
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE REORGANIZATION
MEETING MINUTES
January 15, 2020**

I. Call to Order – Joy Tozzi – Chairperson

Chairperson Joy Tozzi called the meeting to order at 9:09 a.m.

II. Open Public Meetings Statement – Joy Tozzi – Chairperson

Chairperson Joy Tozzi read the Open Public Meetings Act.

III. Roll Call

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

Fund Commissioners

		<u>Attendance</u>
Kathleen Capristo	Township of Colts Neck	Present
Debra Rubin	Township of Cranbury	Present
Theresa Casagrande	Borough of Fair Haven	Present
Matthew Crane	Borough of Helmetta	Present
Katherine Fenton Newman	Township of Hopewell	Absent
Michael Pitts	Township of Montgomery	Absent
Michael Muscillo	Township of Ocean	Absent
William Meytrott	Borough of Pennington	Present
Anthony Cancro	Township of Plainsboro	Present
Marc Dashield	Princeton	Present
Joy Tozzi	Township of Robbinsville	Present
Marlena Schmid	Township of West Windsor	Present

Alternate Fund Commissioners

Jean Golisano	Township of Cranbury	Absent
Allyson Cinquegrana	Borough of Fair Haven	Absent
Sandra Bohinski	Borough of Helmetta	Absent
Susan Newman	Township of Hopewell	Absent
Tamara 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

Others Present

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Julie Tattoni	Windels Marx Lane & Mittendorf
Brian Maitland	J.A. Montgomery
Patricia Davidson	Qual-Lynx – TPA
Steve McNamara	Qual-Lynx – MCO
Patti Fahy	Acrisure
Ilene Laurson	Conner Strong & Buckelew
Robin Racioppi	NAIMC

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IV. Introduction of Guests

There were no introductions.

V. General Fund Business

A. Ratification of 2020 Officers to Serve Full Fund and Executive Committee, as nominated.

Motion to ratify 2020 Slate of Officers as nominated.

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

Moved: Marlena Schmid

Seconded: Marc Dashield

Vote: Approved: Unanimous Nay:

B. Ratification of 2020 MEL Delegate – Joy Tozzi

Motion to ratify 2020 MEL Delegate – Joy Tozzi

Moved: Kathleen Capristo

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

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

1. Election of Four Executive Committee Members

Ballots were distributed and the results were:

- a. Anthony Cancro
- b. Theresa Casagrande
- c. Marc Dashield
- d. Michael Pitts

2. Election of Two Alternate Executive Committee Members

Ballots were distributed and the results were:

Debra Rubin, Alternate #1
Matthew Crane, Alternate #2
Michael Muscillo, Alternate #3

D. Special Fund Commissioner Appointment - Princeton

Joy Tozzi stated that the Fund has an even number of members and the Fund's bylaws state that a special fund commissioner should be appointed. She explained that the main purpose served by this position would be to break a tie vote relative to general fund business. She stated that, upon review of the proper protocol, it has been determined that Princeton had the option of making an appointment and may provide a Resolution confirming the appointment.

VI. Executive Committee Business

A. Approval of the General Fund, Executive Committee and Safety Open and Executive Committee Closed Meeting Minutes of December 11, 2019

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Motion to approve the General Fund, Executive Committee and Safety Open and Executive Committee Closed Meeting Minutes of December 11, 2019.

Moved: Marlena Schmid

Seconded: Kathleen Capristo

Vote: Approved: 6 Abstain: 1 (T. Casagrande) Nay:

B. Reports

1. Chairperson's Report – Joy Tozzi

Chairperson Tozzi stated that the Townships of East Brunswick and Holmdel did not renew their membership in the Fund. She welcomed Theresa Casagrande, Borough of Fair Haven and Matthew Crane, Borough of Helmetta as new members of the Fund effective January 1, 2020.

Barbara Murphy referred to a side-by-side comparison of the MIDJIF's 12/31/18 audited financial statements to the audited financial statements of two competing joint insurance funds. She reminded members that their annual assessment is only one part of the many important factors to consider when weighing a long-term JIF membership decision. She stated that the MIDJIF's solid financial strength and program success was represented in the Fund's current and returned surplus. Marlena Schmid thanked the fund professionals for their contributions by working closely with members toward continued success.

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. She stated that the first draft of the updated model personnel manual had been released and would be reviewed with the EPL subcommittee.

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

- a. Resolution 2020.1 Appointing the Professional Service Providers and Authorizing the Execution of a Contract with the Professional Service Providers for 2020.
- b. Resolution 2020.2 Appointing Marlena Schmid as Custodian of Funds for 2020 and Authorizing the Execution of 2020 Contract.
- c. Resolution 2020.3 Authorizing Chairperson and Custodian of Funds to Certify Sufficient Funds to Enter into 2020 Custodian of Funds Contract.
- d. Resolution 2020.4 Designating Individuals Authorized as Signatories on Fund Checks Drawn by Qual-Lynx on Behalf of the Fund for the 2020 Fund Year.
- e. Resolution 2020.5 Authorizing Appointment of Service Providers and the execution of Contracts with EUS Service Providers for 2020.
- f. Resolution 2020.6 Appointing Defense Counsel to Litigate on Behalf of the Fund for the 2020 Fund Year and Authorizing the Execution of Contract.
- g. Resolution 2020.7 Appointing a PACO for 2020.
- h. Resolution 2020.8 Establishing a Ten Percent Interest Rate for Delinquent Assessments in 2020.
- i. Resolution 2020.9 Designation of Meeting Schedule and Official newspapers.

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- j. Resolution 2020.10 Designating Administrator as Agent to Receive Service of Process on Behalf of the Fund for 2020, 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 2020.11 Designation of signatories for 2020 and designating the New Jersey Asset and Rebate Management Program (NJ ARM) and U.S. Bank as depository.
- l. Resolution 2020.12 Designation of Other Public Depository(ies).
- m. Resolution 2020.13 Adopting the 2020 Cash Management Plan.
- n. Resolution 2020.14 Adopting Named Storm Deductible Risk Sharing Program
- o. Resolution 2020.15 Confirming and Aggregate Loss Fund Contingency Account and the Annual Transfer

Motion to Approve Resolutions 2020.1 through 2020.15

Moved: Marlena Schmid

Seconded: Marc Dashield

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 \$1,636,700.58.

Moved: Marlena Schmid

Seconded: Marc Dashield

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 2020 elected officials training would be available on the MEL's website shortly.

8. Managed Care Report – Qual-Lynx

As per the report distributed at the meeting.

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

Brian Maitland stated that the MEL's Addressing the Protection and Safe Treatment of Minors program was now available on the MEL's website. He stated that a training on the First Amendment Audit would be held for members in May.

C. Closed Session

Motion to adjourn Open Session.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Voted: Approved: Unanimous Nay:

Open Session adjourned at 9:56 a.m.

D. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Mark Dashield

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:03 a.m.

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1. 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: Kathleen Capristo

Vote: Approved: Unanimous Nay:

E. New Business

There was no new business.

F. Old Business

There was no old business.

G. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn.

Moved: Kathleen Capristo

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:04 a.m.

The next meeting will be held on **Wednesday, March 13, 2020**, at the Holiday Inn, East Windsor, NJ.

Respectfully submitted,

Authorized Signature

Dated