



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES**

June 24th 2015

Crowne Plaza- Monroe Township, NJ Jamesburg Room at 11:00am

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:13 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

- **MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS –

Jim Rodino – Absent
Chris Reid - Absent
Barbara Russo - Absent
Ted Ehrenburg
Lisa O’Neill - Absent
Julia Edmondson
Eric Shubiger
Tim Dacey
Hillary Hyser - Absent
Theresa Casagrande
Eleanor McGovern
Peter Valesi
Joseph B. Bellina
Michael Caliguiro - Absent
Edward Forte - Absent
Lou Guarino -
Paul Zarbetski - Absent
Joan Hullings
Quentin Wiest
Louis Palazzo
Michael Martello
Laura Reinertsen
Greg Whitehead
Nancy Koblis
Russ Jones
Tim Stafford
Tim Quinn
Frank Mason
Doug Marvin
Paula Cozzarelli
Frank Ruggiero
Joseph Wassel – Absent



Karen Caulfield
Mark Krane
Mike Matheis – Absent

APPROVAL OF MINUTES

MOTION TO APPROVE MINUTES OF 5/20/15 MEETING

MOTION: Commr. Krane

SECOND: Commr. Ehrenberg

ABSTAIN: Commr. Edmondson; Casagrande; Reinertsen; Cozarelli; Wassel;
Dacey

▪ ADOPTION OF RESOLUTIONS

MOTION TO ADOPT RESOLUTIONS

- **Resolution 19-15 – Approving Certain Disbursements totaling \$425,079.53**
- **Resolution 20-15 – Approving Claims Payments totaling \$1,738,311**

MOTION: Commr. Jones

SECOND: Commr. Dacey

ABSTAIN: Ehrenberg

VOTE: ROLL CALL

Jim Rodino – Absent
Chris Reid - Absent
Barbara Russo - Absent
Ted Ehrenburg
Lisa O’Neill - Absent
Julia Edmondson
Eric Shubiger
Tim Dacey
Hillary Hyser - Absent
Theresa Casagrande
Eleanor McGovern
Peter Valesi
Joseph B. Bellina
Michael Caliguero - Absent
Edward Forte - Absent
Lou Guarino -
Paul Zarbetski - Absent
Joan Hullings
Quentin Wiest
Louis Palazzo
Michael Martello
Laura Reinertsen
Greg Whitehead
Nancy Koblis
Russ Jones



Tim Stafford
Tim Quinn
Frank Mason
Doug Marvin
Paula Cozzarelli
Frank Ruggiero
Joseph Wassel – Absent
Karen Caulfield
Mark Krane
Mike Matheis – Absent

REPORTS

Executive Director – NIP Group - E. Miller

- **Fast Track & Executive Committee Report on Supplemental Assessments and Dividends -**
The Executive Committee reported on its June 11, 2015 meeting concerning the supplemental assessment/dividend matter. The exhibits provided by the Fund Administrator showing the assessment/dividend by member were reviewed and discussed. The Committee is proposing that a resolution be placed on the July 29, 2015 meeting agenda stating that the Fund Administrator will review the Fund surplus position at the end of each year with the aim to implement a supplemental assessment/dividend plan effective January 1, 2017, with assessments payable on a five year installment plan. A draft resolution will be distributed to the Executive Committee by the Fund Administrator no later than 7/14.
- **Meeting Protocols** – Mr. Miller advised that he had been asked by a number of Commissioners to put the question of meeting frequency and composition on the table for discussion. Some points for consideration are: 1. should the number of monthly meetings be reduced below the current 11? 2. Should the full Board of Fund Commissioners meet on alternate months, with the Executive Committee meeting on the other months to conduct Fund business? 3. Should the monthly Safety Committee meeting be combined with the Commissioners’ meeting? 4. Should the structure of the meeting agenda be revised, with more topical speakers/seminars (Commr. Casagrande suggested arranging for CEU’s for certain topics). The Commissioners will take the matter under consideration, with further discussion to be held at the July 29, 2015 meeting.
- **Fast Track Report** – (J. Hall) The All Years’ Find Balance has increased by \$20,476 since last month. There were no meaningful changes to report.

Underwriting – Anthony Amadeo

- **Payroll Audit** - Payroll audit results was not conclusive as the compliance level was below 50% for reported payrolls and about 10% for documentation. Payroll webinar had a total attendance of nine which included members and risk managers. We will continue to work on improving this result. Webinar material still available.
- **New Website Launch** - Launch of a completely new member website is scheduled for first week in July. This is the website that will capture exposures etc. by member.
- **Renewal Kickoff** - The renewal kickoff has begun with a request for loss information valued on or about 6/30/15. We are seeking 10 years for WC and 8 years for all other lines of business. A



renewal package will go out sometime during the week of 7/13 or earlier seeking renewal exposures. The packet will include a request for property value updates from most but not all of the members and will include specific properties as reviewed by Travelers.

- **2016 Member Renewals** - Additional renewal material will include a Business Income worksheet and other documents as needed.

Wellness, Safety and EPL Training – A. Ven Graitis – Wellness

- **Wellness** –The wellness committee has cancelled the W2W walk/Run on 7/25 due to lack of interest. We will refocus our efforts and create a competition that will drive employee participation and interest.
- **Training** – Police professional training is ongoing. Three more TACT sessions are being scheduled for the fall. Frank Viscuso provided “Step up and Lead” training to Fire and DPW roundtable members and may be rolled out to additional departments. In2vate on line training is available and can be easily administered by municipal employees or by Risk Control.
- **Police Professional** – Additional police professional classes provided by expert providers are being considered. In addition, Risk Control is exploring the use of body cameras by police and will have Dr. More of Response Law present at the next Fund meeting. Additional information regarding body cameras will be provided in the future.
- **Stewardship Reports** - Stewardship reports are being created and the format has been established. Reports will be issued prior to the next fund meeting and will be discussed at all member SCM’s.

PRESENTATION

- **Staffing and System Update – Alice Lihou of Qual-Lynx** - Alice Lihou, Qual-Lynx Vice President, talked about the revised staffing in the workers compensation team. A new medical coordinator was added to manage the higher frequency but lower severity medical only claims. Alice also spoke about the new on-line claim reporting via Risk Console. The Qual-Lynx webinars trained 19 members consisting of 36 individuals. Training is still available for those who want it and Qual-lynx client services are available for those members with questions.

Treasurer’s Report – Patrick DeBlasio - Mr. DeBlasio reviewed the monthly treasurer’s report and cash management account and advised that the Fund has met all outstanding obligations and its financial position is secure.

MOTION TO ADJOURN TO EXECUTIVE SESSION, NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12(B), TO DISCUSS PENDING OR ANTICIPATED LITIGATION (CLAIMS)

MOTION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS



MOTION: Commr. Marvin
SECOND: Commr. Dacey
VOTE: Unanimous

ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS

ADJOURN TO PUBLIC SESSION

MOTION TO APPROVE CLAIMS

MOTION: Commr. Marvin
SECOND: Commr. Dacey
ABSTAIN: Ehrenberg; Ruggiero

Claims: May

West Orange ALBI Claim - Granted Settlement Authority
Eastampton LIA Claim – Granted Settlement Authority
City of Hoboken GL Claim - Granted Settlement Authority
City of Englewood GL Claim - Granted Settlement Authority
Hamilton Township WC Claim - Granted Settlement Authority

MOTION: Commr. Dacey
SECOND: Commr. Guarino

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Rodino made a motion to adjourn the meeting at 12:05PM and Commissioner Guarino seconded the motion. Motion carried unanimously.

Prepared by E. Miller.

Earl Miller

James Rodino

ALSO PRESENT:



Earl Miller – NIP
Madeline Delgado – NIP
David Springer – NIP
Robert Persico – NIP
Jonathan Hall – NIP
Anthony Ven Graitis – NIP
Conrad Cyriax - NIP
Robert Smith – NIP
Wendy Wiebalk – NIP
Steve Edwards – BGIA
George Crosby – BGIA
Brian Erlandsen – BGIA
Karen Caulfield – Twp of Union
John Geaney – Capehart Scatchard
Jeremy Solomon – Bob Smith & Associates
Ted Warden - BBBA
Frank Kelly – BGIA
Ray Vaughn – AGA
Dominick Cinelli – Brown & Brown
Glenn Jacobs – Fairview Associates
Frank Mason – Morristown
Ken Child – PMAMC
Ed Vath – PMA
Doug Borden – BPS
Lou Beckerman – Beckerman & Co.
David Balken – Balken Risk
Renee Nelms – Qual-Lynx
Alice Lihou – Qual-Lynx
Latonya Brennan – Gallagher, O’Corman & Young
John Hanuscin – Fairways Insurance
Somia Brown – Township of New Brunswick
Pat Mizerek – City of Rahway
Patrick DeBalsio – Treasurer
Michael O’Connell – Pringle, Quinn, Anzano