

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
June 21, 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	Present
William Northgrave, Township of Edison	Present
Robert Vornlocker, Township of Franklin	Present
Nancy Costa, Township of Hillsborough	Absent
Michael Gross, City of South Amboy	Absent
Timothy Dacey, Township of Piscataway	Present
Colleen Connolly, Borough of Belmar	Absent

ALSO PRESENT:

Aravind Aithal, Bob Smith & Associates
Richard Lorentzen, Treasurer
Bob Morrison, Hodulik & Morrison
Caty Lamb, Qual Lynx
Tony Jones, Qual Lynx
Lisa Gallo, Qual Lynx
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
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: May 17, 2017 Open Minutes

MOTION TO APPROVE MINUTES FOR MAY 17, 2017

Moved:	Commissioner Frankel
Second:	Commissioner Dacey
Vote:	Unanimous

CORRESPONDENCE: None.

Sub-Committees – The Rules and Contracts, Claims and Cyber sub-committees have a vacancy due to the departure of Commissioner Criscuolo. The Chairman appointed Timothy Dacey to the Claims Committee, Dan Frankel to the Rules and Contracts Committee and Robert Vornlocker to the Cyber Security Task Force.

Audit Report as of December 31, 2016 – The Auditor’s Report as of December 31, 2016 was sent to the Executive Committee under separate cover. A representative from Hodulik & Morrison, Bob Morrison, was at the JIF meeting to review the Audit Report. Following the presentation and approval of the report, both Resolution 18-17 and Group Affidavit were executed.

MOTION TO APPROVE YEAR END FINANCIALS AS OF DECEMBER 31, 2016, AS PRESENTED, ADOPT RESOLUTION 18-17 AND EXECUTE THE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT

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

Professional Service Agreements – All of the Fund’s professional service agreements are up for renewal in 2018. The Fund office would like to advertise for those positions in the beginning of July.

MOTION TO AUTHORIZE THE FUND OFFICE TO ADVERTISE FOR PROFESSIONAL SERVICES FOR FUND YEARS 2018 THRU 2020

Moved:	Commissioner Frankel
Second:	Commissioner Northgrave
Vote:	Unanimous

Residual Claims Fund – The RCF met on June 1, 2017 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Landolfi’s report on the meeting was enclosed in the agenda. The RCF board adopted a Resolution accepting the transfer of member JIF’s Fund Year 2013. The Executive Director explained the purpose of the RCF to the Fund. Enclosed in the agenda was Resolution 19-17 authorizing the transfer of the Central JIF’s 2013 claim liabilities to the RCF.

MOTION TO APPROVE RESOLUTION 19-17 TRANSFERRING FUND YEAR 2013 TO THE RCF

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

EJIF – The EJIF met on June 1, 2017 at the Forsgate in Jamesburg, NJ. Commissioner Landolfi’s report on the meeting was enclosed in the agenda.

MEL JIF – The MEL met on June 1, 2017 at the Forsgate in Jamesburg, NJ. Commissioner Landolfi’s report on the meeting was enclosed in the agenda.

Cyber Ad Hoc Committee – The Cyber Ad-Hoc Committee met on May 17th in Somerset. Justin Hyman, Director of Information Technology from Franklin, provided an update to some of the initiatives the Committee would like to implement. A recap of the meeting was included in the agenda. The Executive Director advised that there was some push back from the towns to ensure that this training was mandated by the JIF. The Commissioners decided to mandate the training for the 2017 Fund Year. The members without their own in-house IT professionals, would either be trained by Marc Pfeiffer or go to neighboring towns for training.

MOTION TO REQUIRE THE CYBER SECURITY TRAINING FOR ALL MEMBER TOWNS FOR 2017

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

Safety Expo - The MEL continues to work with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expo will be held on June 23rd at the Middlesex Fire Academy in Sayreville and on September 29th at the Camden County Emergency Services Training Center in Blackwood. Registration information was emailed out and was also included in the agenda.

2018 Renewal Online Underwriting Database: Members and Risk Managers have received notification (copy of the email was included in the agenda) that the database is set up to begin the 2018 underwriting renewal. The deadline for completion is August 15, 2017. This year’s renewal will still be conducted in the Exigis system. The MEL awarded a contract to Origami for the on-line underwriting starting in 2018.

MEL 30th Anniversary Article - A recent edition of the New Jersey League of Municipalities magazine highlighted the 30th Anniversary of the MEL. The article pointed out the long history of the Fund and how much member municipalities have saved over the years.

Central JIF Monitoring Reports – The Executive Director will review the Fund’s Pro Forma Monitoring Reports, included in the agenda. The Financial Fast Track, as of April 30, 2017, shows the Fund’s cash balance is over \$14,000,000. The Executive Director advised the Expected Loss Ratio Analysis, Claim Activity Report and Loss Time Accident Report all show the Fund is trending well and all members are in compliance with the EPL Program.

Administrative Items

2017 Assessment/Second Installment – Ms. Chwastek of the Executive Director’s office advised statements of accounts for second installment billings were sent out and are due back to the Treasurer by July 15th.

State Filing Notice – Ms. Chwastek advised the MEL Underwriting Manager has filed the 2017 Excess Insurance and Reinsurance Policies. Mr. Cooney’s Memorandum was included in the agenda.

2017 Member Manuals – Ms. Chwastek advised the Fund Office has distributed the 2017 coverage documents to Fund Commissioners and Risk Managers.

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 20-17 JUNE 2017 VOUCHER PAYMENTS

2017 \$ 136,760.70

MOTION TO ADOPT RESOLUTION 20-17 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved: Commissioner Northgrave
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 June today. Unit Manager respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for June.

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

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

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

MANAGED CARE:

CLAIMS – Lisa Gallo reported savings was at 67% with a network penetration of 100%.

UNDERWRITING MANAGER:

Edward Cooney advised that the MEL also has a Cyber Task Force, which has created 2 training sessions available on the MEL website and more educational information is in the pipeline, including some minimum security standards that will be issued. He also advised that it is hurricane season, so please be prepared for storms and check flood zones are properly coded. Mr. Hrubash advised the Central Cyber Security Task Force has assisted in setting the minimum standards for the MEL.

LIST OF CERTIFICATES ISSUED – Mr. Hrubash advised 13 certificates were issued 4/22/2017 to 5/21/2017.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Ms. Amy Pieroni advised she had a written report for this meeting, that was distributed to all the Commissioners and her office is currently working on potential new members and will have an update for July’s meeting.

SAFETY DIRECTOR: - Don Ruprecht 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. The agenda also included multiple safety director communications which were emailed to members. 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 Dacey
Second:	Commissioner Frankel
Vote:	Unanimous

Meeting adjournment at 2:27 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

William Northgrave, Secretary