

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
February 18, 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
Christopher Marion, Old Bridge	Present
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Absent
Nancy Costa, Township of Hillsborough	Absent
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Present
Colleen Connolly, Borough of Belmar	Absent
Michael Gross, City of South Amboy	Present (2:10pm)

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Donna Setzer, Qual Lynx
Tony Jones, Qual Lynx
Diane Belanger, Qual Lynx
Caty Lamba, Qual Lynx
Kathy Kissane, Qual Lynx
Tom Fitzpatrick, Fairview Insurance
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Greg DerAsadourian, Business Governmental Insurance
David McHale, JA Montgomery Risk Control
Paul Shatkyvich, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Joseph Hrubash, Conner Strong & Buckelew
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: January 21, 2015 Open Minutes

MOTION TO APPROVE MINUTES FOR JANUARY 21, 2015

Moved:	Commissioner Criscuolo
Second:	Commissioner Frankel
Vote:	4 Ayes, 1 Abstention

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. Joseph Hrubash advised the year end financials all reflect good news. The surplus increased over \$1,000,000 this month and \$1,300,000 for the 2014 year. The claims management report has the loss ratio trending at 56%, the actuary had the fund targeted 69% for 2014 and the fund is better than it was at the same point in 2013.

POLICE SUPERVISION TRAINING – The Fund received a proposal from former Chief Dennis Connell to conduct a Proactive Police Supervision 3 day course in conjunction with the Bergen County and South Bergen JIFs. As has been done in other JIFs, a request was made to see if the Fund could contribute \$100 towards the application fee for member towns. If there is enough interest, a session will be added in the Central JIF area.

MOTION TO APPROVE \$100 PER APPLICANT FOR FEE FOR POLICE SUPERVISOR TRAINING

Moved:	Commissioner Marion
Second:	Commissioner Criscuolo
Roll Call Vote:	6 Ayes, 0 Nays

2015 PRIMA CONFERENCE – In the past, 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 Houston from June 7–10.

MOTION TO ADOPT RESOLUTION 9-15

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

2015 MEL & MR HIF EDUCATION SEMINAR – Banking and Insurance Commissioner Kenneth Kobylowski will be the Keynote speaker at the annual MEL & MRHIF Educational Seminar, Friday April 17, 2015. Attached is agenda and registration form for the annual MEL & MRHIF Educational Seminar at to the National Conference Center at the East Windsor Holiday Inn. Continuing Ed credits are available for CFO/CMFO, Clerks, Public Works, Insurance

Producers, Purchasing Agents, Accountants, Lawyers, TCH Water Supply, Wastewater, RPPO and QPA.

2014/2015 PUBLIC OFFICIALS/ELECTED OFFICIALS TRAINING SEMINARS –

While the MEL continues to recommend that public officials attend a training class, the MEL is preparing to have this session available online for local elected officials, the municipal manager/administrator, authority commissioners and authority executive directors to earn their \$250 training credit. A notice and instructions will be sent on how to access the online program. Please visit the MEL webpage www.njmel.org for the schedule of instructor led courses held at various locations throughout the state. The Central JIF will be scheduling sessions through the offices of Lori Dvorak.

EJIF – Environmental Alert – As a reminder, attached is another copy of an E-JIF Alert that was issued in December 2013/January 2014 regarding the hidden costs and potential exposures of acquiring properties.

MEL BULLETIN 15-01 – Enclosed on Page 13 is MEL Bulletin 15-01 that list all coverage bulletins for 2015. They are available on the MEL’s website at NJMEL.ORG

MEL BOARD OF FUND COMMISSIONERS RETREAT - The MEL Board of Fund Commissioners will hold a one-day retreat on February 27th at the Princeton Marriott at Forrestal in Princeton. Discussion will include a review of standing committee charters and a status of the JIF/MEL program.

INCLEMENT WEATHER PROCEDURE - As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meeting(s), Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

Chairman Landolfi then asked the Executive Director for an update on the Edison Fire. Mr. Hrubash advised that Edison had a fire on Thursday at their DPW building and lost some equipment. The JIF pulled together and lots of different parties helped Edison prepare for the impending storm. Commissioner Northgrave thanked the JIF for all their assistance and stressed how grateful Edison was to have the JIF’s support.

Reports Made Part of Minutes.

TREASURER:

RESOLUTION 10-15 FEBRUARY 2015 VOUCHER PAYMENTS

2014	\$ 30,027.30
2015	\$714,209.22

**MOTION TO ADOPT RESOLUTIONS 10-15 APPROVING THE
FEBRUARY VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved: Commissioner Northgrave
Second: Commissioner Marion
Roll Call Vote: 6 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 January. Claims Manager reported the Claims Committee reviewed the PAR’s for February today and the Claims Manager respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for February.

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

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

Moved: Commissioner Gross
Second: Commissioner Criscuolo
Roll Call Vote: 6 Ayes, 0 Nays

Amy Pieroni advised to the Committee there would be upcoming claims training, particularly for what to do in the event of a claim, etc. Kathy Kissane advised with people retiring and other company changes this would be beneficial to the JIF.

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 66% with a network penetration of 99%. Ms. Setzer also reported on the savings below UCR was 62%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Mr. Joseph Hrubash reported the list of Certificates issued was submitted for information showing 19 certificates issued.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Amy Pieroni advised her office is preparing the Central JIF Marketing brochure and once it's fine-tuned it will be presented the executive committee for approval before distribution.

SAFETY DIRECTOR:

MONTHLY REPORT: Report distributed and reviewed by Safety Director. Dave McHale reported included in the agenda packet is a list of loss control activities completed in the month of January, as well as the MEL Safety Institute training scheduled through April. Mr. McHale reported included in the agenda were two safety bulletins; Conducting Motor Vehicle Record Checks and Posting PEOSHA Summary Logs – Annual Reminder. Mr. McHale reminded the members that the Executive Safety Committee agreed upon March 3, 2015 for the Safety Breakfast at the Crowne Plaza in Monroe, NJ.

The Executive Director advised after today's JIF meeting there would be a meeting to discuss the Safety Incentive Program.

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

Commissioner Criscuolo advised he had his staff complete the Distracted Driving course and advised all Commissioners to have their staff complete it as well. He also requested that in light of the fire in Edison, the Safety Committee should make it a priority to check all JIF members DPW sites and buildings.

Joseph Hrubash and Dave McHale advised this would be a priority of Paul Shatkyvich. Commissioner Frankel suggested the towns switch Fire Officials for the check.

Report Made Part of Minutes.

RISK MANAGERS:

NONE

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN

Moved:	Commissioner Marion
Second:	Commissioner Northgrave
Vote:	Unanimous

Meeting adjournment at 2:28 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Joseph Criscuolo, Secretary