

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
March 29, 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

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| 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 (<i>via telephone</i>) |
| John Bennett, Township of Woodbridge | Present (<i>arrived 2:24p.m.</i>) |
| Colleen Connolly, Borough of Belmar | Absent |

ALSO PRESENT:

Evan Rosenberg, Eichen, Crutchlow, Zaslow, LLP
Daryl Zaslow, Eichen, Crutchlow, Zaslow, LLP
John Keefe, Keefe Law Firm
Jeremy Solomon, Bob Smith & Associates
Aravind Aithal, Bob Smith & Associates
Richard Lorentzen, Treasurer
Donna Setzer, Qual Lynx
Kathy Kissane, Qual Lynx
Caty Lambe, Qual Lynx
Marge Guinane, Qual Lynx
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Paul Shives, JA Montgomery Risk Control
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: February 21, 2018 Open Minutes

MOTION TO APPROVE MINUTES FOR FEBRUARY 21, 2018

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| Moved: | Commissioner Gross |
| Second: | Commissioner Northgrave |
| Vote: | Unanimous |

CORRESPONDENCE: Mr. John Keefe, a partner of Keefe Law Firm, advised the Fund of current litigation involving municipalities and the opioid companies. He advised he would be interested in adding the Central JIF to his group of municipalities and they would investigate on behalf of the fund to figure out what the exposure is and come up with a plan. The first step would be reviewing the funds loss data.

The Commissioners decided they would have the Rules and Contracts committee discuss the opportunity and get back to Mr. Keefe at a later date.

EXECUTIVE DIRECTOR:

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 Rules and Contracts Committee recently met and are recommending the changes that appeared in the agenda.

MOTION TO APPROVE REVISIONS TO PROFESSIONAL CONTRACT WORDING

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| Moved: | Commissioner Gross |
| Second: | Commissioner Northgrave |
| Vote: | 7 Ayes, 0 Nays |

Princeton Strategic Communications Proposal: The JIF recently received a proposal from Princeton Strategic Communications to develop a presentation to assist the Fund's marketing efforts for prospective new members and for member retention. The proposal would touch on the Fund's history and operation; the savings to its members; design a brand and provide a presentation template to present to current and future members. The Rules & Contracts Committee reviewed the proposal and are recommending its approval. The cost is not to exceed \$5,000.00, excluding printing cost.

MOTION TO APPROVE A CONTRACT TO PRINCETON STRATEGIC COMMUNICATIONS FOR MARKETING MATERIALS

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| Moved: | Commissioner Bennett |
| Second: | Commissioner Frankel |
| Vote: | 7 Ayes, 0 Nays |

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.

MEL/RCF/EJIF March 7th Meeting & Commissioners Retreat: The MEL, RCF & EJIF will be holding their meetings on April 6th (rescheduled from March 7th due to weather) in conjunction with the MEL Annual Retreat at the Hyatt Regency Princeton, 102 Carnegie Center, Princeton.

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.

Model Personnel Policy Committee: Every two years, the MEL asks members to update their Employment Practices Compliance Program. The Program includes updating Personnel Manuals and compliance with training requirements. The MEL's Committee met in February to begin its review and expects to complete its process and announce the EPL Program requirements during the month of April.

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 April. This past year marked the last renewal utilizing the Exigis program. The data has been successfully transitioned to Origami. We expect to issue member logins shortly. Initial announcement will include a link to short training videos. Once members have an opportunity to review the videos and the worksheets, training webinars will be scheduled.

Autism and Mental Health Awareness Training – J. A. Montgomery has recently sent a notice out advising members of training available to help employees manage mental health issues. There are various agencies that will provide free training to law enforcement officers.

2018 Financial Disclosure Forms – Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. It is expected the Division of Local Government Services will distribute a notice in March and forms will need to be filed by April 30th.

League Magazine: Attached is the latest advertisement in the "Power of Collaboration" series 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 mobile application available to download.

Central JIF Monitoring Reports – The Executive Director advised there is no financial fast track this month as we focus on the audit. The Fund’s LTAF is 1.58, fourth of those that we track, which is excellent for the fund.

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 16-18 MARCH 2018 VOUCHER PAYMENTS

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| Closed | \$ 116,289.54 |
| 2018 | \$ 136,669.28 |

RESOLUTION 17-18 SUPPLEMENTAL VOUCHER PAYMENTS

Reissue of \$2,500 loss check to PRFAS

MOTION TO ADOPT RESOLUTIONS 16-18 and 17-18 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:

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| Moved: | Commissioner Gross |
| 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 March today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for March.

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

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

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| Moved: | Commissioner Costa |
| Second: | Commissioner Dacey |

Vote: 7 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported a total number 302 bills totaling \$678,017.49 came in, \$229,456.03 was paid yielding a savings of \$448,561.46 or 66% with a network penetration of 99%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Ms. Hrubash advised 39 certificates were issued 1/22/2018 to 2/22/2018. The UW Manager also had a handout – a memorandum – to all commissioners, advising Xcel is the carrier Cyber and they recently sold to AXA, which we view as a positive thing, allowing more resources for the policy.

SUPPLEMENTAL BILL LIST 18-18 – The Executive Director advised there was an additional supplemental bill list 18-18, to cover the deductible for Edison’s Cyber Incident.

MOTION TO APPROVE SUPPLEMENTAL BILL LIST 18-18 FOR \$10,000

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

List of Certificates made part of the minutes.

MARKETING MANAGER: – Marketing Manager advised their report was covered in the Executive Director’s 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 February and a list of MSI training through May. Mr. Shives advised safety bulletins were included in the agenda: First Responders – Safe Lifting and Moving of Patients, an online driving course for first responders and a distracted driving course. 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 Costa |
| Second: | Commissioner Vornlocker |
| Vote: | Unanimous |

Meeting adjournment at 2:38 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Nancy Costa, Secretary