

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
April 15, 2015
PISCATAWAY MUNICIPAL COMPLEX**

**MEETING OF THE EXECUTIVE COMMITTEE CALLED TO ORDER AT 2:00 P.M.
OPEN PUBLIC MEETING STATEMENT READ INTO RECORD
PLEDGE OF ALLEGIANCE**

ROLL CALL OF THE 2015 EXECUTIVE COMMITTEE

Robert Landolfi, Township of Woodbridge	Present
Christopher Marion, Old Bridge	Present
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Present
Nancy Costa, Township of Hillsborough	Present
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Present
Colleen Connolly, Borough of Belmar	Absent
Michael Gross, City of South Amboy	Present

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Raven Williams, Franklin Township
Richard Lorentzen, Treasurer
Donna Setzer, Qual Lynx
Tony Jones, Qual Lynx
Kathy Kissane, Qual Lynx
Gary Taffet, Reliance
Amy Pieroni, North American Insurance Management
Robin Racioppi, North American Insurance Management
Jay McManus, North American Insurance Management
Greg DerAsadourian, Business Governmental Insurance
Teri Skye, National Restoration
David McHale, JA Montgomery Risk Control
Paul Shatkyvich, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Joseph Hrubash, Conner Strong & Buckelew
Rachel Chwastek, Perma

MINUTES: March 18, 2015 Open Minutes

MOTION TO APPROVE MINUTES FOR MARCH 18, 2015

Moved:	Commissioner Marion
Second:	Commissioner Frankel
Vote:	8 Ayes, 0 Nays

CORRESPONDENCE: None

EXECUTIVE DIRECTOR'S REPORT - Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. Joseph Hrubash advised the fund currently holds a surplus of \$3,048,767. The expected loss ratio is running a little higher than the actuary predicted, but nothing astronomical. The loss time accident frequency for the fund is 1.8, which is great. There are two towns not in compliance for the lower EPL deductible. This matter was discussed at the safety committee meeting. Joseph Hrubash also advised the fund office is waiting on some resolutions from the risk managers.

PROPERTY APPRAISAL RFQ: The Central Jersey and the Camden County Municipal Joint Insurance Funds have authorized the release of an RFQ for property appraisals at their respective March meetings. The RFQ is being developed and will be due back to the Fund office the second week on May.

2015 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 Houston from June 7–10. Please notify the Fund office if you are interested in attending.

2015 FINANCIAL DISCLOSURE FORMS: Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. The fund office has received notification that the same program for online filing will be implemented again this year and the deadline to file is April 30th. The fund office distributed instructions to commissioners on how to file.

2015 MEL & MR HIF EDUCATIONAL SEMINAR – Banking and Insurance Commissioner Kenneth Kobylowski will be the Keynote speaker at the annual MEL & MRHIF Educational Seminar, Friday April 17, 2015. Attached is agenda and registration form for the annual MEL & MRHIF Educational Seminar at to the National Conference Center at the East Windsor Holiday Inn. Continuing Ed credits are available for CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, Accountants, Lawyers, TCH Water Supply, Wastewater, RPPO and QPA.

2014/2015 PUBLIC OFFICIALS/ELECTED OFFICIALS TRAINING SEMINARS: While the MEL continues to recommend that public officials attend a training class, the MEL is preparing to have this session available online for local elected officials, the municipal manager/administrator, authority commissioners and authority executive directors to earn their \$250 training credit. A notice and instructions will be sent on how to access the online program. Please visit the MEL webpage www.njmel.org for the schedule of instructor led courses held at various locations throughout the state. The Central JIF will be scheduling sessions through the offices of Lori Dvorak.

LEAGUE MAGAZINE: Enclosed in the agenda was the first of a series of MEL advertisements to appear in the League magazine. Each advertisement in the “Power of Collaboration” series

will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

Reports Made Part of Minutes.

TREASURER:

RESOLUTION 13-15 APRIL 2015 VOUCHER PAYMENTS

2014	\$	292.30
2015		\$1,612,981.88

MOTION TO ADOPT RESOLUTIONS 13-15 APPROVING THE APRIL VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved:	Commissioner Marion
Second:	Commissioner Northgrave
Roll Call Vote:	8 Ayes, 0 Nays

Voucher Lists, Treasurer Report & Investment Portfolio Reports Made Part of Minutes.

CLAIMS/ MANAGED CARE:

CLAIMS – Claims Manager Kathy Kissane reviewed the Worker’s Comp Lost Time Ratio and the Subrogation Recovery Reports for March. Claims Manager reported the Claims Committee reviewed the PAR’s for April today and the Claims Manager 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 MARCH CLAIMS PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:

Moved:	Commissioner Criscuolo
Second:	Commissioner Costa
Roll Call Vote:	8 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 63% with a network penetration of 98%. Ms. Setzer also reported on the savings below UCR was 65%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Mr. Joseph Hrubash reported the list of Certificates issued was submitted for information showing 29 certificates issued.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Amy Pieroni advised her office is preparing the Central JIF Marketing brochure and once it’s fine-tuned it will be presented the executive committee for approval before distribution.

SAFETY DIRECTOR:

MONTHLY REPORT: Report distributed and reviewed by Safety Director. Dave McHale reported included in the agenda packet is a list of loss control activities completed in the month of March, as well as the MEL Safety Institute training scheduled through June. Mr. McHale reported included in the agenda was a safety bulletin; Saftey when Collecting Brush on Roadways and two marketing flyers regarding Crossing Guard Training and Summer Camp training for counselors.

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

Report Made Part of Minutes.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: The Executive Director reported typically at this time of the year members are billed for additional assessments, however, due to the fund’s surplus there will not be any additional assessments.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved: Commissioner Northgrave
Second: Commissioner Marion
Vote: Unanimous

Meeting adjournment at 2:32 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

Joseph Criscuolo, Secretary