

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
MAY 21, 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	Absent
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
Richard Lorentzen, Treasurer
Donna Setzer, Qual Lynx
Tony Jones, Qual Lynx
Robert Fox, Qual Lynx
Ilene Laursen, Conner Strong & Buckelew
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
Len Gatto, JA Montgomery Risk Control
David Grubb, Perma
Brad Stokes, Perma
Karen Read, Perma
Joen Cianella, Perma
Rachel Chwastek, Perma

MINUTES: April 16, 2014 Open Minutes.

MOTION TO APPROVE MINUTES FOR APRIL 16, 2014

Moved:	Commissioner Marion
Second:	Commissioner Northgrave
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 reported that in regard to the Fast Track Reporting through April the Fund is operating at about the same level it was last year, which is a considerable improvement over prior years.

Employment Practices Liability 2014/2015 Program – Executive Director said in order to maintain current deductibles and co-payments, members must update their EPL Programs and submit the checklist to the Fund Office. XL Insurance has indicated any checklist submitted to the Fund office by the end of May will meet the deadline. A currently listing of the EPL/POL compliance check list is provided within the Due Diligence Reports. (Please note at the time of the distribution of the agenda, additional check lists may have been received but now shown with in the report) Executive Director said the deadline is here. Anything received after the end of this month, wouldn't be eligible for credit.

Executive Director said if you have not completed your program, 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 end of May. Managers & Supervisor and Police training has been completed in most member municipalities.

Audit and Actuarial Valuation Year-End Reports: Executive Director said the financial audit for the period ending December 31, 2013 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.

New E-JIF Emergency Reporting Posters – Executive Director said enclosed is a copy of the new E-JIF Emergency Reporting poster to be placed in every member municipality. T&M Associates and First Environment will be distributing these posters to the membership. To request additional posters, JIF members may contact T & M Associates at 732-671-6400. Executive Director said that as a part of the JIF program, any time there is an environmental issue, an engineer will be out to the site to help the town handle the issue.

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 – Executive Director said 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. The state has asked local public entities to distribute personal identification numbers (PINs) to their officials by May 16th. The deadline for filing the form for public officials is June 13th. We emailed Commissioners a listing of how the JIF is spelling their name. Please contact the Fund office if it needs to be amended to match other agency spellings. The process is easier if the official's name is spelled the same each time.

IRS Examination – Executive Director said several JIF's have received notification from the IRS regarding payment to Fund Commissioners. The IRS is inquiring if Commissioners should be paid through a payroll system and should receive a W-2 instead of a 1099. The IRS is contending that we should consider amending our program so that Fund Commissioners are considered as employees, which means withholding taxes and etc. The Central JIF has not received one of these letters but we will keep members informed on how this proceeds in the other JIFs. We will keep things as they are until we a specifically ordered otherwise.

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 we are getting the online system up and running and we will be sending out training notices to everyone as to how to access the system.

RFQ for Professional Positions: – Executive Director reported that every three years we go out to RFQ for all the Professional Positions. This is the last year of the three year contracts. The MEL and many of the local funds are putting their RFQs out in June. It would be our recommendation that this fund follow the same timing as the MEL and other JIFs so that all the returns come back at the same time. Therefore we would ask for a motion to go to RFQ for all positions, contingent upon approval of the Fund Attorney and Fund Executive Director.

In response to Chairman Landolfi, Executive Director said we use the same basic RFP that the MEL uses. Chairman Landolfi said the form that we us is very good.

MOTION TO APPROVE RFQS FOR ALL POSITIONS:

Moved:

Commissioner Marion

Second: Commissioner Criscuolo
Vote: Unanimous

Search & Seizure Program - Enclosed please find information and registration form for a program geared towards law enforcement officers to review changing laws with respect to search and seizure.

Reports Made Part of Minutes.

TREASURER:

RESOLUTION 16-14 MAY 2014 VOUCHER PAYMENTS

2014 \$237,936.80

MOTION TO ADOPT RESOLUTIONS 16-14 APPROVING THE APRIL VOUCHER PAYMENT LIST, CERTIFICATION OF CLAIMS PAYMENTS AND TREASURER'S REPORTS AS SUBMITTED:

Moved: Commissioner Northgrave
Second: Commissioner Marion
Roll Call Vote: 7 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 April. Claims Manager reported the Claims Committee reviewed the PAR's for May 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 May. 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 Frankel
Roll Call Vote:	7 Ayes, 0 Nays

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 70% with a network penetration of 98%. The Executive Director commented he is very happy with the high network penetration.

UNDERWRITING MANAGER

PROPERTY POLICY CHANGES: – Executive Director said there is a bulletin in Appendix II which outlines the changes in the property policy. These changes are reflective of what we learned from Sandy that the policy was too broad and as a result in flood situations we were effectively replacing FEMA. Therefore these changes correct this going forward and define where our policy coverage ends and FEMA begins. In addition, despite the fairly significant increase in rate that occurred going into this year we are still substantially under the increase that occurred after 9/11. We are no where near the highest rate that we've been in the last 25 years of the program. Joe Hrubash will be here next month to answer any particular questions that you may have regarding the change.

Risk Manager Jay McManus requested that a meeting via conference call be scheduled to go through the Bulletin in detail. Executive Director said the conference call is an excellent idea.

LIST OF CERTIFICATES ISSUED – A list of Certificates issued was submitted for information showing 8 certificates issued.

List of Certificates made part of the minutes.

MARKETING MANAGER: Marketing Manager reported that they are in the process of finalizing a preliminary list of potential prospects that we can use to start some dialogue. We have one member that will be up for renewal this year. We are also planning a communication this month with a few brokers to generate some new avenues for potential prospects.

SAFETY DIRECTOR:

MONTHLY REPORT: Report distributed and reviewed by Safety Director. Len Gatto said there is a list of loss control activities completed in April, as well as a list of the training programs available through July 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 June 6, 2014 in Old Bridge.

Also included in the Report are two Safety Director's Bulletins on Soliciting Donations on Roadways – Coin Tosses and Comprehensive Playground Inspection Programs.

In response to Commissioner Landolfi Len Gatto's said his last meeting will be on July 16, 2014. Commissioner Frankel thanked Len for all the help and said he was very instrumental in getting Sayreville in compliance with the loss control surveys and his help was very much appreciated.

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 2:15 p.m.
Prepared by Karen A. Read, Assisting Secretary for

Joseph Criscuolo, Secretary