
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

**GENERAL FUND, SAFETY AND EXECUTIVE COMMITTEE MEETING MINUTES
March 8, 2023**

I. Call to Order – Joy Tozzi – Chairperson

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

II. Open Public Meetings Statement – Joy Tozzi – Chairperson

Chairperson Tozzi read the Open Public Meetings Act.

III. Flag Salute and Moment of Silence

IV. 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 (l. 10:19 am)	Township of Robbinsville	Present
Marlena Schmid	Township of West Windsor	Present

Alternate Executive Committee

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

Fund Commissioners

Salvatore Masucci	Borough of Helmetta	Absent
David Brown II	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
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

Safety Delegates

Louis Bader	Colts Neck Township	Absent
Bruno Bertucci	Township of Cranbury	Absent
Chief Jason Hart	Township of East Windsor	Present
Paul Reed	Borough of Helmetta	Absent
Laura Pavan	Township of Montgomery	Absent
Jacob Nieman	Township of Ocean	Present

MID JERSEY MUNICIPAL JOINT INSURANCE FUND

Morris Fabian	Borough of Pennington	Present
Afroula Ippolito	Princeton	Absent
Janis DiNatale	Township of West Windsor	Absent

Alternate Safety Delegates

Lt. Ryan Mattek	Township of East Windsor	Absent
Chief Lance Maloney	Township of Hopewell	Absent
Katie Williams	Township of Montgomery	Absent
Teresa Carson	Township of Plainsboro	Present

Others Present

Kerry Giammetta	Township of West Windsor
Timothy Lynch	
Anthony Esposito	
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Julie Tattoni	Windels Marx Lane & Mittendorf
Amanda Meehan	
Patricia Davidson	Qual-Lynx/Third Party Administrator
Lisa Gallo	Qual-Lynx/Managed Care
Brian Maitland	J.A. Montgomery Consulting
Matt Genna	
Brian Aaronson	
Katie Walters	Conner Strong and Buckelew
Robin Racioppi	NAIMC

V. Introduction of Guests

There were no introductions.

VI. General Fund Business

A. Safety

1. 2023 Safety Annual Kickoff – J.A. Montgomery Consulting – Think Safety, Work Safely – Annual Safety Awards & Kickoff Meeting

J.A. Montgomery representatives provided a PowerPoint presentation kicking off the 2023 safety program and initiatives. They discussed the 2022 successes, trainings, suggestions for improvement and workers' compensation losses. Brian Maitland stated that the May Executive Safety Committee Meeting would be a class on the CDL Entry Level Driver Training Train-the-Trainer Program.

B. Safety Awareness Program 2023

1. 2023 Safety Awareness Program Budget
Barbara Murphy reviewed the 2023 safety awareness program budget distributed at the meeting.
2. 2022 Safety Awareness Program Results
Barbara Murphy reviewed the final results of the 2022 safety awareness program budget distributed at the meeting. She congratulated all members for their efforts.

VII. Executive Committee Business

A. Approval of the General Fund and Executive Committee Open and Closed Meeting Minutes of January 11, 2023

Motion to approve the General Fund and Executive Committee Open and Closed Meeting Minutes of January 11, 2023.

Moved: Anthony Cancro

Seconded: Bernard Hvozdovic

Vote: Approved: 6 Abstentions: 1 (K. Capristo) Nay:

B. Reports

1. Chairperson's Report – Joy Tozzi

There was no report.

2. MEL Delegate's Report – Joy Tozzi

Chairperson Tozzi stated that the MEL's annual fund commissioners' retreat would be held on March 24th, and she encouraged all fund commissioners to attend.

3. Cyber Delegate's Report – Joy Tozzi

Chairperson Tozzi stated that the Cyber JIF had recently met to discuss various business issues including a request for proposals and interviews for outside vendors to contract for Cyber Awareness training, Security Notifications, Phishing and Vulnerability assessments.

4. Secretary's Report – Marlena Schmid

There was no report.

5. Fund Commissioners' Reports

a. Strategic Planning Subcommittee Report

As per the report included in the agenda package.

Barbara Murphy stated that the strategic planning subcommittee had recently met to discuss return of surplus and other business matters. She referred to a spreadsheet showing a proposed return of surplus by member and fund year. She stated that the subcommittee members had recommended a return of surplus of \$600,000 to be distributed as presented.

Motion to approve Resolution 2023.15 Authorizing Refunds for Fund Years 1996 through 2000, 2004 through 2006, 2009, 2011 and 2017.

Moved: Kathleen Capristo

Seconded: Anthony Cancro

Vote: Approved: Unanimous Nay:

Barbara Murphy also stated that the subcommittee members had recommended changing the due date of the January installment from the 1st to the 15th. Discussion ensued and the consensus was to accept the subcommittee's recommendation to change the due date of the January installment.

Motion to approve changing the due date of the January installment from the 1st to the 15th.

Moved: Anthony Cancro

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

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

As per the legislative update distributed prior to the meeting.

MID JERSEY MUNICIPAL JOINT INSURANCE FUND

7. Treasurer's Report
 - a. Approval of Bill List for all Fund Years
Motion to approve the bill list totaling \$77,974.26.
Moved: Kathleen Capristo
Seconded: Anthony Cancro
Vote: Approved: Unanimous Nay:
 - b. Treasurer's Report
As per the report included in the agenda package.
 - c. Investment Status
As per the report included in the agenda package.
8. Administrator's Report - Risk & Loss Managers, Inc.
As per the report included in the agenda package.
9. 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. Public Comment

There was no public comment.

F. Closed Session

Motion to adjourn Open Session.

Moved: Kathleen Capristo

Seconded: Anthony Cancro

Voted: Approved: Unanimous Nay:

Open Session adjourned at 10:11 a.m.

G. Open Session Resumes

Motion to return to Open Session.

Moved: Marlena Schmid

Seconded: Bernard Hvozdovic

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:42 a.m.

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: Bernard Hvozdovic

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn.

Moved: Anthony Cancro

Seconded: Marlena Schmid

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:43 a.m.

MID JERSEY MUNICIPAL JOINT INSURANCE FUND

The next meeting will be held on **Tuesday, May 2, 2023.**

Respectfully submitted,

Authorized Signature