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**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

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**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES  
July 12, 2023**

**I. Call to Order – Kathleen Capristo, Vice Chairperson**

Vice Chairperson Capristo called the meeting to order at 9:01 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 (l. 10:00 am)	Borough of Fair Haven	Present
Michael Pitts	Township of Montgomery	Present
Anthony Cancro	Township of Plainsboro	Present
Bernard Hvozdovic, Jr.	Princeton	Present
Joy Tozzi	Township of Robbinsville	Absent
Marlena Schmid	Township of West Windsor	Present

Alternate Executive Committee

Debra Rubin	Township of Cranbury	Present
James Brady	Township of East Windsor	Absent
Katherine Fenton Newman	Township of Hopewell	Present

Fund Commissioners

Salvatore Masucci	Borough of Helmetta	Present
David Brown II	Township of Ocean	Present
Mona Habiby	Township of Pennington	Present

Alternate Fund Commissioners

Denise Marabello	Township of Cranbury	Absent
Allyson Cinquegrana	Borough of Fair Haven	Absent
Melissa Hallerman	Borough of Helmetta	Absent
Susan Newman	Township of Hopewell	Absent
Tamarah Novak	Township of Montgomery	Present
Tracey Berkowitz	Township of Ocean	Present
Neil Blitz	Township of Plainsboro	Absent
Jeffrey Grosser	Princeton	Absent
Jewel Morgan	Township of Robbinsville	Absent
John Mauder	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
Amanda Meehan	

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Laura Kordomenos	Qual-Lynx/Third Party Administrator
Lisa Gallo	Qual-Lynx/Managed Care
Brian Maitland	J.A. Montgomery Consulting
Patti Fahy	Acrisure
Katie Walters	Conner Strong & Buckelew

**IV. Introduction of Guests**

There were no introductions.

**V. General Fund Business**

There was no general fund business.

**VI. Executive Committee Business**

**A. Approval of the General Fund Open and Closed Meeting Minutes of May 2, 2023**

**Motion** to approve the general fund open and closed meeting minutes of May 2, 2023.

**Moved:** Theresa Casagrande

**Seconded:** Anthony Cancro

**Vote:** Approved: 6 Abstentions: 1 (M.Schmid) Nay:0

**B. Reports**

1. Vice Chairperson's Report – Kathleen Capristo  
There was no report.
2. Secretary's Report – Marlena Schmid  
There was no report.
3. MEL Delegate's Report – Joy Tozzi  
There was no report.
4. Cyber JIF Delegate's Report – Joy Tozzi  
Barbara Murphy stated that, following discussions on the recent proposals for vendor services and interviews for phishing, training and external scanning services, the Cyber JIF delegates agreed to reissue the Request for Proposals. She further stated that she had recommended an extension of the 1/1/2024 deadline for the completion of the updated Cyber JIF risk management program checklist be considered.
5. Fund Commissioners' Reports  
There was no report.
6. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf  
As per the legislative report included in the agenda package.
7. Treasurer's Report – Marlena Schmid
  - a. Approval of Bill Lists for all Fund Years  
**Motion** to approve the bill list totaling \$1,128,055.92.  
**Moved:** Michael Pitts  
**Seconded:** Theresa Casagrande  
**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.
8. Administrator's Report – Risk & Loss Managers, Inc.  
Refer to the memorandum included in the agenda package.

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a. 2024 Renewal Process

Barbara Murphy stated that the 2024 online data collection process via Origami would begin on July 18, 2023 and the deadline for ending was scheduled for September 1, 2023.

9. Safety and Loss Control Report – J. A. Montgomery Consulting

Brian Maitland stated that several additional Safety Director Bulletins had been emailed to members and been added to the website.

10. Managed Care Report – Qual-Lynx

As per the report included in the agenda package.

**C. Old Business**

There was no old business.

**D. New Business**

There was no new business.

**E. Closed Session**

**Motion** to adjourn to Closed Session.

**Moved:** Bernard Hvozdovic, Jr.

**Seconded:** Theresa Casagrande

**Voted:** Approved: Unanimous                      Nay:

Open Session adjourned at 9:23 a.m.

**F. Open Session Resumes**

**Motion** to return to Open Session.

**Moved:** Bernard Hvozdovic, Jr.

**Seconded:** Anthony Cancro

**Vote:** Approved: Unanimous                      Nay:

Open Session resumed at 10:09 a.m.

Claims Payment Authorization and Other Actions Established in Closed Session

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

**Moved:** Marlena Schmid

**Seconded:** Bernard Hvozdovic, Jr.

**Vote:** Approved: Unanimous                      Nay:

**G. Public Comment**

There was no public comment.

**VII. Adjournment**

**Motion** to adjourn.

**Moved:** Anthony Cancro

**Seconded:** Marlena Schmid

**Vote:** Approved: Unanimous                      Nay:

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

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The next meeting will be held on **Wednesday, September 27, 2023.**

Respectfully submitted,

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Authorized Signature