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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

**GENERAL FUND AND EXECUTIVE COMMITTEE  
REORGANIZATIONAL MEETING AGENDA  
January 15, 2020**

- I. Call to Order – Joy Tozzi - Chairperson**
- II. Open Public Meetings Statement – Joy Tozzi, Chairperson**
- III. Roll Call**
- IV. Flag Salute**
- V. Introduction of Guests**
- VI. General Fund Business**
  - A. Ratification of 2020 Officers to Serve Full Fund and Executive Committee**
    - 1. Chairperson – Joy Tozzi
    - 2. Vice-Chairperson – Kathleen Capristo
    - 3. Secretary – Marlena Schmid
  - B. Ratification of 2020 MEL Delegate – Joy Tozzi**
  - C. Election of 2020 Executive Committee and Alternate Executive Committee**
  - D. Special Fund Commissioner Appointment – Princeton**
- VII. Executive Committee Business**
  - A. Approval of the General Fund and Executive Committee Meeting Minutes of December 11, 2019.**
  - B. Approval of the Executive Committee Closed Meeting Minutes of December 11, 2019.**
  - C. Reports**
    - 1. Chairperson’s Report – Joy Tozzi
    - 2. Secretary’s Report – Marlena Schmid
    - 3. MEL Delegate’s Report – Joy Tozzi
    - 4. Fund Commissioners’ Reports
    - 5. Attorney’s Report - 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 Custodian of Funds for 2020 and Authorizing 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 Provider and the Execution of Contracts with EUS Service Providers for 2020

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- f. Resolution 2020.6 Appointing Defense Counsel to Litigate on Behalf of the Fund for the 2020 Fund Year and Authorizing the Execution of Contracts
  - 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
  - j. Resolution 2020.10 Designating the 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 for, and Designating the Administrator as the Fund Custodian of a Government Record
  - k. Resolution 2020.11 Designation of Signatories for 2020 and Designating New Jersey Asset & 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 an Aggregate Loss Fund Contingency Account and the Annual Transfer
- 6. Treasurer's Report
    - a. Approval of Bill Lists for all Fund Years
    - b. Treasurer's Report
    - c. Investment Report
  - 7. Administrator's Report – Risk and Loss Managers, Inc.
  - 8. Managed Care Report – Qual-Lynx
  - 9. Safety/Loss Control Report – J.A. Montgomery

**D. Closed Session**

- 1. Claims and Contractual Matters, as required.

**E. Open Session Resumes**

- 1. Payment Authorizations and Other Actions Established in Closed Session.

**F. Old Business**

**G. New Business**

**H. Public Comment**

**VIII. Adjournment**

**The next meeting will be held on March 11, 2020.**