
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE REORGANIZATION
MEETING MINUTES
January 11, 2023**

I. Call to Order – Joy Tozzi – Chairperson

Chairperson Joy Tozzi called the meeting to order via Zoom at 9:03 a.m.

II. Open Public Meetings Statement – Joy Tozzi – Chairperson

Chairperson Joy Tozzi read the Open Public Meetings Act.

III. Roll Call

Fund Commissioners

		<u>Attendance</u>
Kathleen Capristo	Township of Colts Neck	Absent
Debra Rubin	Township of Cranbury	Present
James Brady	Township of East Windsor	Present
Theresa Casagrande	Borough of Fair Haven	Present
Salvatore Masucci	Borough of Helmetta	Absent
Katherine Fenton Newman	Township of Hopewell	Present
Michael Pitts (a. 9:10)	Township of Montgomery	Present
David Brown, II	Township of Ocean	Present
Mona Habiby	Borough of Pennington	Present
Anthony Cancro	Township of Plainsboro	Present
Bernard Hvozdovic, Jr. (l. 10:05)	Princeton	Present
Joy Tozzi	Township of Robbinsville	Present
Marlena Schmid	Township of West Windsor	Present

Alternate Fund Commissioners

Denise Marabello	Township of Cranbury	Absent
Allyson Cinquegrana	Borough of Fair Haven	Present
Sandra Bohinski	Borough of Helmetta	Absent
Susan Newman	Township of Hopewell	Absent
Tamara Novak	Township of Montgomery	Present
Tracey Berkowitz	Township of Ocean	Present
Jeffrey Grosser	Princeton	Absent
Jewel Morgan	Township of Robbinsville	Present
John Mauder	Township of West Windsor	Absent

Others Present

Kerry Giamatti	Township of West Windsor
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Julie Tattoni	Windels Marx Lane & Mittendorf
Amanda Meehan	
Brian Maitland	J.A. Montgomery
Michael Brosnan	
Patricia Davidson	Qual-Lynx – TPA
Donna Setzer	Qual-Lynx – MCO
Patti Fahy	Acrisure
Michael Avalone	Conner Strong & Buckelew

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IV. Introduction of Guests

There were no introductions.

V. General Fund Business

A. Ratification of 2023 Officers to Serve Full Fund and Executive Committee, as nominated.

Motion to ratify 2023 Slate of Officers as nominated.

Chairperson: Joy Tozzi
Vice - Chairperson: Kathleen Capristo
Secretary: Marlena Schmid

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

B. Ratification of 2023 MEL Delegate – Joy Tozzi

Motion to ratify 2023 MEL Delegate – Joy Tozzi

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

C. Ratification of 2023 Cyber JIF Delegate – Joy Tozzi

Chairperson Tozzi asked if there was anyone interested in participating as the alternate Cyber JIF delegate. James Brady volunteered to serve as the alternate Cyber JIF delegate.

Motion to ratify 2023 Cyber JIF Delegate – Joy Tozzi and alternate James Brady.

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

D. Election of Four (4) Executive Committee and Three (3) Alternate Executive Committee Members.

1. Election of Four Executive Committee Members

Ballots were tallied and the administrator read the results into the record:

- a. Anthony Cancro
- b. Theresa Casagrande
- c. Bernard Hvozdovic
- d. Michael Pitts

2. Election of Two Alternate Executive Committee Members

Ballots were tallied and the administrator read the results into the record:

- Debra Rubin, Alternate #1
- James Brady, Alternate #2
- Katherine Fenton Newman, Alternate #3

VI. Executive Committee Business

A. Approval of the General Fund and Executive Committee and Open and Closed Meeting Minutes of December 7, 2022

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of December 7, 2022.

Moved: Anthony Cancro

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

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B. Reports

1. Chairperson's Report – Joy Tozzi
There was no report.
2. MEL Delegate's Report – Joy Tozzi
As per the report included in the agenda package.
Joy Tozzi stated that the MEL had recently held its reorganization meeting.
3. Cyber JIF Delegate – Joy Tozzi
Joy Tozzi stated that the Cyber JIF had recently held its organizational meeting.
4. Secretary's Report – Marlena Schmid
There was no report.
5. Fund Commissioners' Reports
There was no report.
6. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
As per the report included in the agenda package.
Marlena Schmid noted that the Department of Local Government Services had recently issued a Local Finance Notice stating that local units must require vendor and contractor disclosure of investment activities for Russia or Belarus-associated businesses and provided an update to the Iran Investment Certification. Julie Tattoni stated that she would draft a certification that will be sent to all vendors for execution with the 2023 contracts.
 - a. Resolution 2023.1 Appointing the Professional Service Providers and Authorizing the Execution of a Contract with the Professional Service Providers for 2023
 - b. Resolution 2023.2 Appointing Marlena Schmid as Custodian of Funds for 2023 and Authorizing the Execution of 2023 Contract
 - c. Resolution 2023.3 Authorizing Chairperson and Custodian of Funds to Certify Sufficient Funds to Enter into 2023 Custodian of Funds Contract
 - d. Resolution 2023.4 Designating Individuals Authorized as Signatories on Fund Checks Drawn by Qual-Lynx on Behalf of the Fund for the 2023 Fund Year
 - e. Resolution 2023.5 Authorizing Appointment of Service Providers and the execution of Contracts with EUS Service Providers for 2023
 - f. Resolution 2023.6 Appointing Defense Counsel to Litigate on Behalf of the Fund for the 2023 Fund Year and Authorizing the Execution of Contract
 - g. Resolution 2023.7 Appointing a PACO for 2023
 - h. Resolution 2023.8 Establishing a Ten Percent Interest Rate for Delinquent Assessments in 2023
 - i. Resolution 2023.9 Designation of Meeting Schedule and Official newspapers
 - j. Resolution 2023.10 Designating Administrator as Agent to Receive Service of Process on Behalf of the Fund for 2023, Designating the Administrator's Office as Where the Books and Records of the Fund shall be Maintained and Designating the Administrator at the Fund Custodian of a Government Record to receive service of process and to maintain books and records
 - k. Resolution 2023.11 Designation of signatories for 2023 and designating the New Jersey Asset and Rebate Management Program (NJ ARM) and U.S. Bank as depository
 - l. Resolution 2023.12 Designation of Other Public Depository(ies)
 - m. Resolution 2023.13 Adopting the 2023 Cash Management Plan

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- n. Resolution 2023.14 Adopting Risk Management Plan

Motion to Approve Resolutions 2023.1 through 2023.14

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

6. Treasurer's Report – Marlena Schmid

- a. Approval of Bill Lists for all Fund Years

Motion to approve the bill list totaling \$919,336.18

Moved: Anthony Cancro

Seconded: Bernard Hvozdovic

Vote: Approved: Unanimous Nay:

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

As per the memorandum included in the agenda package.

Barbara Murphy stated that the March 8, 2023 meeting would be a combined safety and executive committee meeting.

8. Managed Care Report – Qual-Lynx

As per the report included in the agenda package.

9. Safety/Loss Control – J.A. Montgomery

As per the report included in the agenda package.

C. New Business

There was no new business.

D. Old Business

There was no old business.

E. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn Open Session.

Moved: Bernard Hvozdovic

Seconded: Michael Pitts

Voted: Approved: Unanimous Nay:

Open Session adjourned at 9:25 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: Anthony Cancro

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:19 a.m.

1. Claims and Other Actions Established in Closed Session

Motion to authorize actions established in Closed Session.

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

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VII. Adjournment

Motion to adjourn.

Moved: Theresa Casagrande

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:20 a.m.

The next meeting will be held on **Wednesday, March 8, 2023.**

Respectfully submitted,

Authorized Signature

Dated