

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

ALSO PRESENT:

Aravind Aithal, Bob Smith & Associates
Richard Lorentzen, Treasurer
Caty Lambe, Qual Lynx
Donna Setzer, Qual Lynx
Amy Pieroni, North American Insurance Management
Dave McHale, JA Montgomery Risk Control
Don Ruprecht, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Ed Cooney, Conner Strong & Buckelew
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: June 21, 2017 Open Minutes

MOTION TO APPROVE MINUTES FOR JUNE 21, 2017

Moved:	Commissioner Gross
Second:	Commissioner Dacey
Vote:	Unanimous

CORRESPONDENCE: Qual-Lynx advised that Ann Noble is retiring; a letter was included in the agenda.

Audit Report and Actuary Valuation Report as of December 31, 2016 – The 2016 Audit Report, Actuarial Certification & Statement of Actuarial Opinion has been filed with the State. The Synopsis of the Audit has been advertised in the Fund’s newspaper.

2018 RFQ – Fair & Open Process – The fund office has advertised Requests for Qualifications for all Fund Professional positions of the fund. Responses are due back on July 25, 2017. A report will be made at the September meeting.

Membership Renewals – The Fund has one member up for renewal at the end of this year. Renewal documentation will be sent out to the member in August.

2018 Renewal Online Underwriting Database: Members and Risk Managers have received notification that the database is set up to begin the 2018 underwriting renewal. The deadline for completion is August 15, 2017. The responses will be referred to the Rules & Contracts Committee for review. The Executive Director advised there will be a new system rolled out for 2018, Origami.

Cyber Ad Hoc Committee – Commissioner Vornlocker advised when the training notices are sent out, the information should include that the Fund requires the training.

Safety Expo – As reported at the June meeting, the MEL is working with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & wastewater employees. The Safety Expo will be held on September 29th at the Camden County Emergency Services Training Center. A reminder notice will be mailed to all members with additional information.

August Meeting Cancellation - Historically, the JIF has voted to cancel the August meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, Resolution 21-17 authorizing this action is part of the agenda.

MOTION TO AUTHORIZE RESOLUTION 21-17 TO CANCEL AUGUST MEETING

Moved:	Commissioner Gross
Second:	Commissioner Dacey
Vote:	Unanimous

Central JIF Monitoring Reports – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports, and advised all the open years are running in the positive.

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 22-17 JULY 2017 VOUCHER PAYMENTS

2017 \$ 1,224,360.96

**MOTION TO ADOPT RESOLUTION 22-17 APPROVING THE VOUCHER PAYMENT
LISTS, AS SUBMITTED:**

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

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

CLAIMS/ MANAGED CARE:

CLAIMS – Unit Manager Caty Lamb reported the Claims Committee reviewed the PAR's for July today. Unit Manager respectfully requested a motion to ratify the PAR's that were approved by the Claim Committee today for July.

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

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

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

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 65% with a network penetration of 98%.

UNDERWRITING MANAGER:

Edward Cooney advised that the NFIP (the national flood program) is renewing, and he is not expecting much deviation from the current policy. The MEL Cyber Task Force has almost completed the minimum standards which will be distributed when finished.

Mr. Hrubash advised the minimum standards have been crafted with Marc Pfeiffer from Rutgers, and address the current cyber issues including employee behavior. Mr. Hrubash will have a recommendation for them at September's meeting.

LIST OF CERTIFICATES ISSUED – Mr. Cooney advised 12 certificates were issued 5/22/2017 to 6/21/2017.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Nothing to 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 and scheduled MSI Training Programs through September. The agenda also included multiple safety director communications; Short-Term Stationary Work Zones, Excited Delirium and Ladder Safety which were emailed to members. The Executive Safety Committee met prior to the JIF meeting and was well attended. 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 Costa
Second:	Commissioner Dacey
Vote:	Unanimous

Meeting adjournment at 2:15 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

William Northgrave, Secretary