

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
May 16, 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	Absent
Nancy Costa, Secretary, Township of Hillsborough	Absent
Robert Vornlocker, Township of Franklin	Present
Michael Gross, City of South Amboy	Present
Timothy Dacey, Piscataway	Absent
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
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Paul Shives, JA Montgomery Risk Control
Vincent Quatrone, JA Montgomery Risk Control
Edward Cooney, CS&B
Joseph Hrubash, Perma
Brad Stokes, Perma
Rachel Chwastek, Perma

MINUTES: April 18, 2018 Open Minutes

MOTION TO APPROVE MINUTES FOR APRIL 18, 2018

Moved:	Commissioner Bennett
Second:	Commissioner Vornlocker
Vote:	Unanimous

CORRESPONDENCE: None.

EXECUTIVE DIRECTOR:

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 31st.

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 in the agenda were directions to take the class.

2018/2019 Employment Practices Program: Included in the agenda was a copy of the correspondence 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. Members have until October 1st to submit their 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.

Police Command Staff Training – Risk Management Training for Police Command Staff has been scheduled for May 22nd & June 5th. Chief Vincent Quatrone (Ret.) and Chief Keith Hummel (Ret.) will present this revised training for all member Police Chiefs, Captains and Lieutenants.

Managers & Supervisors Training – The Program also includes mandatory training of management. We are working with the offices of Lori Dvorak to develop a schedule for these classes and will coordinate with member towns for available dates.

Non-Supervisory Training - “We must respect each other in local government” video has been added to the MEL Safety Institute to meet the training requirement for “non-supervisory” employees.

Law Enforcement Services – The Fund office issued a memorandum highlighting new Law Enforcement services being offered to member entities. Retired Chief's Vincent Quatrone and Keith Hummel will be meeting with member's Police command staff to help coordinate these service enhancements.

MEL Cyber Risk Management Program – The MEL adopted a Cyber Risk Management Program that developed minimum risk control standards for member entities. The JIFs' policies with XL Caitlin carries a \$10,000 deductible. To encourage members to implement risk control, the MEL Board of Fund Commissioners voted to participate in a deductible based reimbursement plan based on the member's level of compliance with minimum standards.

Members who meet certain Technical Competencies (Tier 1 or Tier 2), will be eligible for lower deductibles in the event of a covered claim. Included in the agenda was the program information and certifications that need to be completed and returned to the Underwriting office.

2018 Coverage Documents – The fund office will begin distributing the 2018 coverage documents to all Fund Commissioners and Risk Managers via email by the end of the month.

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.

Members and Risk Managers will receive an email with a link to renewal worksheets - to begin the 2019 underwriting renewal – which is expected to begin in early June.

Investment Legislation: The bill that would expand the JIF and MEL’s investment opportunities is now on the Governor’s desk. The law would authorize certain joint insurance funds to invest in certain bonds, notes, and other obligations of State and Federal agencies and to form joint cash management and investment programs as a means to broaden the types of securities joint insurance funds may invest in and to reduce the amount of assets that must be held in short-term investments to cover the cash flow needs of the funds.

Auditor & Actuary Year-End Reports: The financial audit for the period ending December 31, 2017 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.

EJIF Stormwater Bulletin – Attached are copies of two Environmental Alerts from the EJIF— one concerning NJDEP revisions to Tier A and B Stormwater Permits; and one concerning changes to New Jersey Underground Storage Tank Regulations.

Central JIF Monitoring Reports – The Executive Director reviewed the Fund’s Pro Forma Monitoring Reports, and advised the fund is doing well. As of 3/31/2018, the Central’s surplus is \$8,040,285 and the expected loss ratio is running ahead of actuary’s targets, which correlates with the financial fast track. The Fund’s LTAF is 1.67 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 20-18 MAY 2018 VOUCHER PAYMENTS

2018 \$ 293,068.75

MOTION TO ADOPT RESOLUTIONS 20-18 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved:	Commissioner Gross
Second:	Commissioner Vornlocker
Vote:	4 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 May today. She respectfully requested a motion to ratify the PAR’s that were approved by the Claim Committee today for May.

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

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

Moved:	Commissioner Vornlocker
Second:	Commissioner Gross
Vote:	4 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported a total number 373 bills totaling \$384,105.71 came in, \$115,994.42 was paid yielding a savings of \$268,111.29 or 70% with a network penetration of 99%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Mr. Cooney advised 63 certificates were issued 2/22/2018 to 3/22/2018 and 18 certificates issued 3/22/2018 to 4/22/2018. Mr. Cooney also advised they are working on the cyber program and reminded everyone about the fireworks and amusements checklist for summer events.

MARKETING MANAGER: – Ms. Amy Pieroni advised she had met with Princeton Marketing prior to the JIF Meeting and they are going to develop marketing materials for the JIF. She advised that commissioners will be contacted regarding their personal testimony for the JIF.

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 April and a list of MSI training through July. He advised the Fund on upcoming training, the law enforcement initiative, asked if there were any questions and then concluded his report.

Mr. Cooney advised in his review of the scope of services on law enforcement contracts with schools need to be monitored very closely and they range widely. Vincent Quatrone advised the board of educations are interested in class three officers and are having similar contractual issues. He advised the policy needs to be strong and clear as to where the police starts and ends and where

the school administration starts and ends. There are plans to discuss this at the MEL level and the information will be brought back to the JIF.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Gross
Second:	Commissioner Vornlocker
Vote:	Unanimous

Meeting adjournment at 2:25 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Nancy Costa, Secretary