

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
April 18, 2018
PISCATAWAY MUNICIPAL BUILDING
PISCATAWAY, NJ**

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

ROLL CALL OF THE 2018 EXECUTIVE COMMITTEE

William Northgrave, Chairman, Township of Edison	Present
Daniel Frankel, Vice Chairman, Borough of Sayreville	Present
Nancy Costa, Secretary, Township of Hillsborough	Present
Robert Vornlocker, Township of Franklin	Present
Michael Gross, City of South Amboy	Present
Timothy Dacey, Piscataway	Present
John Bennett, Township of Woodbridge	Present
Colleen Connolly, Borough of Belmar	Absent

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Lisa Gallo, Qual Lynx
Kathy Kissane, Qual Lynx
Tony Jones, Qual Lynx
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Paul Shives, JA Montgomery Risk Control
Don Ruprecht, JA Montgomery Risk Control
Ilene Laursen, CS&B
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: March 29, 2018 Open Minutes

MOTION TO APPROVE MINUTES FOR MARCH 29, 2018

Moved:	Commissioner Gross
Second:	Commissioner Frankel
Vote:	Unanimous

CORRESPONDENCE: Appointment of Additional Law Enforcement Professional – Paul Shives advised that a new staff member, former Police Chief Quatrone from Lodi has joined JA Montgomery and will assist with the new Police initiatives the JIF wants to implement.

EXECUTIVE DIRECTOR:

2018 PRIMA Conference – 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 Indianapolis from June 3–6. Please notify the Fund office if you are interested in attending.

2018 MEL & MR HIF Educational Seminar: The 8th annual seminar is scheduled for Friday, April 20th, 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.

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 official and Administrator completing the course by May 1st

The fund office is in the process of scheduling sessions for each member; additional courses are expected to be offered throughout the state. This course is also available on-line; enclosed on Page 5 are directions to take the class.

Residual Claims Fund Report: The Residual Claims Fund met on April 6, 2018 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Northgrave's report on the meeting.

MEL Report: The MEL met on April 6, 2018 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Northgrave's report on the meeting.

EJIF Report: The EJIF met on April 6, 2018 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Northgrave's report on the meeting.

2018/2019 Employment Practices Program: Correspondence will be distributed by the end of April announcing the 2018/2019 Compliance Program. Once released, members should visit the MEL's webpage www.njmel.org for changes to the MEL's Model Personnel Manual and information on training program requirements. Members have until October 1st to submit the 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.

2018 Financial Disclosures: The Local Finance Board issued the annual notice regarding filing of the Financial Disclosure forms. Local Government Officers may begin filing via the online system on April 5th and have until April 30th to complete the filing. The Fund office has advised Fund Commissioners and Professionals of the filing requirement.

Risk Management Information/Operating System (RMIS): The online underwriting database through Origami was launched mid-March; Fund Commissioners and Risk Management Consultants were provided login information, as well as, links to short training videos.

Origami will host training webinars once users have had an opportunity to login and utilize the online platform. Notification will be distributed once the webinars have been scheduled.

Central JIF Monitoring Reports – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports, and advised the fund is doing well. As of 1/31/2018, the Central’s surplus is \$7,425,701 and the expected loss ratio is running ahead of actuary’s targets, which correlates with the financial fast track. The Fund’s LTAF is 1.66 over three years, which is very good.

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 19-18 APRIL 2018 VOUCHER PAYMENTS

2018 \$ 716,971.65

MOTION TO ADOPT RESOLUTIONS 19-18 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved:	Commissioner Dacey
Second:	Commissioner Frankel
Vote:	7 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 April today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for April.

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

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

Moved: Commissioner Bennett
Second: Commissioner Costa
Vote: 7 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Lisa Gallo reported a total number 417 bills totaling \$613,371.06 came in, \$193,198.78 was paid yielding a savings of \$420,172.28 or 69% with a network penetration of 99%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – No Report.

MARKETING MANAGER: – No 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 March and a list of MSI training through June. Mr. Shives advised a safety bulletins was included in the agenda- Comprehensive Playground Inspection Programs. 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 ENTER CLOSED SESSION

Moved: Commissioner Costa
Second: Commissioner Bennett
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION

Moved: Commissioner Dacey
Second: Commissioner Frankel
Vote: Unanimous

MOTION TO ADJOURN

Moved:	Commissioner Gross
Second:	Commissioner Costa
Vote:	Unanimous

Meeting adjournment at 2:28 p.m.

Prepared by Rachel Chwastek, Assisting Secretary for

Nancy Costa, Secretary