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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

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**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES  
November 6, 2024**

**I. Call to Order – Kathleen Capristo, Vice Chairperson**

Vice Chairperson Capristo called the meeting to order at 9:12 a.m.

**II. Open Public Meetings Statement – Kathleen Capristo, Vice Chairperson**

Vice Chairperson Capristo 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	Absent
Michael Pitts	Township of Montgomery	Present
Anthony Cancro	Township of Plainsboro	Present
Bernard Hvozdovic, Jr.	Princeton	Absent
Marlena Schmid	Township of West Windsor	Absent

Alternate Executive Committee

Debra Rubin	Township of Cranbury	Present
Katherine Fenton-Newman	Township of Hopewell	Present
David Brown	Township of Ocean	Absent

Fund Commissioners

Christopher York	Borough of Fair Haven	Present
Matthew Crane	Borough of Helmetta	Absent
Gian-Paolo Caminiti	Borough of Pennington	Absent
Jewel Morgan	Township of Robbinsville	Present

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	Absent
Jeffrey Grosser	Princeton	Absent
John Mauder	Township of West Windsor	Present

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	
Brian Maitland	J.A. Montgomery Consulting
Matt Genna	
Ellie Moss	

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Kathy Kissane	Qual-Lynx (TPA)
Lisa Gallo	Qual-Lynx/Qual-Care (MCO)
Patti Fahy	Acrisure
Tom Merchan	Conner Strong and Buckelew
Katie Walters	
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 October 2, 2024**

**Motion** to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of October 2, 2024.

**Moved:** Michael Pitts

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous      Nay:

**B. Reports**

1. Vice Chairperson's Report – Kathleen Capristo  
There was no report.
2. MEL Delegate's Report – Joy Tozzi  
Barbara Murphy stated that the MEL had recently introduced its 2025 rate table and it would be reflected in the Fund's 2025 budget introduction. She stated that a schedule of the MEL events being held at the 2024 NJ League of Municipalities Conference was sent to all members.
3. Cyber JIF Delegate's Report - Joy Tozzi  
Barbara Murphy stated that the Cyber JIF had recently convened their subcommittees and was currently reviewing vendor Requests for Proposals.
4. Secretary's Report – Marlena Schmid  
There was no report.
5. Fund Commissioners' Reports  
There were no reports.
6. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf  
The fund attorney provided a verbal legislative update.
7. Treasurer's report – Marlena Schmid
  - a. Approval of Bill Lists for All Fund Years  
**Motion** to approve the bill lists totaling \$477,278.99.  
**Moved:** Anthony Cancro  
**Seconded:** Katherine Fenton-Newman  
**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.

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8. Administrator’s Report – Risk & Loss Managers, Inc.  
As per the report included in the agenda package.
9. Managed Care Report – Qual-Lynx  
As per the report included in the agenda package.
10. Safety/Loss Control – J.A. Montgomery Consulting  
Brian Maitland stated that several new safety director bulletins were recently sent to members.

**C. Old Business**

There was no old business.

**D. New Business**

1. 2024 Budget Revision #1  
Barbara Murphy stated that the 2024 fund year budget was revised to reflect changes in individual member exposures.  
**Motion** to introduce the 2024 budget revision #1.  
**Moved:** Katherine Fenton-Newman  
**Seconded:** Michael Pitts  
**Vote:** Approved: 4 Abstentions: 1 (A. Cancro) Nay:
2. 2025 Budget Introduction  
Barbara Murphy reviewed the 2025 fund year budget introduction. She stated that there were multiple factors affecting the budget including increases in individual member exposures, loss funds and reinsurance costs. She further stated that the Strategic Planning Subcommittee would be convened shortly to discuss a return of surplus that may be used by members to help offset any increases.  
**Motion** to introduce the 2025 budget and certify the assessments.  
**Moved:** Katherine Fenton-Newman  
**Seconded:** Debra Rubin  
**Vote:** Approved: Unanimous Nay:

**E. Public Comment**

There was no public comment.

**F. Closed Session**

**Motion** to adjourn to Closed Session.  
**Moved:** Katherine Fenton-Newman  
**Seconded:** Anthony Cancro  
**Voted:** Approved: Unanimous Nay:  
Open Session adjourned at 9:41 a.m.

**G. Open Session Resumes**

**Motion** to return to Open Session.  
**Moved:** Anthony Cancro  
**Seconded:** Katherine Fenton-Newman  
**Vote:** Approved: Unanimous Nay:  
Open Session resumed at 9:58 a.m.

1. Claims Payment Authorizations Established in Closed Session  
**Motion** to approve claim payments and authorize actions established in Closed Session.  
**Moved:** Katherine Fenton-Newman  
**Seconded:** Anthony Cancro  
**Vote:** Approved: Unanimous Nay:

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**VII. Adjournment**

***Motion*** to adjourn.

**Moved:** Anthony Cancro

**Seconded:** Katherine Fenton-Newman

**Vote:** Approved: Unanimous      Nay:

The meeting was adjourned at 9:59 a.m.

The next meeting will be held on **Wednesday, December 4, 2024.**

Respectfully submitted,

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Authorized Signature