

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
March 15, 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
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Absent
Nancy Costa, Township of Hillsborough	Present
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Absent
Michael Gross, City of South Amboy	Present
Colleen Connolly, Borough of Belmar	Absent

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Donna Setzer, Qual Lynx
Tony Jones, Qual Lynx
Caty Lambe, Qual Lynx
Amy Pieroni, North American Insurance Management
Dave McHale, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Joseph Hrubash, Perma
Karen Read, Perma

PRESENTATION OF CLOCK: The Chairman advised that Joseph Criscuolo is moving on to East Brunswick and we wish him luck and congratulate him. The Fund would like to present Joseph Criscuolo with a clock for all of his dedication, contribution and hard work with the Central JIF. Mr. Landolfi advised that Mr. Criscuolo was the guiding light for the Cyber Security movement within the JIF, which is now turning into a MEL-wide movement.

Mr. Criscuolo thanked everyone and said he would not say “Goodbye”, but “See you later.”

MINUTES: February 15, 2017 Open Minutes

MOTION TO APPROVE MINUTES FOR FEBRUARY 15, 2017

Moved:	Commissioner Gross
Second:	Commissioner Frankel
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR'S REPORT – The Executive Director advised that he would like to move the Safety Director up in the agenda as he has another appointment, the fund agreed.

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 February, and MSI Training Programs scheduled through May. The agenda also included multiple safety director communications, including one on the coverage for owned unmanned aircraft systems or drones, one on the availability of the online driving program for first responder drivers and one on safe patient lifting. Mr. McHale advised on April 19th, prior to the next JIF meeting, there will an Executive Safety Meeting (later corrected to be the 12th), and that the deadline for accepting the SIP Program has been extended until the end of April. He asked if there were any questions and then concluded his report.

The Executive Director advised he had a number of items to discuss as well as one add on item to his report.

2017 PRIMA Conference – 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 from June 4–7. Please notify the Fund office if you are interested in attending.

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.

The fund office is in the process of scheduling sessions for each member; included in the agenda were the sessions that have been scheduled so far. Additional courses are expected to be offered

throughout the state. This course is also available on-line; enclosed in the agenda were the directions to take the class.

MEL Meeting - The MEL met on March 1, 2017 at Forsgate. A copy of Commissioner Landolfi's report of that meeting was included for your review.

The Executive Director advised that Dave Grubb reported that the MEL in 2016 picked up an additional \$6 million in surplus, and we're now up to \$21 million in surplus in the MEL.

Residual Claims Fund - The RCF met on March 1, 2017. A copy of Commissioner Landolfi's report of that meeting was included for your review.

E-JIF Meeting - The E-JIF also met on March 1, 2017. A copy of Commissioner Landolfi's report of that meeting was included for your review.

2017 Financial Disclosure Forms – The Division of Local Government Services developed an online program for financial disclosure filings. The fund office is expecting to receive notification that online filing has started. We will distribute instructions to Commissioners on how to file once a roster is finalized. The deadline is April 30th.

April Meeting Date – A reminder that the next meeting of the Fund is on April 12, 2017.

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 \$4,634,494, all JIF members are in full compliance with the EPL/POL Program and the JIF sits 3rd in the state for loss time accident frequency at 1.48.

South Amboy First Aid & Safety Squad – Mr. Brad Stokes advised that the Executive Director's office had been working with Amy Pieroni on a possible new member, the South Amboy First Aid & Safety Squad. Mr. Stokes then asked that the Commissioners could give the fund office approval to further negotiate and possibly offer membership to this Squad. Mr. Stokes advised it's a small unit, comprised of one building and a few ambulances with very little claim activity.

MOTION TO APPROVE THE NEGOTIATION AND POSSIBLE MEMBERSHIP OFFER TO THE SOUTH AMBOY FIRST AID & SAFETY SQUAD

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

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, advised all first installment payments had been received and processed and then presented the Bill's List.

RESOLUTION 14-17 MARCH 2017 VOUCHER PAYMENTS

2016	\$	300.00
2017	\$	152,924.52

MOTION TO ADOPT RESOLUTION 14-17 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:

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

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

CLAIMS/ MANAGED CARE:

CLAIMS – Claims Manager Tony Jones reported the Claims Committee reviewed the PAR's for March today. Claims Manager respectfully requested a motion to ratify the PAR's that were approved by the Claim Committee today for March.

PAYMENT AUTHORIZATION REQUESTS: Executive Committee reviewed payment authorization requests presented by Claims Service in March. 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 Criscuolo
Second:	Commissioner Costa
Roll Call Vote:	4 Ayes, 0 Nays, 1 Abstain

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 73% with a network penetration of 92%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Mr. Joseph Hrubash advised 18 certificates were issued 1/21/2017 to 2/22/2017.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Ms. Amy Pieroni advised that she would miss Mr. Criscuolo. At this time she has no report, however they would be meeting with the Executive Director’s office next week regarding the possible new member.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: The Fund wished Joseph Criscuolo well as on his endeavors.

MOTION TO ADJOURN

Moved:	Commissioner Gross
Second:	Commissioner Costa
Vote:	Unanimous

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

Daniel Frankel, Secretary