

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
October 18, 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 (arrived at 2:23pm)
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
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Raven Williams, Franklin Township
Dave McHale, JA Montgomery Risk Control
Don Ruprecht, JA Montgomery Risk Control
Ilene Laursen, CSB
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: September 20, 2017 Open Minutes

MOTION TO APPROVE MINUTES FOR SEPTEMBER 20, 2017

Moved:	Commissioner Costa
Second:	Commissioner Dacey
Vote:	6 Ayes, 0 Nays

CORRESPONDENCE: None.

2018 RFQ Process – As reported last month, Requests for Qualifications were issued for all Fund Professional positions. Multiple Responses were received for Managed Care, Claims Administration, Auditor and Workers Compensation Litigation Management Services. The Rules and Contracts Committee met last week. A handout was provided detailing the RFQs and was reviewed with the commissioners by the Executive Director. The Rules and Contracts Committee recommended Qual-Lynx for Managed Care, Claims and Property Claims. The Committee also recommended Capehart & Scatchard for WC Litigation Management and Hodulik and Morrison for Auditor.

MOTION TO ACCEPT THE RECOMMENDATIONS OF THE RULES AND CONTRACTS COMMITTEE

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

2018 Budget – Included in the agenda was the proposed 2018 Budget. An alternative budget, with an increase for land use, was distributed at the meeting. The Rules and Contracts Committee met last week to review the Budget and a copy was sent to Fund Commissioners under separate cover. The budget was discussed, including the new Law Enforcement Initiative and Right to Know items, and introduced at the meeting. The budget with the increase for land use was agreed upon by the commissioners.

MOTION TO INTRODUCE THE 2018 BUDGET AND SCHEDULE A PUBLIC HEARING ON NOVEMBER 20, 2017

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

Potential New Membership – The marketing manager advised they’ve had three inquiries into the Central JIF membership, one was a non-starter and two are being reviewed.

MEL, EJIF & RCF Meetings – The MEL, EJIF & RCF met earlier today at the Forsgate Country Club. The MEL introduced its 2018 budget; the EJIF & RCF adopted their respective 2018 budgets. The recap of those meeting will be in next month’s agenda.

Elected Officials Training – This year’s elected officials training program will focus on “Land Use Liability and Cyber Liability”. A session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City on Wednesday, November 15, 2017.

November Meeting Date – This is a reminder that next month’s meeting has been moved due to the League of Municipalities. It is scheduled for Monday, November 20th.

EJIF Regulatory Compliance Training - The EJIF would like to extend an invitation to you and members of your municipality (included in the agenda) and utility authority to an upcoming

workshop – “Keeping Up with Changing Regulations” to discuss staying in compliance with new, changing and problematic rules.

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

MEL Marketing and the MEL App - The MEL formed a marketing committee, an idea from the commissioner’s retreat, in order to keep the MEL up to date and even ahead of the curve down the line regarding branding, public relations and member retention. Two marketing firms were retained the first to focus on branding and public relations and the second on member retention and new business. A new MEL Website will roll-out on or about November 1, 2017 and a MEL App that will be available for download at the League.

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 25-17 OCTOBER 2017 VOUCHER PAYMENTS

Closed Year	\$1,136,027.62
2016	\$ 50.00
2017	<u>\$ 279,485.32</u>
Total	\$1,415,562.94

MOTION TO ADOPT RESOLUTION 25-17 APPROVING THE VOUCHER PAYMENT LIST, AS SUBMITTED:

Moved:	Commissioner Dacey
Second:	Commissioner Costa
Roll Call Vote:	6 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 October today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for October.

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

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

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

Commissioner Gross arrives at 2:23pm.

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 64% with a network penetration of 99%.

UNDERWRITING MANAGER:

LIST OF CERTIFICATES ISSUED – Ms. Chwastek advised 18 certificates were issued 8/22/2017 to 9/21/2017.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Previously reported.

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 September and scheduled MSI Training Programs through December. The agenda also included two safety director bulletins: Safety in the Office Environment, Sun Glare Awareness for School Crossing Guards and a letter on the Storage of Department Firearms. He asked if there were any questions and then concluded his report.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: Commissioner Gross asked about November's meeting date and was advised by the committee.

The Executive Committee advised that the MEL is working with Palindrome to do a study on cyber security. Franklin volunteered as a test town, and the test is underway.

PUBLIC COMMENT: The Chairman thanked the Executive Director for his work on the budget, the Executive Director thanked his PERMA team for their assistance.

MOTION TO ADJOURN

Moved:	Commissioner Dacey
Second:	Commissioner Vornlocker
Vote:	Unanimous

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

William Northgrave, Secretary