

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
APRIL 16, 2014
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 2014 EXECUTIVE COMMITTEE

Robert Landolfi, Township of Woodbridge	Present
Christopher Marion, Old Bridge	Absent
Joseph Criscuolo, Piscataway	Present
Robert Vornlocker, Township of Franklin	Absent
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	Absent

ALSO PRESENT:

Raven Williams, Franklin Township
Richard Lorentzen, Treasurer
Donna Setzer, Qual Lynx
Kathy Kissane, Qual Lynx
Tony Jones, Qual Lynx
Caty Lamb, Qual Lynx
Ilene Laursen, Conner Strong & Buckelew
W. Klein, Reliance Insurance Group
Jay McManus, North American Insurance Management
Robin Racioppi, North American Insurance Management
Greg DerAsadourian, Business Governmental Insurance
Tom Fitzpatrick, Fairview Insurance
Dave McHale, JA Montgomery Risk Control
David Grubb, Perma
Brad Stokes, Perma
Karen Read, Perma
Joen Ciannella, Perma
Rachel Chwastek, Perma

MINUTES: March 19, 2014 Open Minutes.

MOTION TO APPROVE MINUTES FOR MARCH 19, 2014

Moved:	Commissioner Criscuolo
Second:	Commissioner Costa
Vote:	Unanimous

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.

Executive Director said in respect to the tracking reports one month is not a statistically significant period of time, however, it appears that at the end of three months, we are running on almost exactly the same pace as last year. This is very good because most of the JIFs around the state are showing negative deviations because of the weather, etc., so we seem to be performing a little better than what we're seeing generally around the State.

Employment Practices Liability 2014/2015 Program – Executive Director said the deadline is coming up on May 1, 2014. Please visit the MEL webpage for complete details – www.njmel.org and work with your municipal attorney to complete the Attorney Certification form by the deadline of May 1, 2014. Managers & Supervisor and Police training has been completed in most member municipalities.

Personnel Manuals – Please visit the MEL webpage – njmel.org – for the updates to personnel policies & procedures manuals.

2013/2014 Public Officials/Elected On-Line Training Seminars: As a reminder, to supplement live presentations of this year's Elected Officials seminar, the MEL place an online version on www.njmel.org. To date, almost 200 MEL member officials have already used this option. The deadline is May 1st. Executive Director said enclosed on page 9 of the agenda are the access instructions for the program.

20 14 PRIMA Conference – Executive Director said the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The PRIMA Conference will take place on June 8-11 in Long Beach, California. As of this date we have not received any responses from the Central JIF members. If you are interested in attending please let the Executive Director's office know. Executive Director said attendance at the conference has significantly dropped.

DOBI Commissioner Speech – Executive Director said we are sponsoring a speech from the Department of Banking and Insurance on April 29, 2014 at 1:00PM. Executive Director asks that you arrive early. Executive Director said it's an honor for a JIF to sponsor a DOBI Speech. This presentation is being conducted in conjunction with the upcoming 30th anniversary of the first Joint Insurance Fund - the Bergen JIF, which is coming up on January 18, 2015. South Bergen JIF was formed a year later. Executive Director strongly

urges members to attend the DOBI Speech. Registration forms were distributed to members at the meeting.

Risk Management Consultant Agreements – RMC’s are reminded to please submit the risk management consultant agreements to the fund office. When all agreements have been received, we will prepare a filing with the Department of Insurance and Community Affairs.

Financial Disclosure Form – Enclosed in the agenda packet was a copy of a notice of a statement released from the Department of Community Affairs regarding the filing of the 2014 Financial Disclosure Form. The state is revising its on-line filing procedure again in 2014 and will be announcing an extension of its filing deadline.

Reports Made Part of Minutes.

TREASURER:

RESOLUTION 14-14 APRIL 2014 VOUCHER PAYMENTS

2013	\$ 1,746.64
2014	\$515,635.20

RESOLUTION 15-14 APRIL 2014 SUPPLEMENTAL VOUCHER PAYMENTS

2014	\$119,635.27
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MOTION TO ADOPT RESOLUTIONS 14-14 AND 15-14 APPROVING THE APRIL VOUCHER PAYMENT LIST, CERTIFICATION OF CLAIMS PAYMENTS AND TREASURER’S REPORTS AS SUBMITTED:

Moved:	Commissioner Costa
Second:	Commissioner Criscuolo
Roll Call Vote:	5 Ayes, 0 Nays

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

CLAIMS SERVICE:

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.

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 REQUEST PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:

Moved:	Commissioner Criscuolo
Second:	Commissioner Northgrave
Roll Call Vote:	5 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 60% with a network penetration of 99%. Chairman Landolfi said he was glad to see the network penetration has moved up.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Underwriting Manager said a list of Certificates issued was submitted for information showing 10 certificates issued.

List of Certificates made part of the minutes.

MARKETING MANAGER: NONE

SAFETY DIRECTOR:

MONTHLY REPORT: Report distributed and reviewed by Safety Director. Safety Director said there is a list of upcoming safety training programs scheduled through June, as well as a Safety Director's Bulletin on Managing Special Events, a very important risk control consideration for municipalities. The Executive Safety Committee met today and noted through the end of March the Lost Time Accident Frequency is at 1.33 for the Central Jersey JIF the sixth lowest in the MEL. We will be holding a Management Special Events Regional Training in mid-May. Safety Director said notices will be sent on this training shortly.

Commissioner Criscuolo said he is aware that Len Gatto will be retiring shortly and would like to thank him for all of his hard work. Mr. Criscuolo said we should show our appreciation to Len before his retirement. A discussion ensued about the all good things

Len Gatto has done for the JIF and Mr. Frankel said he has helped Sayreville a great deal. Executive Director said it will be tough to lose Len but we are interviewing two candidates at this time to make a smooth transition without any change in services.

Report Made Part of Minutes.

RISK MANAGERS: NONE

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN

Moved:	Commissioner Costa
Second:	Commissioner Frankel
Vote:	Unanimous

Meeting adjournment at 2:11 p.m.
Prepared by Karen A. Read, Assisting Secretary for

Joseph Criscuolo, Secretary