

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
September 16, 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	Absent
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	Absent
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
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, PERMA
Brad Stokes, PERMA
Rachel Chwastek, PERMA

MINUTES: July 15, 2015 Open Minutes

MOTION TO APPROVE MINUTES FOR JULY 15, 2015

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

CORRESPONDENCE: Kathy Kissane informed the Commissioners Guy Buonpane from Qual-Lynx passed away. A memo was included in the agenda.

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.

Residual Claims Fund (RCF) - The Residual Claims Fund met on September 2, 2015 at 10:30 am at the Forsgate Country Club in Jamesburg, NJ; enclosed was a copy of Commissioner Landolfi's report on the meeting. The Residual Claims Fund amended 2015 Budget and the proposed 2016 Budget was introduced. The public hearing on the RCF budget will be held on October 21, 2015 10:30 a.m. at the Forsgate Country Club.

RCF JIF Membership Renewal – The Central's JIF's three-year membership in the Residual Claims Fund is scheduled to expire on December 31, 2015. Enclosed in the agenda was Resolution #20-15 renewing the membership term effective January 1, 2016 through December 31, 2018.

MOTION TO RENEW THE CENTRAL JIF'S MEMBERSHIP IN THE RESIDUAL CLAIMS FUND FOR A THREE-YEAR TERM EFFECTIVE JANUARY 1, 2016

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

EJIF - The EJIF met on September 2, 2015 at 10:50 am at the Forsgate Country Club in Jamesburg, NJ; enclosed in the agenda was a copy of Commissioner Landolfi's report on the meeting. The 2016 budget was introduced and will be adopted at the October 21st, 2015 meeting.

EJIF Membership Renewal – The Central JIF's three-year membership in the New Jersey Municipal Environmental Risk Management Fund is scheduled to expire on December 31, 2015. Enclosed in the agenda was Resolution #21-15 renewing the membership term effective January 1, 2016 through December 31, 2018.

MOTION TO RENEW THE CENTRAL JIF'S MEMBERSHIP IN THE NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND FOR A THREE-YEAR TERM EFFECTIVE JANUARY 1, 2016

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

MEL - The MEL met on September 2, 2015 at 11:15 am at the Forsgate Country Club in Jamesburg, NJ; enclosed in the agenda was a copy of Commissioner Landolfi's report. The

MEL's 2016 budget introduction is scheduled for October 21, 2015 at the Forsgate Country Club in Jamesburg NJ.

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 in June advising that the 2016 underwriting renewal process was ready to start. The deadline was September 1st.

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 has advised us that they will begin property appraisals the week of October 5th. They anticipate completing the Central JIF by November 19th. Each member municipality will be asked to provide a contact person for Asset Works to coordinate site visits.

2015 Coverage Manuals - The fund office distributed the 2015 Coverage Manuals to all Fund Commissioners and Risk Managers via email during the month of August.

State Examination – The New Jersey Department of Banking and Insurance recently completed an examination of all MEL JIF's throughout the State. We are pleased to report that all of the JIF's including Central received favorable reviews with no recommendations or deficiencies.

Reports Made Part of Minutes

TREASURER:

RESOLUTION 22-15 AUGUST 2015 VOUCHER PAYMENTS

2014	\$40,079.00
2015	\$159,923.54

RESOLUTION 23-15 SEPTEMBER 2015 VOUCHER PAYMENTS

2015	\$194,999.26
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MOTION TO ADOPT RESOLUTIONS 22-15 AND 23-15 APPROVING THE AUGUST AND SEPTEMBER VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved:	Commissioner Costa
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 July and August. Claims Manager reported the Claims Committee reviewed the PAR’s for September today and the Claims Manager respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for September.

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

MOTION TO RATIFY APPROVED AUGUST PARS AND MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS FOR SEPTEMBER CLAIMS PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:

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

MANAGED CARE:

CLAIMS – Kathy Kissane reported savings was at 61% with a network penetration of 99%. Ms. Kissane also reported on the savings below UCR was 57%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – The Executive Director reported the list of Certificates issued was submitted for information showing 8 certificates issued 6/22/2015 – 7/20/2015 and 13 certificates issued 7/21/2015 – 8/19/2015.

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 at the October meeting.

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 months of July and August, and information regarding the upcoming MSI Safety Training Programs. Included in the agenda was a safety bulletin – School Crossing Safety Program and the 4 E’s and information regarding a new video for the training of crossing guards. The Safety Director reported the Executive Safety Committee met prior the JIF Meeting, and 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 Criscuolo
Second:	Commissioner Northgrave
Vote:	Unanimous

Meeting adjournment at 2:16 p.m.

Prepared by Rachel Chwastek, Assisting Secretary for

Joseph Criscuolo, Secretary