

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
April 12, 2017
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 2017 EXECUTIVE COMMITTEE

Robert Landolfi, Township of Woodbridge	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
Michael Gross, City of South Amboy	Present
Colleen Connolly, Borough of Belmar	Absent

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Daniel Lamptey, Piscataway Township
Donna Setzer, Qual Lynx
Kathy Kissane, Qual Lynx
Tony Jones, Qual Lynx
Claudia Acosta, Qual Lynx
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Dave McHale, JA Montgomery Risk Control
Don Ruprecht, JA Montgomery Risk Control
Joseph Hrubash, Perma
Rachel Chwastek, Perma

Vice Chairman Vacancy: With the departure of Joseph Criscuolo from the Fund, the position of Vice Chairman is now vacant. The Executive Director asked the Commissioners to nominate and elect a new Vice Chairman. Commissioner Vornlocker nominated Daniel Frankel for the position of Vice Chairman.

**MOTION TO ELECT DANIEL FRANKEL AS VICE CHAIRMAN FOR
THE CENTRAL JIF**

Moved:	Commissioner Vornlocker
Second:	Commissioner Gross
Vote:	Unanimous

Secretary Vacancy: With the election of Daniel Frankel to Vice Chairman, the Secretary position is now vacant. Commissioner Vornlocker nominated William Northgrave for the position of secretary.

MOTION TO ELECT WILLIAM NORTHGRAVE AS SECRETARY FOR THE CENTRAL JIF

Moved:	Commissioner Vornlocker
Second:	Commissioner Gross
Vote:	Unanimous

Rules and Contracts Committee: With the departure of Joseph Criscuolo, a seat has opened on the Rules and Contracts Committee. Chairman Landolfi appointed Daniel Frankel to the Rules and Contracts Committee.

MINUTES: March 15, 2017 Open Minutes

MOTION TO APPROVE MINUTES FOR MARCH 15, 2017

Moved:	Commissioner Costa
Second:	Commissioner Frankel
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR'S REPORT

Aggregate Loss Fund Contingency – As you know, beginning with the 2016 Fund year, the MEL implemented a Retrospective Rating Program. The MEL billed member JIFs only 85% of its expected claims fund and will bill balance to the JIFs that exceed that amount. Additional billing will be capped at 100% - which was determined based on the JIF's claims experience. For 2016, the Central JIF's cap is 100% of the expected claims fund. The Central JIF funded this corridor in the budget. This Resolution documents prior authorization for the creation of an aggregate loss fund contingency account and the transfer of the funding collected with the 2016 assessment. Each year, the JIF will decide how much of this corridor to fund and transfer to this account. Documenting this change was a recent recommendation in the MEL's internal audit. The Resolution was included in the agenda.

MOTION TO APPROVE RESOLUTION 14-17, AS AMENDED FOR THE LOSS FUND CONTINGENCY

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

The Executive Director advised that for 2018 the Fund will amend either the Risk Management Plan or the Cash Management Plan as appropriate for the Aggregate Loss Fund Contingency.

2017 MEL & MR HIF Educational Seminar: The 7th annual seminar is scheduled for Friday, April 21st, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents.

There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Included in the agenda was the enrollment form which will also be distributed by email to fund commissioners and risk managers.

Elected Officials Training Course: Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected official and Administrator completing the course by May 1st.

Several sessions have been completed so far and additional ones are being scheduled for members. Included in the agenda were upcoming sessions. This course is also available on-line; enclosed in the agenda were directions to take the class.

MEL Risk Management Consultant Accreditation Program. The MEL is instituting a program to recognize the MEL's numerous experienced RMCs and train new staff. Producers who complete this program may use the designation "MEL Accredited Risk Management Consultant". To achieve accreditation, a RMC must complete the four all day sessions that will be conducted over a six month period. (See Pages 7&8 for the registration form and agenda). Each session will be held twice – once in Jamesburg at the Forsgate County Club (Exit 8A) and once at the Conner Strong and Buckelew Headquarters facility in Marlton (Exit 4). The program is also eligible for producer continuing education credits. The fee is a nominal \$500 payable to the Municipal Excess Liability Joint Insurance Fund.

2017 Financial Disclosure Forms – The fund office has provided all Fund Commissioners and Professionals with the login information they need to complete their Financial Disclosure filing for the Central JIF. The email included links to the instructions and the DLGS webpage to file your disclosure; filing deadline is April 30th. The Local Finance Notice was included in the agenda.

2017 PRIMA Conference – As previously reported, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Phoenix in early June. Please notify the Fund office if you are interested in attending.

MEL Cyber Insurance Webinar Series – The MEL is hosting webinars related to Cyber Insurance. The first webinar will be on Understanding Your Cyber Liability Policy and the second on What to Do in the Event of a Breach. The flyer for these webinars was included in the agenda.

Due Diligence Reports – Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. The Executive Director reported the fund currently has a surplus of \$4,662,369, all JIF members are in full compliance with the EPL/POL Program and the JIF’s loss time accident frequency at 1.48.

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 15-17 MAY 2017 VOUCHER PAYMENTS

2016	\$	1,050.00
2017	\$	1,485,571.54

MOTION TO ADOPT RESOLUTION 15-17 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved:	Commissioner Gross
Second:	Commissioner Northgrave
Roll Call Vote:	6 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 approved by the Claim 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 MARCH CLAIMS PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:

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

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 61% with a network penetration of 92%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Mr. Joseph Hrubash advised 18 certificates were issued 2/22/2017 to 3/21/2017.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Ms. Amy Pieroni advised her report had been distributed to the fund commissioners. She also advised that the fund had a new member, South Amboy First Aid Squad.

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, and MSI Training Programs scheduled through June. The agenda also included multiple safety director communications, including one on New Jersey Crossing Guard Training and Resources Program Train the Trainer Class and another on Take Your Daughters and Sons to Work Day – Best Practices. Mr. McHale’s report also included the instructions for accessing the online Attention & Distracted Driving Course. 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 Northgrave
Second:	Commissioner Frankel
Vote:	Unanimous

Meeting adjournment at 2:26 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

William Northgrave, Secretary