
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
November 10, 2021**

I. Call to Order – Joy Tozzi, Chairperson

Chairperson Tozzi called the meeting to order at 9:05 a.m.

II. Open Public Meetings Statement – Joy Tozzi, Chairperson

Vice Chairperson Capristo read the Open Public Meetings Act.

III. Roll Call

Executive Committee

		<u>Attendance</u>
Kathleen Capristo	Colts Neck Township	Present
Theresa Casagrande	Borough of Fair Haven	Present
Michael Pitts	Township of Montgomery	Present
Eileen Heinzl	Borough of Pennington	Present
Anthony Cancro	Township of Plainsboro	Present
Joy Tozzi	Township of Robbinsville	Present
Marlena Schmid	Township of West Windsor	Present

Alternate Executive Committee

Debra Rubin	Township of Cranbury	Present
Matthew Crane	Borough of Helmetta	Present
Katherine Fenton-Newman	Township of Hopewell	Present

Fund Commissioners

David Brown	Township of Ocean	Absent
Bernard Hvozdovic, Jr.	Princeton	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
Tamarah Novak	Township of Montgomery	Absent
Tracey Berkowitz	Township of Ocean	Present
Lester Varga	Township of Plainsboro	Absent
Jeffrey Grosser	Princeton	Absent
Jewel Morgan	Township of Robbinsville	Present

Others Present

Laurie Gompf	Township of Hopewell
Kerry Giammetta	Township of West Windsor
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Julie Tattoni	Windels Marx Lane & Mittendorf
Amanda Meehan	
Brian Maitland	J.A. Montgomery Consulting
Michael Brosnan	
Matt Genna	

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Patty Davidson	Qual-Lynx/Qual-Care (TPA)
Lisa Gallo	Qual-Lynx (MCO)
Patti Fahy	Acrisure
Katherine Walters	Conner Strong & Buckelew
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 and Executive Committee Open and Closed Meeting Minutes of September 29, 2021

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of September 29, 2021.

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson's Report – Joy Tozzi
There was no report.
2. MEL Delegate's Report – Joy Tozzi
Chairperson Tozzi stated that the MEL had recently adopted its 2022 rate table and budget. She also stated that the Middlesex JIF had joined that MEL and that its membership was contingent upon meeting certain compliance requirements including an independent claims audit and actuarial review. She stated that there was a meeting scheduled on November 15th to review the status of the completion of the requirements and deadlines.
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.
Barbara Murphy 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
Barbara Murphy 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. Discussion ensued and the consensus was to accept the subcommittee members' recommendation for a return of surplus of \$550,000. Barbara stated that the resolutions to approve the return of surplus would be presented at the December meeting.
5. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
As per the legislative update distributed at the meeting.

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6. Treasurer's report – Marlena Schmid
 - a. Approval of Bill Lists for All Fund Years
Motion to approve the bill lists totaling \$1,192,906.64.
Moved: Theresa Casagrande
Seconded: Kathleen Capristo
Vote: Approved: Unanimous 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.
As per the report included in the agenda package.
 - a. Cyber Liability Risk Management Program
Barbara Murphy reminded members that may already have the qualifications completed for each individual Tier(s) to submit the checklists for approval of these Tiers as completed to become eligible for those levels' deductible reimbursements.
8. Managed Care Report – Qual-Lynx
As per to the report included in the agenda package.
9. Safety/Loss Control – J.A. Montgomery
Brian Maitland stated that the remaining 2021 member surveys were in the process of being scheduled.

C. Old Business

There was no old business.

D. New Business

1. 2021 Budget Revision #1
Barbara Murphy stated that the 2021 budget had been revised to reflect changes in member exposures.
Motion to introduce the 2021 Budget Revision #1.
Moved: Kathleen Capristo
Seconded: Theresa Casagrande
Vote: Approved: Unanimous Nay:
2. 2022 Budget Introduction
Barbara Murphy reviewed the 2022 fund year budget introduction. She stated that the aggregate loss fund contingency was established beginning with the 2016 fund year to fund any potential additional assessment if claims exceeded 85% of expected claims fund as billed in accordance with the MEL's retrospective rating and premium plan. She further stated that the MEL had instituted a surplus floor "trigger" which provided that the MEL would levy an additional supplementary assessment in order that the Fund's statutory surplus for all fund years combined would be not less than 12.5% of unpaid reserves, including IBNR. She stated that the surplus floor provision had been triggered, due in part to the retrospective rating and premium plan, and that the plan would be eliminated for the 2022 fund year. Discussion ensued and the consensus was to use a portion of the aggregate loss fund contingency monies to offset the payment due from the surplus floor trigger.

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Motion to introduce the 2022 Budget and Certify the Assessments.

Moved: Kathleen Capristo

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

3. Resolution 2021.19 Approving Intra-year Fund Transfers for Fiscal Year 2006 and 2011

Motion to approve resolution 2021.19 approving intra-year fund transfers for fiscal year 2006 and 2011.

Moved: Theresa Casagrande

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

4. Resolution 2021.20 Authorizing Refunds for Fund Years 1996 Through 2000, 2004 Through 2006, 2009, 2011 and 2017

Motion to approve resolution 2021.20 authorizing refunds for fund years 1996 through 2000, 2004 through 2006, 2009, 2011 and 2017.

Moved: Theresa Casagrande

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

E Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn to Closed Session.

Moved: Marlena Schmid

Seconded: Kathleen Capristo

Voted: Approved: Unanimous Nay:

Open Session adjourned at 9:53 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:10 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: Theresa Casagrande

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:14 a.m.

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The next meeting will be held on **Tuesday, December 8, 2021.**

Respectfully submitted,

Authorized Signature