

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
November 18, 2019  
PISCATAWAY MUNICIPAL BUILDING, PISCATAWAY, NJ**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 2:00 P.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
Nancy Costa, Secretary, Township of Hillsborough	Absent
Robert Vornlocker, Township of Franklin	Absent
Michael Gross, City of South Amboy	Present
Timothy Dacey, Piscataway	Present
John Bennett, Township of Woodbridge	Present
Edward Kirschenbaum, Borough of Belmar	Absent
Jay Muldoon, Borough of Metuchen	Absent
Marcia Karrow, Borough of Middlesex	Present

**ALSO PRESENT:**

Jeremy Solomon, Bob Smith & Associates  
Michael Rose, Capehart & Scatchard  
Kathy Kissane, Qual Lynx  
Tony Jones, Qual Lynx  
Jay McManus, NAIMC  
Amy Pieroni, Acrisure  
Dom Cinelli, Brown & Brown  
Paul Shives, JA Montgomery Risk Control  
Don Ruprecht, JA Montgomery Risk Control  
Scott Thompson, JA Montgomery Risk Control  
Ilene Laursen, Conner Strong & Buckelew  
Joseph Hrubash, Perma  
Brad Stokes, Perma  
Rachel Chwastek, Perma

**MINUTES:** October 16, 2019 Open Minutes

**MOTION TO APPROVE MINUTES FOR OCTOBER 16, 2019**

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

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR:**

**2020 Budget** – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2020 in the amount of \$14,894,120. Since then, there was reduction of \$4,047 on the MEL Premium, so the revised amount is \$14,890,073. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality. This is the Public Hearing on the proposed budget.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2020 BUDGET**

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

**MOTION TO CLOSE THE PUBLIC HEARING ON THE 2020 BUDGET**

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

**MOTION TO ADOPT THE 2020 BUDGET AND CERTIFY ASSESSMENTS**

Moved: Commissioner Frankel  
Second: Commissioner Bennett  
Roll Call Vote: 6 Ayes, 0 Nays

**Risk Management Plan Amendment:** Included in the agenda was a memorandum regarding a proposed change to the Fund’s Risk Management Plan. The changes are concerning the long term nature of the exposure from S-477 relating to sexual molestation. Specifically, this amendment minimizes the risk that the JIF may have to assess a former member years or decades after the member has left the JIF by holding in escrow the former member’s share of dividends until the statute of limitations has tolled.

This amendment also assesses members a charge when they leave the Fund for stranded costs related to the costs that will be paid by the JIF to administer claims incurred while the former member was in the JIF.

**MOTION TO APPROVE RESOLUTION 28-19 AMENDING THE PLAN OF RISK MANAGEMENT**

Moved: Commissioner Bennett  
Second: Commissioner Karrow  
Roll Call Vote: 6 Ayes, 0 Nays

**RCF Report:** The RCF met on October 16, 2019 at the Forsgate Country Club; a copy of Commissioner Northgrave's report was enclosed in the agenda. The Residual Claims Fund 2020 Budget was adopted. The next meeting of the RCF will be on January 2, 2020.

**EJIF Report:** The EJIF met on October 16, 2019 at the Forsgate Country Club; a copy of Commissioner Northgrave's report was enclosed in the agenda. The 2020 budget was adopted; the next meeting of the Fund is this Wednesday at the Sheraton in Atlantic City.

**MEL Report:** The MEL met on October 16, 2019 at the Forsgate Country Club; a copy of Commissioner Northgrave's report was enclosed in the agenda. The MEL's 2020 budget was introduced and will be adopted this Wednesday at the Sheraton Hotel in Atlantic City at 12:30.

**MEL, RCF & EJIF Representative** - The fund should elect its representative to the MEL, RCF & EJIF for the 2020 Fund Year.

**MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2020 REPRESENTATIVE TO THE MUNIICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

**MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2020 REPRESENTATIVE TO THE RESIDUAL CLAIMS FUND JOINT INSURANCE FUND**

**MOTION TO ELECT WILLIAM NORTHGRAVE AS THE CENTRAL JERSEY JOINT INSURANCE FUND'S 2020 REPRESENTATIVE TO THE ENVIRONMENTAL JOINT INSURANCE FUND**

Moved:	Commissioner Bennett
Second:	Commissioner Karrow
Vote:	6 Ayes, 0 Nays

**Potential New Membership** – The Executive Director's office has received two applications for potential new members. The marketing manager advised those two entities have current quotes from the JIF and there is another they are working on.

**December Meeting Date** – Historically, the JIF has voted to cancel the December meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, Resolution 27-19 authorizing this action is part of the agenda.

A special meeting may be called if we have to act on new membership.

**MOTION TO APPROVE RESOLUTION 27-19 CANCELLING THE DECEMBER MEETING**

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

**Central JIF Monitoring Reports** – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports. As of 9/30/2019, the Central’s surplus is at 8.0 million, the reduction in surplus, a direct effect of paying off the additional assessments. The surplus is generated by running ahead of the actuary’s projections and all the lines are running well, 2019 property has some time to turn around. The LTAF report shows the Central JIF is 1.32. The safety program and claims management are really working in the Central JIF.

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

Reports Made Part of Minutes.

**TREASURER:** Included in the agenda was the November Bill’s List.

**RESOLUTION 26-19 NOVEMBER 2019 VOUCHER PAYMENTS**

2019	\$	191,516.98
	\$	<b>191,516.98</b>

**MOTION TO ADOPT RESOLUTION 26-19, THE NOVEMBER VOUCHER PAYMENT LIST AS SUBMITTED:**

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

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

**CLAIMS/ MANAGED CARE:**

**CLAIMS** – Kathy Kissane reported the Claims Committee reviewed the PAR’s for October today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for October.

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

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

Moved: Commissioner Gross  
Second: Commissioner Dacey

Roll Call Vote: 6 Ayes, 0 Nays

**MANAGED CARE:**

**CLAIMS** – Kathy Kissane reported a total number 264 bills totaling \$467,761.85 came in, \$116,610.43 was paid yielding a savings of \$351,151.42 or 75% with a network penetration of 99%.

The Executive Director commented that 99% network penetration is the highest of all of their managed JIFs.

**UNDERWRITING MANAGER** – There were 13 certificates were issued 9/22/2019 to 10/22/2019.

List of Certificates made part of the minutes.

**MARKETING MANAGER:** – Amy Pieroni advised she had nothing further to report.

**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 November. Mr. Shives advised the 10/22/2019 “DER Training” went well. He also advised two model policies have been added to the MEL website, under the MSI page, the Safety and Protection of Minors and Domestic Violence Policy. There will be training at the league for the Safety and Protection of Minors. He 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: 6 Ayes, 0 Nays

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

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Nancy Costa, Secretary