
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
July 15, 2020**

I. Call to Order – Kathleen Capristo, Vice Chairperson

Vice Chairperson Capristo called the meeting to order via teleconference at 9:01 a.m.

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

Vice Chairperson Capristo read the Open Public Meetings Act.

III. Roll Call

Executive Committee

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

Alternate Executive Committee

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

Fund Commissioners

Katherine Fenton-Newman	Township of Hopewell	Present
Eileen Heinzl	Borough of Pennington	Present

Alternate Fund Commissioners

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

Others Present

Kerry Giammetta	Township of West Windsor
Ross Maszczak	
Brian Aronson	
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
Paul Shives	J.A. Montgomery

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Brian Maitland

Patti Fahy

Katie Walters

Robin Racioppi

Lou Romero

Acrisure

Conner Strong & Buckelew

NAIMC

Secure Data Consulting Services

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

A. Cyber Presentation – Lou Romero, Secure Data Consulting Services

Lou Romero provided a PowerPoint presentation outlining the services available to help public entities comply with the MEL's Cyber Risk Loss Control Programs. He reviewed ways to identify cyber vulnerabilities, risks and recommendations based on best practices and standards.

VI. Executive Committee Business

A. **Approval of the General Fund Open and Closed Meeting Minutes of April 29, 2020**
Motion to approve the general fund open and closed meeting minutes of April 29, 2020.

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

B. Reports

1. Vice Chairperson's Report – Kathleen Capristo

There was no report.

2. Secretary's Report – Marlena Schmid

There was no report.

3. MEL Delegate's Report – Joy Tozzi

As per the reports included in the agenda package.

Barbara Murphy stated that the MEL had recently convened several subcommittees including the audit committee to review their year end financials.

4. Fund Commissioners' Reports

There was no report.

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

As per the legislative report included in the agenda package.

6. Treasurer's Report – Marlena Schmid

a. Approval of Bill Lists for all Fund Years

Motion to approve the bill list totaling \$1,376,593.45.

Moved: Marc Dashield

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

b. Treasurer's Report

As per the report distributed at the meeting.

c. Investment Report

As per the report distributed at the meeting.

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7. Administrator’s Report – Risk & Loss Managers, Inc.
Refer to the memorandum included in the agenda package.
 - a. Property Appraisals
Barbara Murphy stated that the completed property appraisals had been finalized and asked members to closely review the reports prior to their being uploaded into Origami. She stated that the final four appraisals were in the process of being completed.
8. Safety and Loss Control Report – J. A. Montgomery
Brian Maitland stated that J.A. Montgomery had began to resume site surveys in compliance with CDC safety guidelines. He stated that the MEL continues to update its website with CDC guidance on reopening facilities and emergency information.
9. Managed Care Report – Qual-Lynx
As per the report included in the agenda package.

C. Old Business

There was no old business.

D. New Business

1. Resolution 2020.17 Adopting an Amended Cash Management Plan
Barbara Murphy stated that the legislation allowing joint insurance funds to invest in governmental entities had been signed into law. She stated that the cash management plan was being revised to allow for participation in a joint cash management and investment program should the members decide to do so in the future. She further stated that the finance subcommittee could be convened to discuss how the current investment portfolio is performing and the potential impact in the changing markets and options.

Motion to adopt resolution 2020.17 adopting an amended cash management plan.

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Voted: Approved: Unanimous Nay:

E. Closed Session

Motion to adjourn to Closed Session.

Moved: Marlena Schmid

Seconded: Matthew Crane

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:27 a.m.

F. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Michael Pitts

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:42 a.m.

Claims Payment Authorization and Other Actions Established in Closed Session

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

Moved: Marlena Schmid

Seconded: Michael Pitts

Vote: Approved: Unanimous Nay:

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G. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn.

Moved: Anthony Cancro

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:43 a.m.

The next meeting will be held on **Wednesday, September 16, 2020.**

Respectfully submitted,

Authorized Signature