



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

February 17th 2016

The Hotel Woodbridge Iselin, NJ Room – 203 at 11:00am

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 10:05 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER

PLEDGE OF ALLEGIANCE

SWEARING IN OF FUND COMMISSIONERS:

- Township of Parsippany-Troy Hills – Ann Cucci
- Township of North Bergen –Robert Pittfield
- Township of North Bergen – Christopher Pianese
- Township of South Orange Village – Barry Lewis
- Township of South Orange Village – Adam Loehner
- Township of Berkeley – John Camera
- Borough of Highland Park – Shayne SantaLucia

ROLL CALL OF FUND COMMISSIONERS:

Jim Rodino
John Camera
Barbara Russo - Absent
Matthew Watkins
Lisa O'Neil
Michael King - Absent
Eric Shubiger - Absent
Tim Dacey
Joanna Mustafa
Teresa Casagrande
Officer Marrero
Joseph Bellina - Absent
Michael Calaguero
Haddon Heights - Absent
Lou Guarino - Absent
Paul Zarbetski
Shayne SantaLucia
Quentin Wiest
Louis Palazzo



Michael Martello - Absent
Laura Reinertsen - Absent
Greg Whitehead
Nancy Koblis
Russ Jones
Tim Stafford
Tim Quinn
Jillian Barrick - Absent
Doug Marvin
Sonia Brown
Ann Cucci
Frank Ruggiero
Barry Lewis
John Waryas
Karen Caulfield
Mark Krane – Absent
Mike Matheis – Absent

APPROVAL OF MINUTES

MOTION TO APPROVE MINUTES OF 12/16/15 MEETING

MOTION: Commr. Rodino

SECOND: Commr. Marvin

ABSTAIN: Commr. Camera; Watkins; Pittfield; Lewis; Cucci; Ruggiero
Stafford

ADJOURN MEETING SINE DIE

Chairman asked Executive Director to Chair meeting. Mr. Hall asked for nominations for the positions of Chairperson and Secretary and for the Executive Committee.

ELECTION OF CHAIRPERSON AND SECRETARY

- Commr. Jones nominated Commr. Rodino for Chairperson, with the nomination seconded by Commr. Marvin and Commr. Ruggiero nominated Commr. Marvin for Secretary, with the nomination seconded by Comm. Watkins. No further nominations proposed.
- Swearing in of Chairperson and Secretary by Fund Attorney.

ELECTION OF EXECUTIVE COMMITTEE –

- Commr. Jones nominated Commr. Watkins for member to the Executive Committee with the nomination seconded by Ruggiero

Executive Committee now consists of:

- Jim Rodino - Borough of North Plainfield, Chairperson



- Doug Marvin - Borough of New Providence, Secretary
- Karen Caulfield - Union Township
- Louis Guarino - Hamilton Township
- Russ Jones - Township of Livingston
- Mark Krane - Township of Warren
- Frank Ruggiero - City of Rahway
- Matthew U. Watkins of Township of Bloomfield

MOTION: Commr. Mustafa

SECOND: Commr. Jones

VOTE: Unanimous

MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER

MOTION TO ADOPT RESOLUTIONS

Resolution 01-16 – Certifying the Election of Chairperson and Secretary

MOTION: Commr. Quinn

SECOND: Commr. Ruggiero

VOTE: Unanimous

Chairman Rodino asked that Resolutions 02-15 through 08-15 be approved collectively.

Resolution 02-16 - Establishing Meeting Procedures

Resolution 03-16 – Establishing Fiscal Management Plan

Resolution 04-16 – Establishing Fund Records Program

Resolution 05-16 – Establishing 2016 Plan of Risk Management

Resolution 06-16 – Approving Fund Service Providers

Resolution 07-16 – Appointing 2016 Approved Counsel

Resolution 08-16 – Approving New Members

MOTION: Commr. Quinn

SECOND: Commr. Ruggiero

VOTE: ROLL CALL

Jim Rodino

John Camera

Barbara Russo - Absent

Matthew Watkins

Lisa O'Neil

Michael King - Absent

Eric Shubiger - Absent

Tim Dacey

Joanna Mustafa

Teresa Casagrande

Officer Marrero



Joseph Bellina - Absent
Michael Calaguero
Haddon Heights - Absent
Lou Guarino - Absent
Paul Zarbetski
Shayne SantaLucia
Quentin Wiest
Louis Palazzo
Michael Martello - Absent
Laura Reinertsen - Absent
Greg Whitehead
Nancy Koblis
Russ Jones
Tim Stafford
Tim Quinn
Jillian Barrick - Absent
Doug Marvin
Sonia Brown
Ann Cucci
Frank Ruggiero
Barry Lewis
John Waryas
Karen Caulfield
Mark Krane
Mike Matheis – Absent

Resolution 09-16 – Approving Final 2016 Fund Budget

MOTION: Commr. Mustafa

SECOND: Commr. Dacey

VOTE: ROLL CALL

Jim Rodino
John Camera
Barbara Russo - Absent
Matthew Watkins
Lisa O'Neil
Michael King - Absent
Eric Shubiger - Absent
Tim Dacey
Joanna Mustafa
Teresa Casagrande
Officer Marrero
Joseph Bellina - Absent
Michael Calaguero
Haddon Heights - Absent
Lou Guarino - Absent
Paul Zarbetski



Shayne SantaLucia
Quentin Wiest
Louis Palazzo
Michael Martello - Absent
Laura Reinertsen - Absent
Greg Whitehead
Nancy Koblis
Russ Jones
Tim Stafford
Tim Quinn
Jillian Barrick - Absent
Doug Marvin
Sonia Brown
Ann Cucci
Frank Ruggiero
Barry Lewis
John Waryas
Karen Caulfield
Mark Krane
Mike Matheis – Absent

Resolution 10-16 - Approving Certain Disbursements - \$5,540,583.20

Resolution 11-16 – Approving Claims Payments - \$1,999,517

MOTION: Commr. Jones
SECOND: Commr. Ruggiero
VOTE: ROLL CALL

Jim Rodino
John Camera
Barbara Russo - Absent
Matthew Watkins
Lisa O'Neil
Michael King - Absent
Eric Shubiger - Absent
Tim Dacey
Joanna Mustafa
Teresa Casagrande
Officer Marrero
Joseph Bellina - Absent
Michael Calaguero
Haddon Heights - Absent
Lou Guarino - Absent
Paul Zarbetski
Shayne SantaLucia
Quentin Wiest
Louis Palazzo
Michael Martello - Absent



Laura Reinertsen - Absent
Greg Whitehead
Nancy Koblis
Russ Jones
Tim Stafford
Tim Quinn
Jillian Barrick - Absent
Doug Marvin
Sonia Brown
Ann Cucci
Frank Ruggiero
Barry Lewis
John Waryas
Karen Caulfield
Mark Krane
Mike Matheis – Absent

REPORTS

Executive Director – NIP Group – J. Hall

- **Financial Fast Track Report Status** – The Year-End Financial Fast Track report will be available as soon as the actuarial report is finalized. We should expect the first draft report by end of this week or early next. Once the actuarial report is finalized we will share with all Commissioners.
- **Financial Disclosure Statements** – Financial Disclosure Statement notices will be sent to all Commissioners and Alternative Commissioners in late March/early April, with a due date for filing no later than April 30. As a reminder, the FDS you will need to complete for your role in the GSMJIF is in addition to any FDS you may be required to file for your role within your respective municipalities. As a reminder, all Commissioners and Alternate Commissioners are required to complete the FDS.
- **Meeting Locations** – The Executive Committee has agreed to have 3 meeting in 2016 at the National Conference Center which is exit 8 off the turnpike in East Windsor. It is about 10 minutes from our old location the Crowne Plaza. We are looking to have an April meeting at the new location, we are currently looking over the contracts.

UNDERWRITING REPORTS – Robert Smith

- **2016 Coverage Improvements** – LEL coverage is an increasingly hot topic. Being aware of this and knowing the impact it could potentially have on our members, NIP has been able to reduce the LEL fund retention to \$150k, down from \$250k. NIP was able to strengthen the all lines aggregate loss fund protection



- **Renewal Summaries** – All renewal summaries have been released to the risk managers. Please email Rob Smith at rsmith@nipgroup.com with any questions or if you have not received it.
- **Quasi Municipal Entities** – All Risk Managers have been sent a list of all current quasi-municipal entities we have on file. The excess carriers require us to update this list every year at renewal. At this time, we have received the updated info and reported back to the carriers. Thanks you for supplying this information. Please continue to inform our office of any updates or changes.
- **Cyber Risk Update** – Please be aware that municipal websites are increasingly becoming the targets of viruses and malware. Our own offices have been affected by this in the course of reviewing municipal sites. Please continue to have your IT teams scan your websites for these threats.
- **Website Update** - NIP is pleased to announce that our newest members, North Bergen and South Orange Village, are up and live on the website. NIP worked with our IT vendor to get this done faster than any other year. There will be meetings in the coming weeks to discuss a version 3.0 website update and we are open to any suggestions or comments on the website. Please email me at rsmith@nipgroup.com with any feedback.

SAFETY DIRECTOR – PMA GROUP (Ken Child) NIP Group (Anthony Ven Graitis)

- **Safety Incentive Program** – The Safety Incentive program will essentially remain the same as 2015, with a Level A and Level B award available to member’s meeting SIP criteria.
- **Wellness** – The Wellness Committee met last week and have selected our first wellness challenge for 2016, the “CPR Challenge”. A bulletin will be created and approved by the committee. The challenge is expected to start around 3/15. Members will be asked to request a certified trainer from the municipality to provide training to employees during their lunch hours or before/after work. The GSMJIF will reimburse the costs for books, certificates, etc, from the National Safety Council. Also, awards will be available for members with the greatest percentage of employees that become certified and also randomly for participants. The GSMJIF will also have certified risk control personnel provide group training for members without certified trainers.
- **EPL Audits** - EPL audits are moving forward and the EANJ has agreed to start with Englewood. It is anticipated that the audit will begin on or around April 1.

CLAIMS REPORT – Conrad Cyriax, Wendy Wiebalk, James Renner & Robert Persico

- **2015 Claims Statistic Summary** - Bob presented some key claim statistics from 2015. The presentation included incoming and closing claims during 2015, recovery, pending year end 2015 and use of the Qualcare Network.



- **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. Pallazo
SECOND: Commr. Marvin
VOTE: Unanimous

ADJOURN TO PUBLIC SESSION

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

MOTION TO APPROVE CLAIMS

MOTION: Commr. Ruggiero
SECOND: Commr. Watkins
ABSTAIN: Commr. Unanimous

Claims:

City of Rahway WC Claim - Granted Settlement Authority
Township of Union LEL Claim– Granted Settlement Authority
Parsippany-Troy Hills ALBI Claim – Granted Settlement Authority
Town of Kearny WC Claim - Granted Settlement Authority
Township of Montclair WC Claim - Granted Settlement Authority
Township of North Brunswick WC Claim - Granted Settlement Authority
Union Township WC Claim - Granted Settlement Authority
Howell Township WC Claim - Granted Settlement Authority
Union Township Ind. Claim - Granted Settlement Authority

VOTE: ROLL CALL:
Jim Rodino



John Camera
Barbara Russo - Absent
Matthew Watkins
Lisa O'Neil
Michael King - Absent
Eric Shubiger - Absent
Tim Dacey
Joanna Mustafa
Teresa Casagrande
Officer Marrero
Joseph Bellina - Absent
Michael Calaguiri
Haddon Heights - Absent
Lou Guarino - Absent
Paul Zarbetski
Shayne SantaLucia
Quentin Wiest
Louis Palazzo
Michael Martello - Absent
Laura Reinertsen - Absent
Greg Whitehead
Nancy Koblis
Russ Jones
Tim Stafford
Tim Quinn
Jillian Barrick - Absent
Doug Marvin
Sonia Brown
Ann Cucci
Frank Ruggiero
Barry Lewis
John Waryas
Karen Caulfield
Mark Krane
Mike Matheis – Absent

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Rodino made a motion to adjourn the meeting at 11:28AM and Commissioner Jones seconded the motion. Motion carried unanimously.



Prepared by J. Hall.

Jonathan Hall

James Rodino

ALSO PRESENT:

Jonathan Hall – NIP
David Springer – NIP
Steve Edwards – BGIA
Robert Persico – NIP
Anthony Ven Graitis – NIP
Conrad Cyriax - NIP
James Renner - NIP
Robert Smith – NIP
Wendy Wiebalk – NIP
Earl Miller – NIP
Brian Erlandsen - BGIA
Michael O’Connell – PQA
Patrick DeBlasio – Treasurer
Madeline Delgado – NIP
George Crosby – BGIA
Latonya Brennan – AJ Gallagher
Pat Mizerek – Rahway
Adam Loehner - South Orange Village
Ilene Laursen – Conner Strong
Jeremy Solomon – Bob Smith & Associates
Francis Kelly – BGIA
Michael Sabbagh – Richland Knowles
Doug Borden – Borden Perlman
Tom Fitzpatrick – Fairview Insurance
David Balken – Balken Risk
Louis Beckerman – Beckerman & Co.
Dominick Cinelli – Brown & Brown
Renee Nelms – Qual-Lynx
Marc Strauss – PMAMC
Francisco Marrero – Fanwood
John Geaney – Capehart Scatchard