

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES**

July 20, 2022

Piscataway Municipal Building

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

ROLL CALL OF 2022 EXECUTIVE COMMITTEE:

William Northgrave	Township of Edison	Present
Daniel Frankel	Borough of Sayreville	Present
Nancy Costa	Township of Hillsborough	Present
Timothy Dacey	Piscataway	Absent
Robert Vornlocker	Township of Franklin	Present
Michael Gross	City of South Amboy	Absent
Joseph Criscuolo	Township of East Brunswick	Present via teleconference

EXECUTIVE COMMITTEE ALTERNATES:

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
Christina Fischer	Borough of South Bound Brook	Present
Joe Costa	Borough of Middlesex	Present

ALTERNATE FUND COMMISSIONERS:

Sonia Alves-Viverios	Township of Edison	Absent
Charles Vanderlinde	Borough of Belmar	Absent
Rick Tactay	Borough of Belmar	Absent
Raven Williams	Borough of Franklin	Present

Alternate Fund Commissioner Williams, did not participate in the Roll Call Voting

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator PERMA Risk Management Services
Joseph Hrubash, Bradford Stokes, Brandon Tracy

Attorney Bob, Smith & Associates
Jeremy Solomon, Esq.

Claims Service Qual-Lynx
Kathy Kissane, Anthony Jones

Safety Director/Law Enforcement J.A. Montgomery Risk Control
Paul Shives, Don Ruprecht

Treasurer **Rich Lorentzen**

ALSO PRESENT:

Amy Pieroni, North American Insurance Management
Lindsay Travali, North American Insurance Management
Michael Avalone, Conner Strong & Buckelew
Dominic Cinelli, Brown & Brown

MINUTES: June 15, 2022 Open Minutes

MOTION TO APPROVE MINUTES FOR JUNE 15, 2022

Moved:	Commissioner Frankel
Second:	Commissioner Nancy Costa
Vote:	Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR'S REPORT

CYBER LIABILITY UPDATE:

CYBER TRAINING D2: Included in the agenda was the monthly status report from D2, recapping members' participation and training to date. Executive Director reviewed the report and reminded members on the importance of the training.

CYBER JIF FILING: As previously reported, the MEL had researched the idea of forming a Cyber JIF which will provide coverage and jointly purchase basic risk control services to help protect members from this exposure. Executive Director reported PERMA has formally filed with the New Jersey Departments of Banking and Insurance and Community Affairs to form the JIF. Executive Director said the Department responded with only cosmetic changes to the submitted filing.

MEMBERSHIP RENEWALS: Executive Director said the Central JIF has three members renewing their fund membership are Edison, Dunellen, and East Brunswick; renewal documents will be sent out shortly following the meeting.

2023 UNDERWRITING RENEWAL MEMO: The MEL Underwriting Manager released a memorandum to all MEL members and Risk Management Consultants in preparation of the 2023 renewal and it's included in the agenda. This memo gives a brief overview of the critical exposure collection items that are included in Origami as well as information contained in the MEL Coverage Bulletins. Executive Director reminded members when updating property in Origami, buildings greater than \$10 million require the Sprinkler question to be answered.

RISK MANAGEMENT INFORMATION/OPERATING SYSTEM (RMIS): Executive Director said Members and Risk Managers will receive an email with a link to renewal worksheets - to begin the 2022 underwriting renewal during the month of July with an August 31st completion date.

2021 AUDIT REPORT AND ACTUARY VALUATION REPORT: Executive Director reported the 2021 Audit Report, Actuarial Certification & Statement of Actuarial Opinion has been filed with the State. The Synopsis of the Audit has been advertised in the Fund's newspaper.

2022 COVERAGE DOCUMENTS: Executive Director said the fund office has uploaded member policies to the Fund's Risk Management Information System (Origami). We will email Fund Commissioners and Risk Management Consultants when the process is complete. The MEL RMIS system with Origami will only store policies for 3 years so it is imperative that members download the policies and save them on their local system to comply with record retention requirements.

AUGUST MEETING CANCELLATION: Historically, the JIF has voted to cancel the August meeting, and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, Resolution 28-22 authorizing this action is

included in the agenda. Ms. Kissane asked to keep the August claims meeting as scheduled to avoid an overload of claims at the September committee meeting. Chairman Northgrave agreed to Ms. Kissane suggestion and asked for motion to cancel the August Fund meeting, keep the claims meeting, and change it to Zoom.

MOTION TO ADOPT RESOLUTION 28-22 AUTHORIZING THE CANCELLATION OF THE AUGUST MEETING AND TO PROCESS ANY NECESSARY CLAIM PAYMENTS AND PROFESSIONAL FEES FOR THE MONTH:

Moved: Commissioner Costa
 Second: Commissioner Criscuolo
 Roll Call Vote: 10 Ayes - 0 Nays

SEPTEMBER THRU NOVEMBER MEETINGS: As a reminder, the Executive Committee agreed to move the location of the remainder and future meetings to the YMCA at the Piscataway Community Center in the multi-purpose room.

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. Executive Director reported the Fund currently has a surplus of \$6.7 million as of May 31st which was a cumulation of the passing down of the Covid-19 claims to the local JIFs, and downturn of investments in the JCMI due to the interest rates. The investments will correct themselves once the securities mature. Executive Director reviewed the Claims Management Report as of May 31st, which measures our actual losses versus the actuarial projection and reported 2022 and 2021 are running higher than projected, it's still early to write off 2022, but 2021 was affected by Covid-19 and significant property losses. Years 2018-2020 are running better than projected. and asked if there were any questions, there were none, and concluded his report.

Reports Made Part of Minutes.

TREASURER: Treasurer presented the Bill's List and treasurer report.

RESOLUTION 29-22 JULY PAYMENTS

Fund Year Closed	\$1,150,837.87
Fund Year 2021	\$120,522.00
Fund Year 2022	\$1,666,906.44
Total	\$2,938,266.31

MOTION TO ADOPT RESOLUTION 29-22 JULY BILLS LIST, AS SUBMITTED:

Moved: Commissioner Frankel
 Second: Commissioner Nancy Costa
 Roll Call Vote: 10 Ayes - 0 Nays

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

CLAIMS/ MANAGED CARE:

CLAIMS: Claims Manager said included in the agenda was the June workers compensation ratio report showed there were 5% indemnity claims, 95% medical only. There were 22 claims in June.

The subrogation recovery report shows \$100,326.55 recovered for the month of June, and almost \$305,013.11 for the year. The Claims Committee met and reviewed 15 PARs, prior to the JIF meeting, for July.

COVID 19 EXECUTIVE SUMMARY: Included in the agenda was the summary report breaking down the cost of Covid-19 claims by JIF, department, and vaccination status. Ms. Kissane reported from February to June 30th Qual-Lynx has received an additional 675 claims, which account for 10% of the total incurred dollars for the 14 other JIFs Qual Lynx tracks. Police Departments comprise of over half of the Covid claims for the Fund. Ms. Kissane said the remainder of the report is informational. Executive Director asked for the future reports to be broken down by Fund Year as well. Ms. Kissane will update the reports as requested.

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

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

Moved:	Commissioner Frankel
Second:	Commissioner Nancy Costa
Roll Call Vote:	10 Ayes – 0 Nays

MANAGED CARE:

MANAGED CARE: Ms. Kissane, in the absence of the managed care provider, said the report reflected 405 bills for the month of June totaling \$560,715.75, \$179,446.87 was paid yielding a savings of \$381,268.88 or 68% with a network penetration of 99%. Ms. Kissane added the more care provided in network the greater the savings.

Executive Director, for the new Fund Commissioners, said anywhere from 97% to 99% network utilization is excellent and the Fund has a better rating than a number of the Funds in the MEL system. Ms. Kissane said we already have \$1.9 million in savings.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED: Executive Director said there were 15 certificates issued from 5/22/2022 to 6/22/2022.

CYBER COMPLIANCE REPORT – AS OF 6/30/2022: Included in the agenda was the cyber compliance report as of 6/30/22. Executive Director encouraged members to reach out to the Underwriting Manager for any questions. In response to Chairman Northgrave, Executive Director said the Underwriting Manager will be focusing on changes in the cyber marketplace and carrier requirements such as extra controls to be in place (i.e., MFA) to be considered for Excess Coverage; as primary Cyber coverage will be offered through the Cyber JIF come 1/1/23.

List of Certificates made part of the minutes.

MARKETING MANAGER:

MARKETING MANAGER REPORT: Marketing Manager reported the Fund had inquiries from 4 entities, but a report cannot be provided until the reservation of rights has passed.

SAFETY DIRECTOR:

SAFETY DIRECTOR REPORT: Safety Director said the report was included in the agenda. The report included a list of loss control visits, meetings, bulletins that went out and the MSI Now/DVD usage for the month of June. Also included in the report was a link directing members to the schedule of upcoming webinars and classes being offered. Safety

Director said a final enrollment period for the Leadership Academy and additional classes for confined space will be offered prior to years end.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Costa
Second:	Commissioner Vornlocker
Vote:	Unanimous

Meeting adjournment at 2:18 p.m.

Prepared by Brandon Tracy, Account Manager for

Nancy Costa, Secretary