

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
February 21, 2018
RUTGERS VISITOR CENTER, 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	Absent
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
Donna Setzer, Qual Lynx
Kathy Kissane, Qual Lynx
Tony Jones, Qual Lynx
George Crosby, BGIA
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, Conner Strong & Buckelew
Joseph Hrubash, Conner Strong & Buckelew
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: January 11, 2018 Open Minutes

MOTION TO APPROVE MINUTES FOR JANUARY 11, 2018

Moved:	Commissioner Gross
Second:	Commissioner Dacey
Vote:	Unanimous

CORRESPONDENCE: Risk Control Service Team Announcement. Mr. Hrubash introduced Paul Shives, who is taking over for Joanne Hall, who is retiring.

EXECUTIVE DIRECTOR:

Chairman Emeritus Position – The Fund Commissioners are desirous to create the position of Chairman Emeritus. Resolution 11-18 was included in the agenda.

Appointing Robert Landolfi as Emeritus Chairman – Resolution 12-18 was included in the agenda.

Defense Panel Rates – The Rules & Contracts Committee recently met to discuss the hourly rate for defense panel attorneys. The Committee, along with the Fund Attorney are recommending raising the hourly rate for General and Auto Liability cases to \$165.00 per hour. This is the first increase in rates since 2009 and will bring the rate in line with other Joint Insurance Funds and is included in the agenda as Resolution 13-18.

2018 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 Indianapolis from June 3–6. Resolution 14-18 authorizing travel expense was included in the agenda.

MEL/RCF/EJIF March 7th Meeting & Commissioners Retreat: The MEL, RCF and EJIF will be holding their March 7th meetings in conjunction with the MEL Annual Retreat at the Hyatt Regency Princeton.

Professional Service Contract Wording: The MEL attorney and staff reviewed the standard contract wording that is in most JIF contracts, including the Central JIF. Language was included in the RFQ forms that this review would be undertaken. There are minor revisions and updates that are being recommended. The Fund Office is recommending that the Rules and Contracts Committee review the changes and report back next month.

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. Attached 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 officials completing the course by May 1st. This year's elected officials training program focuses on "Land Use Liability and Technology Risk Management. The fund office is in the process of scheduling sessions for each member. This course will be available on-line in early March.

Members will also be asked to update the MEL's Employment Practices Program this year. Compliance includes updating Personnel Manuals, Training for Managers and Supervisors &

Police Command Staff and offering training to non-supervisory personnel. Information will be sent out in the next few months.

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 March. This past year 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.

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.

Central JIF Monitoring Reports – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports, and advised the fund is doing well. As of 12/31/2017, the Central’s surplus is \$7,396,536 and the expected loss ratio is running ahead of actuary’s targets, which correlates with the financial fast track. The Fund’s LTAF is 1.42 which is below the MEL average and down from 1.71 in the prior year.

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

MOTION TO PASS RESOLUTIONS 11-18 THROUGH 14-18 AS A CONSENT AGENDA

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

Reports Made Part of Minutes.

TREASURER: The Treasurer, Mr. Richard Lorentzen, presented the Bill’s List.

RESOLUTION 15-18 FEBRUARY 2018 VOUCHER PAYMENTS

2017	\$ 69,865.25
2018	\$ 768,336.48

MOTION TO ADOPT RESOLUTIONS 15-18, APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved:	Commissioner Costa
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Second: Commissioner Bennett
Vote: Unanimous

Mr. Lorentzen advised some signatories had left the fund, and therefore he would be adding Commissioners Costa and Bennett, with Northgrave, Frankel and himself already listed as signers.

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 February today. She 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 Costa
Second: Commissioner Frankel
Roll Call Vote: 6 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported a total number 250 bills totaling \$344,691.64 came in, \$139,795.86 was paid yielding a savings of \$204,895.78 or 59% with a network penetration of 97%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Ms. Chwastek advised 58 certificates were issued 12/23/2017 to 1/22/2018.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Marketing Manager advised there was report this month.

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 and a list of MSI training through April. He advised one member did borrow 5 videos and reminded the commissioners the MEL has a large library from which they can borrow. Mr. Ruprecht advised safety bulletins were included in the agenda and the Executive Safety Committee did have a

conference call to discuss regional trainings, which will be finalized and sent out shortly. 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 Dacey
Second:	Commissioner Costa
Vote:	Unanimous

Meeting adjournment at 2:18 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Nancy Costa, Secretary