

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
December 20, 2017
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 2017 EXECUTIVE COMMITTEE

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| Robert Landolfi, Township of Woodbridge | Present |
| Daniel Frankel, Borough of Sayreville | Present (<i>via telephone</i>) |
| William Northgrave, Township of Edison | Present |
| Robert Vornlocker, Township of Franklin | Present |
| Nancy Costa, Township of Hillsborough | Absent |
| Michael Gross, City of South Amboy | Present |
| Timothy Dacey, Township of Piscataway | Present |
| Colleen Connolly, Borough of Belmar | Absent |

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Caty Lambe, Qual Lynx
Tony Jones, Qual Lynx
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Don Ruprecht, JA Montgomery Risk Control
Ilene Laursen, CSB
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: November 20, 2017 Open Minutes

MOTION TO APPROVE MINUTES FOR NOVEMBER 20, 2017

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|---------|--------------------|
| Moved: | Commissioner Dacey |
| Second: | Commissioner Gross |
| Vote: | 6 Ayes, 0 Nays |

CORRESPONDENCE: None.

ANNOUNCEMENT: Chairman Landolfi announced this would be his last official meeting, as he is retiring 12/31/2017.

EXECUTIVE DIRECTOR:

2018 1st Installment Billings – At last month’s meeting, the 2018 assessments by member were certified. Assessment bills were emailed to commissioners and risk managers and mailed to commissioners via certified mail on December 12th; the due date is January 15, 2018.

RCF- The Residual Claims Fund has scheduled its 2018 Reorganization meeting for Wednesday, January 3, 2018 at 10:30 am at the Forsgate Country Club.

EJIF - The EJIF Board of Fund Commissioners met on November 15th at the Sheraton Hotel in Atlantic City. A copy of Commissioner Landolfi’s report on the meeting was enclosed in the agenda.

The EJIF’s 2018 Reorganization meeting is scheduled for 10:50 am on Wednesday, January 3, 2018 at the Forsgate Country Club.

MEL - The MEL Board of Fund Commissioners conducted its public hearing on the 2018 budget on November 15th in the Atlantic City Convention Center. Enclosed in the agenda was Commissioner Landolfi’s report on the meeting along with the adopted budget.

The 2018 Reorganization meeting for the MEL is scheduled for Wednesday, January 3, 2018 at 11:15 am at the Forsgate Country Club located in Jamesburg, NJ.

January Reorganization Meeting – Safety Luncheon - The Fund’s 2018 Reorganization meeting is scheduled for Thursday, January 11, 2018 at 11 am at Rutgers. At 12 PM, the Annual Safety Luncheon will take place at Rutgers Visitor Center, 100 Stuphen Rd., Piscataway, NJ 08854.

The Fund Claims Committee will also meet on the 11th at 10:30 AM at the Visitors Center.

Nominating Committee 2018 – The Executive Director advised the Chairman should appoint Commissioners to the Nominating Committee for 2018. The Chairman appointed Robert Vornlocker and Michael Gross.

MEL Mobile Application – The MEL updated its website (njmel.org) and launched a mobile application in November. We encourage everyone to download the mobile application and register for a “role(s)”. The MEL will use the mobile application to issue “push alerts” based on municipal and authority roles.

By registering for a “role(s)”, you will be able to limit alerts to information meaningful to you. Enclosed in the agenda was the material mailed to members in November providing instructions to download and register.

Cyber Task Force – The MEL’s Cyber Task Force has been working on minimum standards for Cyber Security. The MEL will provide some reimbursement of cyber - liability claim deductibles

for members who are compliant. The Task Force met on December 4th for its final review of the standards.

MEL Cyber Risk Management Program - The MEL Underwriting Manager has distributed Minimum Technology Proficiency Standards to help members establish a program to set minimum standards that are designed to reduce the majority of cybersecurity risk facing each member entity. These standards also provide an effective pathway to system and data recovery in the event of a cyber security incident.

Public Officials / Employment Practices Changes – The Underwriting Manager recently issued MEL Bulletin 17-34 outing two positive changes to the POL/EPL Program. QBE is providing \$1,000,000 of Land Use Claims coverage to all members for 2018. This is a significant enhancement from the \$150,000 offered in 2017.

The other change is a revised Policy Form that brings the Public Officials & Employment Practices program in line with policy language standards in the marketplace.

Risk Management Information/Operating System (RMIS) - The MEL awarded a contract to Origami Risk to provide the online underwriting database; anticipated launch date is early January 2018. This past summer marked the last renewal utilizing the Exigis program. The system will remain locked as the data is transitioned to the new platform and verified. Once verification is complete, then the new platform will be made available to members to amend their schedules. We are also working with Origami on training.

Please hold on to any exposure changes until after January 1st. Any significant changes in valuation should be reported to the Fund Office.

Central JIF Monitoring Reports – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports, and advised the fund is doing well. As of 10/31/2017, the Central’s surplus is \$6,500,000 and the expected loss ratio is running ahead of actuary’s targets, which correlates with the financial fast track. The Safety Director advised that Central is third in Loss Time Accident Frequency, which is very good, especially considering the two JIFs ahead of Central do not have the massive DPW and police departments that Central contains.

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 28-17 DECEMBER 2017 VOUCHER PAYMENTS

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|--------------|----------------------|
| 2017 | \$ 824,711.18 |
| Total | \$ 824,711.18 |

MOTION TO ADOPT RESOLUTION 28-17 APPROVING THE VOUCHER PAYMENT LIST, AS SUBMITTED:

Moved: Commissioner Gross
Second: Commissioner Northgrave
Roll Call Vote: 6 Ayes, 0 Nays

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

CLAIMS/ MANAGED CARE:

CLAIMS – Caty Lambe reported the Claims Committee reviewed the PAR’s for December today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for December.

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

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

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

MANAGED CARE:

CLAIMS – Caty Lambe reported the Claims Committee reviewed the PAR’s for December today. She reported savings was at 74% with a network penetration of 98%.

UNDERWRITING MANAGER:

LIST OF CERTIFICATES ISSUED – Ms. Chwastek advised 10 certificates were issued 10/22/2017 to 11/21/2017.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Ms. Pieroni advised the Commissioners the marketing team has a list of possible members for 2018. She wished everyone a Happy New Year and told Mr. Landolfi he would be missed.

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 November and scheduled MSI Training Programs through February. The agenda also included a MEL Safety

Institute Bulletin on Disposal of Improperly Discarded Syringes. Mr. Ruprecht read a report from Keith Hummel regarding his meet with Keith Hubner of the Woodbridge Township Police Department on December 5th, discussing JA Montgomery services for the Police Department. The Chief was receptive and a more in-depth meeting will be scheduled in the beginning of 2018. Mr. Ruprecht advised regional training held on December 5th – Preventing Sexual Harassment Workshop – was well received, although lightly attended. The Safety Director’s office has distributed information regarding the MEL Leadership Classes to be held in 2018. 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

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|---------|-------------------------|
| Moved: | Commissioner Northgrave |
| Second: | Commissioner Vornlocker |
| Vote: | Unanimous |

Meeting adjournment at 2:28 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

William Northgrave, Secretary