

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
February 15, 2017  
PISCATAWAY MUNICIPAL COMPLEX**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 11:00 A.M.  
OPEN PUBLIC MEETING STATEMENT READ INTO RECORD  
PLEDGE OF ALLEGIANCE**

**ROLL CALL OF THE 2017 EXECUTIVE COMMITTEE**

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

**ALSO PRESENT:**

Jeremy Solomon, Bob Smith & Associates  
Richard Lorentzen, Treasurer  
Donna Setzer, Qual Lynx  
Tony Jones, Qual Lynx  
Caty Lambe, Qual Lynx  
Jay McManus, North American Insurance Management  
Amy Pieroni, North American Insurance Management  
Don Ruprecht, JA Montgomery Risk Control  
Joseph Hrubash, Conner Strong & Buckelew  
Rachel Chwastek, Perma

**MINUTES:** January 18, 2017 Open Minutes

**MOTION TO APPROVE MINUTES FOR JANUARY 18, 2017**

Moved:	Commissioner Gross
Second:	Commissioner Vornlocker
Vote:	Unanimous

**CORRESPONDENCE:** None

The Chairman advised that the due diligence reports for the fund were not available for this meeting, and asked the Executive Director to explain the situation to the committee.

The Executive Director advised Qual Lynx is transitioning to a new robust system, however there a few bugs to be worked out and this should be corrected for the next JIF meeting.

**EXECUTIVE DIRECTOR'S REPORT** – The Executive Director advised he had two action items for this meeting, and at the end of his report two procedural items to discuss.

**2017 Meeting Schedule** – The Executive Director has a conflict with the April meeting date and is requesting to move the date to the week before, April 12<sup>th</sup>. Several Commissioners have indicated that this date is open with their schedules. We are asking if all Commissioners confirm that this date is acceptable. The claims committee meeting would also be changed.

**MOTION TO CHANGE THE FUND'S APRIL MEETING TO APRIL 12, 2017 AT 2:00 PM AT THE PISCATAWAY MUNICIPAL BUILDING**

Moved:	Commissioner Gross
Second:	Commissioner Northgrave
Vote:	5 Ayes, 0 Nays

**2017 PRIMA Conference** – In the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Phoenix from June 4–7. Resolution 12-17 authorizing travel expense was included in the agenda.

**MOTION TO ADOPT RESOLUTION 12-17 AUTHORIZING CONFERENCE ATTENDANCE**

Moved:	Commissioner Criscuolo
Second:	Commissioner Gross
Vote:	5 Ayes, 0 Nays

The Chairman advised any Commissioners interested in attending to notify the Executive Director's office.

**2017 MEL Board of Fund Commissioners Retreat:** The MEL Board of Fund Commissioners will hold its one-day annual retreat on Friday, February 17<sup>th</sup> at the Princeton Marriott at Forrestal in Princeton. The Chairman will be leading the management committee at the retreat and there will be panel discussion about the MEL's 30<sup>th</sup> anniversary.

**2017 MEL & MR HIF Educational Seminar:** The 7th annual seminar is scheduled for Friday, April 21<sup>st</sup>, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Included in the agenda was the enrollment form which will also be distributed by email to fund

commissioners and risk managers. The Executive Director advised there will be panel for discussion of Cyber Liability Risk Control.

**Elected Officials Training Course:** Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials completing the course by May 1<sup>st</sup>.

The fund office is in the process of scheduling sessions for each member. Additional courses are expected to be offered throughout the state. Once class locations and dates are confirmed the schedule will be posted on the MEL website at njmel.org. This course is also available on-line. Included in the agenda were directions to take the class on-line.

**League Magazine** – Included in the agenda was the latest in the series of Power of Collaboration: to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights the MEL Safety Institute.

**Cyber Ad Hoc Committee** – Commissioner Criscuolo advised the Committee is working on the roll-out. They have also added a South Amboy contact to the Committee and look forward to scheduling the sessions.

**Inclement Weather Procedure:** As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairman if the meeting should be canceled. In the event of an early morning or evening meeting(s), PERMA will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

**Coverage Committee:** The Executive Director advised the Coverage Committee was discussing Quasis, and Woodbridge Affordable Housing was approved as a Quasi, however, they should be changed to a Additional Insured to match the insurance description of the entity.

**MOTION TO CHANGE WOODBRIDGE AFFORDABLE HOUSING'S STATUS FROM QUASI TO ADDITIONAL INSURED:**

Moved:	Commissioner Gross
Second:	Commissioner Criscuolo
Vote:	5 Ayes, 0 Nays

The Executive Director also advised that Evergreen Skate Park of Woodbridge was approved many years ago, however a motion would be in order as a housekeeping item for confirm coverage.

**MOTION TO CONFIRM COVERAGE OF EVERGREEN SKATE PARK OF WOODBRIDGE**

Moved: Commissioner Gross  
Second: Commissioner Northgrave  
Vote: 5 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 Lists.

**RESOLUTION 13-17 FEBRUARY 2017 VOUCHER PAYMENTS**

2016	\$ 66,872.20
2017	\$ 887,240.42

**RESOLUTION 14-17 FEBRUARY 2017 SUPPLEMENTAL VOUCHER PAYMENTS**

2017	\$ 1,427.19
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**MOTION TO ADOPT RESOLUTIONS 13-17 AND 14-17 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved: Commissioner Gross  
Second: Commissioner Northgrave  
Roll Call Vote: 5 Ayes, 0 Nays

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

**CLAIMS/ MANAGED CARE:**

**CLAIMS** – Claims Manager Tony Jones reported the Claims Committee reviewed the PAR's for February today. Claims Manager respectfully requested a motion to ratify the PAR's that were approved by the Claim Committee today for February.

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

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

Moved: Commissioner Criscuolo

Second:  
Roll Call Vote:

Commissioner Gross  
5 Ayes, 0 Nays

**MANAGED CARE:**

**CLAIMS** – Donna Setzer reported savings was at 80% with a network penetration of 95%. Ms. Setzer also reported on the savings below UCR was 57%.

**UNDERWRITING MANAGER**

**LIST OF CERTIFICATES ISSUED** – Mr. Joseph Hrubash advised 2 certificates were issued 12/22/2016 to 12/31/2016.

List of Certificates made part of the minutes.

**MARKETING MANAGER:** – No 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 January. The agenda also included two safety bulletins; Best Practices for Snow Emergencies, Conducting Motor Vehicle Record Checks and OSHA Recordkeeping – Annual Reminder. Mr. Ruprecht advised that all members should adopt the Safety Incentive Program by March 2017. He asked if there were any questions and then concluded his report.

Chairman Landolfi advised he thought the Safety Luncheon was excellent this year. The Executive Director concurred.

**RISK MANAGERS:** NONE

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN**

Moved: Commissioner Northgrave  
Second: Commissioner Vornlocker  
Vote: Unanimous

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

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Daniel Frankel, Secretary