
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE
REORGANIZATIONAL MEETING AGENDA
January 8, 2025**

- I. Call to Order – Kathleen Capristo - Chairperson**
- II. Open Public Meetings Statement – Kathleen Capristo, Chairperson**
- III. Roll Call**
- IV. Flag Salute**
- V. Introduction of Guests**
- VI. General Fund Business**
 - A. Ratification of 2025 Officers to Serve Full Fund and Executive Committee**
 - 1. Chairperson – Kathleen Capristo
 - 2. Vice-Chairperson – Bernard Hvozdovic, Jr.
 - 3. Secretary – Marlena Schmid
 - B. Ratification of 2025 MEL Delegate – Joy Tozzi**
 - C. Ratification of the 2025 Cyber JIF Delegate – Joy Tozzi**
 - D. Election of 2025 Executive Committee and Alternate Executive Committee**
- VII. Executive Committee Business**
 - A. Approval of the General Fund and Executive Committee Meeting Minutes of December 4, 2024.**
 - B. Approval of the Executive Committee Closed Meeting Minutes of December 4, 2024.**
 - C. Reports**
 - 1. Chairperson’s Report – Kathleen Capristo
 - 2. Secretary’s Report – Marlena Schmid
 - 3. MEL Delegate’s Report – Joy Tozzi
 - 4. Cyber JIF Delegate’s Report – Joy Tozzi
 - 5. Fund Commissioners' Reports
 - 6. Attorney's Report - Windels Marx Lane & Mittendorf
 - a. Resolution 2025.1 Appointing the Professional Service Providers and Authorizing the Execution of a Contract with the Professional Service Providers for 2025
 - b. Resolution 2025.2 Appointing Marlena Schmid Custodian of Funds for 2025 and Authorizing Execution of 2025 Contract
 - c. Resolution 2025.3 Authorizing Chairperson and Custodian of Funds to Certify Sufficient Funds to Enter into 2025 Custodian of Funds Contract
 - d. Resolution 2025.4 Designating Individuals Authorized as Signatories on Fund Checks Drawn by Qual-Lynx on Behalf of the Fund for the 2025 Fund Year

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- e. Resolution 2025.5 Authorizing Appointment of Provider and the Execution of Contracts with EUS Service Providers for 2025
- f. Resolution 2025.6 Appointing Defense Counsel to Litigate on Behalf of the Fund for the 2025 Fund Year and Authorizing the Execution of Contracts
- g. Resolution 2025.7 Appointing a PACO for 2025
- h. Resolution 2025.8 Establishing a Ten Percent Interest Rate for Delinquent Assessments in 2025
- i. Resolution 2025.9 Designation of Meeting Schedule and Official Newspapers
- j. Resolution 2025.10 Designating the Administrator as Agent to Receive Service of Process on Behalf of the Fund for 2025, 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 2025.11 Designation of Signatories for 2025 and Designating New Jersey Asset & Rebate Management Program (NJ ARM) and U.S. Bank as Depository
- l. Resolution 2025.12 Designation of Other Public Depository(ies)
- m. Resolution 2025.13 Adopting the 2025 Cash Management Plan
- 7. Treasurer's Report – Marlena Schmid
 - a. Approval of Bill Lists for all Fund Years
 - b. Treasurer's Report
 - c. Investment Report
- 8. Administrator's Report – Risk and Loss Managers, Inc.
- 9. Managed Care Report – Qual-Lynx
- 10. Safety/Loss Control Report – J.A. Montgomery Consulting

D. Old Business

E. New Business

F. Public Comment

G. Closed Session

- 1. Claims and Contractual Matters, as required.

H. Open Session Resumes

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

VIII. Adjournment

The next meeting will be held on March 5, 2025.