

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
September 15, 2021  
ZOOM CONFERENCE CALL**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 2:00 P.M.  
OPEN PUBLIC MEETING STATEMENT READ INTO RECORD**

**ROLL CALL OF THE 2021 EXECUTIVE COMMITTEE**

William Northgrave, Township of Edison	Present
Daniel Frankel, Borough of Sayreville	Present
Nancy Costa, Township of Hillsborough	Present
Timothy Dacey, Piscataway	Present
Robert Vornlocker, Township of Franklin	Present
Michael Gross, City of South Amboy	Absent
Marcia Karrow, Borough of Middlesex	Absent
Joseph Criscuolo, Township of East Brunswick	Present
Casey Wagner, Township of Woodbridge	Present
William Robins, Borough of Dunellen	Present
Melissa Perilstein, Borough of Metuchen	Absent
Bryan Bidlack, Township of South Brunswick	Present
Edward Kirschenbaum, Borough of Belmar	Absent

**ALSO PRESENT:**

Jeremy Solomon, Bob Smith & Associates  
Richard Lorentzen, Treasurer  
Donna Setzer, Qual Lynx  
Claudia Acosta, Qual Lynx  
Caty Lambe, Qual Lynx  
Amy Pieroni, North American Insurance Management  
Robin Racioppi, North American Insurance Management  
Lindsay Travali, North American Insurance Management  
Patty Fahy, North American Insurance Management  
Dominick Cinelli, Brown & Brown  
Paul Shives, JA Montgomery Risk Control  
Don Ruprecht, JA Montgomery Risk Control  
Katie Walters, Conner Strong & Buckelew  
Raven Williams, Township of Franklin  
Bradford Stokes, Perma  
Joseph Hrubash, Perma  
Rachel Chwastek, Perma

**MINUTES:** July 21, 2021 Open Minutes

## MOTION TO APPROVE OPEN MINUTES FOR JULY 21, 2021

Moved:	Commissioner Costa
Second:	Commissioner Dacey
Vote:	Unanimous

**CORRESPONDENCE:** None.

### EXECUTIVE DIRECTOR'S REPORT

**D2 Cybersecurity – Status Report** – Included in the agenda was the monthly status report from D2, recapping members' participation and training to date. The Executive Director reported the Fund is making progress, there is one hold out town and there has been communication through their Risk Manager.

**Residual Claims Fund** – The RCF met on Wednesday, June 2, 2021 via Zoom. Chairman Northgrave's report was included in the agenda. The Executive Director advised the RCF introduced their 2022 budget and amended their 2021 budget to bring in the 2016 fund year.

**EJIF**- The EJIF met on Wednesday, September 1, 2021 via Zoom. Chairman Northgrave's report was included in the agenda. The Executive Director advised the EJIF introduced a budget of 1.19%, great for all the member JIFs and are issuing a record dividend of \$3.1 million.

**MEL JIF** – The MEL met on Wednesday, June 2, 2021 via Zoom. Chairman Northgrave's report was included in the agenda. The Executive Director advised the MEL would be introducing a 2022 budget at a 9.9% increase, which is higher than normal on an annual basis, due to the hard commercial market, Covid-19 Claims and the recent change in the pension offset with respect to workers compensation. In addition, the MEL approved the hiring of Robert Landolfi to be the liaison between the MEL and the Middlesex JIF. Mr. Hrubash had attended multiple meetings with Mr. Landolfi and he has been a great asset. Additionally the MEL has agreed to put out another memorandum on mandatory vaccines, as many questions have been asked from the membership around the state.

**EJIF Membership Renewal** - Central JIF's membership in the EJIF expires at the end of the year. Enclosed in the agenda was Resolution #26-21 renewing the membership term effective January 1, 2022 through December 31, 2024 and the Indemnity and Trust Agreement.

**RCF Membership Renewal** - Central JIF's membership in the RCF expires at the end of the year. Enclosed in the agenda was Resolution #27-21 renewing the membership term effective January 1, 2022 through December 31, 2024 and the Indemnity and Trust Agreement.

### **Motion to Approve Resolution 26-21 Renewing Membership in the EJIF and Resolution 27-21 Renewing Membership in the RCF**

Moved:	Commissioner Criscuolo
Second:	Commissioner Dacey
Vote:	9 Ayes, 0 Nays

**Membership Renewals:** The Executive Director included in the agenda the six JIF members scheduled to renew fund membership. Renewal documents went out a few weeks ago, and the Fund Office already received the renewal from Belmar.

**2022 Renewal** - Members and Risk Managers have received an email with a link to renewal worksheets - the 2022 underwriting renewal had a September 1 completion date. The Executive Director advised the Central JIF has made a lot of progress and the Deputy Executive Director thanked the Risk Managers for all their assistance.

**Employment Practices Compliance Program:** Please visit the MEL webpage to review all the elements of the MEL's EPL Compliance Program; Deadlines for updates and training has been extended to November 1, 2021. Please use the following link to view an outline of the MEL program and its model documents:

<https://njmel.org/insurance/public-officials/risk-management-program/>

This year, the Managers & Supervisors Training can be met by attending the Instructor-led webinar: "Protecting Children From Abuse – Managers/Supervisors". This course for Managers includes an Employment Practices component. Included in the agenda was a copy of a notice distributed to members from J.A. Montgomery on classes scheduled through December.

An additional session of Police Command Staff training has been scheduled for October 1, 2021 at the Middlesex County Fire Academy. The Executive Director advised JA Montgomery sent out an email about the additional session.

**League Magazine Ad:** Included in the agenda was the latest in the series of "Power of Collaboration" ad that will appear in the October edition of League of Municipalities magazine. The ad highlights \$3.4 Billion in savings to taxpayers and \$322 million in dividends paid to members since its inception, as well as, the purchase of debt securities.

**New Jersey Sustainable Energy Joint Meeting (NJSEM) League Magazine Ad:** Included in the agenda was an advertisement from the NJSEM that will appear in the League's October issue.

**2021 Coverage Documents:** The fund office has uploaded member policies to the Fund's Risk Management Information System (Origami). Fund Commissioners and Risk Management Consultants received an email announcing that documents were posted.

**Statutory Bonds:** Underwriting Manager's office has contacted municipal clerks of renewing towns to secure updated bond applications for statutory positions.

**MEL Cyber Risk Management Program** - The MEL Cyber Task Force released version 2 of the MEL Cyber Risk Management Program. The updated program offers more details and clarifies many previously existing items, while also slightly rearranging the tiers and adding a few new security measures. Most significantly, a tier 3 has been added containing additional security controls.



**CLAIMS/ MANAGED CARE:**

**CLAIMS** – Claudia Acosta advised the workers comp lost time accident ratio report for August was included in the agenda. There were 29 new claims. The subrogation report shows a recovery for August of \$17,396.09, with a year to date amount of \$457,031.11.

Claudia Acosta advised the Claims Committee reviewed the 13 PARs prior to the JIF meeting and recommended approval.

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

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

Moved:	Commissioner Costa
Second:	Commissioner Frankel
Roll Call Vote:	9 Ayes, 0 Nays

**MANAGED CARE:**

**MANAGED CARE** – Donna Setzer reported there were a total of 243 bills, 224 were in network for August totaling \$317,573.99 came in, \$101,383.04 was paid yielding a savings of \$216,190.95 or 68% with a network penetration of 92%. Also included in the agenda were the reports for Top 10 Providers, Savings by Specialty and Top 10 Charges. Ms. Setzer asked if there were any questions and then concluded her report.

**UNDERWRITING MANAGER**

**LIST OF CERTIFICATES ISSUED** – The Executive Director advised there were 10 certificates issued from 6/22/2021 to 7/22/2021. Also included was an update on the cyber risk management compliance, including a list of those members grandfathered until January 1, 2022.

List of Certificates made part of the minutes.

**MARKETING MANAGER:** Ms. Amy Pieroni advised they will be meeting with the Executive Director’s office at the end of the month and will present an update at the October meeting.

**SAFETY DIRECTOR:** Paul Shives advised the Safety Director’s report was included in the agenda. The report included a list the loss control visits and a list of all the meetings attended during the month of July and August, as well as the reports, bulletins and messages issued by the Safety Directors Office during that time. Also included is a listing of the MSI Now, the live

streaming safety library and the member usage. The report also included a link to the MSI Live, the current virtual webinar system with classes available for the next three months. Mr. Shives reinforced the Executive Director's report about the remaining sessions of the managers and supervisors training and advised it is not a class that will be repeated. Lastly, beginning in 2022, the MSI Leadership Academy will begin and additional guidance and information on that program will be issued in the next month. Mr. Shives asked if there were any questions and then concluded his report.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN**

Moved:	Commissioner Dacey
Second:	Commissioner Frankel
Vote:	Unanimous

Meeting adjournment at 2:20 p.m.  
Prepared by Rachel Chwastek, Assisting Secretary for

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Nancy Costa, Secretary