

---

**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

---

**GENERAL FUND AND EXECUTIVE COMMITTEE MEETING MINUTES  
September 27, 2023**

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

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

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

Chairperson Tozzi 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	Present
Michael Pitts	Township of Montgomery	Absent
Anthony Cancro	Township of Plainsboro	Present
Bernard Hvozdovic, Jr.	Princeton	Present
Joy Tozzi	Township of Robbinsville	Present
Marlena Schmid (a 9:13)	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	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
Christopher Scales	
Kathy Kissane	Qual-Lynx/Third Party Administrator

---

**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

---

Lisa Gallo  
Brian Maitland  
Jaclyn Lindsey

Qual-Lynx/Managed Care  
J.A. Montgomery Consulting  
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 and Executive Committee Open and Closed Meeting Minutes of July 12, 2023.**

**Motion** to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of July 12, 2023.

**Moved:** Theresa Casagrande

**Seconded:** Kathleen Capristo

**Vote:** Approved: 6 Abstentions: 1 (J. Tozzi) Nay:

**B. Reports**

1. Chairperson's Report – Joy Tozzi  
There was no report.
2. Secretary's Report – Marlena Schmid  
There was no report.
3. MEL Delegate's Report – Joy Tozzi
4. Joy Tozzi stated that MEL had recently met to discuss their 2024 budget and rate table projections and that the numbers were currently being finalized. She stated that the MEL was taking a conservative approach towards the loss fund increases for the upcoming fund year. Barbara Murphy stated that the trending increases on property appraisals were currently being discussed and would be included in the 2024 budget.
5. Cyber JIF Delegate's Report - Joy Tozzi  
Joy Tozzi stated that the Cyber JIF had recently awarded the RFP for training to D2 Cybersecurity. She added that D2 would be responsible for the security awareness and phishing training as well as the external vulnerability scanning for all members. She stated that an orientation meeting had been scheduled for all member entity's point of contact and IT people. Barbara Murphy stated that the deadline for the completion of the updated Cyber JIF risk management program checklist had been extended to 6/1/2024. She further stated that a "basic" category was to be added to allow for an alternate deductible reimbursement option for those members whose IT systems were unable to qualify for the tier requirements in the current risk management program.
6. Fund Commissioners' Report  
There was no report.
7. Attorney's Report – Julie Tattoni, Windels Marx Lane & Mittendorf  
As per the report distributed at the meeting.
8. Treasurer's Report – Marlena Schmid

---

**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

---

- a. Approval of Bill Lists for all Fund Years  
**Motion** to approve the bill lists totaling \$1,000,869.15.  
**Moved:** Theresa Casagrande  
**Seconded:** Bernard Hvozdovic, Jr.  
**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.
- 9. Administrator's Report - Risk & Loss Managers, Inc.  
Refer to the memorandum included in the agenda package.
  - a. Strategic Planning Subcommittee  
Barbara Murphy stated that she would be reaching out to the strategic planning subcommittee members to schedule a meeting to discuss return of surplus and the potential 2024 budget impacts.
- 10. Managed Care Report – Qual-Lynx  
As per the report included in the agenda package.  
Lisa Gallo presented a brief overview of the Qual-Lynx updated online claim reporting system for reporting workers' compensation, general liability, auto liability and property claims.
- 11. Safety and Loss Control – J.A. Montgomery Loss Control  
Brian Maitland stated that the 2023 loss control site surveys were in progress and expected to be completed ahead of schedule. He also stated that the issues with the NJMEL mobile app were still being resolved and that members should continue to monitor the MSI newsfeed for the release of new bulletins and training announcements.

**C. Old Business**

There was no old business.

**D. New Business**

There was no new business.

**E. Public Comment**

There was no public comment.

**F. Closed Session**

**Motion** to adjourn to Closed Session.

**Moved:** Marlena Schmid

**Seconded:** Kathleen Capristo

**Voted:** Approved: Unanimous      Nay:

Open Session adjourned at 9:54 a.m.

**G. Open Session Resumes**

**Motion** to return to Open Session.

**Moved:** Kathleen Capristo

**Seconded:** Theresa Casagrande

**Vote:** Approved: Unanimous      Nay:

Open Session resumed at 10:29 a.m.

**MID JERSEY MUNICIPAL JOINT INSURANCE FUND**

---

1. 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:** 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 10:30 a.m.

The next meeting will be held on **Wednesday, November 8, 2023.**

Respectfully submitted,

---

Authorized Signature