
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
April 28, 2021**

I. Call to Order – Joy Tozzi, Chairperson

Chairperson Tozzi called the meeting to order via Zoom 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
Theresa Casagrande	Borough of Fair Haven	Present
Michael Pitts (a. 9:07 am)	Township of Montgomery	Present
Anthony Cancro	Township of Plainsboro	Present
Eileen Heinzl	Borough of Pennington	Absent
Joy Tozzi	Township of Robbinsville	Present
Marlena Schmid (a. 9:13 am)	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

Vacant	Princeton	--
Vacant	Township of Ocean	--

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	Present
Lester Varga	Township of Plainsboro	Absent
Jeffrey Grosser	Princeton	Absent
Jewel Morgan	Township of Robbinsville	Present
John Mauder	Township of West Windsor	Absent

Others Present

Kerry Giammetta	Township of West Windsor
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Julie Tattoni	Windels Marx Lane & Mittendorf
Amanda Meehan	
Patricia Davidson	Qual-Lynx/Third Party Administrator
Lisa Gallo	Qual-Lynx/Managed Care
Brian Maitland	J.A. Montgomery

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Matt Genna	
Mike Brosnan	
Eric Bause	The Actuarial Advantage
Shawn Gillon	Withum, Smith & Brown
Patti Fahy	Acrisure
Ilene Laurson	Conner Strong & Buckelew
Robin Racioppi	NAIMC

IV. Introduction of Guests

There were no guests.

V. General Fund Business

There was no general fund business.

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

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

Moved: Kathleen Capristo

Seconded: Anthony Cancro

Vote: Approved: 6 Abstentions: 1 (T. Casagrande) Nay:

B. Reports

1. Chairperson's Report – Joy Tozzi
There was no report.
2. Secretary's Report – Marlena Schmid
There was no report.
3. MEL Delegate's Report – Joy Tozzi
Chairperson Tozzi stated that a special meeting had recently been held to discuss various financial issues related to the Middlesex County Municipal JIF (MCMJIF). Barbara Murphy stated that JIF's last completed audited financials were as of 12/31/2018 and indicated a deficit, at that time, in excess of \$25 million. She stated that the board of fund commissioners discussed options to assist the Fund's members moving forward by the Fund becoming a MEL member JIF or placing its members in current MEL affiliated JIFs. She stated that there had been discussions with DOBI regarding the various remediation efforts proposed to address the current deficit and overall management of the Fund with respect to the years prior to any potential membership in the MEL.
4. Fund Commissioners' Reports
There were no reports.
5. Actuarial Valuation as of 12/31/20 – Eric Bause, The Actuarial Advantage
Eric Bause presented the actuarial report, explaining that the purpose of the report was to project the ultimate losses for the fund. He commented that ultimate losses consist of reported losses that are paid losses and case reserves plus the incurred but not reported (IBNR) reserve. Eric further stated that the IBNR is a provision that takes into account the emergence of unknown claims, development on known claims and the reopening of closed claims. As of the December 31, 2020 valuation date the total case reserves and IBNR reserves were \$7,961,719.

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6. Financial Statement as of 12/31/20 – Shawn Gillon, Withum, Smith & Brown
Shawn Gillon presented the financial statement, stating that the cumulative balance sheet showed assets of \$23,988,626, liabilities of \$9,884,470, and a surplus of \$14,104,156. He stated that it was an unmodified opinion and there were no audit comments or recommendations.
Motion to approve Resolution 2021-16 Certifying Review of Annual Audit
Moved: Marlena Schmid
Seconded: Anthony Cancro
Vote: Approved: Unanimous Nay:
7. Treasurer's Report
a. Approval of Bill List for all Fund Years
Motion to approve the bill list totaling \$1,396,968.67.
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.
8. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
a. Legislative Matters
As per the report distributed in the agenda package.
9. Administrator's Report – Risk & Loss Managers, Inc.
As per the memorandum included in the agenda package.
a. MEL Cyber Risk Management Plan
Barbara Murphy stated that an updated Version 2 of the MEL's cyber risk management plan was distributed to members. She stated that this version provides updates to Tiers 1 and 2 and adds a Tier 3 for full deductible reimbursement. She further stated that members in compliance for Tier 1 or 2 prior to March 8, 2021 will have their compliance grandfathered until January 1, 2022. She reminded members that they must be in compliance with the tiers at the time of the claim to be eligible for reimbursement.
b. NJ Cannabis Legislation Update
Barbara Murphy stated that guidance on the recent legislation with respect to its effects on the workplace and environmental impacts of New Jersey's legalized cannabis had been distributed to members. She stated that municipalities had until August 21, 2021 to make critical zoning decisions as to the six different cannabis licenses that had been established. She further stated that a sample "opt out" ordinance was included as a template for communities that wish to opt out of some or all of certain aspects regarding its cultivation, manufacturing, wholesaling, distribution, retail sales and delivery that may be made on the local level.
c. May 4, 2021 Executive Safety Committee Meeting
Barbara Murphy stated that a presentation by Ed Cooney, MEL Underwriting Manager, would be provided at the upcoming executive safety committee meeting to discuss cyber liability issues.
10. Safety and Loss Control – J.A. Montgomery
As per the report included in the agenda package.

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Brian Maitland stated that all first quarter members visits were on track to be completed. He further stated that summer camp reopening guidance would be released shortly.

11. Managed Care – 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 2020 Budget Revision #1 Adoption

a. **Motion** to Open the Public Hearing on the 2020 Fund Year Budget Revision #1

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

b. **Motion** to Close the Public Hearing on the 2020 Fund Year Budget Revision #1

Moved: Marlena Schmid

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

a. **Motion** to Adopt the 2020 Fund Year Budget Revision #1

Moved: Theresa Casagrande

Seconded: Marlena Schmid

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 9:44 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 10:06 a.m.

1. Claims Payment Authorization 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:

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VII. Adjournment

Motion to adjourn.

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:07 a.m.

The next meeting will be held on **Wednesday, July 14, 2021.**

Respectfully submitted,

Authorized Signature