
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES
November 10, 2020**

I. Call to Order – Kathleen Capristo, Vice Chairperson

Vice Chairperson Capristo called the meeting to order at 9:05 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	Township of Colts Neck	Present
Theresa Casagrande	Borough of Fair Haven	Present
Michael Pitts	Township of Montgomery	Present
Anthony Cancro	Township of Plainsboro	Present
Marc Dashield	Princeton	Present
Joy Tozzi	Township of Robbinsville	Absent
Marlena Schmid	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	Absent
Eileen Heinzl	Borough of Pennington	Present

Alternate Fund Commissioners

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

Others Present

Kerry Giammetta	Township of West Windsor
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Julie Tattoni	Windels Marx Lane & Mittendorf
Kyle Mrotek	The Actuarial Advantage
Paul Shives	J.A. Montgomery
Brian Maitland	
Michael Brosnan	

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ii. Cyber Liability Limits/Tiers/Data Consulting Services

Barbara Murphy stated that the subcommittee members discussed Secure Data Consulting Service's presentation to provide assistance in helping members comply with the MEL's Cyber Risk Loss Control Programs. Discussion ensued and the consensus was to accept the recommendation to request a fee proposal from Secure Data Consulting Services to assist members in completing the cyber checklist and/or conduct a cyber audit to ensure compliance at the time of loss.

iii. AL/GL Deductibles

Barbara Murphy stated that the subcommittee members reviewed the Fund's AL/GL deductible and self insured retention plan. She stated that the AL/GL deductible plan had been in place since the Fund's inception and recommended the elimination of the plan to maintain a competitive advantage when providing new business proposals. Discussion ensued and the consensus was to accept the subcommittee's recommendation to eliminate the AL/GL deductible/self insured retention plan.

5. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf
As per the legislative update 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 \$773,400.96.

Moved: Theresa Casagrande

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.

As per the report included in the agenda package.

a. 2021 Meeting Schedule

Barbara Murphy referred to the proposed meeting schedule included in the agenda package. She asked members to review the schedule and advise her office of any potential conflicts for the 2021 fund year.

8. Managed Care Report – Qual-Lynx

As per the report included in the agenda package.

9. Safety/Loss Control – J.A. Montgomery

Brian Maitland stated that the remaining 2020 member surveys were in the process of being scheduled. He also stated that Tier 3 of the updated cyber risk loss control program would include a section on segmentation and remote access security.

C. Old Business

There was no old business.

D. New Business

1. 2020 Budget Revision #1

Barbara Murphy stated that the 2020 budget had been revised to reflect changes in membership.

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Motion to introduce the 2020 Budget Revision #1.

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

2. **2021 Budget Introduction**

Barbara Murphy reviewed the 2021 fund year budget introduction.

Motion to introduce the 2021 Budget and Certify the Assessments.

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

E Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn to Closed Session.

Moved: Marlena Schmid

Seconded: Marc Dashfield

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:02 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:15 a.m.

1. **Claims Payment Authorizations Established in Closed Session**

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

Moved: Marlena Schmid

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

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

The next meeting will be held on **Tuesday, December 9, 2020.**

Respectfully submitted,

Authorized Signature