

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
September 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	Absent
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  
Marge Guinane, Qual Lynx  
Tony Jones, Qual Lynx  
Donna Setzer, Qual Lynx  
Amy Pieroni, North American Insurance Management  
Dave McHale, JA Montgomery Risk Control  
Joseph Hrubash, Perma  
Brad Stokes, Perma  
Rachel Chwastek, Perma  
Robert Rosario  
Heather Rosario

**MINUTES:** July 19, 2017 Open Minutes

**MOTION TO APPROVE MINUTES FOR JULY 19, 2017**

Moved:	Commissioner Gross
Second:	Commissioner Costa
Vote:	5 Ayes, 1 Abstention (Frankel)

**CORRESPONDENCE:** Bulletin: Contributing to Disaster Relief – The Executive Director advised this bulletin details information regarding assistance to Disaster Areas, i.e. Houston after the Hurricane.

**2018 RFQ Process** – The fund office advertised Requests for Qualifications for all Fund Professional positions. Responses were received back on July 25, 2017; the results were included in the agenda. There were multiple responses received for Managed Care, Claims Administration, Auditor and Worker’s Compensation Litigation Management Services. The Fund office will be scheduling a meeting of the Rules and Contracts Committee in early October.

**2018 Budget Introduction** – The 2018 Budget introduction will be held at the October meeting. The Fund’s Rules & Contracts Committee will also review budget status and options.

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

**2018 Renewal:** Risk Managers received notification that the database is set up to begin the 2018 underwriting renewal. The deadline for completion was August 15, 2017. As of last Friday, approximately 72% of the renewal process is complete.

**RCF Report:** The RCF met on September 6, 2017 at the Forsgate Country Club; a copy of Commissioner Landolfi’s report was enclosed in the agenda. The Residual Claims Fund amended 2017 Budget and the proposed 2018 Budget was introduced. The public hearing on the RCF budget will be held on October 18, 2017 10:30 a.m. at Forsgate.

**EJIF Report:** The EJIF met on September 6, 2017 at the Forsgate Country Club; a copy of Commissioner Landolfi’s report was enclosed in the agenda. The 2018 budget was introduced and will be adopted at the October 18, 2017 meeting.

**MEL Report:** The MEL met on September 6, 2017 at the Forsgate Country Club; a copy of Commissioner Landolfi’s report was enclosed in the agenda. The MEL’s 2018 budget introduction is scheduled for October 18th at Forsgate.

**MEL Cyber Task Force:** MEL Cyber Task Force: The MEL’s Cyber Task Force made recommendations to the MEL at the September 6th meeting.

The Cyber Task Force developed minimum risk control standards . The JIFs’ policies with XL Caitlin carries a \$10,000 deductible. To encourage members to implement risk control, the MEL Board of Fund Commissioners voted to participate in the deductible based on a member’s level of compliance with minimum standards (to be determined at time of claim).

Enclosed in the agenda were the minimum standards approved by the MEL. The MEL Underwriting Manager will be preparing material to distribute to members shortly. The Executive Director suggested sending the minimum standards to the IT committee for a first look, the Chairman agreed.

The MEL Board also agreed to enter into a contract with Palindrome Technologies to conduct a study evaluating one member per JIF’s computer network for possible cyber threats and

vulnerabilities at a cost of \$17,100. At the end of the study, Palindrome will provide a report to each participant as well as a summary report for the MEL that will provide insight to members' cyber security readiness.

The Chairman appointed Franklin as the participant in the study, due to the fact that Vornlocker volunteered to Chair the Cyber Committee, his town should benefit.

**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.

**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 months of July and August and scheduled MSI Training Programs through November. The agenda also included multiple notices; Special Law Enforcement Officer – Class III, MSI Class Requests, Preventing Heat-Related Illnesses- A Team Approach, Resources for School Crossing Guard Safety Programs, Ticks and Tick-borne Diseases and Firefighter Fitness for Duty and Medical Evaluations. Mr. McHale advised the Central JIF will be holding regional training for accident investigations on 9/27/17. There are currently about 40 registrants. He asked if there were any questions and then concluded his report.

The Fund Chairman thanked the Safety Director for his work on the new Safety Program. The Safety Director advised LTAF is down 30% in the first year of the program.

**TREASURER:** The Treasurer, Mr. Richard Lorentzen, advised the switch to Investors and Wilmington Trust has been a positive thing for the Central JIF and then presented the Bill's List.

**RESOLUTION 23-17 AUGUST 2017 VOUCHER PAYMENTS**

2017                   \$ 140,224.66

**RESOLUTION 24-17 SEPTEMBER 2017 VOUCHER PAYMENTS**

2017                   \$ 132,217.92

**MOTION TO ADOPT RESOLUTION 23-17 AND RESOLUTION 24-17 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:**

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

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

**CLAIMS/ MANAGED CARE:**

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

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

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

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

**MANAGED CARE:**

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

**UNDERWRITING MANAGER:** Three MEL Underwriting Bullets were emailed to the fund members; Bulletin 17-30: Public Officials Liability – Optional Excess Land Use Coverage, Bulletin 17-31: Public Officials/Employment Practices Policy Form Changes and Bulletin 17-32: Fire Trucks. If you have any questions, please contact the fund office.

**LIST OF CERTIFICATES ISSUED** – Mr. Cooney advised 3 certificates were issued 7/22/2017 to 8/21/2017.

List of Certificates made part of the minutes.

**MARKETING MANAGER:** – Amy Pieroni advised she is working with one potential submission and report back to the fund in October.

**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 2:18 p.m.  
Prepared by Rachel Chwastek, Assisting Secretary for

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William Northgrave, Secretary