
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND AND EXECUTIVE COMMITTEE REORGANIZATION
MEETING MINUTES
January 13, 2021**

I. Call to Order – Joy Tozzi – Chairperson

Chairperson Joy Tozzi called the meeting to order via Zoom at 9:09 a.m.

II. Open Public Meetings Statement – Joy Tozzi – Chairperson

Chairperson Joy Tozzi read the Open Public Meetings Act.

III. Roll Call

In lieu of a formal roll call, each member introduced themselves. A sign-in sheet was distributed.

<u>Fund Commissioners</u>		<u>Attendance</u>
Kathleen Capristo	Township of Colts Neck	Present
Debra Rubin	Township of Cranbury	Present
Theresa Casagrande	Borough of Fair Haven	Present
Matthew Crane	Borough of Helmetta	Present
Katherine Fenton Newman	Township of Hopewell	Present
Michael Pitts	Township of Montgomery	Present
Vacant	Township of Ocean	-----
Eileen Heinzl	Borough of Pennington	Present
Anthony Cancro	Township of Plainsboro	Present
Marc Dashield	Princeton	Absent
Joy Tozzi	Township of Robbinsville	Present
Marlena Schmid	Township of West Windsor	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	Absent
Tamara Novak	Township of Montgomery	Absent
Lester Varga	Township of Plainsboro	Absent
Jeffrey Grosser	Princeton	Absent
Jewel Morgan	Township of Robbinsville	Absent
John Mauder	Township of West Windsor	Absent

Others Present

Kerry Giamatti	Township of West Windsor
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Julie Tattoni	Windels Marx Lane & Mittendorf
Amanda Meehan	
Paul Shives	J.A. Montgomery
Brian Maitland	
Matt Genna	
Patricia Davidson	Qual-Lynx – TPA
Lisa Gallo	Qual-Lynx – MCO
Patti Fahy	Acrisure

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IV. Introduction of Guests

There were no introductions.

V. General Fund Business

A. Ratification of 2021 Officers to Serve Full Fund and Executive Committee, as nominated.

Motion to ratify 2021 Slate of Officers as nominated.

Chairperson: Joy Tozzi
Vice - Chairperson: Kathleen Capristo
Secretary: Marlena Schmid

Moved: Theresa Casagrande

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

B. Ratification of 2021 MEL Delegate – Joy Tozzi

Motion to ratify 2021 MEL Delegate – Joy Tozzi

Moved: Kathleen Capristo

Seconded: Theresa Casagrande

Vote: Approved: Unanimous Nay:

C. Election of Four (4) Executive Committee and Three (3) Alternate Executive Committee Members.

1. Election of Four Executive Committee Members

Ballots were distributed and the results were:

- a. Anthony Cancro
- b. Theresa Casagrande
- c. Eileen Heinzl
- d. Michael Pitts

2. Election of Two Alternate Executive Committee Members

Ballots were distributed and the results were:

- Debra Rubin, Alternate #1
Matthew Crane, Alternate #2
Kathleen Fenton Newman, Alternate #3

D. Special Fund Commissioner Appointment – Princeton

Joy Tozzi stated that the Fund has an even number of members and the Fund's bylaws state that a special fund commissioner should be appointed. She explained that the main purpose served by this position would be to break a tie vote relative to general fund business. She stated that, upon review of the proper protocol, it has been determined that Princeton had the option of making an appointment and may provide a Resolution confirming the appointment.

VI. Executive Committee Business

A. Approval of the General Fund, Executive Committee and Safety Open and Executive Committee Closed Meeting Minutes of December 9, 2020

Motion to approve the General Fund, Executive Committee and Safety Open and Executive Committee Closed Meeting Minutes of December 9, 2020.

Moved: Marlena Schmid

Seconded: Anthony Cancro

Vote: Approved: 6 Abstain: 1 (J. Tozzi) Nay:

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B. Reports

1. Chairperson's Report – Joy Tozzi
There was no report.
2. MEL Delegate's Report – Joy Tozzi
As per the report included in the agenda package.
Joy Tozzi stated that the MEL had recently held its reorganization meeting.
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
 - a. Resolution 2021.1 Appointing the Professional Service Providers and Authorizing the Execution of a Contract with the Professional Service Providers for 2021.
 - b. Resolution 2021.2 Appointing Marlena Schmid as Custodian of Funds for 2021 and Authorizing the Execution of 2021 Contract.
 - c. Resolution 2021.3 Authorizing Chairperson and Custodian of Funds to Certify Sufficient Funds to Enter into 2021 Custodian of Funds Contract.
 - d. Resolution 2021.4 Designating Individuals Authorized as Signatories on Fund Checks Drawn by Qual-Lynx on Behalf of the Fund for the 2021 Fund Year.
 - e. Resolution 2021.5 Authorizing Appointment of Service Providers and the execution of Contracts with EUS Service Providers for 2021.
 - f. Resolution 2021.6 Appointing Defense Counsel to Litigate on Behalf of the Fund for the 2021 Fund Year and Authorizing the Execution of Contract.
 - g. Resolution 2021.7 Appointing a PACO for 2021.
 - h. Resolution 2021.8 Establishing a Ten Percent Interest Rate for Delinquent Assessments in 2021.
 - i. Resolution 2021.9 Designation of Meeting Schedule and Official newspapers.
 - j. Resolution 2021.10 Designating Administrator as Agent to Receive Service of Process on Behalf of the Fund for 2021, Designating the Administrator's Office as Where the Books and Records of the Fund shall be Maintained and Designating the Administrator at the Fund Custodian of a Government Record to receive service of process and to maintain books and records.
 - k. Resolution 2021.11 Designation of signatories for 2021 and designating the New Jersey Asset and Rebate Management Program (NJ ARM) and U.S. Bank as depository.
 - l. Resolution 2021.12 Designation of Other Public Depository(ies).
 - m. Resolution 2021.13 Adopting the 2021 Cash Management Plan.
 - n. Resolution 2021.14 Adopting Named Storm Deductible Risk Sharing Program
 - o. Resolution 2021.15 Confirming and Aggregate Loss Fund Contingency Account and the Annual Transfer

Motion to Approve Resolutions 2021.1 through 2021.15

Moved: Kathleen Capristo

Seconded: Theresa Casagrande

Roll Call: Yea: Kathleen Capristo
Debra Rubin
Theresa Casagrande
Matthew Crane

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Katherine Fenton Newman
Michael Pitts
Eileen Heinzl
Anthony Cancro
Joy Tozzi

Abstention: Marlena Schmid (Res. 2021.2)

6. Treasurer's Report – Marlena Schmid
 - a. Approval of Bill Lists for all Fund Years
Motion to approve the bill list totaling \$789,664.41
Moved: Marlena Schmid
Seconded: Anthony Cancro
Vote: Approved: Unanimous Nay:
7. Administrator’s Report - Risk & Loss Managers, Inc.
As per the memorandum included in the agenda package.
Barbara Murphy reminded members that the required elements for approval of the 2021/2022 EPL Loss Control plans were due by June 1, 2021. She stated that the dates for the police and command unit training would be announced shortly.
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 MSI Live had been launched on the MSI’s website, which included real-time, instructor led classes and webinars. He also stated that additional DER training dates had been released.

C. New Business

There was no new business.

D. Old Business

There was no old business.

E. Public Comment

There was no public comment.

F. Closed Session

There was no closed session.

VII. Adjournment

Motion to adjourn.

Moved: Kathleen Capristo

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 9:50 a.m.

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

Respectfully submitted,

Authorized Signature

Dated