

**RESOLUTION NO. 6-26**

**METROPOLITAN HEALTH INSURANCE FUND  
DESIGNATING AUTHORIZED DEPOSITORIES FOR FUND ASSETS  
AND ESTABLISHING CASH MANAGEMENT PLAN FOR 2026**

**BE IT RESOLVED**, by the Executive Committee of the Metropolitan Health Insurance Fund, that the following Cash and Investment Management Plan be and is hereby adopted:

**1.) Cash Management and Investment Objectives**

The Metropolitan Health Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.

**2.) Permissible Investments**

Investments shall be limited to investments authorized under N.J.S.A. 40A:5-15.1 Joint Insurance Funds and Chapter 38, Joint Insurance Funds, Subchapter 1. Investments 5:38-1.1, 5:38-1.2 and 5:38-1.3 of the New Jersey Administrative Code.

**3.) Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories are as follows:

Citizens Bank  
Kearny Bank

TD Bank  
New Jersey Cash Management Fund  
Bogota Savings Bank  
Blue Foundry Bank  
Four Leaf Credit Union

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to manage the FUND's cash and investments in a manner consistent with this plan and all appropriate regulatory constraints.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Custodial and Operating Banks**

Custodial and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

The Treasurer shall report to the Executive Board at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors prepared by the FUND's Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- b.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that all amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be documented to the Executive Board at least annually.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

**12.) MEMBER MONTHLY BILLING POLICY**

To ensure timely billing and preservation of cashflow the Fund will follow this timeline and protocols as it relates to monthly invoices.

All enrollment changes must be entered into the system by the 15<sup>th</sup> of the month to reflect on the bill.

**16th of the month** – PERMA’s Operations team will run and review all pre-bill audits.

**Upon completion of the pre-bill audits** – PERMA’s Operations team will generate all invoices and associated billing reports. Review of adjustments are completed within two (2) business days of being generated

Bills are sent to accounting for review and approval, thereafter.

Upon receipt of accountings approval, invoices are sent to members within two business days

Bills are due the 15<sup>th</sup> of the billed month. Payments not received by the 15<sup>th</sup> are subject to a 10% interest penalty. The penalty will start accruing on the 1<sup>st</sup> of that billed month until the payment is received by the Fund Treasurer.

**EXAMPLE:** March 2026 bill for \$100,000

Bill sent to member: February 15, 2026

Due Date: March 15, 2026

Member payment received: March 25, 2026.

**Interest:** March 1, 2026 – March 25, 2026: \$27.40 per day = \$657.53 total interest

*Interest will be added as a line item adjustment on the next possible bill.*

If any of the dates outlined above fall on a weekend or holiday, the due date will be the next business day.

If there is a delay on one member's bill, this will not hold up the distribution of any other of the Fund member bills.

All members should review their bills immediately and report any discrepancies so they can be addressed before the next invoice is generated.

The Fund's policy is to pay as billed and necessary adjustments will be reflected on a future invoice.

The member will receive a delinquent notice via email if payment is not made within a reasonable amount of time.

To assure timely payment of monthly assessments, the Fund shall implement a process of automatically initiating transfers from member entity bank accounts into the Fund accounts after detailed monthly assessment invoices are supplied to the member entities.

### **13.) MAXIMUM APPROVAL AMOUNT FOR CERTIFYING & APPROVING OFFICER**

The FUND Treasurer shall act as "certifying and approval officer" and thus may issue checks or initiate wire transfers in payment of medical, pharmacy, and dental claims, as submitted by the third party administrator responsible for handling the FUND's claims, as necessary in order to fulfill the FUND's claim funding obligations under the applicable service provider contract between the FUND and the third party administrator. The certifying and approving officer shall prepare a report of all claims approved by him or her

in aggregate by year and line of coverage. This report shall be submitted to the Board of Trustees of the FUND at their next scheduled meeting. The Board of Trustees shall review and approve the actions of the certifying and approving officer

**14.) DIRECT DEBIT**

Members have the option to allow the Fund to collect monthly premiums through a direct debit to the Fund Operating Account initiated by the Fund Treasurer. The direct debit will equal the month's premium invoice and can be debited on the date of the member's choosing.

**ADOPTED: January 15, 2026**

Signed by:  
**BY:** Jenny Mundell  
DEA7509B85174CE  
**CHAIRPERSON**

**ATTEST:**  
Signed by:  
Patricia Wherry  
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**SECRETARY**