

**MINUTES**  
**OF**  
**MIDDLESEX COUNTY JOINT HEALTH INSURANCE FUND COMMISSIONERS**  
**REGULAR MEETING**

**March 22, 2016**

Chairman Pulomena called the meeting to order at 1:09 p.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	Absent
Alternate, Norman Skolnick	Board of Social Services	Present
Commissioner, Susan Perkins	College	Present
Alternate, Patrick Madama	College	Absent
Commissioner, Lory Cattano	Improvement Authority	Present
Alternate,	Improvement Authority	P/A
Commissioner, Deepak Matadha	Mosquito Commission	Present
Alternate, John Kranz	Mosquito Commission	Absent
Commissioner, Alan Fialka	Roosevelt Hospital	Present
Alternate,	Roosevelt Hospital	P/A

**APPOINTED FUND PROFESSIONALS AND SERVICE ORGANIZATIONS PRESENT:**

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

**OTHERS PRESENT:**

Kelly Boyd  
Lori Ferrazzoli

**ABSENT:**

Dave Hissey  
Brian Rosenson  
Sara Picard

**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, Skolnick Perkins, Cattano, Matadha and Fialka
	Nay:	None
	Abstain:	None

**PUBLIC PARTICIPATION**

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

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

### **APPROVAL OF MINUTES** – February 23, 2016

Moved by Commissioner Fitamant and seconded by Commissioner Perkins to approve the minutes of February 23, 2016 Commissioners' Meeting (Public Meeting).

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

### **ADMINISTRATOR'S REPORT**

Mr. McManus said his report was included in Section II of the Commissioners agenda packet. He asked everyone to turn to Section II, page two of the agenda packet to find a listing of activities and correspondence for the month of March 2016. In addition to what is listed, item nine under monthly activities is the Local Financial Disclosure process. Local Notice 2016-07 was just issued providing instructions to the clerks handling the process for each agency. There are no changes from last year. Within the next week or so Lynn Collins will be sending the specific set of instructions along with your individual password and IDs. Just by way of timing, the filing is due by April 30, 2016. The filing period opens on April 4, 2016.

Chairman Pulomena asked if you hold more than one position, do you have to file for each position. Lynn Collins responded that you only need to file once, however you do need to identify all positions you hold when filing. Mr. McManus said that all Commissioners are required to file.

Mr. McManus talked about 1094/1095C reporting. The forms are due in the hands of recipients which are active employees as well as retirees and COBRA members by March 31, 2016. We have resolved all outstanding issues with each of the entities and we are confident that the individuals will receive their notices in a timely manner. This is with the exception of the County Administration; they are handling this process on their own.

Mr. McManus had a quick update on the CONEXIS vendor connectivity. Lynn Collins said Unicorn and CONEXIS are now sending test files back and forth. The electronic process should begin in the near future. This will eliminate the manual process that we are using today.

## **FINANCE REPORT**

Mr. Pruiti said the Bill List was included in Section III of the Commissioners agenda packet. Mr. Pruiti distributed the financial statements. February expenses were significantly higher than revenue for the 2016 plan year. He explained that the total annual budget is broken down monthly. Over the course of a year, there are approximately 4.3 claim invoices per month. For the month of February (even though it only had 29 days in the month), there were five weekly invoices each for Aetna, CIGNA and Horizon. The additional claim invoices in February resulted in higher funding requirements for the month leading to a loss as noted in the financials. The number of claim invoices will even out over the next few months and it is anticipated that total year to date claims will then be in line with budget projections.

**Resolution 2016-03-01** to approve the March 2016 Bill List.

Moved by Commissioner Perkins and seconded by Commissioner Fialka to approve payment of the March 2016 Bill List.

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

## **PROFESSIONAL REPORTS**

- a) **Auditor**: Wiss' professional report is included in Section IV of the Commissioners agenda packet. The audit report is substantially completed. Wiss is waiting on the GASB 68 instructions and should receive them sometime in April. Mr. Clelland will closely monitor the situation. If instructions are not received in April, Wiss will discuss options with the JHIF. DOBI will grant a one month extension if necessary. Assuming receipt of the information is in April, Wiss will make the May 31<sup>st</sup> deadline for filing the audit.

Mr. Clelland will send out the draft shortly and not wait until after we receive the GASB 68 information. This way everyone can look at the other information in the audit and edit where necessary.

- b) **Program/Risk Manager**: BGIA's professional report is included in Section IV of the Commissioners agenda packet. Mr. Migdon said Partners in Care are putting in a new system and we are having a meeting on April 7 to see a demonstration of the new system.

For the Wellness Coach, at Chairman Pulomena's request, we are drilling down on the details of the numbers provided in the reports regarding blood pressure reduction. We are trying to identify how the Wellness Coaches have been able to bring down the blood pressure numbers. The Wellness Coaches are now asking more definitive questions which will enable them to get the detail needed to report.

- c) **Network Provider**: Horizon's professional report is included in Section IV of the Commissioners agenda packet. Mr. Mauro talked about one claim that exceeded 50 percent of the specific



**OPEN SESSION**

**Resolution 2016-03-03** to approve payment of Large Claims

Moved by Commissioner Perkins and seconded by Commissioner Cattano to approve payment of Large Claims.

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

**OTHER BUSINESS**

None

**ADJOURN**

Moved by Commissioner Perkins and seconded by Commissioner Cattano and approved unanimously to adjourn the meeting at 1:26 p.m.