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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

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**GENERAL FUND AND EXECUTIVE COMMITTEE REORGANIZATION  
MEETING MINUTES  
January 12, 2022**

**I. Call to Order – Joy Tozzi – Chairperson**

Chairperson Joy Tozzi called the meeting to order via Zoom at 9:03 a.m.

**II. Open Public Meetings Statement – Joy Tozzi – Chairperson**

Chairperson Joy Tozzi read the Open Public Meetings Act.

**III. Roll Call**

Fund Commissioners

|                         |                          | <u>Attendance</u> |
|-------------------------|--------------------------|-------------------|
| Kathleen Capristo       | Township of Colts Neck   | Present           |
| Debra Rubin             | Township of Cranbury     | Present           |
| Theresa Casagrande      | Borough of Fair Haven    | Present           |
| Salvatore Masucci       | Borough of Helmetta      | Absent            |
| Katherine Fenton Newman | Township of Hopewell     | Present           |
| Michael Pitts           | Township of Montgomery   | Absent            |
| David Brown, II         | Township of Ocean        | Absent            |
| Eileen Heinzl           | Borough of Pennington    | Absent            |
| Anthony Cancro          | Township of Plainsboro   | Present           |
| Bernard Hvozdovic, Jr.  | Princeton                | Present           |
| 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    | Present |
| Sandra Bohinski     | Borough of Helmetta      | Absent  |
| Susan Newman        | Township of Hopewell     | Absent  |
| Tamara Novak        | Township of Montgomery   | Absent  |
| Tracey Berkowitz    | Township of Ocean        | Present |
| Lester Varga        | Township of Plainsboro   | Absent  |
| Jeffrey Grosser     | Princeton                | Absent  |
| Jewel Morgan        | Township of Robbinsville | Present |
| John Mauder         | Township of West Windsor | Absent  |

Others Present

|                   |                                |
|-------------------|--------------------------------|
| Laurie Gompf      | Township of Hopewell           |
| Kerry Giamatti    | Township of West Windsor       |
| Barbara Murphy    | Risk and Loss Managers, Inc.   |
| Michaelene Miller |                                |
| Julie Tattoni     | Windels Marx Lane & Mittendorf |
| Amanda Meehan     |                                |
| Brian Maitland    | J.A. Montgomery                |
| Patricia Davidson | Qual-Lynx – TPA                |
| Lisa Gallo        | Qual-Lynx – MCO                |
| Patti Fahy        | Acrisure                       |
| Katie Walters     | Conner Strong & Buckelew       |
| Robin Racioppi    | NAIMC                          |

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**IV. Introduction of Guests**

There were no introductions.

**V. General Fund Business**

**A. Ratification of 2022 Officers to Serve Full Fund and Executive Committee, as nominated.**

**Motion** to ratify 2022 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 2022 MEL Delegate – Joy Tozzi**

**Motion** to ratify 2022 MEL Delegate – Joy Tozzi

**Moved:** Marlena Schmid

**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 tallied and the administrator read the results into the record:

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

2. Election of Two Alternate Executive Committee Members

Ballots were tallied and the administrator read the results into the record:

Kathleen Fenton Newman, Alternate #1  
Bernard HvozdoVIC, Jr., Alternate #2  
Debra Rubin, Alternate #3

**D. Special Fund Commissioner Appointment – Township of Robbinsville**

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 the Township of Robbinsville 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 and Executive Committee and Open and Closed Meeting Minutes of December 8, 2021**

**Motion** to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of December 8, 2021.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Vote:** Approved: Unanimous      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. She also stated that a cyber subcommittee was being formed to discuss the current cyber crisis and the concept of establishing a special Cyber JIF to deal with the declining state of the cyber liability insurance market.
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 report included in the agenda package.
  - a. Resolution 2022.1 Appointing the Professional Service Providers and Authorizing the Execution of a Contract with the Professional Service Providers for 2022.
  - b. Resolution 2022.2 Appointing Marlena Schmid as Custodian of Funds for 2022 and Authorizing the Execution of 2022 Contract.
  - c. Resolution 2022.3 Authorizing Chairperson and Custodian of Funds to Certify Sufficient Funds to Enter into 2022 Custodian of Funds Contract.
  - d. Resolution 2022.4 Designating Individuals Authorized as Signatories on Fund Checks Drawn by Qual-Lynx on Behalf of the Fund for the 2022 Fund Year.
  - e. Resolution 2022.5 Authorizing Appointment of Service Providers and the execution of Contracts with EUS Service Providers for 2022.
  - f. Resolution 2022.6 Appointing Defense Counsel to Litigate on Behalf of the Fund for the 2022 Fund Year and Authorizing the Execution of Contract.
  - g. Resolution 2022.7 Appointing a PACO for 2022.
  - h. Resolution 2022.8 Establishing a Ten Percent Interest Rate for Delinquent Assessments in 2022.
  - i. Resolution 2022.9 Designation of Meeting Schedule and Official newspapers.
  - j. Resolution 2022.10 Designating Administrator as Agent to Receive Service of Process on Behalf of the Fund for 2022, 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 2022.11 Designation of signatories for 2022 and designating the New Jersey Asset and Rebate Management Program (NJ ARM) and U.S. Bank as depository.
  - l. Resolution 2022.12 Designation of Other Public Depository(ies).
  - m. Resolution 2022.13 Adopting the 2022 Cash Management Plan.
  - n. Resolution 2022.14 Adopting Named Storm Deductible Risk Sharing Program

**Motion** to Approve Resolutions 2022.1 through 2022.14

**Moved:** Marlena Schmid

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous      Nay:

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6. Treasurer's Report – Marlena Schmid
  - a. Approval of Bill Lists for all Fund Years  
**Motion** to approve the bill list totaling \$762,149.29  
**Moved:** Theresa Cancro  
**Seconded:** Kathleen Capristo  
**Vote:** Approved: Unanimous      Nay:
7. Administrator's Report - Risk & Loss Managers, Inc.  
As per the memorandum included in the agenda package.
  - a. Cyber Risk Management Plan  
Barbara Murphy referred to the cyber risk management plan approval status included in the agenda package. She stated that the Secure Data Consulting Services, LLC contract had expired, and she recommended a review of the current contract and services completed prior to the extension or renewal of the contract.
  - b. Employee Assistance Programs  
Barbara Murphy stated that, as per the discussion at the last meeting, she was recommending the formation of an ad hoc committee to review various options and make recommendations regarding the potential joint participation in an employee assistance program. Discussion ensued and the consensus was to form an ad hoc committee, which would also include individuals from members' human resources departments.
8. Managed Care Report – Qual-Lynx  
As per the report included in the agenda package.  
Lisa Gallo stated that, in the interest of proactively shortening wait times on their claim reporting telephone lines, they would offer an additional solution of submitting non-emergency Report Only workers' compensation claims and COVID-19 related claims to Qual-Lynx via a fill-in form that could be faxed or emailed directly. She stated that, upon receipt, the claim would follow normal established workflows.
9. Safety/Loss Control – J.A. Montgomery  
As per the report included in the agenda package.  
Brian Maitland stated that 30 loss control visits were conducted in the 2021 fund year. He reminded members that beginning in October of 2021 the MSI safety bulletins would be released in a newsletter format and via the MEL phone app.

**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**

**Motion** to adjourn Open Session.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Voted:** Approved: Unanimous      Nay:

Open Session adjourned at 9:31 a.m.

**G. Open Session Resumes**

**Motion** to return to Open Session.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Vote:** Approved: Unanimous      Nay:

Open Session resumed at 9:59 a.m.

1. Claims and Other Actions Established in Closed Session

**Motion** to authorize actions established in Closed Session.

**Moved:** Theresa Casagrande

**Seconded:** Kathleen Capristo

**Vote:** Approved: Unanimous      Nay:

**VII. Adjournment**

**Motion** to adjourn.

**Moved:** Kathleen Capristo

**Seconded:** Marlena Schmid

**Vote:** Approved: Unanimous      Nay:

The meeting was adjourned at 10:02 a.m.

The next meeting will be held on **Wednesday, March 9, 2022.**

Respectfully submitted,

\_\_\_\_\_  
Authorized Signature

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Dated