

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
June 17, 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	Present
Nancy Costa, Township of Hillsborough	Absent
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Absent
Colleen Connolly, Borough of Belmar	Absent
Michael Gross, City of South Amboy	Present

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Tony Jones, Qual Lynx
Kathy Kissane, Qual Lynx
Karen Berenato, Qual Lynx
Lisa Gallo, Qual Lynx
Amy Pieroni, North American Insurance Management
Robin Racioppi, North American Insurance Management
Jay McManus, North American Insurance Management
Greg DerAsadourian, Business Governmental Insurance
Tom Fitzpatrick, Fairview Insurance
Zach Edelman, Fairview Insurance
Bob Morrison, Hodulik & Morrison
David McHale, JA Montgomery Risk Control
Paul Shatkyvich, JA Montgomery Risk Control
Joseph Hrubash, Conner Strong & Buckelew
Ed Scioli, Conner Strong & Buckelew
Mary Lou Doner, PERMA
Robyn Walcoff, PERMA
Rachel Chwastek, PERMA

MINUTES: May 20, 2015 Open Minutes

MOTION TO APPROVE MINUTES FOR MAY 20, 2015

Moved:	Commissioner Criscuolo
Second:	Commissioner Gross
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.

PROPERTY APPRAISAL RFQ: As previously reported, the Central Jersey and the Camden County Municipal Joint Insurance Funds authorized the release of a joint RFQ for property appraisals. Asset Works was the low bidder however the Terms & Conditions of their proposal required further negotiation as it relates to indemnification and insurance. At the request of the Chairman, awarding a contract was tabled so the Fund Underwriter and Attorney can work out acceptable language with Asset Works. An update was presented at the meeting.

MOTION TO AWARD ASSET WORKS THE PROPERTY APPRAISAL CONTRACT

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

MONTHLY REPORTS: Joseph Hrubash advised that the Financial Fast Track as of April 30th shows a \$700,000 loss which correlates to some large workers compensation claims. The claim activity report reflects a downward adjustment of \$219,000. Mr. Hrubash advised it's nothing to be concerned about, but does warrant a deeper look. The fund's loss time accident frequency is 1.82, which is very good.

ADDITIONAL ADVANCE FROM ZURICH: Zurich has provided the MEL with an additional advance of \$500,648 for the Edison DPW fire loss. The additional advance was being provided based of the most updated measurement of the loss presented to Zurich. The MEL has forwarded it to the Central JIF to cover the JIF's most recent advance of \$500,000 to Edison.

AUDIT REPORT AS OF DECEMBER 31, 2014: The Auditor's Report as of December 31, 2014 has been sent to the Executive Committee under separate cover. A representative from Hodulik & Morrison will be at the JIF meeting to review the Audit Report. Following the presentation and approval of the report, both Resolution 15-15 and Group Affidavit must be executed.

Bob Morrison from Hodulik & Morrison reported an unmodified opinion with no audit adjustments, no deficiencies within the internal control and compliance and no recommendations.

Mr. Hrubash advised there were a few corrections to be made to the section of the audit referencing specific insurance coverage. The revised version would be emailed to the Commissioners.

MOTION TO APPROVE YEAR-END FINANCIALS AS OF DECEMBER 31, 2014 AS PRESENTED, ADOPT RESOLUTION 15-15 AND EXECUTE THE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT

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

RESIDUAL CLAIMS FUND: The RCF met on June 3, 2015 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Landolfi's report on the meeting was enclosed in the agenda.

The RCF board adopted a Resolution accepting the transfer of member JIF's Fund Year 2011.

Enclosed in the agenda was Resolution 16-15 authorizing the transfer of the Central JIF's 2011 claim liabilities to the RCF.

MOTION TO APPROVE RESOLUTION 16-15 TRANSFERRING FUND YEAR 2011 TO THE RCF

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

EJIF: The EJIF met on June 3, 2015 at the Forsgate in Jamesburg, NJ. Commissioner Landolfi's report on the meeting was enclosed in the agenda.

MELJIF: The MEL met on June 3, 2015 at the Forsgate in Jamesburg, NJ. Commissioner Landolfi's report on the meeting was enclosed in the agenda.

2015 MEL JIF EXCESS AND REINSURANCE POLICIES: Included in the agenda was a memo from the MEL Underwriter reporting that the 2015 Excess Policies have been filed with the NJ Department of Banking and Insurance and with the DCA.

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 will receive an email when the database is set up to begin the 2016 underwriting renewal which is expected to begin within the next week. The deadline will be September 1st.

RISK MANAGEMENT CONSULTANT AGREEMENTS: RMC's are reminded to please submit the risk management consultant agreements to the fund office. When all agreements have been received, we will prepare a filing with the Departments of Insurance and Community Affairs.

PERMA OFFICE LOCATION: PERMA has moved offices within its current building and has an updated suite number. While all other contact information remains the same, the new address is:

PERMA Risk Management Services
9 Campus Drive, Suite 216
Parsippany, NJ 07054-4412

PERMA PERSONNEL CHANGE: Joseph Hrubash advised Mary Lou Doner is retiring, Robyn Walcoff will be replacing Mary Lou.

Reports Made Part of Minutes

TREASURER:

RESOLUTION 17-15 JUNE 2015 VOUCHER PAYMENTS

2015 \$149,311.40

MOTION TO ADOPT RESOLUTIONS 17-15 APPROVING THE APRIL VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved: Commissioner Marion
Second: Commissioner Frankel
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 April. Claims Manager reported the Claims Committee reviewed the PAR’s for June today and the Claims Manager respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for June.

PAYMENT AUTHORIZATION REQUESTS: Executive Committee reviewed payment authorization requests presented by Claims Service in June. 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 Frankel
Roll Call Vote: 6 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Lisa Gallo reported savings was at 68% with a network penetration of 97%. Ms. Gallo also reported on the savings below UCR was 66%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Mr. Edward Scioli reported the list of Certificates issued was submitted for information showing 4 certificates issued 4/23/2015 – 5/18/2015.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Amy Pieroni advised her office had been contacted by three potential members 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 May, as well as the MEL Safety Institute training scheduled through August. The Safety Director’s report also included two bulletins, Training Summer/Seasonal Employees and Traffic Control by Law Enforcement in Work Zones. On June 2nd, JA Montgomery hosted a Safety Coordinator Skills Training Program in Edison that was very well attended. There will also be an executive safety meeting after today’s JIF meeting.

Joseph Criscuolo asked that Dave McHale keep an eye on the defibrillator requirements regarding youth sports programs.

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 Criscuolo
Second:	Commissioner Marion
Vote:	Unanimous

Meeting adjournment at 2:26 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Joseph Criscuolo, Secretary