

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
March 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

**ALSO PRESENT:**

Jeremy Solomon, Bob Smith & Associates  
Raven Williams, Franklin Township  
Richard Lorentzen, Treasurer  
Donna Setzer, Qual Lynx  
Tony Jones, Qual Lynx  
Kathy Kissane, Qual Lynx  
Tom Fitzpatrick, Fairview Insurance  
Amy Pieroni, North American Insurance Management  
Robin Racioppi, 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  
Ed Scioli, Conner Strong & Buckelew  
Rachel Chwastek, Perma

**MINUTES:** February 18, 2015 Open Minutes

**MOTION TO APPROVE MINUTES FOR FEBRUARY 18, 2015**

Moved:	Commissioner Marion
Second:	Commissioner Criscuolo
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. Joseph Hrubash advised the claims management report expected loss ration analysis report shows the 2015 property is running much higher than what the actuary targeted and this is due the large fire loss as well as claims due to the bad weather. Besides the property claims, the fund is off to a great start for 2015. For 2014, the fund is doing exceptionally well, coming in at 58% of the budget, and the actuary targeted 73%. For 2013, the fund is coming in at 82% of the budget, and the actuary targeted 92%. The fund is in the middle of the pack for loss time accident frequency at 1.85, which is a better trend than previous years. There will also be a meeting regarding the Safety Incentive Program directly following the adjournment of the JIF meeting. The Executive Director advised there are two members of the JIF who are not in compliance with the EPL Program and therefore in the event of a claim these towns retention will be significant.

**PROFESSIONAL SERVICE AGREEMENTS:** In 2006, the Central JIF and the MEL adopted standard contract language for professional service agreements. The MEL's attorney has updated provisions of the standard contract on Political Contributions, Affirmative Action and Records. The Resolution included the recommended form – with tracked changes. Clauses unique by Fund professionals are set forth in the first section of the professional service agreements. The Central JIF attorney has reviewed these changes and is in agreement.

**MOTION TO ADOPT RESOLUTION 11-15 AMENDING THE FUND'S STANDARD CONTRACT PROVISIONS**

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

**PROPERTY APPRAISAL RFQ:** The Funds Rules and Contracts Committee authorized setting aside \$25,000 in this years budget to start the process of conducting property appraisals on members facilities with values of \$150,000 or greater. Appraisals were last conducted five years ago and this is anticipated to be a three year project.

The Camden County Municipal Joint Insurance Fund will also be authorizing to advertise for RFQ's for this service at their March meeting. In an effort to possibly secure better pricing, the Fund office is proposing that the Central and Camden JIF's release a joint RFQ.

**MOTION TO AUTHORIZE FOR RFQ FOR APPRAISAL SERVICES JOINTLY WITH CAMDEN JIF**

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

**2015 PRIMA CONFERENCE:** 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. Please notify the Fund office if you are interested in attending.

**MEL REPORT:** The MEL met on March 4, 2015 at Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Landolfi’s report on the meeting.

**RCF REPORT:** The RCF met on March 4, 2015 at Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Landolfi’s report on the meeting.

**EJIF REPORT:** The EJIF met on March 4, 2015 at Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Landolfi’s report on the meeting.

Mr. Landolfi mentioned that the goal is to have the final Sandy claims resolved by the end of July. Mr. Hrubash advised the MEL started with 110 claims and are now down to only 5 claims.

**2015 FINANCIAL DISCLOSURE FORMS:** Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. The fund office has received notification that the same program for online filing will be implemented again this year and the deadline to file is April 30th. The fund office distributed instructions to commissioners on how to file.

**LEAGUE MAGAZINE:** Enclosed in the agenda was the first of a series of MEL advertisements to appear in the League magazine. Each advertisement in the “Power of Collaboration” series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

**MEL BOARD OF FUND COMMISSIONERS RETREAT** - The MEL Board of Fund Commissioners held a one-day retreat on February 27th at the Princeton Marriott at Forrestal in Princeton. Commissioner Landolfi gave a report of the meeting.

**2015 MEL & MR HIF EDUCATIONAL 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. On line instructions are on Page 16.

Please visit the MEL webpage [www.njmel.org](http://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.

Reports Made Part of Minutes.

**TREASURER:**

**RESOLUTION 12-15 MARCH 2015 VOUCHER PAYMENTS**

2014	\$ 33,032.15
2015	\$193,930.20

**MOTION TO ADOPT RESOLUTIONS 12-15 APPROVING THE MARCH VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved:	Commissioner Criscuolo
Second:	Commissioner Northgrave
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 February. Claims Manager reported the Claims Committee reviewed the PAR’s for March today and the Claims Manager respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for March.

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

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

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

Kathy Kissane reminded the members of the Fund of the claims training session scheduled for March 27, 2015.

**MANAGED CARE:**

**CLAIMS** – Donna Setzer reported savings was at 64% with a network penetration of 99%. Ms. Setzer also reported on the savings below UCR was 57%.

**UNDERWRITING MANAGER**

**LIST OF CERTIFICATES ISSUED** – Mr. Ed Scioli reported the list of Certificates issued was submitted for information showing 29 certificates issued. Mr. Scioli also mentioned multiple coverage bulletins have been uploaded the MEL website for the members' reference.

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 February, as well as the MEL Safety Institute training scheduled through May. Mr. McHale reported included in the agenda was a safety bulletin; First Responders – Safe Lifting and Moving of Patients and a marketing flyer regarding Summer Camp training for counselors.

The Safety 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.

Report Made Part of Minutes.

**RISK MANAGERS:**

NONE

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

NONE

**PUBLIC COMMENT:**

NONE

**MOTION TO ADJOURN**

Moved:	Commissioner Gross
Second:	Commissioner Marion
Vote:	Unanimous

Meeting adjournment at 2:29 p.m.  
Prepared by Rachel Chwastek, Assisting Secretary for

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Joseph Criscuolo, Secretary