
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND, SAFETY AND EXECUTIVE COMMITTEE MEETING MINUTES
March 9, 2022**

I. Call to Order – Kathleen Capristo – Vice Chairperson

Vice Chairperson Capristo called the meeting to order at 9:02 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
Theresa Casagrande	Borough of Fair Haven	Present
Michael Pitts	Township of Montgomery	Present
Eileen Heinzl	Borough of Pennington	Absent
Anthony Cancro	Township of Plainsboro	Present
Joy Tozzi	Township of Robbinsville	Absent
Marlena Schmid	Township of West Windsor	Present

Alternate Executive Committee

Katherine Fenton-Newman	Township of Hopewell	Absent
Bernard Hvozdovic	Princeton	Absent
Debra Rubin	Township of Cranbury	Present

Fund Commissioners

Salvatore Masucci	Borough of Helmetta	Absent
David Brown II	Township of Ocean	Absent

Alternate Fund Commissioners

Jean Golisano	Township of Cranbury	Absent
Allyson Cinquegrana	Borough of Fair Haven	Present
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	Present
Jewel Morgan	Township of Robbinsville	Present
John Mauder	Township of West Windsor	Absent

Safety Delegates

Louis Bader	Colts Neck Township	Absent
Bruno Bertucci	Township of Cranbury	Absent
Paul Reed	Borough of Helmetta	Absent
Laura Pavan	Township of Montgomery	Present
Jacob Nieman	Township of Ocean	Absent
Morris Fabian	Borough of Pennington	Present
Neil Blitz	Township of Plainsboro	Present
Afroula Ippolito	Princeton	Absent

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Janis DiNatale	Township of West Windsor	Present
<u>Alternate Safety Delegates</u>		
Chief Lance Maloney	Township of Hopewell	Absent
Katie Williams	Township of Montgomery	Absent
Teresa Carson	Township of Plainsboro	Absent

Others Present

Michael Yeh	Princeton
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
Brian Maitland	
Michael Brosnan	
Matt Genna	
Meredith Storch	Conner Strong and Buckelew
Robin Racioppi	NAIMC

IV. Introduction of Guests

There were no introductions.

V. General Fund Business

A. Safety

1. 2022 Safety Annual Kickoff – J.A. Montgomery Risk Control – Think Safely, Work Safely

J.A. Montgomery representatives provided a PowerPoint presentation on the 2022 Safety Kickoff. They discussed the Fund’s 2021 successes and trainings, resources, and model programs available on the MEL’s website.

B. Safety Awareness Program 2022

1. 2022 Safety Awareness Program Budget
Barbara Murphy reviewed the 2022 safety awareness program budget distributed at the meeting.
2. 2021 Safety Awareness Program Results
Barbara Murphy reviewed the final results of the 2021 safety awareness program budget distributed at the meeting. She congratulated all members for their efforts.

VI. Executive Committee Business

A. Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of January 12, 2022

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Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of January 12, 2022.

Moved: Theresa Casagrande

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

There was no report.

3. Secretary's Report – Marlena Schmid

There was no report.

4. Fund Commissioners' Reports

There was no report.

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

As per the legislative update distributed prior to the meeting.

6. Treasurer's Report

- a. Approval of Bill List for all Fund Years

Motion to approve the bill list totaling \$1,613,121.46.

Moved: Michael Pitts

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

- b. Treasurer's Report

As per the report included in the agenda package.

- c. Investment Status

As per the report included in the agenda package.

7. Administrator's Report - Risk & Loss Managers, Inc.

As per the report included in the agenda package.

- a. MEL, MRHIF, NJCE Educational Seminar

Barbara Murphy stated that the 11th annual MEL educational seminar would be held via zoom on April 29 and May 6. She stated that the seminar was eligible for continuing education credits.

8. Managed Care Report – Qual-Lynx

As per the report included in the agenda package.

9. TPA Report – Qual-Lynx

Patty Davidson stated that an updated contact list for the Fund's Qual-Lynx service team was included in the agenda package, including a claim reporting "roadmap" to walk members through every step of the claims process.

C. Old Business

1. Employee Assistance Programs

Barbara Murphy stated that, as per the discussion at the last meeting, an ad hoc committee had recently met with a representative from Rutgers to discuss the services available through their employee assistance program (EAP). She stated that several members currently participate in EAP programs individually, while three other members currently did not participate in a program. Discussion ensued and the consensus was to extend the Fund's current \$2,000 per member safety and training allowance to include the funding of individual members' employee assistance programs as needed.

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D. New Business

There was no new business.

E. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn Open Session.

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:10 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 10:15 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: Michael Pitts

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn.

Moved: Anthony Cancro

Seconded: Debra Rubin

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:16 a.m.

The next meeting will be held on **Wednesday, April 27, 2022.**

Respectfully submitted,

Authorized Signature