
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND, SAFETY AND EXECUTIVE COMMITTEE MEETING MINUTES
December 9, 2020**

I. Call to Order – Kathleen Capristo – Vice Chairperson

Vice Chairperson Kathleen Capristo called the meeting to order via zoom call at 9:04 a.m.

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

Vice Chairperson Kathleen Capristo read the Open Public Meetings Act.

III. Roll Call

Executive Committee

		<u>Attendance</u>
Kathleen Capristo	Township of Colts Neck	Present
Theresa Casagrande (l. 10:56 a)	Borough of Fair Haven	Present
Michael Pitts	Township of Montgomery	Present
Anthony Cancro (l. 11:30a)	Township of Plainsboro	Present
Marc Dashield	Princeton	Present
Joy Tozzi	Township of Robbinsville	Absent
Marlena Schmid (l. 11:15a)	Township of West Windsor	Present

Alternate Executive Committee

Debra Rubin	Township of Cranbury	Present
Matthew Crane	Borough of Helmetta	Present
Michael Muscillo	Township of Ocean	Absent

Fund Commissioners

Katherine Fenton-Newman	Township of Hopewell	Present
Eileen Heinzl	Borough of Pennington	Present

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

Safety Delegates

Louis Bader	Township of Colts Neck	Absent
Bruno Bertucci	Township of Cranbury	Absent
Paul Reed	Borough of Helmetta	Absent
John Mioduszewski	Township of Holmdel	Absent
Joseph Palmer	Township of Montgomery	Absent
Jacob Neiman	Township of Ocean	Present
Morris Fabian	Borough of Pennington	Absent
Neil Blitz	Township of Plainsboro	Absent
Afroula Ippolito	Princeton	Absent

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Janis DiNatale	Township of West Windsor	Present
<u>Alternate Safety Delegates</u>		
Lori Savron	Township of Montgomery	Absent
Teresa Carson	Township of Plainsboro	Absent
<u>Others Present</u>		
Sal Catalano	Borough of Fair Haven	
Kerry Giamatti	Township of West Windsor	
Ross Maszczak		
Chris Alworth	Borough of Fair Haven/Rumson	
John Nalborne	Township of Robbinsville	
Barbara Murphy	Risk and Loss Managers, Inc.	
Michaelene Miller		
Julie Tattoni	Windels Marx Lane & Mittendorf	
Patricia Davidson	Qual-Lynx (TPA)	
Lisa Gallo	Qual-Lynx (MCO)	
Paul Shives	J.A. Montgomery	
Brian Maitland		
Matt Genna		
Brian Aaronson		
Patti Fahy	Acrisure	
Ilene Larson	Conner Strong & Buckelew	
Robin Racioppi	NAIMC	
Theresa Barker-Figueroa	NJCCIC	

IV. Flag Salute and Moment of Silence

V. Introduction of Guests

There were no introductions.

VI. General Fund Business

A. Safety Presentation – Current State of Cybercrime, Theresa Barker-Figueroa, NJCCIC

Theresa Barker-Figueroa provided a PowerPoint presentation with an overview of the New Jersey Cybersecurity & Communications Integration Cell (NJCCIC), cyber-attack vectors, most prevalent threats, common shortfalls and mitigation strategies.

B. Safety Awareness Program Update

1. 2019 Safety Awareness Program - Status of Distributions
Barbara Murphy referred to the disbursement grid included in the agenda package. She reminded members that requests for reimbursement must be vouchered before March 31, 2021.
2. 2020 Safety Awareness Program
As per the update included in the agenda package.
Barbara stated that the final results of the 2020 safety awareness program would be presented at the March 10, 2021 combined safety and executive committee meeting.
3. Revised 2021 Safety Calendar
Barbara Murphy stated that the 2021 safety calendar had been revised to address meeting date conflicts.

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C. Slate of Officers – 2021 Fund Year

Motion to open nominations.

Moved: Theresa Casagrande

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

The fund commissioners discussed the slate of officers for fund year 2021. Discussion ensued and the consensus was to nominate the following:

1. Chairperson – Joy Tozzi
2. Vice-Chairperson – Kathleen Capristo
3. Secretary – Marlena Schmid

Motion to close nominations.

Moved: Marc Dashield

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

Motion to nominate the above as the Slate of Officers for fund year 2021.

Moved: Marc Dashield

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

D. MELJIF Delegate

Motion to open the nominations for the 2021 MELJIF delegate.

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

The fund commissioners discussed the MEL delegate for fund year 2021. Discussion ensued and the consensus was to nominate Joy Tozzi.

Motion to close the nominations for the 2021 MELJIF delegate.

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

Motion to nominate Joy Tozzi as the MELJIF delegate for fund year 2021.

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

VII. Executive Committee Business

A. Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of November 10, 2020.

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of November 10, 2020.

Moved: Theresa Casagrande

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

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B. Reports

1. Vice Chairperson's Report – Kathleen Capristo
There was no report.
2. MEL Delegate's Report – Joy Tozzi
As per the report included in the agenda package.
Barbara Murphy stated that the MEL had been holding subcommittee meetings to discuss changes to the cyber risk management program, safety, and other issues.
Barbara Murphy stated that the MEL had been in discussions with the Department of Banking and Insurance concerning the formation of a Captive to be domiciled in New Jersey. She stated that, if formed, it could give the MEL an opportunity to reduce costs by reinsuring a portion of the primary public officials/employment practices liability policy underwritten by QBE.
3. Fund Commissioners' Reports
There was no report.
4. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
As per the legislative update distributed prior to the meeting.
5. Treasurer's Report
 - a. Approval of Bill Lists for all Fund Years
Motion to approve the bill list totaling \$183,296.09.
Moved: Marc Dashield
Seconded: Theresa Casagrande
Vote: Approved: Unanimous Nay:
 - b. Treasurer's Report
As per the report included in the agenda package.
 - c. Investment Report
As per the report included in the agenda package.
6. Secretary's Report – Marlena Schmid
There was no report.
7. Administrator's Report - Risk & Loss Managers, Inc.
Barbara Murphy stated that the 2021 certificates of insurance, auto ID cards and workers' compensation notices would be sent to members shortly.
8. Managed Care Report-Qual Lynx
As per the report included in the agenda package.

C. Old Business

1. Return of Surplus
 - a. **Motion** to Approve Resolution 2020.18 Authorizing Refunds for Fund Years 1996 through 2000, 2004 through 2006, 2009, 2011 and 2017
Moved: Marlena Schmid
Seconded: Anthony Cancro
Vote: Approved: Unanimous Nay:

D. New Business

1. Public Hearing and 2021 Budget Adoption
 - a. **Motion** to Open the Public Hearing on the 2021 Fund Year Budget
Moved: Marlena Schmid
Seconded: Theresa Casagrande
Vote: Approved: Unanimous Nay:

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- b. **Motion** to Close the Public Hearing on the 2021 Fund Year Budget
Moved: Marlena Schmid
Seconded: Anthony Cancro
Vote: Approved: Unanimous Nay:
- c. **Motion** to Adopt the 2021 Fund Year Budget
Moved: Theresa Casagrande
Seconded: Marlena Schmid
Vote: Approved: Unanimous Nay:

E. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn Open Session.

Moved: Marlena Schmid
Seconded: Theresa Casagrande
Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:27 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: Kathleen Capristo
Seconded: Marlena Schmid
Vote: Approved: Unanimous Nay:

Open Session resumed at 11:36 a.m.

- 1. Claims and Other Actions Established in Closed Session

Motion to authorize actions established in Closed Session.

Moved: Debra Rubin
Seconded: Marlena Schmid
Vote: Approved: Unanimous Nay:

VIII. Adjournment

Motion to adjourn.

Moved: Marc Dashield
Seconded: Debra Rubin
Vote: Approved: Unanimous Nay:

The meeting was adjourned at 11:37 a.m.

The next meeting will be held on **Wednesday, January 13, 2021.**

Respectfully submitted,

Authorized Signature

Date