

MINUTES
OF
MIDDLESEX COUNTY JOINT HEALTH INSURANCE FUND COMMISSIONERS
REGULAR MEETING

January 26, 2016

Chairman Pulomena called the meeting to order at 1:10p.m. Open Public Meeting Act read into Minutes by Chairman Pulomena.

ROLL CALL OF COMMISSIONERS

Chairman, John Pulomena	County	Present
Alternate, Dennis Cerami	County	Present
Commissioner, Richard Fitamant	Utilities Authority	Present
Alternate, Jayne Gelder	Utilities Authority	Absent
Commissioner, Patricia Byrd	Board of Social Services	Present
Alternate, Norman Skolnick	Board of Social Services	Absent
Commissioner, Susan Perkins	College	Present
Alternate, Patrick Madama	College	Absent
Commissioner,	Improvement Authority	P/A
Alternate, Lory Cattano	Improvement Authority	Present
Commissioner, Deepak Matadha	Mosquito Commission	Present
Alternate, John Kranz	Mosquito Commission	Present
Commissioner, Alan Fialka	Roosevelt Hospital	Absent
Alternate,	Roosevelt Hospital	P/A

APPOINTED FUND PROFESSIONALS AND SERVICE ORGANIZATIONS PRESENT:

Administrator	North American Insurance Management Corporation Jay McManus Lynn Collins Dave Hissey
Attorney	Patrick J. Diegnan, Jr., Esq.
Auditor	Wiss & Company Scott Clelland Robert Provost
Drug	CVS/caremark Brian Rosenson Jeremy Collinsworth
Network Provider	Horizon BCBS of New Jersey Mike Mauro
Program/Risk Manager	Business & Governmental Insurance Agency Stuart Migdon
Treasurer	Joe Pruiti

OTHERS PRESENT:

Lori Ferrazzoli
Giaet DeLaCruz
Anna Casillo

ABSENT:

Sara Picard
Brian Rosenson

APPROVAL OF AGENDA

Moved by Commissioner Fitamant and seconded by Commissioner Perkins to approve the agenda as submitted.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

PUBLIC PARTICIPATION

Chairman Pulomena asked for a motion to open the floor to the public. Moved by Commissioner Byrd and seconded by Commissioner Fitamant to open the floor to the public.

No one from the public was present to speak.

Chairman Pulomena asked for a motion to close the floor to the public. Moved by Commissioner Perkins and seconded by Commissioner Fitamant to close the floor to the public.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

APPROVAL OF MINUTES – December 15, 2015

Moved by Commissioner Fitamant and seconded by Commissioner Cattano to approve the minutes of December 15, 2015 Commissioners' Meeting (Public Meeting).

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Cattano and Matadha
	Nay:	None
	Abstain:	Commissioners Byrd and Perkins

ADMINISTRATOR'S REPORT

Mr. McManus said that his report is included in Section II of the Commissioners agenda packet. He asked the Commissioners to turn to page two in Section II of the Commissioners agenda packet. On that page you will find a report of the monthly activities and correspondence for the month of January 2016. He wanted to cover a couple of items and bring them to the Commissioners attention. Please look at item number eleven. We are undertaking website redesign and modifications due to a correspondence from the Department of Banking and Insurance. This is no different than the correspondence received by all other Joint Health Insurance Funds in New Jersey. We are updating the website to include required information which includes budget and financial reports, audits reports, meeting notices and agendas, minutes along with a listing of personnel. It's nothing different than what DOBI is requesting of all JHIFs. We are targeting and fully expect to have the updated completed and live for February 1, 2016. We will advise DOBI of our compliance with their request.

The next item, moving down to number twelve, Ceridian which is the current administrator who handles COBRA and Direct Billing administration, is transitioning this business to WageWorks effective February 1, 2016. We've notified each of the entities of the change. In addition to that we have sent a letter to all COBRA and Direct Billed Retirees that the change will be taking place and we have included copies of that correspondence in the Fund Administrator's Section of the Commissioners agenda packet. They are on page 63 through 67. If you get any questions, please let us know and we will handle the call.

Dave Hissey, noted that the original mailing date was January 19, 2016, however, we were notified yesterday that they will go out by the end of this week. We do not have confirmation on this yet. He will email all entities as soon as he has confirmation. Dennis Cerami said that they are getting calls

from members saying they got letters but haven't received the invoice yet. Jay McManus said that these calls were probably prompted by the letter we sent out. Mr. Cerami said that Ceridian is telling the members to call the HR Departments with their questions. Mr. McManus asked Mr. Cerami to forward the calls to us for handling.

Mr. McManus' last item is the 1095C reporting. We've included some information in the agenda packet; page 53 which is regarding the delay of the implementation back from January 31, 2016 to the end of March 2016. We have notified each of the entities of this change. Originally the 1095C was required to be included in your tax return, however that is no longer required. We feel we will have no problem meeting the March date.

FINANCE REPORT

Mr. Pruiti said the Bill Lists are included in Section III of the Commissioners agenda packet. He handed out the December 2015 financials. Mr. Pruiti said he has been working with the auditors to provide information for the 2015 Financial Audit.

For 2014, we made a modest profit, mainly because we released some accrual which are no longer needed and some IBNR; approximately \$71,000. We broke even for 2015.

Resolution 2016-01-01 to approve the January Bill Lists.

Moved by Commissioner Perkins and seconded by Commissioner Fitamant to approve payment of the January 2016 Bill List.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

PROFESSIONAL REPORTS

- a) Auditor: Wiss' report is included in Section IV of the Commissioners agenda packet. We have started to do some preliminary work on the 2015 Financial Audit. They completed the second of the two Eligibility Audits. They identified three items which are being investigated further and they hope to have answers by the end of January 2016 and report the final report in February 2016. Mr. Clelland also introduced Rob Provost to the group. Rob will replace Diana Miller going forward.
- b) Program/Risk Manager: BGIA's report is included in Section IV of the Commissioners agenda packet.
- c) Network Provider: Horizon's report is included in Section IV of the Commissioners agenda packet.
- d) Attorney: Mr. Diegnan's report is included in Section IV of the Commissioners agenda packet.

OLD BUSINESS

None

NEW BUSINESS

Resolution 2016-01-02 to appoint Officers and Committees.

Discussion: Mr. McManus said that a Nominations and Search Committee is recommending the appointment of Commissioner John Pulomena as Fund Chairman and Richard Fitamant as Fund Secretary for the Fund Year 2016.

Also, the Committee recommends the Fund Committees be approved.

Moved by Commissioner Fitamant and seconded by Commissioner Perkins to accept the above Resolution.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

Resolution 2016-01-03 to establish Fund Treasurer's compensation.

Discussion: Mr. McManus said the Contracts Committee met and is recommending the Fund Treasurer's compensation be \$25,808 for calendar year 2016.

Moved by Commissioner Fitamant and seconded by Commissioner Perkins to accept the above Resolution.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

Resolution 2016-01-04 to establish the Assistant to the Fund Treasurer compensation.

Discussion: Mr. McManus said that the Contracts Committee also met to consider the renewal of the contract for the Fund Treasurer's Assistant. The Committee is recommending the appointment of Assam Abbas Assistant to the Fund Treasurer with the annual compensation of \$6,202.

Moved by Commissioner Fitamant and seconded by Commissioner Perkins to accept the above Resolution.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

Resolution 2016-01-05 to approve email and telephonic voting.

Moved by Commissioner Byrd and seconded by Commissioner Perkins to accept the above Resolution.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

Resolution 2016-01-06 to approve retirement of Commissioner and appointment of new Commissioner.

Moved by Commissioner Byrd and seconded by Commissioner Fitamant to accept the above Resolution.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

EXECUTIVE SESSION

Chairman Pulomena said there was no need to go into Executive Session.

OPEN SESSION

Resolution 2016-01-07 to approve payment of Large Claims

Moved by Commissioner Byrd and seconded by Commissioner Perkins to approve payment of large claims.

Roll Call:	Aye:	Chairman Pulomena, Commissioners Fitamant, Byrd Perkins, Cattano and Matadha
	Nay:	None
	Abstain:	None

OTHER BUSINESS

New Commissioner Cattano from the Improvement Authority and Alternate Commissioner Kranz from the Mosquito Commission were sworn in by Mr. Diegnan, the Fund Attorney.

ADJOURN

Moved by Commissioner Fitamant and seconded by Commissioner Byrd and approved unanimously to adjourn the meeting at 1:31 p.m.