

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
April 20, 2016
PISCATAWAY MUNICIPAL COMPLEX**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 2:00 P.M.
OPEN PUBLIC MEETING STATEMENT READ INTO RECORD
PLEDGE OF ALLEGIANCE**

ROLL CALL OF THE 2016 EXECUTIVE COMMITTEE

Robert Landolfi, Township of Woodbridge	Present
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Present
Nancy Costa, Township of Hillsborough	Absent
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Absent
Colleen Connolly, Borough of Belmar	Absent
Michael Gross, City of South Amboy	Present

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Raven Williams, Township of Franklin
Donna Setzer, Qual Lynx
Kathy Kissane, Qual Lynx
Tony Jones, Qual Lynx
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Robin Racioppi, North American Insurance Management
David McHale, JA Montgomery Risk Control
Don Ruprecht, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: March 16, 2016 Minutes

MOTION TO APPROVE MINUTES FOR MARCH 16, 2016

Moved:	Commissioner Gross
Second:	Commissioner Frankel
Vote:	5 Ayes, 0 Nays

CORRESPONDENCE: None

EXECUTIVE DIRECTOR'S REPORT – Executive Director advised he had two action items and would begin with the Cash Management Plan.

Cash Management Plan - The MEL and RCF jointly explored options to develop a new investment plan for consideration by DCA and DOBI. Enclosed in the agenda was the revised Cash Management Plan following the revisions made by the MEL. The additional language and revisions are underlined.

MOTION TO APPROVE AMENDMENTS TO THE 2016 CASH MANAGEMENT PLAN

Moved: Commissioner Gross
Second: Commissioner Vornlocker
Vote: 5 Ayes, 0 Nays

Asset Manager – The Central JIF elected to participate in the Banking Services & Asset Management program that was bid by the MEL/RCF & EJIF. Enclosed in the agenda was a copy of the MEL Fund Attorney’s memorandum on the result of his negotiations with Wilmington Trust on the contract language. The complete contract was included in the agenda with the revised clauses.

Cyber Liability Endorsement – Several meetings ago, concerns were raised regarding the addition of an exclusion, approved by the MEL Coverage Committee, to the JIF’s General Liability policy as it relates to inadvertent disclosure of personally identifiable information. The endorsement requires JIF approval as well. The item was tabled to allow for further review. The concern raised has since been discussed with MEL reinsurer, Conner Strong & Buckelew general counsel and the cyber liability underwriter. Confirmation was received from the cyber liability underwriter that the concern raised is covered under the cyber liability policy. The MEL reinsurer rendered the same opinion. Therefore, we are requesting a motion to approve this endorsement that is a mandate of the MEL reinsurer.

MOTION TO APPROVE THE CYBER LIABILITY ENDORSEMENT

Moved: Commissioner Gross
Second: Commissioner Frankel
Vote: 5 Ayes, 0 Nays

Township of Old Bridge – The Fund billed Old Bridge for their Retrospective Premium last month, to date, we have not received payment. We will follow-up and report back at the next meeting. The additional assessment was billed and received in the amount of \$657,391.28. The First Aid Squad also owes their second assessment from last year and we will update the fund when that last payment is received.

Employment Practices Program: As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL’s webpage - www.njmel.org - which details changes to the MEL’s Model Personnel Manual and information on training program requirements. Members have until October 1st to submit checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel

Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel.

Police Training sessions will be scheduled in the coming months.

Managers & Supervisors Training - Employment Practices Risk Management Program also includes mandatory training of management. We are working with the Fund Attorney's office to develop a schedule for these classes and will notify member towns once the dates are set.

Elected Officials Training Seminars – Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials and Administrator completing the course by June 1st. Please visit the MEL webpage for other scheduled classes – njmel.org.

Upcoming Sessions:
South Amboy April 20, 2016 6:00 PM
Hillsborough April 26, 2016 6:30 PM
Woodbridge May 24, 2016 6:00 PM

This course is also available on line. Directions were included in the agenda..

Conner, Strong & Buckelew Announcement – Perma's parent company has announced an alliance with Century Equity Partners. Included in the agenda was a memorandum from David Grubb and also an opinion from the MEL's attorney that this alliance does not change contractual terms between Conner Strong & Buckelew and the MEL and MEL member JIF's.

MEL Coverage Bulletins – The MEL's Underwriting Manager issued three Coverage Bulletins that were emailed to member municipalities. Bulletin 16-28 announced the appointment of Ed Cooney as the new MEL underwriting manager; 16-29 was clarification on renting, operating and owning Bounce Houses and Amusement Rides and 16-30 was regarding drones. Mr. Cooney will also serve as the Central JIF underwriting manager as well.

League Magazine: Enclosed in the agenda was the next in a series of MEL advertisements to appear in the League magazine. Each advertisement in the "Power of Collaboration" series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

Included in the agenda were the regulatory and financial reports for the JIF.

The Executive Director then asked if there were any questions and concluded his report.

Reports Made Part of Minutes.

TREASURER: The Treasurer, Mr. Richard Lorentzen, presented the Bill's List.

RESOLUTION 14-16 APRIL 2016 VOUCHER PAYMENTS

2016 \$ 1,549,139.05

**MOTION TO ADOPT RESOLUTIONS 14-16 APPROVING THE APRIL
VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved: Commissioner Gross
Second: Commissioner Frankel
Roll Call Vote: 5 Ayes, 0 Nays

Voucher Lists, Treasurer Report & Investment Portfolio Reports Made Part of Minutes.

CLAIMS/ MANAGED CARE:

CLAIMS – Claims Manager Kathy Kissane reported the Claims Committee reviewed the PAR’s for April today. Claims Manager respectfully requested a motion to ratify the PAR’s that were submitted to the Claims Committee today for April.

PAYMENT AUTHORIZATION REQUESTS: Executive Committee reviewed payment authorization requests presented by Claims Service in April. Claims Review Committee reviewed and recommended as submitted.

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS FOR APRIL
CLAIMS PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX**

Moved: Commissioner Criscuolo
Second: Commissioner Frankel
Roll Call Vote: 5 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 71% with a network penetration of 95%. Ms. Setzer also reported on the savings below UCR was 71%. .

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – The Executive Director reported the list of Certificates issued was submitted showing 13 certificates issued 2/18/2016 through 3/18/2016.

List of Certificates made part of the minutes.

MARKETING MANAGER: – NONE

SAFETY DIRECTOR: - Dave McHale advised the Safety Director’s report was included in the agenda. The report included a list of loss control activities for the month of March, local MSI classes and a Safety Director Bulletin on Fire Extinguisher Essentials. He asked that each town review the MSI Training Administrator list included in the agenda and contact his office with any necessary changes.

Safety Director advised thru March Central JIF has the best LTAF in the MEL. He asked if there were any questions and then concluded his report.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Gross
Second:	Commissioner Vornlocker
Vote:	Unanimous

Meeting adjournment at 2:25 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Daniel Frankel, Secretary

RESOLUTION NO. 13-16

**CENTRAL JERSEY JOINT INSURANCE FUND
BILLS LIST – APRIL 2016**

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

BE IT RESOLVED that the Central Jersey 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.

<u>FUND YEAR 2016</u>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
003493			
003493	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 2ND QTR 2016	4,186.32
			4,186.32
003494			
003494	QUAL-LYNX	MANAGED CARE FEE 04/2016	14,143.44
			14,143.44
003495			
003495	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 2ND QTR 2016	126,382.63
003495	MUNICIPAL EXCESS LIABILITY JIF	MEL 2ND QTR 2016	638,400.39
			764,783.02
003496			
003496	APEX INSURANCE SRVS c/o XL INS	TECH ERRORS & OMISSIONS 2OF2 INSTALL'16	5,068.00
			5,068.00
003497			
003497	APEX INS SRVS c/oQBE SPECIALTY	VOLNTR EMERG SERV - 2 OF 2 INSTALL'16	1,596.00
003497	APEX INS SRVS c/oQBE SPECIALTY	POL & EPL 2 OF 2 INSTALLMENT 2016	492,768.00
			494,364.00
003498			
003498	ACRISURE, LLC	MARKETING MANAGER FEE 04/2016	10,159.17
			10,159.17
003499			
003499	QUAL-LYNX	CLAIMS ADMIN - 04/2016	40,320.75
			40,320.75
003500			
003500	J. A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERIVCES - 04/2016	10,321.13
			10,321.13
003501			
003501	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 03/2016	35.14
003501	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 04/2016	45,105.67
			45,140.81
003502			
003502	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 04/2016	2,698.58
			2,698.58
003503			
003503	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 4/16	75.00
			75.00
003504			

003504	RICHARD LORENTZEN	TREASURER FEE 04/2016	1,399.17
			1,399.17
003505			
003505	BOB SMITH & ASSOCIATES	LITIGATION MANAGEMENT - 03/2016	1,966.50
003505	BOB SMITH & ASSOCIATES	ATTORNEY FEE 03/2016	3,536.75
			5,503.25
003506			
003506	CEDAR GROVE CAFE AGC LLC	FOOD SERVICES - 3/16/2016	232.33
			232.33
003507			
003507	FINANCIAL INS. CONSULTANTS LLC	RMC FEE 2ND INSTALLEMENT 2016 PISCATAWAY	18,134.10
003507	FINANCIAL INS. CONSULTANTS LLC	RMC FEE 2ND INSTALLMENT 2016 - EDISON	52,210.95
			70,345.05
003508			
003508	NORTH AMERICAN INSURANCE MGMNT	RMC 2ND INSTALL 2016 PORT READING FAS	257.74
003508	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 2ND INSTALLMENT 2016 WOODBRIDGE	46,404.65
003508	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 2ND INSTALLMENT 2016 FRANKLIN	13,835.96
003508	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 2ND INSTALLMENT 2016 - WTARS	1,315.35
003508	NORTH AMERICAN INSURANCE MGMNT	RMC 2ND INSTALL 2016 AVENEL-COLONIA FAS	397.03
003508	NORTH AMERICAN INSURANCE MGMNT	RMC 2ND INSTALL 2016 COLONIA DIST 12 FAS	436.94
003508	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 2ND INSTALL 2016 FIRE DIST #2	601.40
003508	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 2ND INSTALL 2016 FIRE DIST #1	1,408.00
			64,657.07
003509			
003509	MUNICIPAL EXCESS LIABILITY JIF	MSI 2ND QTR 2016	15,716.50
			15,716.50
003510			
003510	ALLSTATE INFORMATION MANAGEMNT	ACCT: 225 - ACT & STOR 2/29/2016	25.46
			25.46
		Total Payments FY 2016	1,549,139.05

TOTAL PAYMENTS ALL FUND YEARS \$ 1,549,139.05