

**CENTRAL JERSEY JOINT INSURANCE FUND  
MEETING MINUTES  
June 20, 2018  
PISCATAWAY MUNICIPAL BUILDING  
PISCATAWAY, NJ**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 2:00 P.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	Absent
Timothy Dacey, Piscataway	Present
John Bennett, Township of Woodbridge	Present (arrived 2:09PM)
Colleen Connolly, Borough of Belmar	Absent

**ALSO PRESENT:**

Jeremy Solomon, Bob Smith & Associates  
Richard Lorentzen, Treasurer  
Donna Setzer, Qual Lynx  
Kathy Kissane, Qual Lynx  
Jay McManus, North American Insurance Management  
Amy Pieroni, North American Insurance Management  
Paul Shives, JA Montgomery Risk Control  
Vincent Quatrone, JA Montgomery Risk Control  
Bob Morrison, Hodulik & Morrison  
Joseph Hrubash, Perma  
Brad Stokes, Perma  
Rachel Chwastek, Perma

**MINUTES:** May 16, 2018 Open Minutes

**MOTION TO APPROVE MINUTES FOR MAY 16, 2018**

Moved:	Commissioner Frankel
Second:	Commissioner Dacey
Vote:	Unanimous

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR:**

**Audit Report as of December 31, 2017** – The Auditor’s Report as of December 31, 2017 has been sent to the Executive Committee under separate cover. Bob Morrison from Hodulik & Morrison was at the JIF meeting and reviewed the Audit Report. Following the presentation and approval of the report, both Resolution 18-17 and Group Affidavit were executed.

**Motion to Approve Year-End Financials as of December 31, 2017 as Presented, Adopt Resolution 18-17 and execute the Group Affidavit indicating that members of the Executive Committee have read the General Comments Section of the Audit Report**

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

**2018/2019 Employment Practices Program:** Correspondence was mailed to Fund Commissioners and Risk Management Consultants concerning updates to member Employment Practices Programs. Updated Model Personnel Manuals have been posted to the MEL’s webpage [www.njmel.org](http://www.njmel.org). Deadline to complete program compliance is October 1, 2018. We are working with Lori Dvorak’s office to schedule Managers & Supervisory Training Seminars. Two sessions of Police Command Staff Training were conducted. The “We must respect each other in local government” video has been added to the MEL Safety Institute to meet training for “non-supervisory” employees.

**Residual Claims Fund** – The RCF met on June 7, 2018 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Northgrave’s report on the meeting was enclosed in the agenda.

The Actuary was asked to review the impact of changing the current transfer of open liabilities to the RCF from 54 months to 60 months. The RCF Executive Committee approved changing the transfer period to 60 months starting with Fund Year 2014. The RCF will take formal action at their September meeting and provide local JIFs with the resolution initiating the transfer at that time. Unlike in the past, no action is required at this time.

**EJIF-** The EJIF met on June 7, 2018 at Forsgate in Jamesburg, NJ. Commissioner Northgrave’s report on the meeting was enclosed in the agenda.

**MEL JIF** – The MEL met on June 7, 2018 at the Forsgate County Club in Jamesburg, NJ. Commissioner Northgrave’s report on the meeting was enclosed in the agenda.

**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 is hosting training webinars on how to utilize the online platform. Origami conducted 2 training webinars in May and 1 webinar on June 6<sup>th</sup>. Over 150 people attended and the response was positive. Full recordings of the webinars are available online.

Members and Risk Managers will receive an email with a link to renewal worksheets - to begin the 2019 underwriting renewal during the month of June.

**Safety Expo** – The MEL continues to work with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expos will be held on June 29<sup>th</sup> at the Middlesex County Fire Academy and September 28<sup>th</sup> at the Camden County Emergency Services Training Center. Registration is through the MEL Safety Institute. Registration information was included in the agenda.

**League Magazine** – Enclosed in the agenda was the latest in the series of “Power of Collaboration” ads to appear in the League of Municipalities magazine.

**Central JIF Monitoring Reports** – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports, and advised the fund is doing well. As of 4/30/2018, the Central’s surplus is \$8.1 million and the expected loss ratio is running ahead of actuary’s targets, which correlates with the financial fast track. The Fund’s LTAF is 1.63 over three years, which is very good.

**Selective Bond** – The Executive Director advised Central’s Surety Bond is up for renewal with Selective Fire and Casualty Insurance Company.

**MOTION TO APPROVE RENEWAL OF SURETY BOND WITH  
SELECTIVE FIRE AND CASUALTY**

Moved:	Commissioner Dacey
Second:	Commissioner Bennett
Vote:	5 Ayes, 0 Nays

**Legislative Alert** – The Executive Director advised the MEL issued a legislative alert regarding three bills currently under consideration.

Commissioner Northgrave advised he would give the governing bodies time to review these documents and would bring it for a vote at the next meeting.

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 22-18 JUNE 2018 VOUCHER PAYMENTS**

2018	\$ 160,252.93
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**MOTION TO ADOPT RESOLUTIONS 22-18 APPROVING THE  
VOUCHER PAYMENT LISTS, AS SUBMITTED:**

Moved: Commissioner Frankel  
Second: Commissioner Costa  
Vote: 4 Ayes, 0 Nays. 1 Abstention

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 June today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for June.

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

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

Moved: Commissioner Costa  
Second: Commissioner Dacey  
Vote: 5 Ayes, 0 Nays

**MANAGED CARE:**

**CLAIMS** – Donna Setzer reported a total number 497 bills totaling \$503,765.48 came in, \$144,681.08 was paid yielding a savings of \$359,084.40 or 71% with a network penetration of 97%.

**UNDERWRITING MANAGER**

**LIST OF CERTIFICATES ISSUED** – The Executive Director advised 18 certificates were issued 4/22/2018 to 5/22/2018.

**MARKETING MANAGER: NONE**

**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 May and a list of MSI training through August. He advised there were two successful police command staff trainings on 5/22 and 6/5. He advised the agenda also included seasonal safety director bulletins, 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 Costa
Second:	Commissioner Bennett
Vote:	Unanimous

Meeting adjournment at 2:31 p.m.

Prepared by Rachel Chwastek, Assisting Secretary for

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Nancy Costa, Secretary