

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
July 20, 2016
PISCATAWAY
MUNICIPAL COMPLEX**

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

ROLL CALL OF THE 2016 EXECUTIVE COMMITTEE

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

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Raven Williams, Township of Franklin
Donna Setzer, Qual Lynx
Bob Fox, Qual Lynx
Tony Jones, Qual Lynx
Amy Pieroni, North American Insurance Management
Jay McManus, North American Insurance Management
George Crosby, BGIA
Ilene Laursen, Conner Strong & Buckelew
Don Ruprecht, JA Montgomery Risk Control
Nicholas Pizzuto, Ameri-health Casualty
Joseph Hrubash, PERMA
Rachel Chwastek, PERMA

MINUTES: June 15, 2016 Minutes

MOTION TO APPROVE MINUTES FOR JUNE 15, 2016

Moved:	Commissioner Criscuolo
Second:	Commissioner Frankel
Vote:	4 Ayes, 0 Nays

CORRESPONDENCE: None

EXECUTIVE DIRECTOR'S REPORT – Executive Director reviewed the pro forma reports for the Central JIF. The Central JIF has a surplus of \$3.8 million, a cash balance of \$12.8 million. The expected loss ratio report, which shows how the fund is compared to the actuary's targets, and all years are running better actuary's expectations. The Fund's loss time accident frequency sits fourth in the state at 1.05, which is outstanding.

Asset Manager Contract: The Central Jersey JIF elected to participate in the Banking Services & Asset Management program that was bid by the MEL/RCF & EJIF. The MEL Fund Attorney negotiated with Wilmington Trust on a number of clauses in the Fund's professional service agreement and Wilmington's Account Management Agreement. The Central JIF adopted these revisions. The MEL Fund Attorney did additional negotiations on the "order of precedence". The JIF's attorney has reviewed the changes. Enclosed in appendix II is an addendum to reflect these further changes.

MOTION TO APPROVE REVISIONS TO THE MANAGEMENT AGREEMENT WITH WILMINGTON TRUST

Moved:	Commissioner Frankel
Second:	Commissioner Northgrave
Vote:	4 Ayes, 0 Nays

2017 Renewal Online Underwriting Database: Members and risk managers have received notification that the database is set up to begin the 2017 underwriting renewal. The deadline to submit schedules is August 15th.

Employment Practices Program: As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL's webpage - www.njmel.org - which details changes to the MEL's Model Personnel Manual and information on training program requirements. Members have until October 1st to submit checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel. The checklist appeared in the agenda and is due 10/1/2016.

Police Supervisor Training - Lodi Police Chief Vincent Quatrone conducted a session in Piscataway on June 20th; we are working on another date, possibly in Edison, in the coming weeks.

Managers & Supervisors Training - Employment Practices Risk Management Program also includes mandatory training of management. Several sessions have been held. We are working with the offices of Lori Dvorak to add additional classes and will notify member towns once the dates are set.

Membership Renewals – The Fund had two members up for renewal on June 30, 2016. We have received renewal documents from both Piscataway and Woodbridge.

2016 Assessment/Second Installment – Statements of accounts for second installment billings were mailed out and were due back to the Treasurer by July 15, 2016. The treasurer advised he had received about half.

2016 Member Manuals – The Fund Office will be distributing the 2016 coverage documents to Fund Commissioners and Risk Managers by the end of July.

Audit Report and Actuary Valuation Report as of December 31, 2015 – The 2015 Year End 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.

Risk Management Consultant Agreements – RMCs are reminded to please submit their risk management consultant agreements to the fund office. We will not process further payments to consultants unless we have the signed agreements.

EJIF Bulletin on Property Acquisition – The EJIF has issued an updated bulletin regarding the acquisition of properties by member municipalities and agencies. There has been an increase in the number of inquires in acquiring vacant properties and the attached bulletin lays out the due diligence required before obtaining property.

Safety Committee Meeting – The Safety Committee met earlier today to discuss a safety incentive program for our Fire Districts and First Aid Squads. A verbal report was made.

MOTION TO APPROVE FIRE DISTRICT/FIRST AID SQUAD SAFETY INCENTIVE PILOT PROGRAM

Moved:	Commissioner Northgrave
Second:	Commissioner Frankel
Vote:	4 Ayes, 0 Nays

Cyber Ad Hoc Committee – The ad hoc committee is in the process of scheduling their next meeting. The Executive Director met with Pivot Point Security to discuss the risk assessment services they provide which includes intrusion testing, vulnerability testing, etc. We should consider having this vendor provide a presentation for the ad hoc committee.

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 22-16 authorizing this action was included in the agenda.

MOTION TO APPROVE RESOLUTION 22-16 CANCELLING AUGUST MEETING

Moved:	Commissioner Northgrave
Second:	Commissioner Criscuolo
Vote:	4 Ayes, 0 Nays

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 23-16 JULY 2016 VOUCHER PAYMENTS

2015	\$	81,591.86
2016	\$	1,139,298.67
TOTAL	\$	1,220,890.53

RESOLUTION 24-16 JULY SUPPLEMENTAL 2016 VOUCHER PAYMENTS

2016	\$	176,516.45
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**MOTION TO ADOPT RESOLUTIONS 23-16 AND RESOLUTION 24-16
APPROVING THE JULY VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved:	Commissioner Frankel
Second:	Commissioner Criscuolo
Roll Call Vote:	4 Ayes, 0 Nays

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

CLAIMS/ MANAGED CARE:

CLAIMS – Tony Jones reported the Claims Committee reviewed the PAR's for July today. Claims Manager respectfully requested a motion to ratify the PAR's that were submitted to the Claims Committee today for July.

PAYMENT AUTHORIZATION REQUESTS: Executive 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 Criscuolo
Second:	Commissioner Frankel
Roll Call Vote:	6 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 73% with a network penetration of 97%. Ms. Setzer also reported on the savings below UCR was 68%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – The Executive Director reported the list of Certificates issued was submitted showing 26 certificates issued 5/23/2016 through 6/21/2016.

List of Certificates made part of the minutes.

MARKETING MANAGER: – The marketing manager distributed the marketing report, asked the commissioners if they had any questions and then concluded their report.

SAFETY DIRECTOR: – Don Ruprecht advised the Safety Director’s report was included in the agenda. The report included a list of loss control activities for the month of June, the local MSI classes, and a Safety Director Bulletin on Summertime and High Visibility Apparel. He advised Loss Control Reports will now be distributed electronically. He asked if there were any questions and then concluded his report.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Northgrave
Second:	Commissioner Criscuolo
Vote:	Unanimous

Meeting adjournment at 2:26 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Daniel Frankel, Secretary

RESOLUTION NO. 22-16

CENTRAL JERSEY JOINT INSURANCE FUND

**RESOLUTION AUTHORIZING THE CANCELATION OF THE AUGUST MEETING AND
THE CONTINUANCE OF CONTRACTUAL PAYMENTS AND AUTHORIZATION FOR
ALL PROFESSIONALS TO CONTINUE SERVICES UNTIL THE
SEPTEMBER MEETING**

WHEREAS, the Central Jersey JIF has, in recent years, canceled its regular meeting schedule for the month of August; and

WHEREAS, by way of this resolution, the August meeting is hereby canceled and the Treasurer is directed to continue to make, during the months of July and August, all contractual payments which customarily become due and the professionals are directed to continue to perform their services, with the understanding that any and all actions that they take shall be confirmed at the September 21, 2016 meeting, except in the case of emergency or a matter which would be deemed by General Counsel to be extraordinary, authorization shall be sought from the Chairman and/or Secretary of the Central Jersey JIF.

BE IT RESOLVED, by the Commissioners of the Central Jersey Joint Insurance Fund as follows:

The regular scheduled meeting for August is hereby canceled.

The Treasurer is authorized to make payment for all contracted services for August and September as same are usually paid for notwithstanding that there will not be a meeting in August to confirm those payments.

All professionals are directed to proceed in the normal course to take any and all steps necessary to resolve cases which are outstanding for which the JIF will confirm their actions at the September meeting, the only exception being if there is an item which is deemed to be extraordinary by General Counsel, authorization shall be sought either by the Chairman, Vice Chairman or the Secretary of the Fund before that action is take by the professional.

Central Jersey Joint Insurance Fund

RESOLUTION NO. 23-16

**CENTRAL JERSEY JOINT INSURANCE FUND
BILLS LIST – JULY 2016**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Central Jersey Joint Insurance Fund’s Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR CLOSED

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001026			
001026	INDIAN HARBOR INSURANCE CO.	OUTSTNDNG CO-INSUR PYMNTS EDISON TWP JUL	81,591.86
			81,591.86
		Total Payments Closed Year	81,591.86

FUND YEAR 2016

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001027			
001027	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 3RD QTR 2016	4,186.32
			4,186.32
001028			
001028	QUAL-LYNX	MANAGED CARE FEE 07/2016	14,143.44
			14,143.44
001029			
001029	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 3RD QTR 2016	126,382.63
001029	MUNICIPAL EXCESS LIABILITY JIF	MEL 3RD QTR 2016	638,400.39
			764,783.02
001030			
001030	NEW JERSEY MUNICIPAL ENVIRON.	EJIF 2ND 2016 INSTALLMENT	183,790.84
			183,790.84
001031			
001031	ACRISURE, LLC	MARKETING MANAGER FEE 07/2016	10,159.17
			10,159.17
001032			
001032	QUAL-LYNX	CLAIMS ADMIN - 07/2016	40,320.75
			40,320.75
001033			
001033	J. A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 07/2016	10,321.13
			10,321.13
001034			
001034	PERMA RISK MANAGEMENT SERVICES	POSTAGE FEE 06/2016	7.89
001034	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 07/2016	45,105.67
			45,113.56
001035			
001035	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 07/2016	2,698.58
001035	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 06/2016	2,698.58

			5,397.16
001036			
001036	NEWTECH SERVICES INC.	MONTHLY WEBSITE MAINTENANCE/HOSTNG 7/16	75.00
			75.00
001037			
001037	RICHARD LORENTZEN	TREASURER FEE 07/2016	1,399.17
			1,399.17
001038			
001038	BOB SMITH & ASSOCIATES	LITIGATION MANAGEMENT - 06/2016	1,621.50
001038	BOB SMITH & ASSOCIATES	ATTORNEY FEE 06/2016	3,536.75
			5,158.25
001039			
001039	CEDAR GROVE CAFE AGC LLC	MEETING EXPENSE - 6/15/16	232.33
001039	CEDAR GROVE CAFE AGC LLC	MEETING EXPENSE - 5/18/16	232.33
			464.66
001040			
001040	MUNICIPAL EXCESS LIABILITY JIF	MSI 3RD QTR 2016	15,716.50
			15,716.50
001041			
001041	CONNER STRONG & BUCKELEW	RMC FEE 2ND 2016 - HILLSBOROUGH	17,766.50
			17,766.50
001042			
001042	RUSSO & ASSOCIATE LLC	INTERNAL AUDITOR FEE - 6/24/16	2,837.61
			2,837.61
001043			
001043	ALLSTATE INFORMATION MANAGEMNT	ACCT: 225 - ACT & STOR - 05/31/2016	27.84
			27.84
001044			
001044	VINCENT QUATRONE	POLICE COMMAND STAFF TRNG - PISCATAWAY	600.00
			600.00
001045			
001045	ACRISURE, LLC	RMC FEE 3RD & 4TH QTR 2016 SOUTH AMBOY	17,037.75
			17,037.75
	Total Payments FY 2016	1,139,298.67	

TOTAL PAYMENTS ALL FUND YEARS \$ 1,220,890.53