
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
November 6, 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.

Executive Committee

| | | <u>Attendance</u> |
|----------------------------|--------------------------|-------------------|
| Kathleen Capristo | Township of Colts Neck | Present |
| Michael Pitts | Township of Montgomery | Absent |
| Anthony Cancro | Township of Plainsboro | Absent |
| Marc Dashield | Princeton | Absent |
| Joy Tozzi | Township of Robbinsville | Present |
| Marlena Schmid (a 9:18 am) | Township of West Windsor | Present |

Alternate Executive Committee

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

Fund Commissioners

| | | |
|-------------------------|-----------------------|--------|
| Vacant | Township of Holmdel | -- |
| Katherine 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 | Absent |
| Lester Varga | Township of Plainsboro | Absent |
| Jeffrey Grosser | Princeton | Present |
| 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 | |
| Patty Davidson | Qual-Lynx/Qual-Care (TPA) |

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Lisa Gallo
Robin Racioppi

Qual-Lynx (MCO)
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 and Executive Committee Open and Closed Meeting Minutes of September 18, 2019

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of September 18, 2019.

Moved: Kathleen Capristo

Seconded: Michael Muscillo

Vote: Approved: Unanimous 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 introduced its 2020 rate table and budget, which would be adopted at their November meeting to be held at the League of Municipalities.

3. Secretary's Report – Marlena Schmid

There was no report.

4. Fund Commissioners' Reports

a. Strategic Planning Subcommittee Report – Joy Tozzi

As per the report included in the agenda package.

Joy Tozzi stated that return of surplus, service provider proposals and other business issues were discussed at the recent strategic planning subcommittee meeting.

i. Return of Surplus

Joy Tozzi stated that the subcommittee members had discussed a conservative return of surplus consistent with prior years' approach, which could offset any potential budget increase for eligible members. Barbara Murphy referred to a spreadsheet showing the distribution of a return of surplus of \$557,114. Discussion ensued and the consensus was to accept the subcommittee members' recommendation for the return of surplus as presented.

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

As per the legislative update distributed at the meeting.

6. Treasurer's report – Marlena Schmid

a. Approval of Bill Lists for All Fund Years

Motion to approve the bill lists totaling \$429,919.48.

Moved: Kathleen Capristo

Seconded: Michael Muscillo

Vote: Approved: 5 Abstentions: 1 (M. Schmid) Nay: 0

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- 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.
As per the report included in the agenda package.
 - a. 2020 Meeting Schedule
Barbara Murphy referred to the proposed meeting schedule included in the agenda package. She stated that it was noted that the November meeting date may fall on the same week as the League of Municipalities. Discussion ensued and the consensus was to obtain alternate dates for the November meeting. She also stated that the Holiday Inn had significantly increased their room rates and she would be researching alternative locations for 2020.
- 8. Managed Care Report – Qual-Lynx
As per to the report included in the agenda package.
- 9. Safety/Loss Control – J.A. Montgomery
As per the report included in the agenda package.
Paul Shives stated that the model sexual abuse and molestation policy had been completed and was currently being reviewed. He stated that training sessions for elected officials would be held at the League of Municipalities. He reminded members that the adoption of a uniform domestic violence policy was now required by the civil service.

C. Closed Session

Motion to adjourn to Closed Session.

Moved: Marlena Schmid

Seconded: Kathleen Capristo

Voted: Approved: Unanimous Nay:

Open Session adjourned at 9:59 a.m.

D. Open Session Resumes

Motion to return to Open Session.

Moved: Michael Muscillo

Seconded: Joseph Criscuolo

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:26 a.m.

- 1. Claims Payment Authorizations 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:

E. Old Business

There was no old business.

F. New Business

- 1. Resolution 2019.17 Authorizing Refunds for Mid Jersey Municipal Joint Insurance Fund for Fund Years 1991 Through 2001, 2004 Through 2006 and 2009

Motion to adopt resolution 2019.17 authorizing refunds for Mid Jersey Municipal Joint Insurance Fund for fund years 1991 through 2001, 2004 through 2006 and 2009.

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Moved: Joseph Criscuolo
Seconded: Kathleen Capristo
Vote: Approved: Unanimous Nay:

2. 2020 Budget Introduction

Barbara Murphy reviewed the 2020 fund year budget introduction.

Motion to introduce the 2020 Budget and Certify the Assessments.

Moved: Joseph Criscuolo
Seconded: Marlena Schmid
Vote: Approved: Unanimous Nay:

G. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn.

Moved: Marlena Schmid
Seconded: Michael Muscillo
Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:34 a.m.

The next meeting will be held on **Tuesday, December 11, 2019** at the Holiday Inn, East Windsor, NJ.

Respectfully submitted,

Authorized Signature