

**NEW JERSEY CYBER RISK MANAGEMENT FUND
OPEN MINUTES
JANUARY 16, 2025
VIA TELECONFERENCE – 3:30 PM**

Chairwoman Tozzi called the meeting to order and read the statement of compliance open public meeting act, followed by the Pledge of Allegiance.

ROLL CALL OF 2025 FUND COMMISSIONERS

Joy Tozzi - Chair	East Windsor - Mid-Jersey JIF	Present
Adam Brewer - Secretary	Pequannock Township – Morris JIF	Present
Megan Champney Kwesela	City of Summit- Suburban Municipal JIF	Absent
James Gant	Sea Girt Borough – Monmouth JIF	Present
Joseph Wolk	Borough of Mount Ephraim- Camden JIF	Present
Bernard Rutkowski	Toms River MUA - NJUA JIF	Absent
Marc Schrieks	Lodi Borough – South Bergen JIF	Present
James Pacanowski	Ventnor City, Atlantic JIF	Present
Ted Preusch	Upper Saddle River - Bergen JIF	Present
Meghan Jack	Riverside Twp- Burlco JIF	Present
Casey Wagner	Woodbridge - Central JIF	Present
Alan Pine	Mount Laurel Twp. FD#1 – FIRST JIF	Present
Matthew von der Hayden	Stafford Township – Ocean JIF	Present
Frank Elenio	Ridgefield Borough – PAIC JIF	Present
Susan Danson	Maple Shade - PMM JIF	Present
John Clarke	Princeton Housing Authority- NJPHA JIF	Absent
James Ulrich	Clark Township – NJSI JIF	Present
Vincent Quatrone	Little Falls – Suburban Metro JIF	Present
Michael Razze	Pittman Borough - Trico JIF	Absent

PROFESSIONALS PRESENT:

Executive Director/Admin.	PERMA Risk Management Services Joseph Hrubash, Cathleen Kiernan
Deputy Executive Director	Risk Program Administrators Paul Forlenza, Kamini Patel
Claims Adjustor	CB Claims LLC Chris Botta, Esq.
Chief Financial Officer	PERMA Risk Management Services Pauline Kontomanolis, CPA
Attorney	Dorsey & Semrau Sue Sharpe, Esq., Frederick Semrau, Esq.
Underwriting Manager	Conner Strong & Buckelew Edward Cooney
Claims Manager	PERMA Risk Management Services Robyn Walcoff, Esq.
Treasurer	Charles Cuccia
Planning Consultant	Risk Loss Managers Barbara Murphy

ALSO PRESENT:

Diane Lapp, Manchester Township, Alternate Fund Commissioner, Ocean JIF
Joshua Wilson, Hopewell Township BOFC, FRESP JIF
Sean McCarthy, Bernards Township, Suburban Municipal JIF
Suby Gupta, D2 Cybersecurity
Dave Vozza, Vozza Agency
Ezio Altamura, GJEM Otterstedt Agency
Mathew T. McArow, GJEM Otterstedt Agency
Mathew McArow, Sr., GJEM Otterstedt Agency
Don Sciolaro, PIA Agency
Frank Covelli, PIA Agency
Chuck Hartsoe, PEGAS
Tom Merchel, Conner Strong & Buckelew
Katie Walters, Conner Strong & Buckelew
Jonathon Tavares, Conner Strong & Buckelew
Charles Casagrande, Danskin Insurance Agency
John Casagrande, Danskin Insurance Agency
Alison Kelly, Danskin Insurance Agency
Dave Grubb, Perma Risk Management Services
Pauline Kontomanolis, Perma Risk Management Services
Brad Stokes, Perma Risk Management Services
Steve Sacco, Perma Risk Management Services
Robyn Walcoff, Perma Risk Management Services
Zareena Majeed, Perma Risk Management Services
Sandra Cantwell, Perma Risk Management Services

MINUTES: Included in the agenda were the open minutes of November 26, 2024.

MOTION TO APPROVE NOVEMBER 26, 2024 OPEN MINUTES:

Moved: Commissioner Schrieks
Second: Commissioner Wolk
Vote: Unanimous with 3 Abstentions (Commissioners Tozzi,
Pacanowski, Jack)

Executive Director said there was no correspondence to review.

Chairwoman Tozzi asked Executive Director to review the reorganizational resolutions.

Election of 2025 Chair, Secretary, Executive Committee & Alternates

Executive Director read the 2025 slate for Chair, Secretary, Executive Committee and Alternates:

Joy Tozzi, Chair, Adam Brewer, Secretary; Executive Committee: Megan Champney
Kweselait, James Gant, Joseph Wolk, Bernard Rutkowski and Marc Schrieks; Alternates listed
in alphabetical order of JIF: James Pacanowski – Atlantic JIF, Ted Preusch – Bergen JIF,
Meghan Jack – Burlco JIF, Casey Wagner – Central JIF, Alan Pine – First JIF, John Clarke –
NJPHA JIF, Susan Danson – PMM JIF, Matthew von der Hayden – Ocean JIF, James Ulrich
– Self Insurers JIF And Micheal Razze - Trico JIF.

In response to Chairwoman Tozzi, Executive Director said the MEL, RCF, EJIF and many other Funds
have the Chair and Secretary serve a two year term. Consensus was to also maintain a two year term for
the Fund Chair and Secretary.

MOTION TO APPROVE THE SLATE AS PRESENTED:

Moved: Commissioner Jack
Second: Commissioner Elenio

FUND ATTORNEY ADMINISTERED OATH OF OFFICE

2025 REORGANIZATION: Executive Director read the following Resolutions 1-25 through 9-25 representing the reorganization of the Fund.

RESOLUTION 1-25 ESTABLISHING A FISCAL MANAGEMENT PLAN. Commissioner Shrieks is designated as the additional Cyber JIF Commissioner signatory.-

RESOLUTION 2-25 DESIGNATING TD BANK AS THE OFFICIAL DEPOSITORY OF THE FUND.

RESOLUTION 3-25 ESTABLISHING PUBLIC MEETING PROCEDURES. Meeting dates for 2025 are scheduled for the following months on the third Thursday (exception in November noted) at 3:30pm: March 20, May 15, June 12, July 17, September 18, October 16, and Tuesday, November 25, 2025. The 2026 Reorganizational Meeting is scheduled for January 15, 2026.

RESOLUTION 4-25 ESTABLISHING A FUNDS RECORDS PROGRAM. -

RESOLUTION 5-25 2025 RISK MANAGEMENT PLAN.

RESOLUTION 6-25 ESTABLISHING REMOTE MEETING PROCEDURES DURING A DECLARED STATE OF EMERGENCY. -

RESOLUTION 7-25 AUTHORIZING THE NEW JERSEY CYBER RISK MANAGEMENT FUND TO PAY COMMISSIONERS FOR ATTENDANCE AT BOARD AND EXECUTIVE COMMITTEE MEETINGS FOR THE FUND YEAR 2025

RESOLUTION 8-25 AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH AXA XL FOR PRIMARY EXCESS CYBER INSURANCE.

RESOLUTION 9-25 AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH COWBELL FOR EXCESS CYBER SECURITY LIABILITY COVERAGE

Executive Director asked for a motion for reorganizational Resolutions 1-25 through 9-25:

MOTION TO ADOPT RESOLUTIONS 1-25 THROUGH 9-25

Moved: Commissioner Schrieks
Second: Commissioner Elenio
Roll Call Vote: Unanimous Yay with 1 Nay Res. #7-25 (Commissioner Brewer)

Executive Director reviewed the Professional Contracts for 2025:

RESOLUTION 10-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH SUE SHARPE, ESQ. OF DORSEY & SEMRAU P.C. TO PROVIDE LEGAL COUNSEL SERVICES.

RESOLUTION 11-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH CONNER STRONG & BUCKELEW TO PROVIDE UNDERWRITING MANAGER SERVICES.

RESOLUTION 12-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH CHARLES CUCCIA TO PROVIDE TREASURER SERVICES.

RESOLUTION 13-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH THE ACTUARIAL ADVANTAGE TO PROVIDE ACTUARY SERVICES.

RESOLUTION 14-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH NISIVOCIA LLP TO PROVIDE AUDITOR SERVICES.

RESOLUTION 15-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH CB CLAIMS LLC TO PROVIDE CLAIMS ADJUSTING SERVICES.

RESOLUTION 16-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH SEAN P. CANNING, QPA OF THE CANNING GROUP LLC TO PROVIDE QUALIFIED PURCHASING AGENT SERVICES.

RESOLUTION 17-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH PERMA RISK MANAGEMENT SERVICES, INC. TO PROVIDE LOCAL JIF COORDINATOR SERVICES.

RESOLUTION 18-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH PUBLIC ENTITY GROUP ADMINISTRATIVE SERVICES (PEGAS) TO PROVIDE LOCAL JIF COORDINATOR SERVICES.

RESOLUTION 19-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH RISK AND LOSS MANAGERS, INC. TO PROVIDE LOCAL JIF COORDINATOR SERVICES.

RESOLUTION 20-25 AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH RISK PROGRAM ADMINISTRATORS TO PROVIDE LOCAL JIF COORDINATOR SERVICES.

Executive Director asked for a motion for reorganizational Resolutions 10-25 through 20-25:

MOTION TO ADOPT RESOLUTIONS 10-25 THROUGH 20-25

Moved: Commissioner Gant
Second: Commissioner Ulrich
Roll Call Vote: Unanimous Yay with 1 Abstain Res. #11-25 (Commissioner Quatrone)

EXECUTIVE DIRECTOR:

2025 Membership Adjustments: Executive Director said effective January 1st the following public entities have joined or changed their membership in the MEL-affiliated joint insurance funds (JIFs):

- Morris Township – Morris JIF
- Cumberland County Improvement Authority – NJUA JIF
- Mid Jersey Joint Insurance Fund has accepted the following:

- New Brunswick
- New Brunswick Parking Authority
- Carteret
- South River
- Oldmans (Trico JIF) and Plainsboro BOFC District #1 (FRESP JIF) did not renew their membership.
- East Orange Housing Authority (NJPHA JIF) added coverage to all lines

Consulting Services: Executive Director said at the Fund's November 2024 meeting the Operations Committee reviewed the responses from Competitive Contract 24R-01 and completed the rating sheets used to score the responses. The Committee unanimously scored the incumbent, Chertoff Group the highest and recommends awarding the contract to the Chertoff Group as cyber consultant and assist the Fund with their expertise.

Motion to adopt Resolution 21-25 appointing the Chertoff Group to serve as Cyber Consultant for a five year term.

Moved:	Commissioner Schrieks
Second:	Commissioner Brewer
Roll Call Vote:	Unanimous

D2Cyber Security Training: Executive Director said last year cyber training was delivered in 90 minute training sessions, which most members completed. This year, we've moved to offering two 30 minute courses which was launched in October, and we are receiving positive feedback on the shorter training sessions. Some members raised concern that their employees just completed the 1st phase training, and they prefer to wait to take phase 2 training in 2025 to ensure their compliance is properly recorded. Assistant Executive Director said a communication was emailed to members explaining that any training taken in the 2nd phase would be recorded as compliant going into the 2nd year, and that concern should be resolved with the new calendar year.

Technology E&O Coverage: Executive Director said the Underwriting Manager is distributing a communication to members that responded to the Fund's survey on Technology E&O coverage for towns that provide IT services to another public entity to offer the optional coverage. If these members decide to act on coverage, the cost would be a direct bill back to those members. Also being distributed is a communication to all members about this optional coverage – since only 100 members responded to the survey. Copies of these correspondences were included in the agenda. Underwriting Manager said the communications would be going out shortly and they will keep the Fund informed of the activity.

Due Diligence Reports: Executive Director said the Financial Fast Track report as of September 30th shows Fund surplus stands at \$2.7 million with a cash balance of almost 5.9 million. The Fund increased surplus in the month of September by \$820,000; the Fund is doing well. Executive Director said the Loss Ratio report is valued as of November 30th and shows profit and loss for each JIF for fund year 2024 and fund year 2023.

Next meeting: The next Cyber JIF meeting is scheduled for March 20, 2025 at 3:30 PM via audio / video teleconference.

TREASURER: Treasurer asked for a motion to confirm Resolution 22-25 December 2024 Bills List and approve Resolution 23-25 January 2025 Bills list:

December 2024	
2024	\$51,942.34
Total	\$51,942.34

January 2025	
2024	\$1,678.35
2025	\$27,243.33
Total	\$29,021.68

MOTION TO CONFIRM DECEMBER 2024 BILLS LIST RESOLUTION 22-25 AND APPROVE JANUARY 2025 BILLS LIST RESOLUTION 23-25 AS PRESENTED:

Moved: Commissioner Ulrich
Second: Commissioner Schrieks
Roll Call Vote: 14 Yays, 0 Nays, 1 Abstain (Commissioner Quatrone)

UNDERWRITING MANAGER: Underwriting Manager said members and Risk Managers continue to have steady contact with his team as they actively work on compliance, and they continue to see movement in the right direction for members seeking to complete the compliance check lists.

Underwriting Manager said they are looking to launch a new educational campaign this year focusing on the Basic level of the compliance checklist and will be sharing those plans initially with the Operations Committee.

Underwriting Manager encouraged members to attend the 2025 MEL / MRHIF / NJCE seminars, saying Secretary Chertoff will give the April keynote presentation on cybersecurity.

ATTORNEY: Ms. Sharpe thanked for Fund for their reappointment, saying that they are excited to participate with this endeavor as the group matures and expands its mission.
Please remember to forward your Oaths of Office to the Fund office.

Mr. Semrau said the Claims Review Committee is asking for information that is currently provided on forensic reports, and his office will be looking into entering into a confidentiality agreement to enable access to this information. This procedure will be reviewed with the Operations Committee.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

PUBLIC COMMENT:

None

CLOSED SESSION: There was no need for Closed Session.

MOTION TO ADJOURN:

Moved:	Commissioner Shrieks
Second:	Commissioner Ulrich
Vote:	Unanimous

MEETING ADJOURNED: 3:55 PM

Sandra Cantwell, Assisting Secretary for Adam Brewer, Secretary

RESOLUTION NO: 1-25
NEW JERSEY CYBER RISK MANAGEMENT FUND
(hereafter referred to as the “FUND”)
ESTABLISHING A FISCAL MANAGEMENT PLAN
FOR THE 2025 FUND YEAR

WHEREAS, The FUND is duly constituted as a Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

WHEREAS, The FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.); and

NOW, THEREFORE BE IT RESOLVED, by the FUND’s that for the 2025 Fund Year:

- I.** All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the Official named Depository (ies) by check, wire or ACH which shall bear the signatures and/or electronic approvals of at least two (2) of the following persons, duly authorized pursuant to this Resolution.

_____ CHAIR

_____ SECRETARY

Charles Cuccia TREASURER

_____ COMMISSIONER

- II.** All funds for Claims payments handled by the applicable Claims Administrator noted below shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution. The Chairman and Secretary or designated Commissioner shall also be a signatory.

Chris Botta, Esq. – CB Claims LLC
Laura Sable – CB Claims LLC

- III.** FOR WIRE TRANSFERS - that the FUND does hereby require that **TD Bank** obtain voice confirmation prior to executing wire transfers to external accounts from the Fund Treasurer.
- IV.** The Cash and Investment Policy attached herewith, shall be adopted.
- V.** The rate of interest assessed by the Fund, for delinquent assessments shall be ten (10) percent per annum, from the due dates of January 31 and April 30, 2025 and imposed when installment assessments are received 15 days after the due date.
- VI.** Certifying and Approval Officer for all FUND expenses shall be the FUND’s Executive Director and/or the Account Manager so designated by the Executive Director.

ADOPTED: this 16th day of January 2025 before the Governing Body:

Chair

Secretary

RESOLUTION #2-25
of the
NEW JERSEY CYBER RISK MANAGEMENT FUND

APPOINTING BANKING MANAGER AND OFFICIAL DEPOSITORY

WHEREAS, the New Jersey Cyber Risk Management Fund (hereinafter the Fund), finds it necessary for the proper conduct and order of business that official depositories for the Fund be designated and named; and

WHEREAS TD Bank for Banking services - at an earnings rate based on a combined average balance of \$75,000,000 of participating joint insurance funds which will earn Federal Funds minus 25 basis points (.25%) with a floor of 50 basis point (.50%) - is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f).

NOW, THEREFORE, BE IT RESOLVED, by the New Jersey Cyber Risk Management Fund, that TD Bank for Banking Manager at an earnings rate based on a combined average balance of \$75,000,000 of participating joint insurance funds which will earn Federal Funds minus 25 basis points (.25%) with a floor of 50 basis point (.50%) is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Board of Fund Commissioners; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution, duly executed, be delivered to the proper officers of TD Bank

ADOPTED:
this 16th day of January 2025 before the Governing Body:

Chair

Secretary

RESOLUTION NO: 3-25

**NEW JERSEY CYBER RISK MANAGEMENT FUND
(hereafter the “FUND”)**

ESTABLISHING PUBLIC MEETING PROCEDURES

WHEREAS, the FUND must establish meeting procedures for Fund Year 2025, and

NOW, THEREFORE BE IT RESOLVED BY the Fund’s Governing Body

- I.** That the FUND shall hold public meetings during the year 2025 on the third Thursday of the month, unless stated otherwise, at 3:30 PM via audio / video teleconference:

March 20, 2025

May 15, 2025

June 12, 2025

July 17, 2025

September 18, 2025

October 16, 2025

Tuesday, November 25, 2025

January 15, 2026 – Reorganizational Meeting

- II.** The following is hereby designated the official newspaper (s) of the FUND:
The Star Ledger, Newark, NJ and the Courier Post, Cherry Hill, NJ.

- III.** During the Public Comment section of the Board of Fund Commissioner meetings, each member of the public may address the Chairperson for a maximum of five (5) minutes.

- IV.** The FUND Secretary or designated assistant shall provide notice of any and all meetings, including special or emergency meetings, to each official newspaper and shall issue all official notices required to be published in at least one of the official newspapers.

ADOPTED this 16th day of January 2025;

Chair

Secretary

RESOLUTION NO: 4-25

NEW JERSEY CYBER RISK MANAGEMENT PROGRAM
(Hereinafter the “FUND”)

ESTABLISHING A FUND RECORDS PROGRAM

WHEREAS: The FUND must establish a formal record retention program for the 2025 fund year.

NOW, THEREFORE BE IT RESOLVED, by the Board of Fund Commissioners that:

- I.** _____, **Fund Secretary** is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054.
- II.** The Account Manager designated by the Executive Director is hereby appointed as **Assistant Fund Secretary**.
- III.** The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.
- IV.** Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in the record retention facility, located at Access, 24 Beckwith Avenue, Paterson, New Jersey. The FUND’s Executive Director shall coordinate the archive process and shall insure that all records are properly indexed and accessible.

ADOPTED this 16th day of January 2025 by the Board of Fund Commissioners

Chair

Secretary

Resolution 5-25
New Jersey Cyber Risk Management Fund
(CYBER JIF)
2025 Plan of Risk Management

BE IT RESOLVED by the Cyber JIF's Commissioners that effective January 1, 2025, the 2025 Plan of Risk Management shall be:

Definitions:

"Commissioners" mean: The Board of Fund Commissioners or Executive Committee thereof as appropriate

"Cyber Risk" means: A peril in the electronic information environment by which injuries, damages and other losses ensue. The exact definition of "cyber risk" or similar terms for any line of insurance coverage shall be the definition in the excess insurance or reinsurance policy purchased by the Cyber JIF unless superseded by the policy issued by the Cyber JIF.

"Member" means: A joint insurance fund that has joined the Cyber JIF

The Perils or Liability to be Insured Against

Cyber Risk

The actual coverage terms and conditions are defined in the statute (N.J.S.A 40A:10-36 et seq), the regulations (N.J.A.C. 11:15-2.0 et. seq.), the Cyber JIF by-laws, this Plan of Management and individual policy documents issued by the Cyber JIF and/or commercial insurers providing primary or excess coverages as the case may be.

The Limits of Coverage

Limits are provided to each member in its policy and are not publicly disclosed in the Plan of Risk Management because of security concerns.

The amount of risk to be retained by the Cyber JIF

Cyber Risk: \$350,000 less the member's deductible.

Coverage to be purchased from a commercial insurer

Excess insurance is purchased from AXA XL and Cowbell for coverage excess of the FUND's retention.

Reinsurance to be purchased

The Cyber JIF does not purchase reinsurance.

The amount of unpaid claims to be established

The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. The Cyber JIF also establishes reserves recommended by the Fund's Actuary for claims that have been incurred but not yet reported so that the **CYBER JIF** has adequate reserves to pay all claims and allocated loss adjusted expense liability.

Claims reserves are subject to regular review by the Cyber JIF's Executive Director, Fund Attorney, Commissioners, and claims servicing company. Reserves on large or unusual claims are also subject to

review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages.

The method of assessing contributions to be paid by each member of the Joint Insurance Fund when applicable

No later than October 1st of each year, the Cyber JIF shall prepare the budget for the upcoming fiscal year. The budget shall identify the proposed items and amounts of expenditure for its operations, the anticipated amounts and sources of assessments and other income to be received during the fiscal year, and the status of the self-insurance or loss retention accounts. The budget shall be prepared on the basis that it does not recognize investment income or discounting of claim reserves and administrative expenses associated with that fiscal year. The budget shall be reviewed by an actuary who shall comment on its adequacy and shall recommend changes.

A copy of the Fund's proposed budget shall be made available to each member at least two (2) weeks prior to the time of scheduled for its adoption. No budget shall be adopted until a hearing has been held in accordance with N.J.S.A. 40A:4-1 et. seq. giving all members the opportunity to present comments or objections.

No later than December 31st of each year the Commissioners shall adopt by majority vote the budget for the Fund's adoption for the upcoming fiscal year.

A copy of the adopted budget and actuarial certification shall be filed with the Department of Banking and Insurance and the Department of Community Affairs within 30 days of its adoption.

An adopted budget may be amended by majority voter of the Commissioners.

A copy of any amendment to the budget shall be filed with the Department of Banking and Insurance and the Department of Community Affairs and each member within 30 days of adoption which either individually or cumulatively with other adopted budget amendments changes the total budget five (5) percent from the original budget of the latest filed amended budget.

The total amount of each member's annual assessment shall be certified by majority vote of the Commissioners to each member prior to the beginning of the next fiscal year.

The annual assessment shall be paid to the Fund in installments, to be determined by the Commissioners which shall conform with N.J.A.C. 11:15-2.15 (a).

In the event the final budget passed in December necessitates changes in the annual assessment, the second installment shall be adjusted to reflect this difference.

The Treasurer shall deposit each member's assessment into the appropriate accounts, including the administrative account and the claim or loss retention trust fund account by fund year in which the member participates.

The Commissioners may adopt a capping formula which limits the increase of any member's assessment from the preceding year to the Cyber JIF wide average increase plus a percentage selected by the Commissioners. The total amount of each member's annual assessment is certified by majority vote of the Cyber JIF's Commissioners at least one (1) month prior to the beginning of the next Fund year.

The Treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust account by Fund year for each type of coverage in which the member participates.

If a member joins the Cyber JIF or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.

The Cyber JIF's Commissioners may by majority vote levy upon the members JIFs assessments wherever needed or so ordered by the Commissioner of Banking and Insurance to supplement the Cyber JIF's Fund's claim, loss retention or administrative accounts to assure the payment of the Cyber JIF's obligations. All

supplemental assessments are charged to the participating member entities by applicable Fund year and shall be apportioned by the year's assessments for that line of coverage.

In the event the year end audit shows that the Cyber JIF is in a negative position on an all-year statutory basis, the Commissioners shall adopt a supplemental assessment sufficient to offset the deficiency.

Should any member fail or refuse to pay its assessments or supplemental assessments or should the Cyber JIF fail to assess funds required to meet its obligations, the Chairperson, or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Banking and Insurance and the Commissioner of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Cyber JIF's Commissioners.

Procedures governing loss adjustment and legal expenses

The Cyber JIF engages a claims service company to handle all claims. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund Attorney, as well as the claims department of the Cyber JIF's insurers/reinsurers. Every three years, the Cyber JIF's internal auditors also conduct an claims audit.

Each member is provided with a claims reporting procedure and appropriate forms.

Procedures for the closure of Joint Insurance Fund years, including the maintenance of all relevant accounting records

The Cyber JIF will utilize the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.

Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Cyber JIF will adopt a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount will be allocated by member using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.

Each year, the Commissioners will determine if a dividend is appropriate from the closed Fund year account and will make application to the Department of Banking and Insurance as appropriate. In the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member-by-member basis.

In the event a member leaves the Cyber JIF, the Commissioners may assess the member an amount not exceeding three (3) years stranded costs that the Fund incurs as a result of the members withdraw. Stranded costs are those expenses incurred by the Cyber JIF that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Cyber JIF.

The dividend of any member that is no longer a member of the Cyber JIF and that member's share of the closed fund year account shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. A former member may apply to the Commissioners for a return of that member's remaining share of the closed Fund year account no sooner than when five (5) years have passed since the last Fund year in which the member participated has been closed. The Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.

All dividends from the RCF will be deposited in the closed Fund year account on a member-by-member basis.

The Cyber JIF will retain all records in accordance with the record retention program.

Assumptions and Methodology used for the calculation of appropriate reserves requirements to be established and administered in accordance with sound actuarial principles.

The general approach in estimating the loss reserves is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Actuary chooses a "select" estimate of ultimate losses.

The following is an overview of the two actuarial methods used to project the ultimate losses.

1. Paid Loss Development Method - This method uses historical incident year paid loss patterns to project ultimate losses for each incident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid and may underestimate ultimate losses if provisions are not included for very large open claims.
2. Case Incurred Loss Development Method - This method is like the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22

- 1.) \$25,000. Any claim in excess of \$25,000 must be reviewed by the Fund's Executive Director/Administrator and approved by the Board of Fund Commissioners/Executive Committee. The Board has established a claims subcommittee comprised of at least five of its members to exercise this power.
- 2.) \$100,000. Emergency Authority upon the joint authorization of the Fund Attorney, Executive Director and at least 2 of the following: Fund Chairperson, Claims Review Chairperson and the Fund Secretary. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

Adopted by the Commissioners this 16th day of January 2025:

Cyber JIF CHAIRPERSON

ATTEST:

Cyber JIF Secretary

RESOLUTION NO. #6-25
OF THE NEW JERSEY CYBER RISK MANAGEMENT FUND TO ESTABLISH
REMOTE MEETING PROCEDURES APPLICABLE DURING A DECLARED STATE
OF EMERGENCY

WHEREAS, on March 9, 2020 in response to COVID-19, Governor Phil Murphy issued Executive Order 103, which declared a state of emergency that has been extended by the Governor and remains in full force to this day; and

WHEREAS, by way of additional Executive Orders, the Governor has established extensive social distancing protocols to protect the health, safety and welfare of New Jersey citizens; and

WHEREAS, in accordance with the Executive Orders relating to COVID-19 and the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (“OPMA”), local government units, including the New Jersey Cyber Risk Management Fund (“Fund”), have continued to hold public meetings via remote platforms to ensure the continued operation of local government with participation by the public, in a way that limits public health risk; and

WHEREAS, in March 2020, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued “Local Operational Guidance – COVID-19: Guidance for Remote Public Meetings in New Jersey,” which provided specific guidance regarding holding remote public meetings under the OPMA; and

WHEREAS, on September 24, 2020, the DLGS issued Local Finance Notice 2020-21 (“LFN 2020-21”), which provided a synopsis of newly promulgated emergency regulations N.J.A.C. 5:39-through 1.7, which establish standard protocols for remote public meetings governed by the OPMA and held during a Governor-declared state of emergency; and

WHEREAS, under emergency regulation N.J.A.C. 5:39-1.4(h), a local government unit is required to adopt by resolution standard procedures and requirements for public comment made during remote public meetings, as well as for public comments submitted in writing ahead of the remote public meeting; and

WHEREAS, the Fund desires to memorialize standard procedures and requirements for public comment for remote meetings for 2025 in accordance with DLGS Guidelines.

NOW THEREFORE BE IT RESOLVED that the Executive Director’s Office of the Fund, does hereby resolve and agree to adopt the following procedures regarding public comments during remote public meetings:

1. Public comments for a remote public meeting shall be limited to 5 minutes for each speaker and may be made during the designated public comment section of the meeting or submitted in writing to the Executive Director’s Office of the Fund no later than four (4) hours prior to published s(5)tart time of the remote meeting. Written public comments must be emailed to the Executive Director’s Office at: catek@permainc.com &

scantwell@permainc.com or mailed to the Executive Director's Office at: 9 Campus Drive – Suite 216, Parsippany, NJ 07054. Written public comments may not be submitted via any other form of electronic communication.

2. Written public comments submitted via email or mail must include the individual's name, full address and contact information (telephone number and/or email address), as the Executive Director's Office reserves the right to verify the submitter's identity.
3. Written public comments submitted in accordance with this resolution shall be read into the remote meeting record at the end of the last public comment section, subject to the time limit in place for in-person comments. Written public comments containing profanity or vulgarity will not be read into the record. The chair and/or presiding officer of the remote meeting reserves the right to read similar or duplicative comments into the record in a summary fashion and will do so uniformly for all similar/duplicative comments.
4. Members of the public who submit written public comments regarding a specific agenda item that is scheduled for public hearing (such as a budget or bylaws amendment, etc.), should designate the agenda item and title to which their written public comments apply. Written public comments received after the four (4) hour deadline set forth by this resolution will not be read into the record or become part of the meeting record.
5. The procedures and requirements for making public comments during a remote meeting, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
6. With respect to public participation at a remote public meeting, the following procedures shall be incorporated:
 - a. A member of the public who has submitted written comments prior to the meeting in accordance with this resolution, attends the remote public meeting, and wishes to participate during the public comment portion, will be deemed and treated as having already had the floor once.
 - b. If a member of the public disrupts a remote public meeting, the chair and/or presiding officer of the remote public meeting shall facilitate a dialogue with that member of the public to the extent reasonably permitted by the electronic communications technology.
 - c. The chair and/or presiding officer of the meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn them that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained

inappropriate behaviors such as, but not necessarily limited to, shouting, interruption and use of profanity.

- d. A member of the public who continues to act in a disruptive manner after receiving an initial warning shall be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting or removed from the remote public meeting.
 - e. The chair and/or presiding officer of the remote meeting shall reserve the right to take necessary action to protect the rights of the public to participate in the remote public meeting.
7. If this resolution conflicts with any other policy or procedures of the Fund, the terms herein shall prevail.

This Resolution shall take effect immediately.

Chair

Secretary

**AUTHORIZING THE NEW JERSEY CYBER RISK MANAGEMENT FUND TO PAY
COMMISSIONERS FOR ATTENDANCE AT BOARD AND EXECUTIVE
COMMITTEE MEETINGS FOR THE FUND YEAR 2025**

WHEREAS, N.J.S.A. 40A:10-37 permits the Board of Commissioners of an established Joint Insurance Fund to vote to authorize Commissioners who serve on the Board of Fund Commissioners or Executive Committee to receive up to \$150 per regular meeting attended.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the New Jersey Cyber Risk Management Fund as follows:

1. Each regular and alternate member of the Board of Commissioners of the New Jersey Cyber Risk Management Fund shall receive \$150 per regular monthly Board or Executive Committee meeting attended by said commissioner.
2. This resolution shall take effect immediately.

**NEW JERSEY CYBER RISK
MANAGEMENT FUND**

Chairman

Dated

Secretary

Dated

Resolution No. 8 -25

**NEW JERSEY CYBER RISK MANAGEMENT FUND
AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH AXA
XL FOR PRIMARY CYBER SECURITY LIABILITY COVERAGE**

WHEREAS, there is a need for primary Cyber Security Liability coverage for the New Cyber Risk Management Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the New Jersey Cyber Risk Management Fund's Underwriting Manager is recommending award to AXA XL for primary cyber security liability coverage in the amount of \$1,826,513.00; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, AXA XL will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that AXA XL has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit AXA XL from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2025 budget in the amount of \$1,826,513.00:

Line Items: Cyber Security Liability

NOW, THEREFORE, BE IT RESOLVED, that the New Jersey Cyber Risk Management Fund authorizes the Executive Director to enter into a contract with AXA XL for the 2025 budget year for primary cyber security liability coverage in the amount of not to exceed \$1,826,513.00.

Chair

date

Secretary

date

Resolution No. 9-25

**NEW JERSEY CYBER RISK MANAGEMENT FUND
AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH
COWBELL FOR EXCESS CYBER SECURITY LIABILITY COVERAGE**

WHEREAS, there is a need for Excess Cyber Security Liability coverage for the New Cyber Risk Management Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the New Jersey Cyber Risk Management Fund's Underwriting Manager is recommending award to Cowbell for excess cyber security liability coverage in the amount of \$456,000.00; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, Cowbell will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Cowbell has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Cowbell from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2025 budget in the amount of \$456,000.00:

Line Items: Cyber Security Liability

NOW, THEREFORE, BE IT RESOLVED, that the New Jersey Cyber Risk Management Fund authorizes the Executive Director to enter into a contract with Cowbell for the 2025 budget year for excess cyber security liability coverage in the amount of not to exceed \$456,000.00.

Chair

date

Secretary

date

RESOLUTON 10-25
AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT WITHOUT COMPETITIVE
BIDDING TO
DORSEY & SEMRAU P.C.
TO PROVIDE LEGAL COUNSEL SERVICES FOR THE
NEW JERSEY RISK MANAGEMENT FUND

WHEREAS, there exists a need for legal counsel services to be rendered to the New Jersey Cyber Risk Management Fund (“FUND”); and

WHEREAS, the FUND wishes to retain Susan Sharpe, Esquire of Dorsey & Semrau P.C to perform such services; and

WHEREAS, the fee for services under this contract shall be \$52,020 annually; and

WHEREAS, funds are available for this purpose; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that:

1. The contract with Susan Sharpe, Esquire of Dorsey & Semrau P.C is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. Dorsey & Semrau P.C shall provide special legal counsel services to the FUND.
3. A notice of this action shall be printed once in the legal newspaper of the FUND as required by law.
4. A copy of this Resolution shall be provided to Fund Treasurer and to Dorsey & Semrau P.C - 714 Main Street – Boonton, NJ 07005 for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this day:

Chair

Date

Secretary

Date

RESOLUTON 11-25
AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT WITHOUT COMPETITIVE
BIDDING TO
CONNER STRONG & BUCKELEW COMPANY
TO PROVIDE UNDERWRITING MANAGER SERVICES
FOR THE
NEW JERSEY RISK MANAGEMENT FUND

WHEREAS, there exists a need for underwriting manager services to be rendered to the New Jersey Cyber Risk Management Fund (“FUND”); and

WHEREAS, the FUND wishes to retain Conner Strong & Buckelew to perform such services; and

WHEREAS, the fee for services under this contract shall be \$52,020 annually; and

WHEREAS, funds are available for this purpose; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that:

1. The contract with Conner Strong & Buckelew is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. Conner Strong & Buckelew shall provide underwriting manager services to the FUND.
3. A notice of this action shall be printed once in the legal newspaper of the FUND as required by law.
4. A copy of this Resolution shall be provided to Fund Treasurer and to Conner Strong & Buckelew - TRIAD1828 CENTRE, 2 Cooper St, Camden, NJ 08102 for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this day:

Chair

Date

Secretary

Date

RESOLUTON 12-25
AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT WITHOUT COMPETITIVE
BIDDING TO
CHARLES CUCCIA
TO PROVIDE TREASURER SERVICES FOR THE
NEW JERSEY RISK MANAGEMENT FUND

WHEREAS, there exists a need for treasurer services to be rendered to the New Jersey Cyber Risk Management Fund (“FUND”); and

WHEREAS, the FUND wishes to retain Charles Cuccia to perform such services; and

WHEREAS, the fee for services under this contract shall be \$26,010 annually; and

WHEREAS, funds are available for this purpose; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that:

1. The contract with Charles Cuccia is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. Charles Cuccia shall provide treasurer services to the FUND.
3. A notice of this action shall be printed once in the legal newspaper of the FUND as required by law.
4. A copy of this Resolution shall be provided to Charles Cuccia 211 Westminster Place – Lodi, NJ 07644 for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this day:

Chair

Date

Secretary

Date

RESOLUTON 13-25
AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT WITHOUT COMPETITIVE
BIDDING TO
THE ACTUARIAL ADVANTAGE
TO PROVIDE ACTUARIAL SERVICES FOR THE
NEW JERSEY RISK MANAGEMENT FUND

WHEREAS, there exists a need for actuarial services to be rendered to the New Jersey Cyber Risk Management Fund (“FUND”); and

WHEREAS, the FUND wishes to retain The Actuarial Advantage to perform such services; and

WHEREAS, the fee for services under this contract shall be \$26,010 annually; and

WHEREAS, funds are available for this purpose; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that:

1. The contract with The Actuarial Advantage is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. The Actuarial Advantage shall provide treasurer services to the FUND.
3. A notice of this action shall be printed once in the legal newspaper of the FUND as required by law.
4. A copy of this Resolution shall be provided to The Actuarial Advantage 227 Market Street, Suite B Camden, NJ 08102 for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this day:

Chair

Date

Secretary

Date

RESOLUTON 14-25
AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT WITHOUT COMPETITIVE
BIDDING TO
NISIVOCIA LLP
TO PROVIDE AUDITOR SERVICES FOR THE
NEW JERSEY RISK MANAGEMENT FUND

WHEREAS, there exists a need for auditor services to be rendered to the New Jersey Cyber Risk Management Fund (“FUND”); and

WHEREAS, the FUND wishes to retain Nisivoccia LLP to perform such services; and

WHEREAS, the fee for services under this contract shall be \$26,010 annually; and

WHEREAS, funds are available for this purpose; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that:

1. The contract with Nisivoccia LLP is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. Nisivoccia LLP shall provide auditor services to the FUND.
3. A notice of this action shall be printed once in the legal newspaper of the FUND as required by law.
4. A copy of this Resolution shall be provided to Nisivoccia LLP Mt. Arlington Corporate Center 200 Valley Road-Suite 300 Mt. Arlington, NJ 07856-1320 for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this day:

Chair

Date

Secretary

Date

RESOLUTON 15-25
AUTHORIZING THE AWARD OF A PROFESSIONAL
SERVICES CONTRACT WITHOUT COMPETITIVE
BIDDING TO
CB CLAIMS LLC
TO PROVIDE CLAIMS ADJUSTING SERVICES FOR THE
NEW JERSEY RISK MANAGEMENT FUND

WHEREAS, there exists a need for claims adjusting services to be rendered to the New Jersey Cyber Risk Management Fund (“FUND”); and

WHEREAS, the FUND wishes to retain CB Claims LLC to perform such services; and

WHEREAS, the fee for services under this contract shall be \$26,010 annually; and

WHEREAS, funds are available for this purpose; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that:

1. The contract with CB Claims LLC is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. CB Claims LLC shall provide claims adjusting services to the FUND.
3. A notice of this action shall be printed once in the legal newspaper of the FUND as required by law.
4. A copy of this Resolution shall be provided to Nisivoccia CB Claims LLC – 50 South Franklin Turnpike – Ramsey, NJ 07446 for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this day:

Chair

Date

Secretary

Date

Resolution 16-25
AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT
WITHOUT COMPETITIVE BIDDING TO
SEAN P. CANNING, QPA OF THE CANNING GROUP LLC TO PROVIDE
QUALIFIED PURCHASING AGENT SERVICES
FOR THE NEW JERSEY RISK MANAGEMENT FUND

WHEREAS, there exists a need for services of a Qualified Purchasing Agent duly licensed through the State of New Jersey to be rendered to the New Jersey Cyber Risk Management Fund (“FUND”); and

WHEREAS, the FUND wishes to retain Sean P. Canning, QPA of The Canning Group LLC to perform such services; and

WHEREAS, the fee for services under this contract shall be \$15,606 annually; and

WHEREAS, funds are available for this purpose; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that:

1. The contract with Sean P. Canning, QPA of The Canning Group LLC, is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the contract is for a service performed by a person authorized by law to practice a recognized profession that is regulated by law.
2. Sean P. Canning, QPA of The Canning Group LLC shall provide Qualified Purchasing Agent services to the FUND.
3. A notice of this action shall be printed once in the legal newspaper of the FUND as required by law.
4. A copy of this Resolution shall be provided to Sean P. Canning, QPA of The Canning Group LLC 45 S Park Place 183 – Morristown, NJ 07960 for their information and guidance.

This Resolution shall take effect immediately.

ADOPTED this 16th day of January 2025:

Chair

Secretary

RESOLUTION 17-25
NEW JERSEY CYBER RISK MANAGEMENT FUND
AUTHORIZE THE AWARD OF AN
EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH
PERMA RISK MANAGEMENT SERVICES, INC.

WHEREAS there is a need for the Affiliated Local Joint Insurance Fund Coordinator to assist in facilitating the Fund’s Cyber Risk Management Program; and

WHEREAS, the Perma Risk Management Services, Inc serves as the Executive Director for twelve (12) Municipal Joint Insurance Funds as listed below; and

WHEREAS the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. Seq., has been complied with and attached to resolution; and

WHEREAS the purchasing agent has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-1 et. Seq); and

WHEREAS this procurement has been conducted in accord with N.J.S.A 19:44A-20.5 et seq., and Perma Risk Management Services, Inc. has provided for a political contribution disclosure form; and

WHEREAS the treasurer has certified that funding is available in the following amounts for coordination of the members for each Joint Insurance Fund:

\$12,043.00	Bergen County Municipal Joint Insurance Fund
\$10,970.00	Camden County Municipal Joint Insurance Fund
\$6,877.00	Central Jersey Joint Insurance Fund
\$11,115.00	Monmouth County Municipal Joint Insurance Fund
\$14,762.00	Morris County Municipal Joint Insurance Fund
\$18,577.00	New Jersey Public Housing Authority Joint Insurance Fund
\$15,587.00	New Jersey Utility Authorities Joint Insurance Fund
\$8,752.00	Ocean County Municipal Joint Insurance Fund
\$1,613.00	Professional Municipal Management Joint Insurance Fund
\$7,851.00	South Bergen Municipal Joint Insurance Fund
\$3,705.00	Suburban Metro Municipal Joint Insurance Fund
\$3,855.00	Suburban Municipal Joint Insurance Fund

Line item: Local Joint Insurance Fund Coordination

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund authorizes the award of contract with Perma Risk Management Insurance Services, 9 Campus Drive, Suite 216, Parsippany NJ 07054 for Local JIF Coordination in regard to the Fund's Cyber Risk Management Program. .

ADOPTED: this 16th day of January 2025 before the Governing Body:

Chairperson

Secretary

RESOLUTION # 18-25
NEW JERSEY CYBER RISK MANAGEMENT FUND
AUTHORIZE THE AWARD OF AN
EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH
PUBLIC ENTITY GROUP ADMINISTRATIVE SERVICES (PEGAS)

WHEREAS there is a need for the Affiliated Local Joint Insurance Fund Coordinator to assist in facilitating the Fund’s Cyber Risk Management Program; and

WHEREAS, Public Entity Group Administrative Services (PEGAS) serves as the Executive Director for the First Responder Joint Insurance Fund and the Public Alliance Insurance Coverage Fund; and

WHEREAS the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. Seq., has been complied with and attached to resolution; and

WHEREAS the purchasing agent has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-1 et. Seq); and

WHEREAS this procurement has been conducted in accord with N.J.S.A 19:44A-20.5 et seq., and Public Entity Group Administrative Services (PEGAS) has provided for a political contribution disclosure form; and

WHEREAS the treasurer has certified that funding is available in the following amounts for coordination of the members for each Joint Insurance Fund:

\$5,274.00	First Responder Joint Insurance Fund
\$4,766.00	Public Alliance Insurance Coverage Fund

Line item: Local Joint Insurance Fund Coordination

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund authorizes the award of contract with Public Entity Group Administrative Services (PEGAS), 51 Everett Drive Suite B40 West Windsor NJ 08550 for Local JIF Coordination in regard to the Fund’s Cyber Risk Management Program.

ADOPTED: this 16th day of January 2025 before the Governing Body:

Chairperson

Secretary

RESOLUTION # 19-25
NEW JERSEY CYBER RISK MANAGEMENT FUND
AUTHORIZE THE AWARD OF AN
EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH
RISK AND LOSS MANAGERS, INC.

WHEREAS there is a need for the Affiliated Local Joint Insurance Fund Coordinator to assist in facilitating the Fund's Cyber Risk Management Program; and

WHEREAS Risk and Loss Managers, LLC serves as the Executive Director for the Mid-Jersey Municipal Joint Insurance Fund and the New Jersey Municipal Self Insurers' Joint Insurance Fund; and

WHEREAS the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. Seq., has been complied with and attached to resolution; and

WHEREAS the purchasing agent has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-1 et. Seq); and

WHEREAS this procurement has been conducted in accord with N.J.S.A 19:44A-20.5 et seq., and Risk and Loss Managers, LLC has provided for a political contribution disclosure form; and

WHEREAS the treasurer has certified that funding is available in the following amounts for coordination of the members for each Joint Insurance Fund:

\$6,014.00	Mid-Jersey Municipal Joint Insurance Fund members
\$1,685.00	New Jersey Municipal Self Insurers' Joint Insurance Fund

Line item: Local Joint Insurance Fund Coordination

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund authorizes the award of contract with Risk and Loss Managers, LLC, 51 Everett Drive Suite B40 West Windsor NJ 08550 for Local JIF Coordination in regard to the Fund's Cyber Risk Management Program.

ADOPTED: this 16th day of January 2025 before the Governing Body:

Chairperson

Secretary

RESOLUTION # 20-25
NEW JERSEY CYBER RISK MANAGEMENT FUND
AUTHORIZE THE AWARD OF AN
EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH
RISK PROGRAM ADMINISTRATORS

WHEREAS there is a need for the Affiliated Local Joint Insurance Fund Coordinator to assist in facilitating the Fund’s Cyber Risk Management Program; and

WHEREAS, Risk Program Administrators serves as the Executive Director for the Atlantic County Municipal Joint Insurance Fund, Burlington County Municipal Joint Insurance Fund and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund; and

WHEREAS the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. Seq., has been complied with and attached to resolution; and

WHEREAS the purchasing agent has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-1 et. Seq); and

WHEREAS this procurement has been conducted in accord with N.J.S.A 19:44A-20.5 et seq., and AJG Risk Program Administrators has provided for a political contribution disclosure form; and

WHEREAS the treasurer has certified that funding is available in the following amounts for coordination of the members for each Joint Insurance Fund:

\$10,461.00	Atlantic County Municipal Joint Insurance Fund
\$8,154.00	Burlington County Municipal Joint Insurance Fund
\$10,038.00	Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

Line item: Local Joint Insurance Fund Coordination

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund authorizes the award of contract with Risk Program Administrators, 6000 Sagemore Drive – PO Box 488 Suite 6203 Marlton NJ 08053 for Local JIF Coordination in regard to the Fund’s Cyber Risk Management Program. .

ADOPTED: this 16th day of January 2025 before the Governing Body:

Chairperson

Secretary

RESOLUTION 21-25

Resolution Of The New Jersey Cyber Risk Management Fund (hereafter known as ‘Fund’) Authorizing the Award of CC# 24R-01 – Cybersecurity Consultant to The Chertoff Group

WHEREAS, the Fund has authorized competitive contract procurement for CC# 24R-01 – Cybersecurity Consultant through Resolution; and

WHEREAS, the Fund duly advertised the competitive contract proposal for a minimum of 20 days, and received proposals on September 5, 2024, at 10:00 A.M. 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, in accord with N.J.A.C.5:34-4; and

WHEREAS, The Chertoff Group, 1399 New York Ave NW, Ste 1100, Washington, District of Columbia, 20005 has provided a proposal deemed the most advantageous based upon Price and Other Factors under the New Jersey Local Publics Contract Law (N.J.S.A.40A:11-4.4.b,) and (N.J.A.C. 5:34-4); and

WHEREAS, The Chertoff Group has provided a proposal for services in the amount of

PROPOSAL	
Year 1	\$60,000.00
Year 2	\$61,200.00
Year 3	\$62,424.00
Year 4	\$63,673.00
Year 5	\$64,945.00
TOTAL	\$312,242.00

WHEREAS, the report produced by the committee, recommending The Chertoff Group, 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:11-4.5d and N.J.A.C 5:34-4; and

WHEREAS, it is the recommendation that the Fund enter into an agreement for services under CC#24-01 with The Chertoff Group for a period of five (5) years.

NOW, THEREFORE, BE IT RESOLVED by the NJ Cyber Risk Management Fund as follows:

That the Fund Chairperson is authorized to execute contract with The Chertoff Group, 1399 New York Ave NW, Ste 1100, Washington, District of Columbia, 20005, under the precepts of CC# 24R-01 – Cybersecurity Consultant for a five (5) year contract.

ADOPTED this 16th day in January 2025.

Chairperson

Secretary

NEW JERSEY CYBER RISK MANAGEMENT FUND

BILLS LIST

Resolution No. 22-25

December 2024

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

BE IT RESOLVED that the New Jersey Cyber Risk Management 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.

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2024

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
PUBLIC ALLIANCE INSURANCE COVERAGE FUND	REIMB 24. ASSESS OVERPAY- GREENWICH	10,694.00 10,694.00
CB CLAIMS LLC	CLAIMS ADMIN FEE 12/24	2,125.00 2,125.00
QUAL-LYNX	BANKING SERVICES INV QL1318 12/24	500.00 500.00
PERMA RISK MANAGEMENT PERMA RISK MANAGEMENT	POSTAGE 11/24 ADMINISTRATOR FEE 12/24	8.28 10,625.00 10,633.28
THE ACTUARIAL ADVANTAGE	ACTUARY FEE 12/24	2,125.00 2,125.00
ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR 12/24	4,250.00 4,250.00
CHARLES CUCCIA	TREASURER FEE 12/24	2,125.00 2,125.00
CONNER STRONG AND BUCKELEW	UNDERWRITING MANAGER 12/24	4,250.00 4,250.00
BERNARD RUTKOWSKI	2024 MEETING ATTENDANCE	900.00 900.00
MARC SCHRIEKS	2024 MEETING ATTENDANCE	1,050.00 1,050.00
BOROUGH OF RIDGEFIELD	MEETING ATTENDANCE 2024	1,200.00 1,200.00
CASEY WAGNER	2024 MEETING ATTENDANCE	1,050.00 1,050.00
MICHAEL RAZZE	2024 MEETING ATTENDANCE	750.00 750.00

STEVEN J. ROVELL	2024 MEETING ATTENDANCE	450.00 450.00
JOSEPH WOLK	2024 MEETING ATTENDANCE	1,200.00 1,200.00
TOWNSHIP OF STAFFORD	2024 MEETING ATTEND VON DER HAYDEN	750.00 750.00
MEGHAN JACK	2024 MEETING ATTENDANCE	600.00 600.00
JAMES GANT	2024 MEETING ATTENDANCE	750.00 750.00
JOY SCACCETTI TOZZI	2024 MEETING ATTENDANCE	1,050.00 1,050.00
JOSEPH CRISUOLO	2024 MEETING ATTENDANCE	150.00 150.00
VINCENT QUATRONE	2024 MEETING ATTENDANCE	450.00 450.00
NANJIM NATIONAL LLC	2024 MEETING ATTENDANCE	900.00 900.00
TOWNSHIP OF MAPLE SHADE	2024 MEETING ATTENDANCE	1,050.00 1,050.00
THEODORE F PREUSCH	2024 MEETING ATTENDANCE	1,200.00 1,200.00
JAMES PACANOWSKI II	2024 MEETING ATTENDANCE	450.00 450.00
THE CANNING GROUP LLC	QPA SERVICES INV 2024-12	1,250.00 1,250.00
GANNETT NEW YORK NJ LOCALIQ	A# 1120276 INV 6791988-10717092 11/1/24	12.47 12.47
NJ ADVANCED MEDIA	ACCT 1000975964-AD 10942694 12/06/24	27.59 27.59
Total Payments FY 2024		51,942.34
TOTAL PAYMENTS ALL FUND YEARS		51,942.34

Chairperson	Attest	Date
-------------	--------	------

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

Treasurer: _____

NEW JERSEY CYBER RISK MANAGEMENT FUND

BILLS LIST

Resolution No. 23-25

January 2025

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

BE IT RESOLVED that the New Jersey Cyber Risk Management 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 2024

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
PERMA RISK MANAGEMENT	POSTAGE 12/24	19.32
		19.32
DIANE LAPP	2024 MEETING ATTENDANCE	600.00
		600.00
JOHN CLARKE	2024 MEETING ATTENDANCE	1,050.00
		1,050.00
GANNETT NEW YORK NJ LOCALIQ	A# 1120276 INV 6849391-10832318 12/8/24	9.03
		9.03
	Total Payments FY 2024	1,678.35

FUND YEAR 2025

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
CB CLAIMS LLC	CLAIMS ADMIN FEES 01/25	2,167.50
		2,167.50
PERMA RISK MANAGEMENT	ADMINISTRATOR FEE 01/25	10,837.50
		10,837.50
THE ACTUARIAL ADVANTAGE	ACTUARY FEES 01/25	2,167.50
		2,167.50
ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR 01/25	4,335.00
		4,335.00
CHARLES CUCCIA	TREASURER FEE 01/25	2,167.50
		2,167.50
CONNER STRONG AND BUCKELEW	UNDERWRITING MGMT FEE 01/25	4,335.00
		4,335.00
THE CANNING GROUP	QPA SERVICES INV 2025.01	1,333.33
		1,333.33
	Total Payments FY 2025	27,343.33
	TOTAL PAYMENTS ALL FUND YEARS	29,021.68

Chairperson _____ Attest _____ Dated: _____

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

Treasurer: _____