

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
October 21, 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	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
Richard Lorentzen, Treasurer
Raven Williams, Township of Franklin
Tony Jones, Qual Lynx
Kathy Kissane, Qual Lynx
Caty Lambe, Qual Lynx
Donna Setzer, 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
David McHale, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Joseph Hrubash, PERMA
Brad Stokes, PERMA
Rachel Chwastek, PERMA

MINUTES: September 16, 2015 Open Minutes

MOTION TO APPROVE MINUTES FOR SEPTEMBER 16, 2015

Moved:	Commissioner Criscuolo
Second:	Commissioner Marion
Vote:	5 Ayes, 0 Nays, 3 Abstain

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.

The Executive Director reported the Central Jersey JIF is running a surplus of over \$2,200,000.00. The expected loss ratio analysis notes the fund is running ahead of the actuary's target for all five years, tracking with the financial fast track which is good news. The claim activity reports notes there was over a dozen WC claims opened, but the Executive Director checked with Kathy Kissane and the majority are medical only, minor claims, sprains and bug bites, which will close out quickly. The Central JIF's LTAF is 1.65, which is below the fund's three year average. The Executive Director advised that South Amboy was approved on October 20, 2015 for their EPL/POL program, and is now compliant with the rest of the JIF.

2016 Budget – The Rules and Contracts Committee met on Monday to review the proposed 2016 Budget. A copy was sent to Fund Commissioners under separate cover the day before the meeting, and a revised version was dispersed before the JIF meeting. The budget was discussed and introduced at the meeting.

MOTION TO INTRODUCE THE 2016 BUDGET AND SCHEDULE A PUBLIC HEARING AT 2:00PM ON MONDAY, NOVEMBER 16, 2015 AT THE PISCATAWAY MUNICIPAL BUILDING

Moved:	Commissioner Northgrave
Second:	Commissioner Gross
Vote:	8 Ayes, 0 Nays

Membership Renewals – Old Bridge, Belmar, Hillsborough, South Amboy and Sayreville are scheduled to renew fund membership by January 1, 2015. Membership documents were mailed to those members in August.

Property Appraisals Update – Asset Works started to contact member municipalities last week to begin the property appraisal process. They anticipate completing the Central JIF by the end of November.

RCF Report: The RCF met this morning at the Forsgate Country Club to hold a public hearing to review the amended 2015 Budget and the proposed 2016 Budget. A copy of the report will be included in next month's agenda.

EJIF Report: The EJIF met today at the Forsgate Country Club. A public hearing and adoption of the 2016 Budget was held. A copy of the report will be included in next month's agenda.

MEL Report: The MEL met this morning at the Forsgate Country Club to introduce the 2016 Budget. A copy of the report will be included in next month's agenda.

Elected Officials Training: This year's elected officials training program will focus on Public Officials & Employment Practices, specifically personal liability of the elected officials. A session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City on Wednesday, November 18, 2015.

November Meeting – November's meeting will be held on Monday, November 16th at 2 PM to accommodate those attending the NJ League of Municipalities convention later that week.

Reports Made Part of Minutes

TREASURER: Richard Lorentzen advised the JIF that the MEL and RCF are planning to move the accounts from TD to M&T Investors and Bankers. He will have more information for the fund in November.

RESOLUTION 24-15 OCTOBER 2015 VOUCHER PAYMENTS

2015 \$258,465.73

MOTION TO ADOPT RESOLUTIONS 24-15 APPROVING THE OCTOBER VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved: Commissioner Marion
Second: Commissioner Northgrave
Roll Call Vote: 8 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 September. Claims Manager reported the Claims Committee reviewed the PAR's for October today and the Claims Manager respectfully requested a motion to ratify the PAR's that were approved by the Claim Committee today for October.

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

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

Moved: Commissioner Northgrave
Second: Commissioner Frankel
Roll Call Vote: 8 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 69% with a network penetration of 99%. Ms. Setzer also reported on the savings below UCR was 44%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – The Executive Director reported the list of Certificates issued was submitted showing 17 certificates issued 8/20/2015 – 9/23/2015.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Amy Pieroni advised her office had prepared a handout updating the Commission on the reviewed applications of potential new members for 2016.

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 September, and information regarding the upcoming MSI Safety Training Programs. Included in the agenda was a safety bulletin – Best Practices for Backing Fire Apparatus into the Station. The Safety Director reported a regional training will be held the end of October on Incident Investigation for Supervisors.

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 Marion
Second: Commissioner Frankel
Vote: Unanimous

Meeting adjournment at 2:32 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Joseph Criscuolo, Secretary