

**CENTRAL JERSEY JOINT INSURANCE FUND
MEETING MINUTES
May 17, 2017
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**

Welcome Commissioner Timothy Dacey – Piscataway has appointed Township Administrator Tim Dacey as its new Fund Commissioner. The Fund Commissioners and Professionals welcomed Tim to the Board and Jeremy Solomon administered the Oath of Office.

ROLL CALL OF THE 2017 EXECUTIVE COMMITTEE

Robert Landolfi, Township of Woodbridge	Present
Daniel Frankel, Borough of Sayreville	Present
William Northgrave, Township of Edison	Absent
Robert Vornlocker, Township of Franklin	Absent
Nancy Costa, Township of Hillsborough	Present
Michael Gross, City of South Amboy	Present
Timothy Dacey, Township of Piscataway	Present
Colleen Connolly, Borough of Belmar	Absent

ALSO PRESENT:

Jeremy Solomon, Bob Smith & Associates
Richard Lorentzen, Treasurer
Raven Williams, Franklin Township
Donna Setzer, Qual Lynx
Kathy Kissane, Qual Lynx
Tony Jones, Qual Lynx
Jay McManus, North American Insurance Management
Amy Pieroni, North American Insurance Management
Tom Fileccia, North American Insurance Management
Dave McHale, JA Montgomery Risk Control
Don Ruprecht, JA Montgomery Risk Control
Ilene Laursen, Conner Strong & Buckelew
Joseph Hrubash, Perma
Rachel Chwastek, Perma

MINUTES: April 17, 2017 Open Minutes

MOTION TO APPROVE MINUTES FOR APRIL 17, 2017

Moved:	Commissioner Gross
Second:	Commissioner Costa
Vote:	Unanimous

CORRESPONDENCE: None.

National Flood Insurance Program --Many municipalities in the MEL have properties in flood zones. Therefore, it is critical that Congress acts to continue the National Flood Insurance Program. The MEL recommended that each JIF adopt the included resolution and pass it onto the members for their action as well.

MOTION TO APPROVE RESOLUTION 16-17

Moved:	Commissioner Gross
Second:	Commissioner Dacey
Vote:	Unanimous

Mr. Frankel requested a copy of this resolution be emailed to the Fund Commissioners.

MEL Risk Management Consultant Accreditation Program. The MEL is instituting a program to recognize the MEL's numerous experienced RMCs and to educate their new staff. Producers who complete this program may use the designation "MEL Accredited Risk Management Consultant". To achieve accreditation, a RMC must complete the four all day sessions that will be conducted over a six month period.

Each session will be held twice – once in Jamesburg at the Forsgate County Club (Exit 8A) and once at the Conner Strong and Buckelew Headquarters facility in Marlton (Exit 4). The program is also eligible for producer continuing education credits. The fee is a nominal \$500 payable to the Municipal Excess Liability Joint Insurance Fund.

2017 Financial Disclosure Forms – The fund office has provided all Fund Commissioners and Professionals with the login information they need to complete their Financial Disclosure filing for the Central JIF. The email included links to the instructions and the DLGS webpage to file your disclosure; the filing deadline has been extended to May 30th. The Local Finance Notice was included in the agenda.

Auditor & Actuary Year-End Reports: The financial audit for the period ending December 31, 2016 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.

Safety Expo – The MEL continues to work with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expos will be held on June 23rd at the Middlesex County Fire Academy and September 29th at the Camden County Emergency Services Training Center. Registration is through the MEL Safety Institute. Registration information will be mailed to members shortly.

2018 Renewal Online Underwriting Database: Members and Risk Managers will receive an email when the database is set up to begin the 2018 underwriting renewal – which is expected to begin on or near June 1, 2017. The MEL awarded a contract to Origami for the on-line underwriting – but that system will not be functional until 2018. This year’s renewal will still be conducted in the Exigis system.

MEL Cyber Insurance Webinar Series – The MEL is hosting webinars related to Cyber Insurance. The first webinar was on “Understanding Your Cyber Liability Policy” and was well attended. The second is “What to Do in the Event of a Breach”. This session will be conducted on May 23rd ; the flyer was included in the agenda.

Due Diligence Reports – 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 then asked if there were any questions and concluded his report.

Reports Made Part of Minutes.

TREASURER: The Treasurer, Mr. Richard Lorentzen, presented the Bill’s List.

RESOLUTION 17-17 MAY 2017 VOUCHER PAYMENTS

2017 \$ 142,188.72

MOTION TO ADOPT RESOLUTION 17-17 APPROVING THE VOUCHER PAYMENT LISTS, AS SUBMITTED:

Moved:	Commissioner Gross
Second:	Commissioner Frankel
Roll Call Vote:	5 Ayes, 0 Nays

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

CLAIMS/ MANAGED CARE:

CLAIMS – Claims Manager Kathy Kissane reported the Claims Committee reviewed the PAR's for May today. Claims Manager respectfully requested a motion to ratify the PAR's that were approved by the Claim Committee today for May.

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 REQUESTS FOR MARCH CLAIMS PRESENTED IN EXECUTIVE SESSION BY QUAL-LYNX:

Moved:	Commissioner Costa
Second:	Commissioner Frankel
Roll Call Vote:	Unanimous

SAFETY DIRECTOR: - Dave McHale advised the Safety Director's report was included in the agenda. The report included a list of loss control activities for the month of April, and scheduled MSI Training Programs. The agenda also included multiple safety director communications, including one on Comprehensive Playground Inspection Programs and one for The Benefits of Closed-Circuit Videoing Lateral Sewer Lines. Mr. McHale also included the log on instructions for the camp counselor training programs as well as information for two different leadership programs that will be held throughout the state. Prior to the JIF Meeting, the Executive Safety Committee met. He advised all members are in compliance and have reported their first quarter activities. The Committee is searching for next year's key note speaker for the Safety Breakfast, any suggestions are welcome. He asked if there were any questions and then concluded his report.

MANAGED CARE:

CLAIMS – Donna Setzer reported savings was at 64% with a network penetration of 100%. The Commissioners were very pleased with the 100% network penetration.

UNDERWRITING MANAGER

LIST OF CERTIFICATES ISSUED – Ms. Chwastek advised 9 certificates were issued 3/22/2017 to 4/21/2017.

List of Certificates made part of the minutes.

MARKETING MANAGER: – Ms. Amy Pieroni advised she had no written report for this meeting, but is currently working with the Executive Director's office on potential new members and will have an update for June's meeting.

RISK MANAGERS: NONE

OLD BUSINESS: Mr. Hrubash advised the 2017 Coverage Documents had been sent to all members earlier in the day.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN

Moved:	Commissioner Costa
Second:	Commissioner Dacey
Vote:	Unanimous

Meeting adjournment at 2:15 p.m.
Prepared by Rachel Chwastek, Assisting Secretary for

William Northgrave, Secretary