

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
November 20, 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	Present
Michael Gross, City of South Amboy	Present
Timothy Dacey, Township of Piscataway	Present
Colleen Connolly, Borough of Belmar	Absent

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Kathy Kissane, Qual Lynx
Tony Jones, Qual Lynx
Donna Setzer, Qual Lynx
Amy Pieroni, North American Insurance Management
Don Ruprecht, JA Montgomery Risk Control
Ilene Laursen, CSB
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: October 18, 2017 Open Minutes

MOTION TO APPROVE MINUTES FOR OCTOBER 18, 2017

Moved:	Commissioner Gross
Second:	Commissioner Dacey
Vote:	7 Ayes, 0 Nays

CORRESPONDENCE: None.

2018 Budget – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2018 in the amount of \$13,465,418. There was slight increase of \$1,912.00 on the MEL Premium since introduction, so the revised amount is \$13,467,328. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality. This is the Public Hearing on the proposed budget.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2018 BUDGET

Moved:	Commissioner Northgrave
Second:	Commissioner Dacey
Vote:	7 Ayes, 0 Nays

MOTION TO CLOSE THE PUBLIC HEARING ON THE 2018 BUDGET

Moved:	Commissioner Frankel
Second:	Commissioner Northgrave
Vote:	7 Ayes, 0 Nays

MOTION TO ADOPT THE 2018 BUDGET AND CERTIFY ASSESSMENTS

Moved:	Commissioner Gross
Second:	Commissioner Vornlocker
Vote:	7 Ayes, 0 Nays

Residual Claims Fund (RCF): The RCF met on October 18, 2017 at the Forsgate Country Club and held a public hearing and adoption of the amended Fund Year 2017 and the 2018 budget. Enclosed in Appendix II was a copy of Commissioner Landolfi’s report.

EJIF – The EJIF met on October 18, 2017 at the Forsgate County Club and held a public hearing to review the proposed 2018 budget. Following the public hearing the 2018 budget was adopted. Enclosed in Appendix II was a copy of Commissioner Landolfi’s report on the meeting.

MEL - The MEL met on October 18, 2017 at the Forsgate Country Club to introduce the 2018 budget. Enclosed in Appendix II was a copy of Commissioner Landolfi’s report on the meeting. The budget was adopted at the November 15th meeting in Atlantic City.

Right to Know Program – The Fund received a proposal from JA Montgomery to provide services to assist members with their Right to Know Inventory and Surveys for 2018. The safety consultant surveyed several members to determine what services will be needed to assist the member entities. The 2018 Budget does include these services for all members; this may be adjusted depending on the consultant’s findings.

MOTION TO UTILIZE JA MONTGOMERY FOR THE ADMIN ASPECT OF RIGHT TO KNOW

Moved: Commissioner Dacey
Second: Commissioner Frankel
Vote: 7 Ayes, 0 Nays

The acting Safety Director will contact all the appropriate personnel.

Safety Director – The JIF’s Safety Director Dave McHale has accepted a technical position at the MTA in New York City and has left J.A. Montgomery Risk Control. An announcement on his replacement will be announced by the end of the year.

Elected Officials Training: This year’s elected officials training program will focus on Land Use Liability and Technology Risk Management. Sessions will be scheduled after the New Year for JIF members; the on-line version will also be available.

This program will satisfy requirements that elected officials take employment practices training and ethics training & qualifies for the MEL’s \$250 credit for each elected official and municipal administrator/manager.

League Magazine – Enclosed in the agenda were articles on cyber security that appeared in the New Jersey League of Municipalities magazine written by the Bloustein Local Government Research Center at Rutgers.

December Meeting – There will be some business to discuss at a December meeting so the Fund will meet on December 20th.

January Meeting – The Executive Director has a conflict with the January meeting and would like to ask the Commissioners their approval and availability to move the meeting a week earlier, tentatively set for January 11, 2018. This will be the Fund’s re-organizational meeting along with the Safety Luncheon.

Central JIF Monitoring Reports – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports, and advised the fund is doing well.

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 27-17 NOVEMBER 2017 VOUCHER PAYMENTS

2017	\$ 157,540.20
Total	\$ 157,540.20

MOTION TO ADOPT RESOLUTION 27-17 APPROVING THE VOUCHER PAYMENT LIST, AS SUBMITTED:

Moved: Commissioner Costa
Second: Commissioner Dacey
Roll Call Vote: 7 Ayes, 0 Nays

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

CLAIMS/ MANAGED CARE:

CLAIMS – Kathy Kissane reported the Claims Committee reviewed the PAR's for November today. She respectfully requested a motion to ratify the PAR's that were approved by the Claim Committee today for November.

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

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

Moved: Commissioner Gross
Second: Commissioner Frankel
Roll Call Vote: 7 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 72% with a network penetration of 98%.

UNDERWRITING MANAGER:

LIST OF CERTIFICATES ISSUED – Ms. Chwastek advised 8 certificates were issued 9/22/2017 to 10/21/2017.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Ms. Pieroni said there is one viable submission to the Central JIF and she is currently working with the Executive Director's office and will know shortly if they will be coming aboard.

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 of September and scheduled MSI Training Programs through December. The agenda also included two safety

director bulletins. Mr. Ruprecht advised on December 5th there will be a regional training – Preventing Sexual Harassment and other Hostile Behaviors in the Workplace Workshop at the Piscataway Municipal Building. The next Executive Safety meeting will be held on 12/20 with the JIF Meeting, not on 12/5. He asked if there were any questions and then concluded his report.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: The Executive Director advised a percentage of the POL/EPL line item has been budgeted for Land Use and this has been approved and there will be bulletins sent out with further information. Also, the MEL Mobile App was rolled out during the League.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Dacey
Second:	Commissioner Gross
Vote:	Unanimous

Meeting adjournment at 2:16 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

William Northgrave, Secretary