
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND, SAFETY AND EXECUTIVE COMMITTEE MEETING MINUTES
December 6, 2023**

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

Chairperson Tozzi read the Open Public Meetings Act.

III. Roll Call

Executive Committee

		<u>Attendance</u>
Kathleen Capristo	Colts Neck Township	Present
Joy Tozzi	Township of East Windsor	Present
Theresa Casagrande	Borough of Fair Haven	Present
Michael Pitts	Township of Montgomery	Absent
Anthony Cancro (l. 10:15)	Township of Plainsboro	Present
Bernard Hvozdovic, Jr.	Princeton	Present
Marlena Schmid	Township of West Windsor	Present

Alternate Executive Committee

Debra Rubin	Township of Cranbury	Present
Katherine Fenton-Newman	Township of Hopewell	Present

Fund Commissioners

Salvatore Masucci	Borough of Helmetta	Absent
David Brown II	Township of Ocean	Absent
Mona Habiby	Borough of Pennington	Absent

Alternate Fund Commissioners

Denise Marabello	Township of Cranbury	Absent
Allyson Cinquegrana	Borough of Fair Haven	Absent
Melissa Hallerman	Borough of Helmetta	Absent
Susan Newman	Township of Hopewell	Present
Tamarah Novak	Township of Montgomery	Present
Tracey Berkowitz	Township of Ocean	Present
Neil Blitz	Township of Plainsboro	Present
Jeffrey Grosser	Princeton	Absent
Jewel Morgan (l. 10:30 am)	Township of Robbinsville	Present
John Mauder	Township of West Windsor	Absent

Safety Delegates

Louis Bader	Colts Neck Township	Absent
Bruno Bertucci	Township of Cranbury	Absent
Chief Jason Hart	Township of East Windsor	Present
Paul Reed	Borough of Helmetta	Absent
Laura Pavan	Township of Montgomery	Absent
Jacob Nieman	Township of Ocean	Absent
Morris Fabian	Borough of Pennington	Present

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Afroula Ippolito	Princeton	Absent
Janis DiNatale	Township of West Windsor	Present

Alternate Safety Delegates

Chief Lance Maloney	Township of Hopewell	Absent
Katie Williams	Township of Montgomery	Absent
Teresa Carson	Township of Plainsboro	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	
Claudia Acosta	Qual-Lynx (TPA)
Lisa Gallo	Qual-Lynx (MCO)
Brian Maitland	J.A. Montgomery Consulting
Michael Thomson	
Patti Fahy	Acrisure
Katie Walters	Conner Strong & Buckelew
Robin Racioppi	NAIMC

IV. Flag Salute and Moment of Silence

V. Introduction of Guests

There were no introductions.

VI. General Fund Business

A. Safety Presentation, Site Safety Security, J.A. Montgomery Consulting

Mike Thomson, J.A. Montgomery, provided a PowerPoint presentation on Site Safety Security. The training reviewed critical infrastructure targets for various criminal acts and the proper response from employees if they see or suspect something out of the ordinary. The training also reviewed threat response management, contamination hazards, and resources from the EPA.

B. Slate of Officers – 2024 Fund Year

Motion to open nominations.

Moved: Kathleen Capristo

Seconded: Marlana Schmid

Vote: Approved: Unanimous Nay:

The fund commissioners discussed the slate of officers for fund year 2024. Discussion ensued and the consensus was to nominate the following:

1. Chairperson – Joy Tozzi
2. Vice-Chairperson – Kathleen Capristo
3. Secretary – Marlana Schmid

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Motion to close nominations.

Moved: Marlena Schmid

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

Motion to nominate the above as the Slate of Officers for fund year 2024.

Moved: Marlena Schmid

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

C. MELJIF Delegate

Motion to open the nominations for the 2024 MELJIF delegate.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

The fund commissioners discussed the MEL delegate for fund year 2024. Discussion ensued and the consensus was to nominate Joy Tozzi.

Motion to close the nominations for the 2024 MELJIF delegate.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

Motion to nominate Joy Tozzi as the MELJIF delegate for fund year 2024.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

D. Cyber JIF Delegate

Motion to open the nominations for the 2024 Cyber JIF delegate.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

The fund commissioners discussed the Cyber JIF delegate for fund year 2024. Discussion ensued and the consensus was to nominate Joy Tozzi.

Motion to close the nominations for the 2024 Cyber JIF delegate.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

Motion to nominate Joy Tozzi as the Cyber JIF delegate for fund year 2024.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

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VII. Executive Committee Business

A. Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of November 8, 2023

***Motion* to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of November 8, 2023.**

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: 6 Abstentions: 1 (T. Casagrande) 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 adopted its 2024 budget and rate table. She stated that it had been announced that Joseph Hrubash, current MEL Co-Executive Director, would be assuming the position of MEL Executive Director.
3. Cyber JIF Delegate's Report – Joy Tozzi
Joy Tozzi stated that she would be the Cyber JIF chairperson for the 2024 fund year. Barbara Murphy stated that there was a meeting recently held with D2 to discuss the status of their training program.
4. Fund Commissioners' Report
There was no report.
5. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
As per the legislative update included in the agenda package.
6. Treasurer's Report
 - a. Approval of Bill Lists for all Fund Years
Motion to approve the bill list totaling \$458,303.72.
Moved: Theresa Casagrande
Seconded: Anthony Cancro
Vote: Approved: Unanimous Nay:
 - b. Treasurer's Report
As per the report included in the agenda package.
 - c. Investment Report
As per the report included in the agenda package.
7. Secretary's Report – Marlena Schmid
There was no report.
8. Administrator's Report - Risk & Loss Managers, Inc.
As per the report included in the agenda package.
 - a. 2024 Fund Year Renewal Documents
Barbara Murphy stated that the 2024 certificates of insurance, auto ID cards and workers' compensation notices were recently sent to members.
9. Managed Care Report – Qual Lynx
As per the report included in the agenda package.

C. Old Business

There was no old business.

D. New Business

1. Public Hearing and 2023 Budget Revision #1 Adoption

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- a. **Motion** to Open the Public Hearing on the 2023 Fund Year Budget Revision #1
Moved: Kathleen Capristo
Seconded: Theresa Casagrande
Vote: Approved: Unanimous Nay:
 - b. **Motion** to Close the Public Hearing on the 2023 Fund Year Budget Revision #1
Moved: Marlena Schmid
Seconded: Kathleen Capristo
Vote: Approved: Unanimous Nay:
 - c. **Motion** to Adopt the 2023 Fund Year Budget Revision #1
Moved: Theresa Casagrande
Seconded: Kathleen Capristo
Roll Call: Yea: Kathleen Capristo
 Anthony Cancro
 Michael Pitts
 Joy Tozzi
 Marlena Schmid
 Katherine Fenton- Newman
2. Public Hearing and 2024 Budget Adoption
- a. **Motion** to Open the Public Hearing on the 2024 Fund Year Budget
Moved: Kathleen Capristo
Seconded: Theresa Casagrande
Vote: Approved: Unanimous Nay:
 - b. **Motion** to Close the Public Hearing on the 2024 Fund Year Budget
Moved: Marlena Schmid
Seconded: Kathleen Capristo
Vote: Approved: Unanimous Nay:
 - c. **Motion** to Adopt the 2024 Fund Year Budget
Moved: Theresa Casagrande
Seconded: Kathleen Capristo
Roll Call: Yea: Kathleen Capristo
 Michael Pitts
 Joy Tozzi
 Marlena Schmid
 Katherine Fenton- Newman
 Abstentions: Anthony Cancro
3. Resolution 2023.15 Authorizing Refunds for Fund Years 1996 through 2000, 2004 Through 2006, 2009, 2011 and 2017
Barbara Murphy stated that the strategic planning subcommittee had recently met to discuss a return of surplus (ROS). She referred to a spreadsheet showing a proposed return of surplus by member and fund year, including historical ROS. Discussion ensued and the consensus was to approve a return of surplus of \$600,000 as presented.
Motion to approve resolution 2023.15 authorizing refunds for fund years 1996 through 2000, 2004 through 2006, 2009, 2011 and 2017.
Moved: Kathleen Capristo
Seconded: Theresa Casagrande
Vote: Approved: Unanimous Nay:

E. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn Open Session.

Moved: Kathleen Capristo

Seconded: Theresa Casagrande

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:29 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:50 a.m.

1. Claims and Other Actions Established in Closed Session

Motion to authorize actions established in Closed Session.

Moved: Theresa Casagrande

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

VIII. Adjournment

Motion to adjourn.

Moved: Marlena Schmid

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:51 a.m.

The next meeting will be held on **Wednesday, January 10, 2024.**

Respectfully submitted,

Authorized Signature

Date