

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
October 19, 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	Absent
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Present
Nancy Costa, Township of Hillsborough	Present
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Present
Colleen Connolly, Borough of Belmar	Absent
Michael Gross, City of South Amboy	Present

**ALSO PRESENT:**

Jeremy Solomon, Bob Smith & Associates  
Richard Lorentzen, Treasurer  
Donna Setzer, Qual Lynx  
Kathy Kissane, Qual Lynx  
Tony Jones, Qual Lynx  
Amy Pieroni, North American Insurance Management  
Jay McManus, Acrisure  
Ed Cooney, Conner Strong & Buckelew  
Dave McHale, JA Montgomery Risk Control  
Don Ruprecht, JA Montgomery Risk Control  
Joseph Hrubash, PERMA  
Bradford Stokes, PERMA  
Rachel Chwastek, PERMA

**MINUTES:** September 21, 2016 Minutes

**MOTION TO APPROVE MINUTES FOR SEPTEMBER 21, 2016**

Moved:	Commissioner Gross
Second:	Commissioner Frankel
Vote:	6 Ayes, 0 Nays

**CORRESPONDENCE:** None

**EXECUTIVE DIRECTOR'S REPORT** – Included in the agenda were the pro forma reports for the Central JIF. The Central JIF has a surplus of over \$4.0 million and a cash balance of over \$15 million. The expected loss ratio report, which shows how the fund is compared to the actuary's targets, and all years are running better actuary's expectations. The Fund's loss time accident sits at 1.50.

**2017 Budget:** Included in the agenda was the proposed 2017 Budget. The Rules and Contracts Committee met last week to review the Budget and a copy was sent to Fund Commissioners under separate cover. The budget was discussed and introduced at the meeting.

**MOTION TO INTRODUCE THE 2017 BUDGET AND SCHEDULE A PUBLIC HEARING AT 2:00PM ON MONDAY, NOVEMBER 21, 2016 AT THE PISCATAWAY MUNICIPAL BUILDING**

Moved:	Commissioner Northgrave
Second:	Commissioner Costa
Vote:	6 Ayes, 0 Nays

**Employment Practices Program:** As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL's webpage - [www.njmel.org](http://www.njmel.org) - which details changes to the MEL's Model Personnel Manual and information on training program requirements. Members had until October 1st to submit checklist to qualify and/or maintain deductible and co-pay incentives.

**RCF Report:** The RCF met this morning at the Forsgate Country Club to hold a public hearing to review the amended 2016 Budget and the proposed 2017 Budget. A report will be included in next month's agenda.

**EJIF Report:** The EJIF met today at the Forsgate Country Club. A public hearing and adoption of the 2017 Budget was held. A report will be included in next month's agenda.

**MEL Report:** The MEL met this morning at the Forsgate Country Club to introduce the 2017 Budget. A report will be included in next month's agenda.

**Elected Officials Training:** This year's elected officials training program will focus on "Ethics for Governmental Officials". A session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City on Wednesday, November 16, 2016.

**Potential New Membership** – The marketing manager has sent two potential new member applications to the Executive Director office for proposals. The marketing manager will provide an update during their report.

**Legislation Resolution:**

**MOTION TO APPROVE RESOLUTION 27-16 SUPPORTING INVESTMENT LEGISLATION**

Moved: Commissioner Gross  
Second: Commissioner Northgrave  
Vote: 6 Ayes, 0 Nays

**League Magazine** – Enclosed in the agenda was the latest in the series of “Power of Collaboration: to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights ethics in decision makers.

**MEL 30th Anniversary** - 2017 marks the 30th anniversary of the Municipal Excess Liability Joint Insurance Fund; copies of a brochure announcing this and other achievements is being distributed to members.

Since its inception on January 1, 1987, the MEL has grown to include almost 65% of the municipalities and local authorities in the state. The program has saved taxpayers over \$1.1 billion and has helped members improve their safety records by over 60%. The Central Jersey JIF was established in 1998 and has achieved \$48.9 million in savings through its own programs and affiliation with the MEL as of 1/1/16.

**Cyber Ad Hoc Committee** – The ad-hoc committee is in the process of scheduling their next meeting and will report back at next months meeting.

**November Meeting Date** – This is a reminder that next months meeting is on Monday, November 21st, which is the week of Thanksgiving.

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 26-16 OCTOBER 2016 VOUCHER PAYMENTS**

2016	\$	264,475.28
<b>TOTAL</b>	<b>\$</b>	<b>264,475.28</b>

**MOTION TO ADOPT RESOLUTIONS 26-16 APPROVING THE OCTOBER VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved: Commissioner Frankel  
Second: Commissioner Vornlocker  
Roll Call Vote: 6 Ayes, 0 Nays

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

**CLAIMS/ MANAGED CARE:**

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

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

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

Moved: Commissioner Costa  
Second: Commissioner Northgrave  
Roll Call Vote: 6 Ayes, 0 Nays

**MANAGED CARE:**

**CLAIMS** – Donna Setzer reported savings was at 70% with a network penetration of 99%. Ms. Setzer also reported on the savings below UCR was 73%.

**UNDERWRITING MANAGER**

**LIST OF CERTIFICATES ISSUED** – The Executive Director reported the list of Certificates issued was submitted showing 15 certificates issued 8/26/2016 through 9/25/2016.

List of Certificates made part of the minutes.

**MARKETING MANAGER:** – The marketing manager distributed the marketing report, reviewed it with the commission, asked the commissioners if they had any questions and then concluded her report.

**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 September, the local MSI classes, and two Safety Director Bulletins on Safety in the Office Environment and September is National Preparedness Month. Mr. McHale advised the Central JIF ESC met prior the JIF Meeting and began the discussion about the Safety Breakfast. 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 Frankel
Second:	Commissioner Gross
Vote:	Unanimous

Meeting adjournment at 2:20 p.m.

Prepared by Rachel Chwastek, Assisting Secretary for

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Daniel Frankel, Secretary

**RESOLUTION NO. 26-16**

**CENTRAL JERSEY JOINT INSURANCE FUND  
BILLS LIST – OCTOBER 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.

<b><u>FUND YEAR 2016</u></b>			
<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
<b>001076</b>			
001076	QUAL-LYNX	MANAGED CARE FEE 10/2016	14,143.44
			<b>14,143.44</b>
<b>001077</b>			
001077	ACRISURE, LLC	MARKETING MANAGER FEE 10/2016	10,159.17
			<b>10,159.17</b>
<b>001078</b>			
001078	QUAL-LYNX	CLAIMS ADMIN - 10/2016	40,320.75
			<b>40,320.75</b>
<b>001079</b>			
001079	J. A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 10/2016	10,321.13
			<b>10,321.13</b>
<b>001080</b>			
001080	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 09/2016	5.12
001080	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 10/2016	45,105.67
			<b>45,110.79</b>
<b>001081</b>			
001081	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 10/2016	2,698.58
			<b>2,698.58</b>
<b>001082</b>			
001082	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 10/16	75.00
			<b>75.00</b>
<b>001083</b>			
001083	RICHARD LORENTZEN	TREASURER FEE 10/2016	1,399.17
			<b>1,399.17</b>
<b>001084</b>			
001084	BOB SMITH & ASSOCIATES	LITIGATION MANAGEMENT - 09/2016	1,679.00
001084	BOB SMITH & ASSOCIATES	ATTORNEY FEE 09/2016	3,536.75
			<b>5,215.75</b>
<b>001085</b>			
001085	FINANCIAL INS. CONSULTANTS LLC	RMC FEE 4TH QTR 2016 - PISCATAWAY TWP	18,134.10
001085	FINANCIAL INS. CONSULTANTS LLC	RMC FEE 4TH QTR 2016 - EDISON TWP	52,210.95
			<b>70,345.05</b>

<b>001086</b>			
001086	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 4TH QTR 2016 - PORT READING FAS	257.74
001086	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 4TH QTR 2016 - WOODBRIDGE TWP	46,404.65
001086	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 4TH QTR 2016 - FRANKLIN TWP	13,835.96
001086	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 4TH QTR 2016 - WTARS	1,315.35
001086	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 4TH QTR'16 - AVENAL-COLONIA FAS	397.03
001086	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 4TH QTR'16 - COLONIA DIST 12 FAS	436.94
001086	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 4TH QTR 2016 - FIRE DIST #2	601.40
001086	NORTH AMERICAN INSURANCE MGMNT	RMC FEE 4TH QTR 2016 - FIRE DIST #1	1,408.00
			<b>64,657.07</b>
<b>001087</b>			
001087	ALLSTATE INFORMATION MANAGEMNT	ACCT: 225 - ACT & STOR 8/31/2016	29.38
			<b>29.38</b>

Total Payments FY 2016                      264,475.28

**TOTAL PAYMENTS ALL FUND YEARS \$ 264,475.28**