

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
May 20, 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	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
Robert Fox, Qual Lynx
Tony Jones, Qual Lynx
Kathy Kissane, Qual Lynx
Amy Pieroni, North American Insurance Management
Robin Racioppi, North American Insurance Management
Greg DerAsadourian, Business Governmental Insurance
Tom Fitzpatrick, Fairview Insurance
David McHale, JA Montgomery Risk Control
Paul Shatkyvich, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Joseph Hrubash, Conner Strong & Buckelew
David Grubb, PERMA
Joen Ciannella, PERMA
Rachel Chwastek, PERMA

MINUTES: April 15, 2015 Open Minutes

MOTION TO APPROVE MINUTES FOR APRIL 15, 2015

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

Chairman Landolfi then presented David Grubb with a plaque for his years of dedication and service to the Central Jersey JIF.

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 fund currently holds a surplus of \$2,534,339 with a cash balance of 13.1 million. The expected loss ratio is running at 22.65%, which is ahead of the actuary's target of 8.59%. The fund ran ahead of the actuary's target at this time last year and 2014 is turning out to be better than the actuary's target of 79%, currently trending at 71%. The loss time accident frequency for the fund is 1.78, which places this fund 5th in the MEL member JIFs and is great. There are two members not in compliance for the lower EPL deductible, Belmar and South Amboy. Also included in the agenda is a list of state filing and their current status.

PROPERTY APPRAISAL RFQ: The Central Jersey and the Camden County Municipal Joint Insurance Funds have authorized the release of an RFQ for property appraisals. Proposals were due back on May 19th. A report will be presented at the next meeting.

PERMA STAFF ANNOUNCEMENT: After 30 years of service to the MEL and its affiliated JIFs, Mary Lou Doner, Vice President of Claims, is retiring on July 1, 2015. PERMA is pleased to announce that Robyn Walcoff, Esq. will join the operation as the Vice President of Claims.

2014/2015 PUBLIC OFFICIALS/ELECTED OFFICIALS TRAINING SEMINARS: As a reminder, to supplement live presentations of this year's Elected Officials seminar, the MEL posted an online version on www.njmel.org; instructions to take the online course was enclosed in the agenda. The deadline to complete the training is June 1, 2015. On line instructions were included in the agenda.

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 on or near June 1, 2015.

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.

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 was April 30th. The fund office distributed instructions to commissioners on how to file.

AUDIT AND ACTUARIAL VALUATION YEAR-END REPORTS – : The financial audit for the period ending December 31, 2014 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.

RISK MANAGEMENT CONSULTANT AGREEMENTS – RMC’s are reminded to 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.

LEAGUE MAGAZINE – Enclosed in the agenda was the third 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.

AMUSEMENTS AND FIREWORKS – The Executive Director advised the Bulletin 15-08 has been posted on the MEL website outlining the requirements regarding fireworks and amusements, as it is the season.

EDISON ADVANCE – The Executive Director advised the Contracts Committee met prior to the JIF meeting and approved an additional advance to the Edison to deal with their current fire loss.

MOTION TO APPROVE \$500,000 ADVANCE FOR EDISON

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

Reports Made Part of Minutes.

TREASURER:

RESOLUTION 13-15 MAY 2015 VOUCHER PAYMENTS

2015	\$170,592.40
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**MOTION TO ADOPT RESOLUTIONS 13-15 APPROVING THE APRIL
VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved: Commissioner Northgrave
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 May today and the Claims Manager respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for May.

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

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 67% with a network penetration of 96%. Ms. Setzer also reported on the savings below UCR was 61%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Mr. Joseph Hrubash reported the list of Certificates issued was submitted for information showing 16 certificates issued 2/19/2015 – 3/23/2015 and 20 certificates issued 3/24/2015 – 4/22/2015.

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 April, as well as the MEL Safety Institute training scheduled through July. The Executive Safety Committee met prior to the JIF Meeting and discussed the Safety Incentive Program. Mr. McHale reported included in the agenda was a safety bulletin; Comprehensive Playground Inspection 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 Northgrave
Vote:	Unanimous

Meeting adjournment at 2:31 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Joseph Criscuolo, Secretary