
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
September 18, 2019**

I. Call to Order – Joy Tozzi, Chairperson

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

II. Open Public Meetings Statement – Joy Tozzi, Chairperson

Chairperson Tozzi read the Open Public Meetings Act.

III. Roll Call

Everyone in attendance introduced themselves.

Kathleen Capristo	Colts Neck Township	Present
Michael Pitts	Township of Montgomery	Present
Anthony Cancro	Township of Plainsboro	Absent
Marc Dashield	Princeton	Absent
Joy Tozzi	Township of Robbinsville	Present
Marlena Schmid (a. 9:41 am)	Township of West Windsor	Present

Alternate Executive Committee

Debra Rubin (a. 9:41 am)	Township of Cranbury	Present
Joseph Criscuolo	Township of East Brunswick	Present
Michael Muscillo	Township of Ocean	Present

Fund Commissioners

Vacant	Township of Holmdel	--
Katherine Fenton-Newman	Township of Hopewell	Present
William Meytrott	Borough of Pennington	Absent

Alternate Fund Commissioners

Jean Golisano	Township of Cranbury	Absent
Judy DeLellis	Township of East Brunswick	Absent
Denise Callery	Township of Holmdel	Present
Susan Newman	Township of Hopewell	Present
Tamarah Novak	Township of Montgomery	Present
Adrienne Becker	Township of Ocean	Present
Lester Varga	Township of Plainsboro	Absent
Jeffrey Grosser	Princeton	Present
Jewel Morgan	Township of Robbinsville	Present
Joanne Louth	Township of West Windsor	Absent

Safety Delegates

Louis Bader	Colts Neck Township	Absent
Bruno Bertucci	Township of Cranbury	Absent
John Mioduszewski	Township of Holmdel	Absent
Joseph Palmer	Township of Montgomery	Absent
Thomas Caruso	Township of Ocean	Absent
Morris Fabian	Borough of Pennington	Present
Neil Blitz	Township of Plainsboro	Absent

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Robert Gregory	Princeton	Absent
Laurie Magee	Township of Robbinsville	Absent
Janis DiNatale	Township of West Windsor	Present

Alternate Safety Delegates

Kevin Sauter	Colts Neck Township	Absent
Jean Golisano	Township of Cranbury	Absent
Frank Alloco	Township of Holmdel	Absent
Chief Lance Maloney	Township of Hopewell	Absent
Lori Savron	Township of Montgomery	Absent
Teresa Carson	Township of Plainsboro	Present
Afroula Ippolito	Princeton	Absent
Jodi Stephens	Township of Robbinsville	Absent

Others Present

Sascha Basista	Township of East Brunswick
William E. Mullen 3 rd	Township of Hopewell
Bill Pauwels	Township of Montgomery
Steve Errion	Township of Ocean
Terrance Morgan	Princeton
Scott Obner	Township of Robbinsville
Ross Maszczak	Township of West Windsor
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Ed Cooney	Conner Strong and Buckelew
Julie Tattoni	Windels Marx Lane & Mittendorf
Paul Shives	J.A. Montgomery
Brian Maitland	
Patty Davidson	Qual-Lynx – TPA
Lisa Gallo	Qual-Lynx – MCO
Patti Fahy	NAIMC/Acrisure

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

- A. Cyber Security: Coverages, Compliance and Changing Landscape for Cyber Risks – Ed Cooney, MEL Underwriting Manager**
Ed Cooney provided a PowerPoint presentation reviewing cyber liability claims and statistics. He provided an overview of the MEL Cyber Risk Management Program compliance tiers and best practices.
- B. 2020 MEL Pre-Renewal Presentation – Ed Cooney, MEL Underwriting Manager**
Ed Cooney provided an update on the MEL’s 2020 pre-renewal actions and marketplace overview. He reviewed the statutory bond renewal process and guidelines with respects to crime coverage, amusement ride and vacant property. He discussed land use claims and asked that members report any land use issues that may have the potential to develop into a claim as soon as possible.

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VI. Executive Committee Business

A. Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of July 10, 2019.

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of July 10, 2019.

Moved: Marlena Schmid

Seconded: Michael Pitts

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.
Barbara Murphy stated that the MEL had released its preliminary rate table and budget numbers for the 2020 fund year. She also stated that the MEL management committee had approved a proposal to develop a training video as part the comprehensive risk management plan being developed in response to the recent sexual molestation legislation. She further stated that the MEL would be engaging the services of a law firm to conduct a complete review and rewrite of the MEL's model personnel manual.
4. Fund Commissioners' Report
There was no report.
5. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
As per the report distributed at the meeting.
6. Treasurer's Report – Marlena Schmid
 - a. Approval of Bill Lists for all Fund Years
Motion to approve the bill lists totaling \$681,647.46.
Moved: Michael Pitts
Seconded: Debra Rubin
Vote: Approved: 6 Abstentions: 1 (M. Schmid) 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.
 - a. Website Compliance with the Americans with Disabilities Act (ADA)
Barbara Murphy reviewed a bulletin issued by the MEL fund attorney regarding the ADA and potential State anti-discrimination laws. She stated that they suggested that members should contact their municipal attorney and website administrator for specific advice regarding review and remediation of websites to achieve ADA compliance.
8. Managed Care Report – Qual-Lynx
As per the report included in the agenda package.

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9. Safety and Loss Control – J.A. Montgomery Loss Control
Paul Shives stated that a session for 2019 MEL Leadership Skills Classes had been scheduled at the Township of East Brunswick on October 16, 23 and 30th. He also stated that the training for the safe treatment of minors, model transitional duty program and model parade policies were in the final stages of development.

C. Closed Session

Motion to adjourn to Closed Session.

Moved: Kathleen Capristo

Seconded: Marlena Schmid

Voted: Approved: Unanimous Nay:

Open Session adjourned at 11:05 a.m.

D. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Joseph Criscuolo

Vote: Approved: Unanimous Nay:

Open Session resumed at 11:30 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:

E. Old Business

There was no old business.

F. New Business

There was no new business.

G. Old Business

There was no old business.

H. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn.

Moved: Marlena Schmid

Seconded: Joseph Criscuolo

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 11:32 a.m.

The next meeting will be held on **Wednesday, November 6, 2019** at the Holiday Inn, East Windsor, NJ.

Respectfully submitted,

Authorized Signature