
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND, SAFETY AND EXECUTIVE COMMITTEE MEETING MINUTES
March 11, 2020**

I. Call to Order – Kathleen Capristo – Vice Chairperson

Vice Chairperson Kathleen Capristo called the meeting to order at 9:10 a.m.

II. Open Public Meetings Statement – Kathleen Capristo – Vice Chairperson

Vice Chairperson Kathleen Capristo read the Open Public Meetings Act.

III. Roll Call

In lieu of a formal roll call, everyone introduced themselves. A sign-in sheet was distributed.

Executive Committee

		<u>Attendance</u>
Kathleen Capristo	Colts Neck Township	Present
Theresa Casagrande	Borough of Fair Haven	Absent
Michael Pitts	Township of Montgomery	Present
Anthony Cancro	Township of Plainsboro	Present
Marc Dashield	Princeton	Present
Joy Tozzi	Township of Robbinsville	Absent
Marlena Schmid (a. 9:35 am)	Township of West Windsor	Present

Alternate Executive Committee

Debra Rubin	Township of Cranbury	Present
Matthew Crane	Borough of Helmetta	Absent
Michael Muscillo	Township of Ocean	Absent

Fund Commissioners

Katherine Fenton-Newman	Township of Hopewell	Absent
William Meytrott	Borough of Pennington	Absent

Alternate Fund Commissioners

Jean Golisano	Township of Cranbury	Absent
Allyson Cinquegrana	Borough of Fair Haven	Absent
Susan Newman	Township of Hopewell	Present
Tamarah Novak	Township of Montgomery	Present
Lester Varga	Township of Plainsboro	Absent
Jeffrey Grosser	Princeton	Absent
Jewel Morgan	Township of Robbinsville	Absent
Joanne Louth	Township of West Windsor	Absent

Safety Delegates

Louis Bader	Colts Neck Township	Absent
Bruno Bertucci	Township of Cranbury	Absent
Paul Reed	Borough of Helmetta	Absent
Joseph Palmer	Township of Montgomery	Present
Kimberly Williams	Township of Ocean	Absent
Morris Fabian	Borough of Pennington	Present
Neil Blitz	Township of Plainsboro	Present

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Janis DiNatale	Township of West Windsor	Absent
<u>Alternate Safety Delegates</u>		
Chief Lance Maloney	Township of Hopewell	Absent
Lori Savron	Township of Montgomery	Absent
Teresa Carson	Township of Plainsboro	Absent
Afroula Ippolito	Princeton	Absent
<u>Others Present</u>		
Jake Nieman	Township of Ocean	
Kerry Giammetta	Township of West Windsor	
Barbara Murphy	Risk and Loss Managers, Inc.	
Michaelene Miller		
Julie Tattoni	Windels Marx Lane & Mittendorf	
Patricia Davidson	Qual-Lynx/Third Party Administrator	
Lisa Gallo	Qual-Lynx/Managed Care	
Brian Maitland	J.A. Montgomery	
Michael Brosnan		
Matt Genna		

IV. Introduction of Guests
There were no introductions.

V. General Fund Business
A. Safety

1. 2020 Safety Annual Kickoff – J.A. Montgomery Risk Control
Brian Maitland provided a PowerPoint presentation titled “I’ve Got Your Back - Annual Safety Awards & Kickoff Meeting”. He discussed the Fund’s 2019 successes and trainings, resources and model programs available on the MEL’s website. He stated that a presentation on First Amendment Audits Best Practices would be held at the May safety meeting. He asked members to contact him if there were any suggestions for topics to be presented at upcoming 2020 safety meetings.

B. Safety Awareness Program 2020

1. 2020 Safety Awareness Program Budget
Barbara Murphy reviewed the 2020 safety awareness program budget distributed at the meeting.
2. 2019 Safety Awareness Program Results
Barbara Murphy reviewed the final results of the 2019 safety awareness program budget distributed at the meeting. She congratulated all members for their efforts.

C. Loss Analysis as of December 31, 2019 – Fund Years 2015-2019

Barbara Murphy referred to the claims analysis distributed at the meeting. She reviewed graphs illustrating the Fund’s claims and member specific claims by total incurred, layer and line of coverage by fund years 2015-2019.

VI. Executive Committee Business

A. **Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of January 15, 2020**

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of January 15, 2020.

Moved: Anthony Cancro

Seconded: Michael Pitts

Vote: Approved: Unanimous Nay:

B. **Reports**

1. Vice Chairperson's Report – Kathleen Capristo

a. 2020 Subcommittee Appointments

Barbara Murphy reviewed the list of 2020 subcommittees and member appointments distributed at the meeting.

2. MEL Delegate's Report – Joy Tozzi

There was no report.

Marlena Schmid stated that the first draft of the updated model personnel manual had been completed but had not yet been distributed. She stated that a conference call was being scheduled to discuss the draft document. Barbara Murphy stated that June 1, 2021 would be the deadline for compliance with the updated manual.

3. Secretary's Report – Marlena Schmid

There was no report.

4. Fund Commissioners' Reports

There was no report.

5. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf

As per the legislative update distributed at the meeting.

6. Treasurer's Report

a. Approval of Bill List for all Fund Years

Motion to approve the bill list totaling \$1,417,180.41.

Moved: Michael Pitts

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

b. Treasurer's Report

As per the report included in the agenda package.

c. Investment Status

As per the report included in the agenda package.

7. Administrator's Report - Risk & Loss Managers, Inc.

As per the report included in the agenda package.

Barbara Murphy stated that the 2019 audited financial statement would be presented at the April 29, 2020 meeting. She stated that the strategic planning subcommittee would meet following the presentation to discuss return of surplus and other business matters.

8. Managed Care Report – Qual-Lynx

As per the report included in the agenda package.

Lisa Gallo stated that a representative from the Work Comp Psych Net had offered to provide a presentation to discuss solutions for common work-related psychological and mental injuries such as traumatic brain injury and post-concussion syndrome, PTSD and psychological issues. She stated that the representative would be available to attend the July meeting.

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C. Closed Session

Motion to adjourn Open Session.

Moved: Marlena Schmid

Seconded: Michael Pitts

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:19 a.m.

D. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Debra Rubin

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:56 a.m.

1. **Claims Payment Authorization and Other Actions Established in Closed Session**

Motion to approve claim payments and authorize actions established in Closed Session.

Moved: Michael Pitts

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

Motion to authorize the execution of a contract with Benjamin F. Smith, Esq., Pietras Saracino Smith & Meeks, LLP as defense counsel to the Fund.

Moved: Michael Pitts

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

E. Old Business

There was no old business.

F. New Business

There was no new business.

G. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn.

Moved: Michael Pitts

Seconded: Debra Rubin

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 11:05 a.m.

The next meeting will be held on **Wednesday, April 29, 2020.**

Respectfully submitted,

Authorized Signature