
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
July 10, 2019**

I. Call to Order – Joy Tozzi, Chairperson

Chairperson Tozzi called the meeting to order at 9:13 a.m.

II. Open Public Meetings Statement – Joy Tozzi, Chairperson

Chairperson Tozzi read the Open Public Meetings Act.

III. Roll Call

Everyone in attendance introduced themselves. A sign in sheet was distributed.

Executive Committee

		<u>Attendance</u>
Kathleen Capristo	Township of Colts Neck	Present
Donna Vieiro	Township of Holmdel	Absent
Michael Pitts	Township of Montgomery	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 Executive Committee

Joseph Criscuolo	Township of East Brunswick	Present
Debra Rubin	Township of Cranbury	Absent
Michael Muscillo	Township of Ocean	Present

Fund Commissioners

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

Alternate Fund Commissioners

Jean Golisano	Township of Cranbury	Absent
Judy DeLellis	Township of East Brunswick	Absent
Denise Callery	Township of Holmdel	Present
Susan Newman	Township of Hopewell	Present
Tamara Novak	Township of Montgomery	Present
Adrienne Becker	Township of Ocean	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
Paul Shives	J.A. Montgomery
Brian Maitland	

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Patty Davidson	Qual-Lynx (TPA)
Lisa Gallo	Qual-Lynx (MCO)
Robin Racioppi	NAIMC

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

There was no general fund business.

VI. Executive Committee Business

A. Approval of the General Fund Open and Closed Meeting Minutes of May 1, 2019

Motion to approve the general fund open and closed meeting minutes of May 1, 2019.

Moved: Marlena Schmid

Seconded: Marc Dashield

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson's Report – Joy Tozzi

There was no report.

2. Secretary's Report – Marlena Schmid

There was no report.

3. MEL Delegate's Report – Joy Tozzi

Joy Tozzi reviewed the report included in the agenda package. She stated that the MEL had retained a firm to review their procurement procedures. She stated that they had issued a draft report on the procedures and the Management Committee would be meeting to review the report.

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 \$1,384,921.19.

Moved: Marc Dashield

Seconded: Anthony Cancro

Vote: Approved: 6 Abstentions: 1 (M. Schmid) Nay:

b. Treasurer's Report

As per the report distributed at the meeting.

c. Investment Report

As per the report distributed at the meeting.

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

Refer to the memorandum included in the agenda package.

a. 2020 Renewal Process

Barbara Murphy stated that the 2020 online data collection process via Origami would be emailed to members on July 15th.

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b. Property Appraisals

Barbara Murphy stated that the Holmdel Township property appraisal had been completed by AssetWorks and the final report was expected shortly. She stated that once the report was reviewed and accepted the remaining members' appraisals would be scheduled.

8. Safety and Loss Control Report – J. A. Montgomery

Barbara Murphy made a recommendation that the September safety committee meeting be a combined safety, IT and executive committee meeting focusing on cyber security. She stated that the MEL underwriting manager and a representative from the FBI had offered to attend the meeting and discuss coverages and the completion of the cyber security compliance process.

Paul Shives stated that the MSI was developing an updated transitional duty program and model ordinances for special events. Marlena Schmid asked if there were any plans to develop a procedure for filming requirements when done on municipal-owned property. Paul stated that there had been an application process developed by another municipality that he could provide for use as a guideline.

9. Managed Care Report – Qual-Lynx

As per the report distributed at the meeting.

Lisa Gallo stated that Qual-Lynx had contracted with two workers' compensation specialists to recruit providers who could perform additional special services for fund members' claims.

C. Old Business

There was no old business.

D. New Business

There was no new business.

E. Closed Session

Motion to adjourn to Closed Session.

Moved: Joseph Criscuolo

Seconded: Marc Dashield

Voted: Approved: Unanimous Nay:

Open Session adjourned at 9:46 a.m.

F. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:09 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: Joseph Criscuolo

Vote: Approved: Unanimous Nay:

G. Public Comment

There was no public comment.

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VII. Adjournment

Motion to adjourn.

Moved: Joseph Criscuolo

Seconded: Marc Dashield

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:12 a.m.

The next meeting will be held on **Wednesday, September 18, 2019**, at the Holiday Inn, East Windsor, NJ.

Respectfully submitted,

Authorized Signature