

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
July 15, 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	Absent
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Absent
Nancy Costa, Township of Hillsborough	Present
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Absent
Colleen Connolly, Borough of Belmar	Absent
Michael Gross, City of South Amboy	Absent

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Tony Jones, Qual Lynx
Kathy Kissane, Qual Lynx
Donna Setzer, Qual Lynx
Amy Pieroni, North American Insurance Management
Jay McManus, North American Insurance Management
Greg DerAsadourian, Business Governmental Insurance
Tom Fitzpatrick, Fairview Insurance
David McHale, JA Montgomery Risk Control
Don Ruprecht, JA Montgomery Risk Control
Joseph Hrubash, Conner Strong & Buckelew
Ilene Laursen, Conner Strong & Buckelew
Brad Stokes, PERMA
Rachel Chwastek, PERMA
Charlie Kratovil, New Brunswick Today
Akira Weinstein, New Brunswick Today
Thea Isabella, First MCO

MINUTES: June 17, 2015 Open Minutes

MOTION TO APPROVE MINUTES FOR JUNE 17, 2015

Moved: Commissioner Criscuolo
Second: Commissioner Frankel
Vote: 4 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 RENEWAL ONLINE UNDERWRITING DATABASE: Last year the MEL contracted with Exigis to develop an underwriting database for members and/or their risk managers to add/amend schedules online thereby eliminating the annual paper Renewal Application process. Members and RMC's received an email that the database is set up to begin the 2016 underwriting renewal. The deadline will be September 1st.

MEMBERSHIP RENEWALS – Old Bridge, Belmar, Hillsborough, South Amboy and Sayreville are scheduled to renew fund membership by January 1, 2015. Membership documents will be mailed to those members within the next few weeks.

2015 ASSESSMENT/SECOND INSTALLMENT – Statements of accounts for second installment billings were mailed out and are due back to the Treasurer no later than July 15, 2015.

2015 COVERAGE MANUALS - The fund office will distribute the 2015 Coverage Manuals to all Fund Commissioners and Risk Managers via email in the next few weeks.

AUDIT REPORT AND ACTUARY VALUATION REPORT AS OF DECEMBER 31, 2014:
– The 2014 Year End Audit Report, Actuarial Certification & Statement of Actuarial Opinion has been filed with the State. The Synopsis of the Audit will be advertised in the Fund's newspaper.

AUGUST MEETING CANCELLATION - Historically, the JIF has voted to cancel the August meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, **Resolution 18-15** authorizing this action is part of the agenda. **(Page 10)**

RESOLUTION AUTHORIZING THE CANCELLATION OF THE AUGUST MEETING AND THE CONTINUANCE OF CONTRACTUAL PAYMENTS AND AUTHORIZATION FOR ALL PROFESSIONALS TO CONTINUE SERVICES UNTIL THE SEPTEMBER 16, 2015 MEETING

Moved: Commissioner Criscuolo
Second: Commissioner Frankel
Vote: 4 Ayes, 0 Nays

Reports Made Part of Minutes

TREASURER:

RESOLUTION 19-15 JULY 2015 VOUCHER PAYMENTS

2015 \$1,320,500.15

MOTION TO ADOPT RESOLUTIONS 19-15 APPROVING THE JULY VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved: Commissioner Costa
Second: Commissioner Frankel
Roll Call Vote: 4 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 June. Claims Manager reported the Claims Committee reviewed the PAR’s for July today and the Claims Manager respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for July.

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

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

Moved: Commissioner Criscuolo
Second: Commissioner Costa
Roll Call Vote: 4 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 73% with a network penetration of 98%. Ms. Setzer also reported on the savings below UCR was 60%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – The Executive Director reported the list of Certificates issued was submitted for information showing 20 certificates issued 5/19/2015 – 6/21/2015.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Amy Pieroni advised her office had been contacted by a new potential member of the JIF and would update the Commission when appropriate.

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 June, as information regarding the MSI Safety Training Program. The Safety Director reported the Executive Safety Committee met prior the JIF Meeting and the SIP will be finalized for the September meeting.

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

Report Made Part of Minutes.

RISK MANAGERS: NONE

OLD BUSINESS: The Executive Director reported the appraisal process will begin in September.

NEW BUSINESS: NONE

PUBLIC COMMENT: Charlie Kratovil of New Brunswick Today, asked the Commissioners questions about the JIF process and was directed to make an OPRA Request for any information.

MOTION TO ADJOURN

Moved:	Commissioner Costa
Second:	Commissioner Frankel
Vote:	Unanimous

Meeting adjournment at 2:20 p.m.

Prepared by Rachel Chwastek, Assisting Secretary for

Joseph Criscuolo, Secretary