
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES

November 8, 2023

I. Call to Order – Kathleen Capristo, Vice Chairperson

Vice Chairperson Capristo called the meeting to order at 9:06 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	Borough of Fair Haven	Absent
Michael Pitts	Township of Montgomery	Absent
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	Absent
David Brown	Township of Ocean	Present
Mona Habiby	Borough of Pennington	Present

Alternate Fund Commissioners

Denise Marabello	Township of Cranbury	Absent
Allyson Cinquegrana	Borough of Fair Haven	Present
Melissa Hallerman	Borough of Helmetta	Absent
Susan Newman	Township of Hopewell	Present
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	Present
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	
Christopher Scales	
Kyle Mrotek	The Actuarial Advantage

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Brian Maitland	J.A. Montgomery Consulting
Kathy Kissane	Qual-Lynx (TPA)
Lisa Gallo	Qual-Lynx/Qual-Care (MCO)
Patti Fahy	Acrisure
Katie Walters	Conner Strong and Buckelew
Robin Racioppi	NAIMC

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 and Executive Committee Open and Closed Meeting Minutes of September 27, 2023

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of September 27, 2023.

Moved: Marlena Schmid

Seconded: Katherine Fenton-Newman

Vote: Approved: Unanimous Nay:

B. Reports

1. Vice Chairperson's Report – Kathleen Capristo

There was no report.

2. MEL Delegate's Report – Joy Tozzi

Barbara Murphy stated that the MEL had recently introduced its 2024 rate table and it would be reflected in the Fund's 2024 budget introduction. She stated that the 2023/2024 elected officials' training program would once again be held at the League of Municipalities. She also stated that the program would focus on Local Government Risk Management.

3. Cyber JIF Delegate's Report - Joy Tozzi

Barbara Murphy stated that the Cyber JIF's website now includes a members only section. She stated that it would provide access to a secure documents page including checklists, framework and technology requirements, incident response plans, and deductible information.

4. Secretary's Report – Marlena Schmid

There was no report.

5. Fund Commissioners' Reports

There were no reports.

6. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf

As per the legislative update distributed at the meeting.

7. Treasurer's report – Marlena Schmid

a. Approval of Bill Lists for All Fund Years

Motion to approve the bill lists totaling \$963,328.71.

Moved: Anthony Cancro

Seconded: Bernard Hvozdovic, Jr.

Vote: Approved: Unanimous Nay:

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- 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.
As per the report included in the agenda package.
 - a. 2023/2024 Employment Practices Liability Updates
Barbara Murphy stated that a reminder had been recently sent to members regarding the November 1, 2023 deadline. She reminded members that the completed checklists must be received to remain eligible for the deductible and copay incentives.
- 9. Managed Care Report – Qual-Lynx
As per the report included in the agenda package.
Lisa Gallo stated that the online Ventiv claims reporting portal was now live and that registration information had recently been sent to all members.
- 10. Safety/Loss Control – J.A. Montgomery Consulting
As per the report included in the agenda package.
Brian Maitland stated that 25 members visits had been completed to date and the remaining 2023 member surveys were in the process of being scheduled.

C. Old Business

There was no old business.

D. New Business

- 1. 2023 Budget Revision #1
Barbara Murphy stated that the 2023 fund year budget was revised to reflect the addition of the Township of East Windsor.
Motion to introduce the 2023 budget revision #1.
Moved: Anthony Cancro
Seconded: Bernard Hvozdovic
Vote: Approved: Unanimous Nay:
- 2. 2024 Budget Introduction
Barbara Murphy reviewed the 2024 fund year budget introduction. She stated that there were multiple factors affecting the budget including increases in individual member exposures, and loss fund and reinsurance costs. She further stated that the Strategic Planning Subcommittee would be convened shortly to discuss a return of surplus that may be used by members to help offset any increases.
Motion to introduce the 2024 budget and certify the assessments.
Moved: Katherine Fenton-Newman
Seconded: Marlena Schmid
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: Anthony Cancro
Voted: Approved: Unanimous Nay:
Open Session adjourned at 9:43 a.m.

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G. Open Session Resumes

Motion to return to Open Session.

Moved: Bernard Hvozdovic

Seconded: Katherine Fenton-Newman

Vote: Approved: Unanimous Nay:

Open Session resumed at 9:52 a.m.

1. Claims Payment Authorizations Established in Closed Session

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

Moved: Katherine Fenton-Newman

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn.

Moved: Anthony Cancro

Seconded: Bernard Hvozdovic

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 9:53 a.m.

The next meeting will be held on **Wednesday, December 6, 2023.**

Respectfully submitted,

Authorized Signature