

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
February 20, 2019
RUTGERS VISITOR CENTER, PISCATAWAY, NJ**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 11:00 A.M.
OPEN PUBLIC MEETING STATEMENT READ INTO RECORD**

ROLL CALL OF THE 2019 EXECUTIVE COMMITTEE

William Northgrave, Chairman, Township of Edison	Present
Daniel Frankel, Vice Chairman, Borough of Sayreville	Present (<i>via telephone</i>)
Nancy Costa, Secretary, Township of Hillsborough	Absent
Robert Vornlocker, Township of Franklin	Present (<i>via telephone</i>)
Michael Gross, City of South Amboy	Present
Timothy Dacey, Piscataway	Present
John Bennett, Township of Woodbridge	Present (<i>via telephone</i>)
Edward Kirschenbaum, Borough of Belmar	Absent
Jay Muldoon, Borough of Metuchen	Absent

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Donna Setzer, Qual Lynx
Kathy Kissane, Qual Lynx (*via telephone*)
Caty Lambe, Qual Lynx
Tony Jones, Qual Lynx
Jay McManus, North American Insurance Management (*via telephone*)
Amy Pieroni, Acrisure
Lindsay Travalì, Acrisure
Paul Shives, JA Montgomery Risk Control (*via telephone*)
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

CORRESPONDENCE: The Executive Director advised PERMA had a cyber incident, it has since been resolved, and the good news is there was no effect on any of our data or the data of our clients.

MINUTES: January 16, 2019 Open Minutes

MOTION TO APPROVE MINUTES FOR JANUARY 16, 2019

Moved:	Commissioner Dacey
Second:	Commissioner Gross

Vote: Unanimous

EXECUTIVE DIRECTOR:

Amendment to the 2019 Budget – At last month’s meeting, an amended 2019 Budget was introduced in the amount of \$14,540,266. With the addition of two new members, this amendment was required since the increase of the adopted budget was over 5%. This is the public hearing on the amended budget which was included in the agenda.

MOTION TO OPEN THE PUBLIC HEARING ON THE PROPOSED 2019 AMENDED BUDGET

Moved: Commissioner Dacey
Second: Commissioner Gross
Vote: Unanimous

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Dacey
Second: Commissioner Gross
Vote: Unanimous

MOTION TO ADOPT THE AMENDED BUDGET

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

2019 MEL/RCF/EJIF March 29th Meeting & Retreat: The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. We are working on securing a location. The purpose of the retreat is provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.

2019 MEL & MR HIF Educational Seminar: The 9th annual seminar is scheduled for Friday, May 3, 2019, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and Municipal Reinsurance Health Insurance Fund (MR HIF) members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs.

Included in the agenda was the enrollment form. An electronic fillable form will also be distributed via email to fund commissioners and risk managers.

Elected Officials Training Course: Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each municipal elected official

completing the course by May 1st. Instructor-led sessions will be scheduled for each Central JIF member in the coming months.

This course will be available shortly online; instructions are enclosed in the agenda. The course covers ways to prevent employment practices lawsuits.

Cyber Task Force: The MEL's Cyber Task Force met on February 4th to review next steps in address the evolving cyber risks faced by members. The task force reviewed the slow response of MEL members in submitting their minimum loss control program. Last week, the Fund office sent another copy of the Cyber Risk Management Program to member entities. Implementing the program provides members the opportunity to recover part of the policy deductible in the event of a loss.

Central JIF Website: Ms. Chwastek advised they are working on updating the Central JIF website along with the vendor who maintains it. The new logo has been added and an enhanced safety page is being worked on. If anyone would like to assist in maintaining the site and help keeping it up to date, please contact Rachel at the Fund Office.

Inclement Weather Procedure: As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairman if the meeting should be canceled. In the event of an early morning or evening meeting(s), PERMA will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

Central JIF Monitoring Reports – The Executive Director reviewed the Fund's Pro Forma Monitoring Reports. As of 12/31/2018, the Central's surplus is at 9 million and advised the closed year surplus was 1.6 million and the 2014 is about to go into closed year, with a surplus of 984,000. The Executive Director would like to get a Rules and Contracts Meeting together to use the surplus to buy out some of the additional assessments earned in prior years. The LTAF report was revised and distributed at the meeting, there was a calculation error in the original. Central JIF is first with 1.3 which is fantastic news.

The Executive Director then asked if there were any questions and concluded his report.

Reports Made Part of Minutes.

TREASURER: The Treasurer, Mr. Richard Lorentzen, presented the Bill's List.

RESOLUTION 12-19 FEBRUARY 2019 VOUCHER PAYMENTS

2018	\$ 2,536.62
<u>2019</u>	<u>\$ 831,878.11</u>
	\$ 834,414.73

**MOTION TO ADOPT RESOLUTIONS 12-19, APPROVING THE
VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved: Commissioner Gross
Second: Commissioner Dacey
Vote: 6 Ayes, 0 Nays

Voucher Lists, Treasurer Report & Investment Portfolio Reports Made Part of Minutes.

CLAIMS/ MANAGED CARE:

CLAIMS – Caty Lambe reported the Claims Committee reviewed the PAR’s for February today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for February.

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

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

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

MANAGED CARE:

CLAIMS – Donna Setzer reported a total number 173 bills totaling \$131,427.34 came in, \$47,284.38 was paid yielding a savings of \$84,142.96 or 64% with a network penetration of 99%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Ms. Chwastek advised 99 certificates were issued 12/21/2018 to 1/30/2019, which included the Borough of Metuchen’s renewal certificates, as they recently joined the Fund.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Marketing Manager advised there was no report this month.

SAFETY DIRECTOR: - Paul Shives advised the Safety Director’s report was included in the agenda. The report included a list of loss control activities for the month of January and a list of MSI training through April. Regional Training – “Practical Leadership Skills for Law

Enforcement” Workshop - is scheduled for March 12th at the Sayreville Police Headquarters. He asked if there were any questions and then concluded his report.

Mr. Hrubash advised we did get pictures from the Safety Luncheon and will be posting those on the website.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Dacey
Second:	Commissioner Gross
Vote:	Unanimous

Meeting adjournment at 2:13 p.m.

Prepared by Rachel Chwastek, Assisting Secretary for

Nancy Costa, Secretary