting, it was discovered that certain compliance documents were not submitted timely with the proposal and, as such, the proposal and the award of services was nullified. In addition, the former QPA advised this position should be procured via a Competitive Contract RFP. The Board of Fund Commissioners adopted a resolution authorizing the issuance of a Competitive Contracting RFP for a Marketing Consultant for Southern New Jersey.

Meetings: At the March meeting, a suggestion was made to initiate discussions on the meeting arrangements of the MEL, EJIF, RCF and MEL and RCF Claims Meeting as they currently occur. These meetings have historically been held all in one day with MEL & RCF Claims holding additional virtual meetings in other months.

In addition, the Board was asked to consider changing the order of meetings, so the MEL meeting occurs first since the RCF and EJIF typically adopt initiatives led by the MEL.

Proposed suggestion was: MEL Claims 9:45AM, MEL JIF 10:30AM, EJIF 11:05AM, RCF 11:30AM and lunch would follow; RCF Claims would meet virtually in advance of these meetings. The Board of Fund Commissioners approved the change of meeting order and start times effective for the June 2024 meetings.