
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
September 29, 2021**

I. Call to Order – Joy Tozzi, Chairperson

Chairperson Tozzi called the meeting to order via zoom at 9:02 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	Present
Eileen Heinzl (1. 9:43am)	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
Matthew Crane	Borough of Helmetta	Present
Katherine Fenton-Newman	Township of Hopewell	Absent

Fund Commissioners

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	Present
Tracey Berkowitz	Township of Ocean	Present
Lester Varga	Township of Plainsboro	Absent
Jeffrey Grosser	Princeton	Absent
Jewel Morgan	Township of Robbinsville	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
Paul Shives	J.A. Montgomery

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Brian Maitland
Mike Brosnan
Mike Avalone
Robin Racioppi

Conner Strong & Buckelew
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 July 14, 2021.

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of July 14, 2021.

Moved: Theresa Casagrande

Seconded: Kathleen Capristo

Vote: Approved: Unanimous 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
As per the report included in the agenda package.
Joy Tozzi stated that the Middlesex JIF had executed a resolution to join the MEL pending a claims and actuarial audit. She further stated that the MEL would be reimbursed for the costs associated with the audits.
4. Fund Commissioners' Report
There was no report.
5. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
As per the report distributed in the agenda package.
6. Treasurer's Report – Marlena Schmid
 - a. Approval of Bill Lists for all Fund Years
Motion to approve the bill lists totaling \$704,062.64.
Moved: Marlena Schmid
Seconded: Anthony Cancro
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.
7. Administrator's Report - Risk & Loss Managers, Inc.
Refer to the memorandum included in the agenda package.

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- a. Cyber Risk Management Program
Barbara Murphy referred to a snapshot of members' approval status for the cyber risk management program. She reminded members that may already have the qualifications completed for Tier 1 or 2, to submit the checklists for approval of these Tiers pending the Tier 3 qualifications to become eligible for those levels' deductible reimbursements.
 - b. 2022 Budget Update
Barbara Murphy stated that the MEL had released its preliminary 2022 budget and rate table. She stated that the potential impact from the recent workers' compensation pension offset changes, fire fighter cancer presumption and child abuse legislations would be taken into consideration as part of the 2022 budget process.
 - c. Strategic Planning Subcommittee
Barbara Murphy stated that she would be reaching out to the strategic planning subcommittee members to schedule a meeting to discuss return of surplus and the potential 2022 budget impacts from the changes and recent legislation as previously discussed.
8. Managed Care Report – Qual-Lynx
As per the report included in the agenda package.
9. Safety and Loss Control – J.A. Montgomery Loss Control
Brian Maitland stated that PEOSH had resumed performing onsite inspections. He reminded members that services were available in the event members need assistance in meeting any PEOSH requirements resulting from an inspection. He further stated that a page dedicated to law enforcement had been added to the MSI website. Paul Shives stated that there were three live training sessions remaining for the Protection of Minors webinar.

C. Old Business

There was no old business.

D. New Business

- 1. Resolution 2021-17 Renewing Membership in the Municipal Excess Liability Joint Insurance Fund
Motion to approve resolution 2021-17 renewing membership in the Municipal Excess Liability Joint Insurance Fund.
Moved: Theresa Casagrande
Seconded: Kathleen Capristo
Vote: Approved: Unanimous Nay:
- 2. Resolution 2021-18 Renewing Indemnity and Trust Agreement with the Municipal Excess Liability Joint Insurance Fund
Motion to approve resolution 2021-18 renewing indemnity and trust agreement with the Municipal Excess Liability Joint Insurance Fund.
Moved: Kathleen Capristo
Seconded: Theresa Casagrande
Vote: Approved: Unanimous Nay:

E. Old Business

There was no old business.

F. Public Comment

There was no public comment.

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G. Closed Session

Motion to adjourn to Closed Session.

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Voted: Approved: Unanimous Nay:

Open Session adjourned at 9:33 a.m.

H. Open Session Resumes

Motion to return to Open Session.

Moved: Anthony Cancro

Seconded: Kathleen Capristo

Vote: Approved: Unanimous Nay:

Open Session resumed at 9:59 a.m.

1. Claims Payment Authorization and Other Actions Established in Closed Session

Motion to approve claim payments and authorize actions established in Closed Session.

Moved: Kathleen Capristo

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:00 a.m.

The next meeting will be held on **Wednesday, November 10, 2021.**

Respectfully submitted,

Authorized Signature