

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
January 16, 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
PLEDGE OF ALLEGIANCE**

ROLL CALL OF THE 2018 EXECUTIVE COMMITTEE

William Northgrave, Township of Edison	Present
Daniel Frankel, Borough of Sayreville	Present
Nancy Costa, Township of Hillsborough	Present
Robert Vornlocker, Township of Franklin	Absent
Michael Gross, City of South Amboy	Absent
Timothy Dacey, Piscataway	Present
John Bennett, Township of Woodbridge	Absent
Colleen Connolly, Borough of Belmar	Absent

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Raven Williams, Township of Franklin
Tony Jones, Qual Lynx
Karen Hinkley, Qual Lynx
Joy Smith, Qual Lynx
Marge Guinane, Qual Lynx
Caty Lambe, Qual Lynx
Terry Calvano, Qual Lynx
Dom Cinelli, Brown & Brown
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Lindsay Travali, North American Insurance Management
Patti Fahy, North American Insurance Management
Robin Racioppi, North American Insurance Management
Paul Shives, JA Montgomery Risk Control
Natalie Dougherty, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Katie Walters, Conner Strong & Buckelew
Joseph Hrubash, Conner Strong & Buckelew
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: November 19, 2018 and December 20, 2018 Open Minutes

**MOTION TO APPROVE MINUTES FOR NOVEMBER 19, 2018 AND
DECEMBER 20, 2018**

Moved: Commissioner Frankel
Second: Commissioner Dacey
Vote: Unanimous

CORRESPONDENCE: None

MOTION TO ADJOURN SINE DIE MEETING

Moved: Commissioner Frankel
Second: Commissioner Dacey
Vote: Unanimous

The Executive Director led the reorganization meeting.

The Executive Director welcomed Mr. Jay Muldoon from Central's new member town of Metuchen.

REORGANIZATION

**ELECTION OF CHAIRPERSON, VICE CHAIR, SECRETARY AND
EXECUTIVE COMMITTEE**

ROLL CALL OF THE 2019 EXECUTIVE COMMITTEE

William Northgrave, Township of Edison	Present
Daniel Frankel, Borough of Sayreville	Present
Nancy Costa, Township of Hillsborough	Present
Robert Vornlocker, Township of Franklin	Present
Michael Gross, City of South Amboy	Present (11:17am)
Timothy Dacey, Piscataway	Present
John Bennett, Township of Woodbridge	Absent
Edward Kirschenbaum, Borough of Belmar	Absent
Jay Muldoon, Borough of Metuchen	Present

COMMITTEE APPOINTMENTS - The Fund has five standing committees. Mr. Vornlocker reviewed the Nominating Committee Report with the Fund and suggested its approval to the Board.

**MOTION TO CLOSE NOMINATIONS AND NOMINATE THE
RECOMENDATIONS FROM THE NOMINATING COMMITTEE FOR FUND
YEAR 2019:**

Moved: Commissioner Costa
Second: Commissioner Dacey
Vote: Unanimous

The Fund Attorney completed the Oaths of Office.

EXECUTIVE DIRECTOR'S REPORT

REORGANIZATION RESOLUTIONS – Included in the Agenda Packet were the Resolutions necessary to undertake the 2019 Reorganization of the Fund. Resolutions can be included in a Consent Motion.

MOTION TO APPROVE RESOLUTION 1-19

Moved: Commissioner Costa
Second: Commissioner Dacey
Vote: Unanimous

MOTION TO APPROVE RESOLUTION 2-19

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

MOTION TO APPROVE RESOLUTIONS 3-19 THRU 9-19

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

COMMITTEE APPOINTMENTS - The Fund has five standing committees. Included in the agenda was a listing of these committees and a brief description of their responsibilities.

AMENDING THE 2019 BUDGET – With the addition of the Borough of Metuchen and Borough of Middlesex to the Central JIF, there is a need to amend the 2019 Budget. The revised budget in the amount of \$14,540,266 was included in the agenda. Since the budget amendment increase exceeds 5% we will need to schedule a public hearing for our February meeting.

MOTION TO SCHEDULE A PUBLIC HEARING FOR THE PURPOSE OF AMENDING THE FUND'S 2019 BUDGET

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

RESIDUAL CLAIMS FUND 2019 REORGANIZATION MEETING: The Residual Claims Fund's Reorganization meeting was January 2, 2019 at the Forsgate Country Club. Enclosed was a copy of Commissioner Northgrave's report on the meeting.

The Fund should confirm its 2019 representative to the Residual Claims Fund.

MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2019 REPRESENTATIVE TO THE MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

Moved:	Commissioner Costa
Second:	Commissioner Dacey
Vote:	Unanimous

E-JIF 2019 REORGANIZATION MEETING: The E-JIF's 2019 Reorganization meeting was held on January 2, 2019 at the Forsgate Country Club. Enclosed was a copy of Commissioner Northgrave's report on the meeting.

The fund should confirm its 2019 representative to the Environmental Joint Insurance Fund.

MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2019 REPRESENTATIVE TO THE ENVIRONMENTAL JOINT INSURANCE FUND

Moved:	Commissioner Costa
Second:	Commissioner Dacey
Vote:	Unanimous

MEL 2019 REORGANIZATION MEETING: The MEL's 2019 Reorganization meeting was held on January 2, 2019 at the Forsgate Country Club. Enclosed was a copy of Commissioner Northgrave's report on the meeting.

The Fund should confirm its 2019 representative to the MEL Joint Insurance Fund.

MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2019 REPRESENTATIVE TO THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND.

Moved:	Commissioner Costa
Second:	Commissioner Dacey
Vote:	Unanimous

2019 Assessments - 1st Installment Billings - The Executive Director reported the first installment billings were mailed out last month and were due back by January 15th.

Elected Officials Training - This year's elected officials training program focus' on "Employment Practices Liability". As in the past, the MEL will reduce each member's 2018 liability claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by May 1, 2019. The Fund will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

Cyber Liability - During the month of December, there was a rash of ransomware attacks hitting New Jersey municipalities, including several MEL JIF members. As a result, XL Caitlin, the Fund's carrier, asked for additional premium. The MEL JIF will assume the (amounting to \$100 per member) in 2019 in an effort to protect the coverage for member JIFs.

The MEL's Cyber Task Force has issued a Bulletin alerting members of these new attacks. The Task Force also promulgated minimum standards for Cyber Security in 2017. If implemented, these standards may have prevented some of the claim activity. Members are reminded that they need to complete the MEL's minimum standard checklist as soon as possible. As of this meeting, no Central JIF members have submitted the checklist.

The Central JIF's Cyber Task Force will be meeting soon and will include this as a 2019 objective.

2019 PRIMA Conference – In the past, 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 Orlando from June 9-12. Resolution 10-19 authorizing travel expense was included in the agenda.

**MOTION TO ADOPT RESOLUTION 10-19 AUTHORIZING
CONFERENCE ATTENDANCE**

Moved:	Commissioner Costa
Second:	Commissioner Dacey
Vote:	7 Ayes, 0 Nays

2019 Safety Incentive Program Resolution: This a reminder for our membership to pass the applicable resolution adopting the 2019 Safety Incentive Program and to provide a copy of the Resolution to 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.

Pro-Forma Monitoring Reports: 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 fund currently has a surplus of over 8.3 million.

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 34-18 DECEMBER 2018 VOUCHER PAYMENTS

2018 \$ 865,188.49

RESOLUTION 11-19 JANUARY 2019 VOUCHER PAYMENTS

2018 \$ 2,396.53
2018 \$ 1,258,090.33

MOTION TO ADOPT RESOLUTION 34-18, APPROVING THE DECEMBER VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved: Commissioner Dacey
Second: Commissioner Costa
Roll Call Vote: 6 Ayes, 0 Nays, 1 Abstention (Northgrave)

MOTION TO ADOPT RESOLUTION 11-19, APPROVING THE JANUARY VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved: Commissioner Costa
Second: Commissioner Dacey
Roll Call Vote: 7 Ayes, 0 Nays

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

CLAIMS/ MANAGED CARE:

CLAIMS/MANAGED CARE – Claims Manager, Caty Lambe, reported the Claims Committee reviewed the PAR's for January, introduced her other team members and thanked the Committee for their reappointment for 2019.

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

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

Moved: Commissioner Costa
Second: Commissioner Dacey
Roll Call Vote: 7 Ayes, 0 Nays

Claims Manager, Caty Lambe, reported savings was at 70% with a network penetration of 98%

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Mr. Joseph Hrubash advised 13 certificates were issued 10/22/2018 to 11/21/2018 and 12 certificates issued 11/22/2018 to 12/28/2018.

List of Certificates made part of the minutes.

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 December and a list of MSI training through March. He asked if there were any questions and then concluded his report.

MARKETING MANAGER: – Marketing Manager thanked the commission for the reappointment of Reliance and are excited for the upcoming year.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved: Commissioner Costa
Second: Commissioner Dacey
Vote: Unanimous

Meeting adjournment at 11:26 a.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Nancy Costa, Secretary