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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

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**GENERAL FUND AND EXECUTIVE COMMITTEE REORGANIZATION  
MEETING MINUTES  
January 10, 2024**

**I. Call to Order – Joy Tozzi – Chairperson**

Chairperson Joy Tozzi called the meeting to order via Zoom at 9:02 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	Colts Neck Township	Present
Debra Rubin (a. 10:02 am)	Township of Cranbury	Present
Joy Tozzi	Township of East Windsor	Present
Theresa Casagrande	Borough of Fair Haven	Present
Salvatore Masucci	Borough of Helmetta	Present
Katherine Fenton Newman	Township of Hopewell	Present
Michael Pitts	Township of Montgomery	Present
David Brown, II	Township of Ocean	Absent
Mona Habiby (a. 9:07 am)	Borough of Pennington	Present
Anthony Cancro	Township of Plainsboro	Present
Bernard Hvozdovic, Jr.	Princeton	Present
Jewel Morgan (l. 10:20 am)	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
Melissa Hallerman	Borough of Helmetta	Absent
Susan Newman	Township of Hopewell	Present
Tamara Novak	Township of Montgomery	Absent
Tracey Berkowitz	Township of Ocean	Present
Neil Blitz	Township Plainsboro	Present
Jeffrey Grosser	Princeton	Absent
John Nalbone	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	
Christopher Scales	
Brian Maitland	J.A. Montgomery Consulting
Kathy Kissane	Qual-Lynx – TPA
Lisa Gallo	Qual-Lynx – MCO
Patti Fahy	Acrisure
Katie Walters	Conner Strong & Buckelew

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Robin Racioppi

NAIMC

**IV. Introduction of Guests**

There were no introductions.

**V. General Fund Business**

**A. Ratification of 2024 Officers to Serve Full Fund and Executive Committee, as nominated.**

**Motion** to ratify 2024 Slate of Officers as nominated.

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

**Moved:** Theresa Casagrande

**Seconded:** Anthony Cancro

**Roll Call Vote:** Yeas: Kathleen Capristo

Debbie Rubin  
Joy Tozzi  
Theresa Casagrande  
Salvatore Masucci  
Katherine Fenton- Newman  
Michael Pitts  
Mona Habiby  
Anthony Cancro  
Bernard Hvozdovic, Jr.  
Marlena Schmid

Abstentions: Jewel Morgan

**B. Ratification of 2024 MEL Delegate – Joy Tozzi**

**Motion** to ratify 2024 MEL Delegate – Joy Tozzi.

**Moved:** Marlena Schmid

**Seconded:** Theresa Casagrande

**Vote:** Approved: Unanimous      Nay:

**C. Ratification of 2024 Cyber JIF Delegate – Joy Tozzi**

**Motion** to ratify 2024 Cyber JIF Delegate – Joy Tozzi.

**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

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2. Election of Alternate Executive Committee Members  
Ballots were tallied and the administrator read the results into the record:  
Debra Rubin, Alternate #1  
David Brown, Jr., 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 6, 2023**

**Motion** to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of December 6, 2023.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Vote:** Approved: 6 Abstentions: 1 (B. Hvozdovic) Nay:

**B. Reports**

1. Chairperson's Report – Joy Tozzi  
There was no report.
2. MEL Delegate's Report – Joy Tozzi  
Joy Tozzi stated that the MEL had recently held its reorganization meeting.
3. Cyber JIF Delegate – Joy Tozzi  
Joy Tozzi provided an update on the Cyber JIF. She stated that the Cyber JIF had recently held its organizational meeting and elected its slate of officers. She also stated that additional excess limits of \$2 million per claim/\$4 million annual aggregate would be added for 2024. She further stated that an additional \$500,000 of excess cybercrime (social engineering) would also be included.
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.
  - a. Resolution 2024.1 Appointing the Professional Service Providers and Authorizing the Execution of a Contract with the Professional Service Providers for 2024
  - b. Resolution 2024.2 Appointing Marlena Schmid as Custodian of Funds for 2024 and Authorizing the Execution of 2024 Contract
  - c. Resolution 2024.3 Authorizing Chairperson and Custodian of Funds to Certify Sufficient Funds to Enter into 2024 Custodian of Funds Contract
  - d. Resolution 2024.4 Designating Individuals Authorized as Signatories on Fund Checks Drawn by Qual-Lynx on Behalf of the Fund for the 2024 Fund Year
  - e. Resolution 2024.5 Authorizing Appointment of Service Providers and the execution of Contracts with EUS Service Providers for 2024
  - f. Resolution 2024.6 Appointing Defense Counsel to Litigate on Behalf of the Fund for the 2024 Fund Year and Authorizing the Execution of Contract
  - g. Resolution 2024.7 Appointing a PACO for 2024
  - h. Resolution 2024.8 Establishing a Ten Percent Interest Rate for Delinquent Assessments in 2024
  - i. Resolution 2024.9 Designation of Meeting Schedule and Official newspapers

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- j. Resolution 2024.10 Designating Administrator as Agent to Receive Service of Process on Behalf of the Fund for 2024, 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 2024.11 Designation of signatories for 2024 and designating the New Jersey Asset and Rebate Management Program (NJ ARM) and U.S. Bank as depository
- l. Resolution 2024.12 Designation of Other Public Depository(ies)
- m. Resolution 2024.13 Adopting the 2024 Cash Management Plan
- n. Resolution 2024.14 Adopting Risk Management Plan

**Motion** to Approve Resolutions 2024.1 through 2024.14

**Moved:** Anthony Cancro

**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 \$3,030,147.91

**Moved:** Kathleen Capristo

**Seconded:** Anthony Cancro

**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 6, 2024 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 Consulting

Brian Maitland stated that the NJ MEL Mobile App had been relaunched with a new design. He stated that the old NJ MEL App would need to be deleted prior to loading the new version.

**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:** Kathleen Capristo

**Seconded:** Marlena Schmid

**Voted:** Approved: Unanimous      Nay:

Open Session adjourned at 9:31 a.m.

**G. Open Session Resumes**

**Motion** to return to Open Session.

**Moved:** Bernard Hvozdovic, Jr.

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous      Nay:

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Open Session resumed at 10:31 a.m.

1. Claims and Other Actions Established in Closed Session

**Motion** to authorize actions established in Closed Session.

**Moved:** Bernard Hvozdovic, Jr.

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous      Nay:

**VII. Adjournment**

**Motion** to adjourn.

**Moved:** Theresa Casagrande

**Seconded:** Marlena Schmid

**Vote:** Approved: Unanimous      Nay:

The meeting was adjourned at 10:32 a.m.

The next meeting will be held on **Wednesday, March 6, 2024.**

Respectfully submitted,

\_\_\_\_\_  
Authorized Signature

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Dated