

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
MARCH 19, 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	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:

Raven Williams, Franklin Township
Aravind Aithal, Bob Smith & Associates
Donna Setzer, Qualcare
Kathy Kissane, Qual-Lynx
Tony Jones, Qual-Lynx
Caty Lamb, Qual-Lynx
Colleen Hale, Reliance Insurance Group
Robin Racioppi, North American Insurance Management
Greg DerAsadourian, Business Governmental Insurance
Tom Fitzpatrick, Fairview Insurance
Len Gatto, JA Montgomery Risk Control
Dave McHale, JA Montgomery Risk Control
Cate Kiernan, Perma
Karen Read, Perma

MINUTES: February 19, 2014 Open Minutes.

MOTION TO APPROVE MINUTES FOR FEBRUARY 19, 2014

Moved:	Commissioner Criscuolo
Second:	Commissioner Gross
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.

The Executive Director said this month we do not have a Fast Track Financial Report as the accounting department is spending the month closing out the year and gathering all the material for the auditors. Executive Director said on the Loss Ratio report the 2012 and 2013 Fund Years are forming a little better than the years prior to them and at this point they are at less than where the actuary projected they would be at this time, which is an improvement over the prior two years. The Claims Activity Report is reflecting exactly what the Kathy Kissane said during claims meeting that there is a significantly higher submission of auto and general liability claims coming out of the winter. The Claims Activity Report shows in February there was a big jump in those claims reported but on the reverse last year there were more workers' comp claims.

Supplemental Assessment & Financial Plan: Last month we introduced the plan of action for a supplemental assessment and Financial Plan for Fund Years 2010 & 2011. Enclosed is a copy of Resolution 10-14 and worksheet adopted at the February meeting. Executive Director said we are adding approximately \$800,000 to the payout for additional assessments.

MOTION TO OPEN THE PUBLIC HEARING ON THE ADDITIONAL ASSESSMENT PLAN

Moved:	Commissioner Marion
Second:	Commissioner Costa
Vote:	Unanimous

DISCUSSION: None

MOTION TO CLOSE THE PUBLIC HEARING

Moved:	Commissioner Marion
Second:	Commissioner Gross
Vote:	Unanimous

MOTION TO APPROVE A SUPPLEMENTAL ASSESSMENT AND FINANCIAL PLAN FOR FUND YEARS 2010 AND 2011 AS PRESENTED.

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

Employment Practices Liability 2014/2015 Program – Executive Director said there are a number of areas members must address to maintain Program Compliance. 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 training has been scheduled in most member municipalities. Executive Director said we have also included a listing of Police Training scheduled. This training is mandatory so you will need to get to one of those classes.

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

Managers & Supervisors Training - Employment Practices Risk Management Program also includes mandatory training of management. There are several classes scheduled in March. A notice will be sent to all members.

Police Training - Police Chief and a commanding officer must attend a session on employment practices training that takes into consideration the Attorney General's guidelines for police operations. The Fund will be scheduling several sessions in the coming months.

Elected Officials Training Seminars – Every year, the MEL holds training seminars for elected officials and reduces the member's assessment by \$250 for each municipal elected official completing the course by May 1st. Several sessions have been scheduled. Please visit the MEL webpage for other scheduled classes – njmel.org.

Employment Practices Liability Help Line - XL Insurance offers access to an employment related Helpline to offer members assistance in employment matters. Members must have signed up with the helpline to maintain compliance, there is a link on the MEL webpage to sign-up.

2013/2014 Public Officials/Elected On-Line Training Seminars – Executive Director said as a reminder, to supplement live presentations of this year's Elected Officials seminar, the MEL placed an online version on NJMEL.ORG To date approximately 200 MEL member access instructions for the program.

2014 MEL & MR HIF Educational Seminar – Executive Director said the 4th annual seminar is scheduled for Friday, April 11th, beginning at 9:00 AM at the Crowne Plaza, 390 Forsgate Drive, Monroe NJ 08831, Turnpike Exit 8A. 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 HIR and HIFs. The enrollment form was included on page 14 of the agenda. Executive Director said we already have over 100 registered so there will be a capacity issue. If you would like to attend please submit your registration now.

20 14 PRIMA Conference – Executive Director said in the past, 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 Long Beach California from June 8-11. Resolution 12-14 authorizing advanced travel expenses is on Page 15. Chairman Landolfi said we traditionally send two members, so if you are interested please let the Executive Director’s office know. Executive Director said you will have to make your own reservations but it helps us to know who is attending and we will give you the information you need.

MOTION TO ADOPT RESOLUTION 12-14 AUTHORIZING ADVANCED TRAVEL EXPENSE FOR AUTHORIZED OFFICAL TRAVEL

Moved:	Commissioner Criscuolo
Second:	Commissioner Gross
Vote:	Unanimous

RCF Meeting: Executive Director said the RCF met on Wednesday, March 5, 2014 at 10:30 am. Enclosed is Chairperson Landolfi’s report on the meeting. (Appendix II)

EJIF Meeting: The EJIF met on Wednesday, March 5, 2014 at 10:50 am. Enclosed is Chairperson Landolfi’s report on the meeting. (Appendix II)

MEL Meeting: The MEL met on Wednesday, March 5, 2014 at 11:15 am. Enclosed is Chairperson Landolfi’s report on the meeting. (Appendix II)

- **Cyber Liability:** Enclosed is a memorandum outlining the Research Project just approved by the MEL Board. Project is to conduct a Cyber Liability study to research and develop “Best Practices” that can be employed by New Jersey local government unit officials to identify and manage risks related to the use of “technology” in local government activities. Members will be contacted by the MEL’s Advisory/Focus Group. (Page 16)
- **Outline Underwriting Database:** The MEL released RFQ’s for an Online Exposure Database and based on interviews and evaluations appointed Exigis. An online exposure database would allow members to add/amend schedules online thereby eliminating the annual paper Renewal Application process. Each affiliated JIF will be presented the opportunity to participate in the contract.

Executive Director said with Cyber Liability we have entered into a contract with Marc Pfeiffer from Rutgers. He will be doing a study and contacting members to establish best practices for how to address your exposures online. We do have the Cyber Liability policy

and this is about how to control your risk. Chairman Landolfi said Marc Pfeiffer will be setting up an advisory group so if there is someone in your organization that would like to participate please contact Marc Pfeiffer or the Executive Director's office. Chairman Landolfi said Woodbridge has someone from their IT department participating in the study.

Executive Director said the MEL entered into a contract with Exigis to do an online underwriting database rather than using paper renewals that we send out every year this year it will be completed online. We will be rolling out the explanation on how to do that. Three JIFs in the south have been using Exigis for the last three years and found it to be very user friendly and they are very happy with the program. Executive Director said she does not think those JIFs would ever like to see a paper application again.

Executive Director said the MEL did adopt a resolution to take part in a pooled investment program. A couple of years ago we did try to put together an unitized trust and the state did not give us the approval we were looking for so Wells Fargo is trying to put together another arrangement that mirrors that process that will allow all of the JIF to share all of their liquidity needs. This is the first step towards making that available.

Executive Director said the MEL coming out of the two hurricanes we are issuing an RFQ for vendors that can be responsive within the first 24 hours of an emergency. We are asking them for a list of all their fees. We are going through the database the Qual-Lynx has used in the past such as Service Pro, Service Master, All Risk and Rapid Recovery. If there is any vendor you think would be helpful to be on this list please contact our office and we will include them. The deadline is going to be March 31st. Commissioner Criscuolo said will tree and debris removal firms be on the list. We are actually doing our fifth round of tree removal firm bids. Executive Director said she will contact Commissioner Criscuolo in the next few days to get this information so these firms can be included.

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 is 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. There will be a demonstration at the Municipal Clerk's Association of NJ Conference, scheduled March 26, 2014. (Page 18) Executive Director said the state is still doing it online but they are not using the save vendor as last year. They have not fully announced what the extended deadline will be but they will be extending the deadline. There will be a demonstration at the Municipal Clerks Association in March.

Reports Made Part of Minutes.

TREASURER:

RESOLUTION 13-14 MARCH 2014 VOUCHER PAYMENTS

2013	\$ 12,750.00
2014	\$898,227.32

MOTION TO ADOPT RESOLUTIONS 13-14 APPROVING THE MARCH VOUCHER PAYMENT LIST, CERTIFICATION OF CLAIMS PAYMENTS AND TREASURER'S REPORTS AS SUBMITTED:

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

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

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 69% with a network penetration of 62%.

CLAIMS/ MANAGED CARE:

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

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

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Underwriting Manager said a list of Certificates issued was submitted for information showing 13 certificates issued.

List of Certificates made part of the minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Report distributed and reviewed by Safety Director. Safety Director said the 2014 Safety Awards Breakfast was held at the Crown Plaza in Jamesburg on March 4th. Safety Director said a Bulletin on managing slip and fall risks during winter months is included in the agenda. The bulletin lists many best practices on the subject which we have had a lot of experience with this year.

Report Made Part of Minutes.

MARKETING MANAGER: NONE

RISK MANAGERS: Commissioner Criscuolo asked if all members have renewed. Executive Director reported all members have renewed.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN

Moved:	Commissioner Marion
Second:	Commissioner Frankel
Vote:	Unanimous

Meeting adjournment at 2:18 p.m.
Prepared by Karen A. Read, Assisting Secretary for

Joseph Criscuolo, Secretary