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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

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**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES  
December 8, 2021**

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

Chairperson Tozzi called the meeting to order at 9:06 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
Theresa Casagrande	Borough of Fair Haven	Present
Michael Pitts	Township of Montgomery	Absent
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
Katherine Fenton-Newman	Township of Hopewell	Absent

Fund Commissioners

Vacant	Borough of Helmetta	--
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	Present
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

Jacob Nieman	Township of Ocean
Morris Fabian	Borough of Pennington
Neil Blitz	Township of Plainsboro
Kerry Giamatti	Township of West Windsor
Dave Grubb	Municipal Excess Liability JIF
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Julie Tattoni	Windels Marx Lane & Mittendorf
Amanda Meehan	

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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

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Patricia Davidson	Qual-Lynx (TPA)
Lisa Gallo	Qual-Lynx (MCO)
Paul Shives	J.A. Montgomery
Brian Maitland	
Patti Fahy	Acrisure
Katie Walters	Conner Strong & Buckelew

**I. Flag Salute and Moment of Silence**

**II. Introduction of Guests**

There were no introductions.

**III. Closed Session**

**A. Closed Session**

**Motion** to adjourn Open Session.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Voted:** Approved: Unanimous                      Nay:

Open Session adjourned at 9:08 a.m.

**B. Open Session Resumes**

**Motion** to return to Open Session.

**Moved:** Kathleen Capristo

**Seconded:** Theresa Casagrande

**Vote:** Approved: Unanimous                      Nay:

Open Session resumed at 9:41 a.m.

**IV. General Fund Business**

**A. Slate of Officers – 2022 Fund Year**

**Motion** to open nominations.

**Moved:** Theresa Casagrande

**Seconded:** Marlena Schmid

**Vote:** Approved: Unanimous                      Nay:

The fund commissioners discussed the slate of officers for fund year 2022. Discussion ensued and the consensus was to nominate the following:

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

**Motion** to close nominations.

**Moved:** Marlena Schmid

**Seconded:** Theresa Casagrande

**Vote:** Approved: Unanimous                      Nay:

**Motion** to nominate the above as the Slate of Officers for fund year 2022.

**Moved:** Marlena Schmid

**Seconded:** Theresa Casagrande

**Vote:** Approved: Unanimous                      Nay:

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**B. MELJIF Delegate**

**Motion** to open the nominations for the 2022 MELJIF delegate.

**Moved:** Theresa Casagrande

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous                      Nay:

The fund commissioners discussed the MEL delegate for fund year 2022. Discussion ensued and the consensus was to nominate Joy Tozzi.

**Motion** to close the nominations for the 2022 MELJIF delegate.

**Moved:** Theresa Casagrande

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous                      Nay:

**Motion** to nominate Joy Tozzi as the MELJIF delegate for fund year 2022.

**Moved:** Theresa Casagrande

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous                      Nay:

**V. Executive Committee Business**

**A. Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of November 10, 2021**

**Motion** to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of November 10, 2021.

**Moved:** Theresa Casagrande

**Seconded:** Marlena Schmid

**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 adopted its 2022 budget and rate table.

3. Fund Commissioners' Reports

There was no report.

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

As per the legislative update distributed prior to the meeting.

5. Treasurer's Report

a. Approval of Bill Lists for all Fund Years

**Motion** to approve the bill list totaling \$501,156.83.

**Moved:** Kathleen Capristo

**Seconded:** Theresa Casagrande

**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.

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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

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6. Secretary's Report – Marlena Schmid  
There was no report.
7. Administrator's Report - Risk & Loss Managers, Inc.  
As per the report included in the agenda package.
  - a. 2022 Fund Year Renewal Documents  
Barbara Murphy stated that the 2022 certificates of insurance, auto ID cards and workers' compensation notices would be sent to members shortly.
  - b. Employee Assistance Programs  
Theresa Casagrande referred to the outline of Employee Assistance Program services provided by Rutgers's University. She asked members if, coming out of the recent employee handbook update, there was any demand for, or desire to consider joint participation in an employee assistance program. Discussion ensued and the consensus was to reach out to Rutgers for additional information and/or request a brief presentation at the next meeting for consideration.
8. 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 2022 Budget Adoption
  - a. **Motion** to Open the Public Hearing on the 2022 Fund Year Budget  
**Moved:** Marlena Schmid  
**Seconded:** Kathleen Capristo  
**Vote:** Approved: Unanimous      Nay:
  - b. **Motion** to Close the Public Hearing on the 2022 Fund Year Budget  
**Moved:** Marlena Schmid  
**Seconded:** Debbie Rubin  
**Vote:** Approved: Unanimous      Nay:
  - c. **Motion** to Adopt the 2022 Fund Year Budget  
**Moved:** Theresa Casagrande  
**Seconded:** Marlena Schmid  
**Vote:** Approved: Unanimous      Nay:
2. Resolution 21-31 Workers' Compensation/Pension Offsets for Accidental Disability Claims  
Barbara Murphy referred to resolution 2021-21 included in the agenda package. She stated that this resolution would be sent to legislators urging them to amend the workers' compensation/pension offset rule change so that it would not be retroactive to occurrences prior to the rule change.  
**Motion** to adopt Resolution 2021-21 Proposing Amendments to Proposed Changes to Regulations Concerning Workers' Compensation/Pension Offset for Accidental Disability Claims  
**Moved:** Marlena Schmid  
**Seconded:** Kathleen Capristo  
**Vote:** Approved: Unanimous      Nay:

**E. Public Comment**

There was no public comment.

**F. Closed Session**

**Motion** to adjourn Open Session.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Voted:** Approved: Unanimous                      Nay:

Open Session adjourned at 10:06 a.m.

**G. Open Session Resumes**

**Motion** to return to Open Session.

**Moved:** Kathleen Capristo

**Seconded:** Theresa Casagrande

**Vote:** Approved: Unanimous                      Nay:

Open Session resumed at 10:11 a.m.

1. Claims and Other Actions Established in Closed Session

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

**Moved:** Kathleen Capristo

**Seconded:** Theresa Casagrande

**Vote:** Approved: Unanimous                      Nay:

**VI. Adjournment**

**Motion** to adjourn.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Vote:** Approved: Unanimous                      Nay:

The meeting was adjourned at 10:13 a.m.

The next meeting will be held on **Wednesday, January 12, 2022.**

Respectfully submitted,

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

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Date