

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
December 16, 2015
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 2015 EXECUTIVE COMMITTEE

Robert Landolfi, Township of Woodbridge	Present (via telephone)
Christopher Marion, Old Bridge	Absent
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Present
Nancy Costa, Township of Hillsborough	Present (via telephone)
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Present(via telephone)
Colleen Connolly, Borough of Belmar	Absent
Michael Gross, City of South Amboy	Present

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates (via telephone)
Richard Lorentzen, Treasurer
Tony Jones, Qual Lynx (via telephone)
Kathy Kissane, Qual Lynx (via telephone)
Caty Lamb, Qual Lynx (via telephone)
Donna Setzer, Qual Lynx (via telephone)
Amy Pieroni, North American Insurance Management
Jay McManus, North American Insurance Management
David McHale, JA Montgomery Risk Control
Don Ruprecht, JA Montgomery Risk Control
Joseph Hrubash, PERMA
Rachel Chwastek, PERMA

MINUTES: December 16, 2015 Open Minutes

MOTION TO APPROVE MINUTES FOR DECEMBER 16, 2015

Moved:	Commissioner Criscuolo
Second:	Commissioner Frankel
Vote:	6 Ayes, 0 Nays

CORRESPONDENCE: None.

EXECUTIVE DIRECTOR'S REPORT - 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.

2016 Safety Incentive Program – The Executive Safety and Safety Ad-Hoc Committees have met numerous times to discuss changes to the 2016 Safety Incentive Program (SIP). The Committees, along with the Safety Director, recommended a new scorecard and incentive award based on SIP elements. The program will also increase Safety Awards for 2016 & 2017 including a new improvement incentive award and implement a Safety Monitoring & Intervention Program. A review of the program was discussed.

MOTION TO APPROVE POLICIES AND PROCEDURES TO THE 2016 SAFETY INCENTIVE PROGRAM

Moved:	Commissioner Criscuolo
Second:	Commissioner Frankel
Vote:	6 Ayes, 0 Nays

2013 State Examination - The State of New Jersey Department of Banking & Insurance performed an examination of the Fund for the 2013 Fund Year. Enclosed in the agenda was a copy of the report along with an affidavit for signature by the Executive Committee of the Fund certifying that each member has reviewed the report. No recommendations or deficiencies were noted. This item was tabled until January's meeting.

Membership Renewals – Old Bridge, Belmar, Hillsborough, South Amboy and Sayreville are scheduled to renew fund membership by January 1, 2015. Membership documents have been received from Hillsborough. Belmar & South Amboy have verbally advised the Fund Office that they are renewing and will forward the agreement after their next council meeting. The executive Director will provided a further update.

Property Appraisals Update – Asset Works has completed all the field work for the property appraisal project. Draft reports will be sent to members and RMC's for their review.

Potential New Members – The Fund Office provided membership proposals to three potential new members. Monroe Twp. Hoboken and Highland Park all decided to remain with their current funds..

2016 1st Installment Billings – At last month's meeting, the 2016 assessments by member were certified. Bills are being distributed to members with a due date of January 15th.

Reports Made Part of Minutes

TREASURER:

RESOLUTION 28-15 DECEMBER 2015 VOUCHER PAYMENTS

2015 \$2,039,807.86

MOTION TO ADOPT RESOLUTIONS 28-15 APPROVING THE DECEMBER VOUCHER PAYMENT LISTS, AS SUBMITTED:

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

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

CLAIMS/ MANAGED CARE:

CLAIMS – Claims Manager Kathy Kissane reviewed the Worker’s Comp Lost Time Ratio and the Subrogation Recovery Reports for November. Claims Manager reported the Claims Committee reviewed the PARs for December today and the Claims Manager respectfully requested a motion to ratify the PARs that were approved by the Claim Committee today for December.

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

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

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

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 61% with a network penetration of 99%. Ms. Setzer also reported on the savings below UCR was 59%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – The Executive Director reported the list of Certificates issued was submitted showing 13 certificates issued 9/24/2015 – 10/20/2015 and 7 certificates issued 10/21/2015 – 11/18/2015

List of Certificates made part of the minutes.

MARKETING MANAGER: – NONE.

SAFETY DIRECTOR:

MONTHLY REPORT: Report distributed and reviewed by Safety Director. Don Ruprecht reported included in the agenda packet is a list of loss control activities completed in the month of November, and announced the Central’s 2016 Luncheon is January 20th at the Hampton Inn in Woodbridge.

The Safety Director asked if there were any questions and then concluded his report.

Report Made Part of Minutes.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Landolfi
Second:	Commissioner Frankel
Vote:	Unanimous

Meeting adjournment at 2:10 p.m.

Prepared by Rachel Chwastek, Assisting Secretary for

Joseph Criscuolo, Secretary