

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
JUNE 18, 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	Present

ALSO PRESENT:

Jeremy Solomon, Attorney
Tim Aicch, Bob Smith & Associates
Richard Lorentzen, Treasurer
Derryck Boyer, Qual Lynx
Tony Jones, Qual Lynx
Robert Fox, Qual Lynx
Caty Lamb, Qual Lynx
Lindsay 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
David McHale, JA Montgomery Risk Control
Len Gatto, JA Montgomery Risk Control
Joseph Hrubash, Conner Strong & Buckelew
David Grubb, Perma
Brad Stokes, Perma
Karen Read, Perma
Joen Cianella, Perma
Rachel Chwastek, Perma

MINUTES: May 21, 2014 Open Minutes.

MOTION TO APPROVE MINUTES FOR MAY 21, 2014

Moved:	Commissioner Gross
Second:	Commissioner Northgrave
Vote:	Unanimous

CORRESPONDENCE: None

Audit Report as of December 31, 2013 – Bob Morrison from Hodulik & Morrison reviewed the Audit Report as of December 31, 2013. He reported there were no audit adjustments to the financial statements as presented by the Fund, so the monthly reports received by the Fund are accurate. The Auditor’s opinion on the financial statements is unqualified which means generally accepted accounting principals are being followed and the requirements of the Department of Banking and Insurance. The auditor reported the Treasurer and TPA are both doing what is expected of both positions. Also included in the audit report package was a letter that is required under auditing standards – required communications with the governing body, which states that no untoward things have occurred during the audit. Mr. Morrison said as also stated in the letter is that from a municipal accounting perspective all the communities may have an obligation to report a contingent liability in the town’s financial statements for the individual shares of the supplemental and retrospective assessment that are due. In the past it was not quantified and this year they were able to get the breakdown of each town’s responsibility and this is included in the notes. The Auditor asked if there were any questions and then concluded his report.

The Executive Director then asked for the following motion:

**MOTION TO APPROVE YEAR END FINANCIALS RESOLUTION 17-14
AND EXECUTE THE GROUP AFFIDAVIT**

Moved:	Commissioner Criscuolo
Second:	Commissioner Frankel
Vote:	6 Ayes, 0 Nays

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.

The Fast Track reporting was distributed separately from the Agenda. The Executive Director reported the fund is about the same as last year, with an increase of \$150,000 in statutory surplus since year end.

Residual Claims Fund – The RCF met on June 4, 2014 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Landolfi’s report on the meeting is enclosed.

The RCF board adopted a Resolution accepting the transfer of member JIF’s Fund Year 2010. Enclosed you will find Resolution 18-14 authorizing the transfer of the Central JIF’s 2010 claim liabilities to the RCF.

**MOTION TO APPROVE TRANSFER TO RESIDUAL CLAIMS FUND
RESOLUTION 18-14**

Moved:	Commissioner Gross
Second:	Commissioner Northgrave
Vote:	6 Ayes, 0 Nays

EJIF- The EJIF met on June 4, 2014 at the Forsgate in Jamesburg, NJ. Commissioner Landolfi’s report on the meeting was enclosed in Appendix II of the agenda.

MEL JIF – The MEL met on June 4, 2014 at the Forsgate in Jamesburg, NJ. Commissioner Landolfi’s report on the meeting was enclosed in Appendix II of the agenda.

Amending the Plan of Risk Management – An amendment of the Plan is necessary reflecting final changes to the property policy. Executive Director reported that included in the Agenda is the amendment to the Plan of Risk Management reflecting the final changes to the property program.

Chairman Landolfi said he would like the Risk Managers to have an opportunity to be briefed on the amendments to the Plan and suggested that the Motion to Approve the Amendment be held to the next meeting after the discussion of the new property program.

Mr. Hrubash said in January we approved the 2014 Risk Management Plan with the understanding that we were still negotiating the property and there would be some positive changes coming down the road. These changes are now reflected in the Plan. Executive Director said he thought we could hold off on approving the Plan changes today since it does not slow down the process of negotiation and would be a courtesy to review the changes.

2015 Renewal Applications – Executive Director said Online Underwriting Database: As previously reported, the MEL contracted with Exigis to develop an online underwriting database for members and/or their risk managers to add/amend schedules online thereby eliminating the annual paper Renewal Application process. Currently, the MEL’s underwriting data is being uploaded to the online database and will be reviewed for accuracy. Training webinars are being scheduled.

Executive Director said there a series of seminars for the Renewal Process. A part of these sessions will be a discussion of the new property program.

The scheduled session for the Central JIF is July 16, 2014 at 11:00 at the Piscataway Municipal Building. Central JIF members are not required to attend this particular session they may attend any scheduled session of training on Exigis. We urge that at least one member of each municipality attend along with your Risk Manager.

In response to Chairman Landolfi, Executive Director then informed the board that members of the Sandy update and said that members had until July 1, 2014 to complete their planned submissions for the flood aspect of the claim there is not due date for the windstorm.. All towns should have received a sheet from the adjusters indicating what they came up with for the final number for the flood claim. Towns now have until July 15th to indicate if they agree with those numbers or are exercising their right to appeal. Executive Director said if there was a delay in getting the information to you and you need a little more time to review please let the Executive Director know and we will grant an appropriately short extension.

Reports Made Part of Minutes.

TREASURER:

RESOLUTION 20-14 JUNE 2014 VOUCHER PAYMENTS

2013	\$ 9,833.50
2014	\$191,864.91

MOTION TO ADOPT RESOLUTIONS 20-14 APPROVING THE JUNE VOUCHER PAYMENT LIST, CERTIFICATION OF CLAIMS PAYMENTS AND TREASURER'S REPORTS AS SUBMITTED:

Moved:	Commissioner Costa
Second:	Commissioner Gross
Roll Call Vote:	6 Ayes, 0 Nays

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

CLAIMS SERVICE:

CLAIMS – Claims Manager Robert Fox reviewed the Worker's Comp Lost Time Ratio and the Subrogation Recovery Reports for May. Claims Manager reported the Claims Committee reviewed the PAR's for June 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 June. Claims Review Committee reviewed and recommended as submitted.

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUEST
PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:**

Moved:	Commissioner Frankel
Second:	Commissioner Northgrave
Roll Call Vote:	6 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Derryck Boyer reported savings was at 52% with a network penetration of 98%.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – A list of Certificates issued was submitted for information showing 16 certificates issued.

MEL Technical Underwriter – CRIME POLICY: - Underwriting Manager had asked the MEL Technical Underwriter to do a rewrite of the JIF Blanket Crime Policy and it was determined that the only changes that were needed were of a cosmetic nature. The Underwriting Manager informed the board that the policy will look a little different when the member manuals are sent out. The Underwriting Manager asked if there were any questions and then concluded his report.

List of Certificates made part of the minutes.

MARKETING MANAGER: Marketing Manager reported they have no report at this time.

SAFETY DIRECTOR:

MONTHLY REPORT: Report distributed and reviewed by Safety Director. Len Gatto said there is a list of loss control activities completed in May, as well as a list of the training programs available through August 2014. The Fast Track for Safety dates are a good opportunity for towns to get a multitude of training completed in one day. The next Fast Track will be on August 25, 2014 in Clementon.

Also included in the Report is a Safety Director’s Bulletins on Training Summer/Seasonal Employees, as well as a new online MEL training course, “Attention and Distraction” driver training. This course focuses on the negative effects of looking away from the road for more than two seconds. The Safety Director asked if there were any questions and concluded his report.

Report Made Part of Minutes.

RISK MANAGERS: NONE

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Gross
Second:	Commissioner Northgrave
Vote:	Unanimous

Meeting adjournment at 2:17 p.m.
Prepared by Karen A. Read, Assisting Secretary for

Joseph Criscuolo, Secretary